

Ohio Association of Student Financial Aid Administrators



OASFAA

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**Policies and Procedures  
Manual**

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## **Abbreviations and Information Key:**

In the chart below, you will find the reference definitions for abbreviations and definitions to help you navigate this manual.

<b>Abbreviation:</b>	<b>Abbreviation Reference Definition:</b>
AG&P	Association Governance and Planning Committee
CAC	Center for Archival Collections at Bowling Green State University in Bowling Green, Ohio
FAFSA	Free Application for Federal Student Aid
GEAR-UP*	*Not acronym - <a href="#">click here for information.</a>
MASFAA	Midwest Association of Student Financial Aid Administrators
NASFAA	National Association of Student Financial Aid Administrators
OACAC	Ohio Association for College Admission Counseling
OASFAA	Ohio Association of Student Financial Aid Administrators
OCAN	Ohio College Access Network
ODHE	Ohio Department of Higher Education
TRIO*	*Not acronym - <a href="#">click here information.</a>

## **SECTION 1.0 - Introduction to the OASFAA Policies and Procedures Manual**

### **1.1 Introduction**

The OASFAA Policies and Procedures manual was originally developed by the Research Committee in the 1991-1992 academic year, in collaboration with various Active and Associate Members. The Association AG&P reviewed and revised it during the 1997- 1998 academic year. A series of updates and edits have been made throughout the years, including 2016-2018 with a document maintenance log at the end indicating those changes. The purpose of the manual is to define the roles and objectives of the Trustees of the Corporation as well as to document important policies and procedures for the membership. It will be the continuing responsibility, on an annual basis, of each trustee and committee chair to advise AG&P of recommended changes to the Policies and Procedures Manual. The AG&P, after review, will submit any recommended changes to the Trustees for further discussion and approval. Approved changes will be made to the Policies and Procedures Manual by the Secretary.

### **1.2 Mission Statement**

The mission of OASFAA shall be to ensure access to higher education through the promotion of financial aid awareness. Further, the mission of the Association is to affect public policy initiatives, to promote ethical administration of student aid programs, and to encourage an environment of cooperation among individuals, agencies, organizations and educational institutions to better serve all student populations.

### **1.3 Purpose of Manual**

The purpose of the OASFAA Policies and Procedures Manual is to:

1. Promote better communication between and among all Corporation members;
2. Provide an overview of the Corporation structure;
3. Describe the duties and responsibilities of the Trustees and Committee Chairs; and
4. Provide an overview of procedures to be followed by the Corporation members.

### **1.4 Authority Policy**

Procedures may be adopted by the Trustees to conduct the business of the Corporation. In no way shall these procedures replace, supplant or conflict with provisions of the Constitution. In the event of a conflict, the Constitution shall prevail.

### **1.5 Representation of the Corporation**

Use of the properties of the Corporation, including but not limited to its logo, name, stationery, and banner, shall be considered representation of the Corporation. Therefore, use of such properties must be within approved activities of the Trustees by members only.

## **1.6 OASFAA Branding Guidelines**

The OASFAA logos, brand mark, and brand architecture are identifying marks for the Association. Their use should not be taken lightly. As a member, it is your responsibility to use these logos on all official documents and materials distributed to the public and to maintain the integrity of the logos and brand mark as outlined below:

### **1.6.1 Definitions:**

#### **Logos:**

There are two logos for the Association, as well as others created, under limited circumstances, for specific celebratory events. The primary logo includes the full name of the Association written out and the alternative logo excludes this element. Generally, the primary logo, as the name suggests, should be used. The alternative logo would most likely be used if the name of the Association is otherwise on the piece, sizing of the logo makes legibility of the full name difficult, or repetition of the logo suggests a more simplified application.

#### **Brand Mark:**

The brand mark of the Association is the OASFAA typeface with the bars and points above and below. In some ways, the brand mark serves as another alternate logo due to its history with the Association and its simplified application when color is not an option.

#### **Brand Architecture:**

Items taken from pulling apart the primary logo such as the squiggle, the state of Ohio, the typeface, and the bars and points are brand architecture that maintain a visual link to the logo and brand mark. These elements embody the look and feel of the Association when used in designing print materials, PowerPoint presentations, etc.

