

**BYLAWS
OF THE
ALABAMA ASSOCIATION OF
STUDENT FINANCIAL AID
ADMINISTRATORS
(A Non-profit Corporation)**

As amended by the membership on April 22, 2025

ARTICLE I - MEMBERSHIP

A. Classes of Membership.

There shall be two (3) classes of members of the Association - active, associate, and honorary.

1. **Active Members** - Active Members shall be:

- a. Persons associated with the administration and support of student financial aid in postsecondary institutions in education, in government offices and agencies, in lending institutions and organizations, in other private, community, or civic organizations, agencies, or programs; and,
- b. who have paid annual dues for the current fiscal year; and,

2. **Associate Members** – Associate Members shall be:

- a. Persons or organizations that are indirectly involved with administering or assisting in the process of student financial aid for postsecondary institutions in education, in government offices and agencies, in lending institutions and organizations, in other private, community or civic organizations, agencies, or programs;
- b. Cannot hold elected office and do not have voting privileges on key decisions within the organization;
- c. Who have paid annual associate member dues for the current fiscal year;

- d. Associate Members may petition to the AASF AA Executive Board to be Active Members with the privilege to vote on key decisions and run for elected office; and
3. **Honorary Members** - Honorary Members shall be persons who have performed outstanding service in the field of support and/or administration of student financial aid, and who are granted membership by the Executive Board.

B. Types of Membership.

Membership shall be individual and institutional and shall not be transferable except upon approval by the Executive Board.

C. Term of Membership.

- a. Active and Associate membership shall be on an annual basis corresponding to the fiscal year as defined in Article VI of these Bylaws.
- b. Honorary membership may be automatically renewed on an annual basis corresponding to the fiscal year as defined in Article VI of these Bylaws or terminated at the request of the honoree and/or by vote of the Executive Board

D. Application for Membership.

Application for active and associate membership shall be made to the Treasurer, who shall approve those who meet membership criteria. Applications of those who do not appear to meet the membership criteria shall be presented to the Executive Board by the Treasurer for approval or disapproval.

ARTICLE II - MEETINGS

- A.** At least one annual conference shall be held within the State of Alabama during the fiscal year upon the call of the Executive Board.
- B.** Other meetings of the Association shall be called at the discretion of the Executive Board.

- C. Notice of the annual conference shall be by electronic mail to all members at least thirty (30) days prior to the beginning date of the meeting.
- D. Parliamentary Law of the Association shall be governed by the most recent edition of the Roberta's Rules of Order, provided they are not inconsistent with the articles of Incorporation, these Bylaws, and any special rules the Association may adopt.

ARTICLE III - EXECUTIVE BOARD AND OFFICERS

A. Executive Board.

The administrative responsibility of the Association shall be vested in a committee known as the Executive Board. The committee shall be designated as the Board of Directors. The Executive Board shall be empowered to act on behalf of the Association.

B. Officers.

The officers of the Association shall be the President, President-Elect, Vice President, Immediate Past President, Secretary, and Treasurer. Active AASFAA members can hold office in the Association.

C. Elections and Terms of Office.

The officers of the Association shall be elected annually in the spring, except as provided for in Article III, Section D. The President-Elect shall serve one year in that position, a second year as President, and a third year as Immediate Past President. The Vice President and the Secretary shall serve for a period of one year. The Treasurer shall serve for a period of two years. The Association members shall elect a Treasurer-Elect, every odd year, who will serve one year in that position and who will serve the following two years as Treasurer.

D. Vacancies.

In the event of a vacancy in the office of President, the Vice President shall succeed to that office. In the event of a vacancy in the office of Treasurer, the Treasurer-Elect shall assume the office of Treasurer, or the President may appoint, with the approval of the Board, an active member to complete the term of the Treasurer until the Treasurer-Elect can assume the office of Treasurer. Except for the office of President-Elect, and Treasurer-Elect other

vacancies shall be filled by appointment of the President with the approval of the Executive Board. When a vacancy occurs in the President-Elect or

Treasurer-Elect position, that office will remain vacant until such time as a new election can be held.

E. Officer Removal.

Officers may be removed from office for misconduct, failure to perform the duties of the office, or for other just causes as determined by the Board. The Board, in executive session, shall consider the charges, review evidence presented by all parties, and reach a decision. A two-thirds majority vote of the board is necessary for removal from office. The decision of the Board will be final. The President shall preside over the proceedings unless the President is being considered for removal from office. In this event, the Vice President will preside. Counsel may be present to advise the parties; however, they may not speak in the proceedings. The Secretary or designee will compile minutes of the executive session. The presiding officer shall provide a summary of the action of the Board to the membership at the next regularly scheduled meeting or through the Association's to the membership electronically.