#### **Required Use:**

An OASFAA logo or the brand mark must appear prominently on all materials made available to the public, official documents, or materials used to represent the Association. In addition to logo and brand mark use, the OASFAA website ([www.oasfaa.org](http://www.oasfaa.org)) is to be referenced at least once in all print or distributed materials.

#### **Safe Space:**

For maximum legibility, no elements like typography or other logos should be within the safe area around the logos or brand mark. The safe area is equal to the height of the points on the bars above and below the OASFAA typeface.

#### **Background:**

Use the tools of your application to make backgrounds transparent so the logo or brand mark is not blocked in a white area on a non-white background. As well, when designing

your document, avoid blocking in or trapping the logo or brand mark visually from the rest of the document.

**Colors:**

When possible, the color logos should be used and allow for the proper blue, black and yellow tones. For simplified applications or when only as single color (including black) is possible, the brand mark is preferred.

**Size Restrictions:**

The logos and brand mark should always be appropriately sized for its use but should be printed no smaller than 1 inch in width or 125 pixels wide for the Web. Resizing should be done in such a way as to maintain the proper proportions and not distort the logo or brand mark.

**Alterations:**

Proportions should always be preserved when using the logos and brand mark. Stretching them is not acceptable. The logos and brand mark should not be recreated using alternate fonts. At the same time, appropriate alterations to include oversizing and stretching brand architecture can vary the look of your materials while preserving the logos and brand mark.

**Font:**

Whenever possible, the fonts for materials should be limited to Arial, Calibri, Helvetica, Times New Roman, and Times (and related versions). Use of consistent fonts in presentation materials and publications provides easy readability and a consistent visual image for the Association. Conference materials may use alternate fonts to convey the theme of that conference and other font choices may be used sparingly for presentation headlines, etc. if limiting fonts is an issue.

### **1.6.2 Procedure to Change Logo**

The following process should be used for a proposed logo change

1. A majority vote of trustees, in support of a logo change, is required before submissions can be requested.
2. The president will notify all active members via email of an open call for new logo submissions that meet required specifications. The submission period should remain open for at minimum 30 days.
3. A committee composed of the President-Elect, President, and Past-President will determine a small subset of finalist designs to be voted on.
4. All finalist designs will be sent to all active members via email and members will have the opportunity to vote on the finalist designs. The voting period should remain open for 14 days at minimum.



5. The finalist logo with the most votes will be selected as the new OASFAA logo.
6. Results of voting, and the new logo chosen, will be announced to all active members via email.
7. The Communications Committee will oversee all logo changes for electronic materials and the President-Elect will oversee all logo changes for physical materials.

## **SECTION 2.0 – Participation in OASFAA**

### **2.1 Membership Overview**

Annual membership in OASFAA will be from January 1 through December 31, unlike the Corporation fiscal year, July 1 through June 30. The Membership Chair(s) is responsible for distributing information regarding renewing OASFAA memberships. Membership application does not constitute membership until payment is received.

Changes to dues are recommended by the Trustees and are to be approved by a majority vote of the Corporation membership at a general meeting. Membership dues are to be used to help offset expenses of the core functions of the Association. All memberships are individual and are non-transferable.

#### **2.1.1 Active Membership (Voting)**

Active Membership shall be limited to those individuals actively engaged in the administration of student financial aid at an Ohio institution of post-secondary education whose primary job functions include, but are not limited to, counseling, assessment of need, disbursement of funds, etc. Ohio residents working remotely in the administration of student financial aid for an institution outside of Ohio, may also be an active member. Individuals engaged in the administration of student financial aid in Ohio but not employed by an institution of higher education may submit a petition for Active Membership every year to the Membership Support Chair to be referred to the Trustees for action (See Appendix C). Active Membership entitles the member to have voting rights, and affords the opportunity to hold an elected office within the Corporation and to serve in any other capacity.

#### **2.1.2 Associate Membership (Voting)**

Associate Membership shall be open to individuals who are engaged indirectly in the administration of financial aid programs, individuals actively involved in the administration of financial aid programs from outside Ohio, and individuals interested in the purposes of the Corporation who are approved by the Trustees. Examples might include persons representing state government agencies, college access networks, TRIO programs, lenders, loan servicers and other units/agencies/organizations interested in the purposes of the Corporation. Associate Members shall have voting privileges and hold only the elected office of Associate Representative.

#### **2.1.3 Student Affiliate Membership (Non-Voting)**

Student Affiliate Membership shall be open to any student enrolled at a postsecondary educational institution in the state of Ohio which is deemed eligible to participate in federal or state financial aid programs. Student Affiliate Membership shall not have voting privileges and cannot hold elected offices.

#### **2.1.4 Non-Affiliate Membership (Non-Voting)**

Non-Affiliate Membership shall be open to individuals seeking membership who are not eligible to become active, associate or student member but who wish to fulfill the purposes of the Corporation. Examples might include staff in the offices of Admissions, Bursars, Registrars, individual consultants, and financial planners. Non-Affiliate Membership shall not have voting privileges and cannot hold elected offices.

#### **2.1.5 Retiree Membership (Non-Voting)**

Retired Membership shall be limited to those individuals who were previously actively engaged or engaged indirectly in the administration of financial aid but who are now retired from service. Retired Members are non-voting members who may not hold elected office but may serve in any other capacity.

#### **2.1.6 Lifetime Membership (Non-Voting)**

Lifetime Membership may be bestowed but will be limited to those individuals who have served OASFAA, and the profession with distinction for a significant period of time. This honor is intended to recognize a member at the end of a career devoted to the administration of student financial aid.

The individual must be nominated by a current member of OASFAA. The AG&P Committee will be responsible for gathering information on the nominee's contributions and presenting their findings to the Trustees. Lifetime Membership will be confirmed by a majority vote of the Trustees. Lifetime Members will be non-voting members of the Association.

#### **2.1.7 Membership Dues**

Membership in OASFAA requires that dues be submitted on a yearly basis, and must be submitted no later than December 31. Following a review of the fiscal status of the Corporation, the Finance Committee may recommend an increase in annual dues. Such an increase must be approved by a majority vote of the Trustees for recommendation to the Corporation membership. It is advised that the Corporation membership be informed at least thirty (30) days prior to the actual meeting where a majority vote of the membership is required for approval. The Trustees may approve a different membership-dues amount for Student Affiliate and Retired Members.

Submission of yearly dues entitles the member to all rights and privileges of the Corporation, and implies agreement by the member to all terms and conditions of OASFAA membership. Membership dues are non-refundable.

#### **2.1.8 Refusal/Revocation of Membership**

Membership in OASFAA may be refused and/or revoked if an OASFAA member in good standing submits a written complaint to the Executive Committee which includes third party

documentation in support of the complaint. Refusal of membership will occur if an applicant/member is not adhering to the Corporation Mission Statement and/or the Code of Ethics, or is otherwise not eligible for membership based upon previously listed criteria. A majority vote of the Trustees is required to refuse and/or to revoke membership. The President of OASFAA will notify the member/applicant of the revocation and/or refusal of member privileges. Refusal of membership will result in the refunding of all dues. However, no refund will be issued for revocation of membership privileges.

## **2.2 Donations and Exhibiting**

Donations for any OASFAA activities or exhibiting at any OASFAA activities can be refused if an OASFAA member in good standing submits a written complaint to the Executive Committee which includes third party documentation in support of the complaint. Refusal of donations/exhibiting will occur if a donor/exhibitor is not adhering to the Corporation Mission Statement and/or the Code of Ethics. A majority vote of the Trustees is required to refuse donations/exhibiting. The President of OASFAA will notify the donor/exhibitor. Refusal of donations/exhibiting will result in refunding of the full donation/exhibitor dollars.

## **Section 3.0 – Trustees of the OASFAA**

### **3.1 Trustees**

The Trustees of the Corporation shall include a President, President-Elect, Vice President for Training, Vice President for Conferences, Secretary, Treasurer, Treasurer-Elect, Past President, Regional Representatives, and Associate Representative.