ARTICLE IV - DUTIES OF THE OFFICERS

A. The President is the chief executive officer of the Association. The President shall:

1. Be the chief executive officer of the Association.
2. Preside at all meetings of the Association.
3. Serve as the chairman of the Executive Board.
4. Appoint all chairpersons and members of the committees, unless otherwise provided for in the Bylaws, subject to the approval of the Executive Board.
5. Serve as the AASF AA representative to the SASFAA Board. If unable to attend will appoint a proxy.
6. Serve, ex-officio, on all committees.
7. Oversee all expenditures of the Association.
8. Submit an Annual Report to the Association.
9. Serve on such other AASF AA, SASFAA, and/or NASFAA committees as Appointed.
10. Serve as official spokesperson for AASF AA.
11. Obtain bonding at the expense of the Association before taking office.

12. Confirm the purchase of the plaque for the Immediate Past President and present it to him/her.

B. The President-Elect is an assistant to the President. The President-Elect shall:

1. Perform all duties as designated by the President.
2. Serve as chairman of the Conference Committee.
3. Serve as an understudy to the President.
4. Observe the President at all AASFAA Committee Meetings.
5. Develop goals and objectives for the upcoming year.
6. Select Committee Chairs for the upcoming year.
7. Prepare and present the Budget and Finance at the Transition Meeting (in conjunction with the Budget and Finance and Finance Chair).
8. Perform such other duties and functions as may be required by the Association.
9. Attend the President-Elect Meeting at the SASFAA Annual Conference.
10. Attend NASFAA Leadership Conference Association Leadership Pathway.
11. Participate in the SASFAA President-Elect Exchange.
12. Provide and review volunteer forms to the membership.
13. Serve as standing member on Budget and Finance and Finance committee.

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

1. Perform all duties of the President in his/her absence.
2. Serve as Chairman of the Professional Development Committee.
3. Works with the Membership Chair to assess the professional development needs of the membership for the year.
4. Succeed to the Office of the President in the event of a vacancy in that office.
5. Any other duties, which may be assigned by the President.

6. Plans and coordinates the new aid officers' workshop, including
 - a. curriculum development, recruitment of faculty, and advertising.
7. Perform such other duties and functions as may be required by the Association.
8. Serves as a member of the Conference Committee.

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

1. Shall in the absence or disability of both the President and Vice President, and with approval of the Executive Board, have all the powers and perform all of the duties of the President.
2. Serve as Chairman of the Awards and Recognition Committee.
3. Serve as Chairman of the Electronic Services Committee.
4. Served as Chairman of the Nominations and Elections Committee.
5. Serve as the AASFAA representative to the SASFAA Nominations Committee.
6. Any other duties, which may be assigned by the President.
7. Serve on such other AASFAA, SASFAA, and/or NASFAA committees as appointed.
8. Serve as Parliamentarian.

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

1. Recorder of the Association and the custodian of its records.
2. Take or arrange to have taken, and keep in permanent form, the minutes of all Board and Association meetings.
3. Arrange to have copies of all meeting Minutes made for the membership (Board Minutes for the Board, Business Minutes to the membership) and posted to AASFAA's website.
4. Keep a current file of all official documents, forms, contracts, and publications of the Association.
5. Orders and distributes the Associations' official stationery.

6. Transfer to the archives, at least, annually all of the official documents and publications of the Association.
7. Coordinate with the Organizational Governance to keep AASFAA Policies and Procedures and Bylaws updated.
8. Prepare and distribute to the Membership all proposed resolutions and amendments to the Constitution or Bylaws.
9. At the discretion of the President in advance of board meetings, prepares and distributes agendas.
10. Maintains the AASFAA gavel, banner, and other association properties as applicable.

F. The Treasurer is the financial officer of the Association. The Treasurer shall:

1. Receive and disburse all monies of the Association and follow the Association's financial policy as approved by the Executive Board.
2. Ensure the accuracy of the membership roster compared to the collection of dues.
3. Coordinate with the Conference and Professional Development Chair on the collection of monies at all events.
4. Prepare, publish, and circulate twice yearly to the membership a financial statement of the Association.
5. Co-signs with the President all payments over \$2,500.
6. Keep adequate, accurate, and appropriate records of financial transactions as they relate to the operations of the Association. Provide view-only security access to online QuickBooks for the Treasurer-Elect, and Budget and Finance & Finance Chair.
7. Submit the Association's records to an annual financial review within sixty (60) days following the close of the fiscal year. The Executive Board will decide who performs the financial review (Budget and Finance & Finance committee members or an outside auditor).
8. Turn over all financial records of the Association to Treasurer-Elect no later than sixty (60) days from the completion of the term.
9. Be bonded at the expense of the Association before taking office. Updated by Budget and Finance and Finance.
10. Arrange in coordination with the Budget and Finance and Finance Chair for an annual independent review of the financial records.
11. Change the password on all financial accounts upon assuming the role.