Through a ballot process, the President-Elect, Treasurer-Elect, Secretary, Regional Representatives, and Associate Representative are elected annually by a simple majority vote of the Corporation membership. Any current member can nominate for any position on the ballot. All candidates on the ballot must be current with OASFAA membership. The Vice President for Training and the Vice President for Conferences will be elected biannually by the same type of vote. The vice presidents will be elected alternating years. The Past President oversees the ballot process and has access to view results. Election results will be announced in the spring. Terms of office commence on the first day of the Corporation's fiscal year.

Each Trustee and Committee Chair is responsible for the fiscal wellbeing of the Corporation. Therefore, the following rules regarding purchasing and contracts shall be in effect:

Individual invoices/charges which exceed the lesser of \$1,000 or 50 percent of the budget of a Trustee or committee, must be signed by the President-Elect. Any member in violation of this policy is subject to removal from office or committee, upon the approval of the Trustees.

### **3.2 Duties of Trustees**

#### **3.2.1 President**

The President is the Chief Executive Trustee of the Corporation, presiding at all meetings of the Corporation membership and chairing all meetings of the Trustees of the Corporation, overseeing the business of the Corporation, and ensuring that all policies and resolutions of the Corporation membership and Trustees are implemented.

The President:

1. Provides leadership and direction to all activities of the Corporation, the Trustees, all standing or special committees, and task forces of the Corporation;
2. Serves as the official representative of the Corporation and Trustees or delegates such responsibility to another Trustee or other Executive Committee members;
3. Serves as the official spokesperson for the Corporation and Trustees or delegates such responsibility to another Trustee or other Executive Committee members;
4. Calls and presides at all meetings of the Corporation and the Trustees.
5. Determines length of floor debate, manner of voting, and agenda items;

6. Creates a communication network and represents the Corporation with the following organizations:
  - a. US Department of Education (ED)
  - b. Ohio Department of Higher Education (ODHE)
  - c. Federal and Ohio State Legislature
  - d. State Department of Education
  - e. Other federal and state organizations as appropriate;
7. Serves as liaison capacity between organizations (above) and Corporation;
8. Collaborates with national and regional associations as appropriate;
9. Communicates Corporation concerns regarding federal/state legislation, regulations, and reauthorization to appropriate federal/state bodies. Writes and receives correspondence to and from organizations (above) enabling OASFAA's opinion or position to be known to them;
10. Appoints chairs of committees and appoints any special task force necessary;
11. Serves as an ex-officio member of all Corporation committees and task forces;
12. Serves on the Finance Committee and the Nominations and Elections Committee;
13. Submits an annual report to the Association on all matters which may be of interest or concern to the Corporation members, which have taken place during that term of office;
14. Coordinates presentation and selects the recipient of the James W. White Award:
  - a. The recipient of the James W. White Award is selected for outstanding volunteerism which exemplifies dedication to students, the financial aid community and to the recipient's local community;
15. Coordinates presentation of the Alex Murdoch Award:
  - a. The recipient of the Alex Murdoch Award is selected for outstanding commitment, loyalty and volunteerism to OASFAA;
16. Coordinates the presentation of the Alan Donley Award to the Chair of Needs Analysis Committee as appropriate, however the award is no longer given on an annual basis;
17. Orders plaques for outgoing Trustees and certificates for Committee Chairs and all award recipients.
18. Accounts for budget approved by Trustees and monitors all expenses;
19. In conjunction with VP for Conferences, selects Mary Arter Bell scholarship recipient(s)
20. Officially recognizes the Trustees and members of the Executive Committee at the annual meeting of the Corporation membership;
21. Special gifts or donations up to the amount of \$300 paid on behalf of OASFAA may be made at the discretion of the president. Any special gifts or donations above \$300 must be approved by the Executive Committee;
22. Monitor tax exempt status of OASFAA, which expires every five years (2023, 2028, 2033, etc.).

### **3.2.2 President-Elect**

The President-Elect shall perform the duties of the President in the event of absence or incapacity of the President to serve and shall perform such duties as are assigned by the President or prescribed by the Trustees.

The President-Elect:

1. Provides assistance to the President of the Corporation in any areas as requested;
2. Serves as chair of the Finance Committee and as a member of the Nominations and Elections Committees;
3. Verifies ballots from designated election portal to ensure integrity of election process;
4. Accounts for budget approved by Trustees and assists in monitoring all expenses;
5. Participates in the monthly reconciliation process with the Treasurer;
6. Assists the President, as requested, in keeping order at meetings;
7. Assists the President, as requested, at conference functions and events;
8. Attends NASFAA National Conference and the NASFAA Leadership & Legislative Conference & Expo to prepare for the presidency;
9. Serves as the State Association Delegate and member of the MASFAA Executive Committee and attends the MASFAA Conference.

The President-Elect shall assume the position of President the following year unless the President-Elect assumes the President's position prematurely.

### **3.2.3 Vice President for Training**

The Vice President for Training shall supervise the training programs of the Corporation.

The Vice President for Training:

1. Recommends potential chairs for training committees to the President;
2. Administers training grant funds available to the Corporation;
3. Develops and implements a series of training workshops in coordination with all other training activities within the Corporation, in conjunction with other Trustees and committee chairs;
4. Coordinates with NASFAA and MASFAA for presentation of national and regional training programs as applicable;
5. Develops a training calendar and coordinates publicity of training events;
6. Accounts for budget approved by Trustees and assists in monitoring all expenses;
7. Performs other duties as assigned by the President or prescribed by the Trustees;
8. Maintains a written record of the actions taken in fulfilling the responsibilities and duties described above;
9. Serves on the Finance Committee;
10. Responsible for assigned OASFAA equipment/supplies, including its care and distribution per inventory listing.

### **3.2.4 Vice President for Conferences**

The Vice President for Conferences shall supervise the conferences of the Corporation.

The Vice President for Conferences:

1. Oversees the site/program arrangements for the conferences;
2. Administers funds available to the Corporation for the conferences;
3. Recommends to the President in appointing Program/Site/Registration/Entertainment Committee chairs;
4. Accounts for budget approved by Trustees and assists with monitoring all expenses;
5. Directs arrangements for pre-conference;
6. Performs other duties as assigned by President or prescribed by Trustees;
7. Coordinates with local conference bureau local activities/shopping information;
8. Reserves all complimentary suites and rooms;
9. Assigns head tables;
10. Selects meal and reception menus with President;
11. Plans special amenities such as speaker gifts and committee gifts as appropriate;
12. Coordinates with President the arrangements for special guests and events;
13. In conjunction with the President, selects Mary Arter Bell scholarship recipient(s)
14. Approves and forwards bill and reimbursement request forms submitted to Vice President for Conferences;
15. Maintains a written record of the actions taken in fulfilling the responsibilities and duties described above;
16. Serves on Finance Committee;
17. Responsible for assigned OASFAA equipment/supplies, including its care and distribution per inventory listing.

### **3.2.5 Secretary**

The Secretary shall keep and maintain records of general, special, and Executive Committee meetings. The Secretary distributes meeting notices and correspondence as directed by the Trustees.

The Secretary:

1. Ensures quorum is present at all Executive Committee and business meetings.
2. Develops and distributes all meeting minutes to Trustees, Committee Chairs, and other designated Corporation members;
3. Develops and distributes business meeting minutes to Corporation members;
4. Updates Corporation stationary;
5. Notifies Trustees fifteen or more days prior to Special Meetings called;
6. Updates OASFAA Policies and Procedures Manual as approved;
7. Accounts for budget approved by Trustees and assists in monitoring all expenses;



8. Performs other functions as assigned by the President or prescribed by the Trustees;
9. Maintains a written/electronic record of the actions taken in fulfilling the responsibilities and duties described above;
10. Responsible for assigned OASFAA equipment/supplies, including its care and distribution per inventory listing.

### **3.2.6 Treasurer**

The Treasurer shall be responsible for the safekeeping, and disbursement of all out-going funds of the Corporation in accordance with such procedures as may be established by the Trustees; submit to the Corporation an annual financial report which may be audited by the Trustees or their appointee; be under such bond as determined by the Trustees; serve as a member of the Finance Committee; and be responsible for filing any and all required federal and state tax documents.