12. In coordination with the transition meeting updated all accounts to include the new treasurer's name.
13. Monitor submission of scholarship invoice forms from colleges and universities and pay the scholarship funds upon receipt of the invoice.
14. Submit a report of the Association before each meeting of the membership and each Executive Board meeting a current Treasurer's report showing the status of all financial accounts held in the name of the Association.
15. Have the authority to pay bills promptly, based on the existing Budget and Finance, after the expiration of the fiscal year until a new Budget and Finance is approved by the Executive Board.
16. Maintain the exceptional credit rating of the Association by paying all bills and/or invoices upon receipt.
17. Provide a year-end Treasurer's report as of June 30.
18. In conjunction with the Budget and Finance & Finance Chair consult the accountant regularly regarding tax status. Work with the accountant to provide necessary documents for and ensure the timely filing of the federal and state taxes.
19. File an IRS form 990 (or 990EZ) and 990-T by November 15 of each year for the prior fiscal year. Pay the quarterly 990-T federal taxes. All mail should be sent as certified. This must be signed by the current President before submitting to the IRS.
20. Keep current the AASFAA's Treasurer's record of technology-related asset inventory items.
21. It will be the responsibility of the Budget and Finance & Finance Chair to complete the monthly bank reconciliation. Ideally, this person will be a former AASFAA treasurer or president. The appointed member will not have access to blank checks. Upon completion, the Budget and Finance & Finance Chair will send copies of the bank statement, including imaged checks and the QuickBooks reconciliation report to the President, President-Elect, and Treasurer. A copy of the bank statement and reconciliation report will be kept by the AASFAA Treasurer.
22. Pay insurance premiums in full when due. Send a copy of the policy to the Secretary.
23. Ensure all invoices are accurate based on dues, sponsorship, etc.
24. Receive and maintain a copy of all financial and expense forms.
(Example: Update mileage according to IRS mileage allowance on travel expense forms as appropriate.)

G. The Treasurer-Elect will assist the Treasurer. The Treasurer-Elect shall:

1. Seek to learn all the fiscal duties and responsibilities of the Treasurer's office.
2. In coordination with the Treasurer monitor submission of scholarship invoices forms from colleges and universities the scholarship recipients will attend and pay the scholarship funds upon receipt of the invoice.
3. Any other duties, which may be assigned by the President and Treasurer.

ARTICLE V - COMMITTEES

A. The standing committees of the Association shall be the:

- Awards and Recognition
- Membership
- Nominations and Elections
- Professional Development

B. Chairperson and members of the standing committees shall be appointed by the President annually with the approval of the Executive Board, unless otherwise provided for.

C. Duties of the standing committees shall be as directed and defined by the President, with the approval of the Executive Board.

D. Discretionary Committees: The President shall have the power to appoint such other committees as deemed necessary, with the approval of the Executive Board.

ARTICLE VI - FISCAL YEAR, DUES AND FEES

A. Fiscal Year: The fiscal year of the Association shall be from July 1 to June 30.

B. Dues: Dues of the Association shall be set by the Executive Board, upon the recommendation of the Budget Committee and shall be listed on the Association's website. Dues shall be due on or after July 1 for the current

year.

- C. **Fees:** Registration and other fees for meetings shall be set by the Executive Board, upon recommendation of the appropriate standing committee.

ARTICLE VII - VOTING PRIVILEGES

- A. **Active members** shall have voice vote at all meetings of the Association, and shall be able to run for office and chair committees.
- B. **Associate members** shall not have voice vote at meetings of the Association, and may sit on committees.
- C. **Honorary members** shall have voice vote at all meetings of the Association and may sit on committees.

ARTICLE VIII – AMENDMENTS

- A. These Bylaws may be amended or revised, upon the recommendation of the Executive Board, by either a two-thirds (2/3) majority vote of those active members present and voting at the business meeting, or a two-thirds (2/3) majority vote of those active members voting electronically, or if paper ballots are used, by returning ballots within thirty (30) days of the mailing date of votes taken by mail.