The Treasurer:

1. Maintains fiscal operations of the Corporation;
2. Pays all expenses in a timely manner;
3. Maintains Corporation's journal including reconciling said journal to monthly bank statements;
4. Prepares the monthly balance sheet for the Corporation and distributes as requested;
5. Coordinates with the accountant to ensure the preparation of the corporation's tax returns as required and supplies accountant with updated contact information for the trustees;
6. Monitors TIAA/CREF account on a quarterly basis and updates QuickBooks accordingly;
7. Serves as a member of Finance Committee;
8. Maintains cash reserve as set by Policies and Procedure Manual;
9. Establishes, maintains, and reconciles checking account through OASFAA's financial institution;
10. Maintains a written record of the actions taken in fulfilling the responsibilities and duties described above;
11. Performs other duties as directed by the President or prescribed by the trustees, financial institution;
12. Maintains a written record of the actions taken in fulfilling the responsibilities and duties described above;
13. Applies for and obtains bonding through Corporation's designated insurance agency;
14. Responsible for assigned OASFAA equipment/supplies, including its care and distribution per inventory listing;
15. Serves as authorized user of OASFAA checking/savings, and TIAA/CREF accounts and provides address updates for accounts as needed;
16. Maintains oversight of all debit/credit card transactions;

17. Responsible for keeping accurate records of all e-Merchant activity and reconciles the monthly expenses with our bank account.

### **3.2.7 Treasurer-Elect**

The Treasurer-Elect serves as an assistant to the Treasurer while training to assume the duties of the Treasurer when the Treasurer's term expires. The Treasurer-Elect will serve for two years, one year as Treasurer-Elect but shall then succeed the Treasurer; thus, a two year commitment.

The Treasurer-Elect:

1. Assists the Treasurer in maintaining the fiscal operations of the Corporation;
2. Oversees the collection of all monies due the Corporation including annual membership dues, conference fees, donations and workshop fees; and deposits all monies in a timely manner;
3. Bills monies owed as requested including underpayments for conferences/workshops and donation/pledge reminders;
4. Develops and distributes reimbursement request forms;
5. Provides information to the Treasurer necessary for the maintenance of the Corporation's journal as part of reconciling said journal to monthly bank statements;
6. Provides information to the Treasurer for monthly balance sheet for the Corporation;
7. Serves as a member of the Finance Committee;
8. Attends the NASFAA Leadership & Legislative Conference & Expo to prepare for Treasurer role;
9. Maintains a written record of the action taken in fulfilling the responsibilities and duties described above;
10. Performs other duties as directed by the Treasurer and/or President or prescribed by the Trustees;
11. Responsible for assigned OASFAA equipment/supplies, including its care and distribution per inventory listing;
12. Completes the un-expired term of the Treasurer should a vacancy occur;
13. Processes all credit card transactions and is responsible for adding all credit card income to QuickBooks on a monthly basis.

### **3.2.8 Past President**

The Past President is the most recent out-going President who continues to maintain active membership in the Corporation. The Past President shall perform such duties as are assigned by the President or prescribed by the Trustees.

The Past President:

1. Participates in the meetings and activities of the Trustees and contributes to the formation of policies and practices of the Corporation;

2. Serves as the chair of the Nominations Committee and as a member of the AG&P and Finance Committees;
3. Responsible for the OASFAA Inventory List to include tracking of items such as laptops, projectors, OASFAA Banners, and OASFAA table covers.
4. Administers the Archival Policy of the Corporation;
5. Accounts for budget approved by Trustees and monitors all expenses;
6. Maintains a written record of the actions taken in fulfilling the responsibilities and duties described above;
7. Performs other functions as assigned by the President or prescribed by the Trustees.

### **3.2.9 Regional Representatives**

The Regional Representatives represent the membership of their respective regions at meetings of the Trustees and serve as a communication link from the Corporation to their respective regions. The regions are determined by the telephone area code in which the institution is located. As area codes are added, they are to be included with the prime code, listed below, first for each region.

Northeast:	216/234/330/440	Northwest:	419/567
Southeast:	614/740/380/220	Southwest:	513/937/283/326

The Regional Representative:

1. Plans, announces, conducts and records the activities of regular meetings of the membership of their respective regions as directed by the Trustees;
2. Submits schedules of regional meetings to Trustees;
3. Identifies and recruits new OASFAA members in cooperation with the Membership Committee as well as solicits volunteers for committees and other Corporation activities;
4. Accounts for the budget approved by Trustees and monitors all expenses;
5. Maintains a written record of the actions taken in fulfilling the responsibilities and duties described above;
6. Coordinates all regional meeting topics with the Vice President for Training and other Regional Representatives;
7. Responsible for assigned OASFAA equipment/supplies, including its care and distribution per inventory listing;
8. Performs other duties as assigned by the President or the Trustees;
9. Updates regional meeting information on website.

### **3.2.10 Associate Representative**

The Associate Representative represents the Associate Membership at meetings of the Trustees and serves as a communication link from the Corporation to the Associate Membership.

The Associate Representative:

1. Addresses concerns and training needs of the Associate Members as needed;
2. Plans, announces, conducts and records the activities of Associate Member meetings as directed by the Trustees;
3. Actively recruits exhibitors to participate in conferences through exhibits, donations, etc.;
4. Co-chairs the Associate Member Relations Committee;
5. Coordinates and assists with regards to conference and other exhibitor sponsored events;
6. Monitors all income and expenses while maintaining a written record of the actions taken in fulfilling the responsibilities and duties described above;
7. Responsible for assigned OASFAA equipment/supplies/exhibitor signs, including its care and distribution per inventory listing;
8. Performs other duties as assigned by the President or the Trustees.

### **3.3 Position Vacancies**

Vacancies may occur as a result of death, resignation, inability to serve, or removal from office. Any trustee in violation of the OASFAA constitution or becomes incapacitated is subject to removal from office upon majority vote of the Trustees.

Vacancies will be filled in the following manner:

1. The President-Elect will become President if a vacancy occurs in that position. Consequently, the term of office will continue through his/her elected term:
  - a. The Corporation will elect a President-Elect at the next regular election of Trustees should the President-Elect position become vacant due to succession to the Presidency.
  - b. In the event of a vacancy in the President-Elect position, other than a succession to the Presidency, the Corporation shall hold a special election no more than 30 days after the vacancy occurs. The President shall solicit nominations for the special election for the President-Elect position. Regular voting procedures will be followed for the special election;
2. If the President-Elect assumes the Presidency, the Vice-President for Conferences will assume the duties of the President-Elect on an interim basis;
3. In the event of simultaneous vacancies of the President and the President-Elect, the Corporation shall hold a special election no more than 30 days after the vacancies occur. The Past President shall preside over the Corporation until the election results are determined;
4. A Regional Representative vacancy will be filled by an appointee from the Active Membership of the Corporation from that region selected by the Trustees on an interim basis until the next regular election;
5. An Associate Representative vacancy will be filled by an appointee from the Associate Membership of the Corporation selected by the Trustees on an interim basis until the next regular election;

6. A vacancy in any other office will be filled by an appointee selected from the Active Membership of the Corporation by the Trustees on an interim basis until the next regular election; and
7. The President of the Corporation will designate an appointee to fill a vacant committee chair position.

## **SECTION 4.0 – Meetings**

### **4.1 Meetings of the Corporation Membership**

The Corporation shall annually hold at least one general meeting. A quorum of a general meeting will be a majority of the voting membership registered and in attendance for the meeting.

Meetings of the Corporation Membership shall include:

1. Discussion of amendments or revisions to the Constitution of OASFAA;
2. Ratification of Trustees' actions;
3. Assessment of dues;
4. Representation of the Corporation Policy; and
5. Updates and changes to the Mission Statement.

### **4.2 Meetings of the Trustees and Executive Committee Meetings**

The purpose of the meetings is to conduct the affairs of the Corporation. Policies regarding these meetings are:

1. Meetings will be called by the President or a majority of the Trustees;
2. Nine voting Trustees shall constitute a quorum at any official meeting of the Trustees;
3. Meeting agendas will be provided to each Executive Committee member prior to each meeting; and
4. Electronic votes conducted outside a regular meeting will be added as an addendum with results to the most recent minutes.

### **4.3 Rules of Order**

OASFAA will use Robert's Rules of Order to govern the proceedings of the Corporation, Trustees, and the Executive Committee.

### **4.4 Amendments**

The procedures for amending specific OASFAA documents, including but not limited to, the Constitution and Bylaws, are:

1. Provide written notification of the proposed amendment(s) to all voting members of the Corporation at least 30 days prior to the meeting where said amendments will be discussed;
2. Discuss proposed amendments at general meeting of the Corporation membership;
3. Distribute electronic ballots to all voting members of the Corporation following the general meeting if amendments are proposed; and
4. Approve discussed amendment(s) by at least a two-thirds majority vote.

### **4.5 Policies and Procedures**

Revisions to the OASFAA Policies and Procedures Manual must be approved by the Trustees (except for grammatical, spelling and format changes made by the Secretary).

## **SECTION 5.0 – Committee Responsibilities**

### **5.1 Committees**

The main functions of all committees shall be:

1. Develop, at the beginning of the year; goals, budgets, objectives, plans of action, and priorities for the coming year, including a calendar; and
2. Submit goals and objectives to the President of the Corporation for review by the Trustees.

#### **5.1.1 Committee Chair:**

The Committee Chair is responsible for implementing the goals and objectives of the committee during the term of office. The Committee Co-Chair assists the Committee Chair with the responsibilities, as determined by the Committee Chair, with the goal of having the Co-Chair assume the Chair position the following year.

The Committee Chair:

1. Calls and makes physical arrangements for all meetings; adds all scheduled meetings to the web-based OASFAA calendar;
2. Sets meeting agenda and distributes to committee members prior to the meeting;
3. Distributes reimbursement forms;
4. Provides committee members with guidelines as to their responsibilities and tasks, and monitors the performance of the committee and committee members;
5. Contacts any OASFAA member who has volunteered or expressed interest;
6. Accounts for budget approved by Trustees and monitors all expenses;
7. Individual invoices/charges which exceed the lesser of \$1000 or 50% of the budget of a Trustee or committee, must be signed by the President-Elect. Any member in violation of this policy is subject to removal from office or committee, upon the approval of the Trustees;
8. Provides a written report of every meeting for the President, President-Elect and Secretary to be presented at meetings of the Trustees of the Corporation;
9. If not able to attend a meeting of the Trustees of the Corporation, sends a written report to the President, President-Elect, Trustee the committee reports to, and Secretary;
10. Attends Trustee meetings as requested by the President;
11. Recognizes Committee members at the general meeting if asked;
12. Completes a final year-end report including a list of accomplishments and suggestions/recommendations for future committees;
13. Distributes list of members to membership chair(s) to verify committee members are paid members of OASFAA;
14. Determines membership requirements in cooperation with the Corporation President; and
15. Completes additional duties as assigned by President and/or Trustees.

Any Committee member may serve as Chair and serve a term beginning on the first day of the Corporation's fiscal year.

### **5.1.2 Types of Committees:**

Committees normally will be in one of two categories: Standing or Special. Standing committees will be those in operation for consecutive years and enhance the core functions of the Association. Special committees may be appointed any year and should be a result of current needs of the Association. Current committees (Standing or Special) are listed. Trustees may adjust this list by a majority vote.

#### **Association Governance and Planning Committee (Standing)**

The Association Governance and Planning Committee is to establish current and long range plans and goals for OASFAA to be presented to the Trustees of the Corporation.

The Association Governance and Planning Committee:

1. Sets guiding principles for OASFAA;
2. Encourages: professional development, participation on committees and in leadership roles, membership growth, training activities which will meet the diverse needs of members of OASFAA, and sound fiscal policies of the future;
3. Monitors the Association's adherence to the Constitution and Policy and Procedure Manual;
4. Reviews the Constitution and Policy and Procedure Manual and recommends updates when necessary;
5. Recommends and reviews the Long Range Financial Plan every other year;
6. Serves as members of Finance Committee.

#### **Associate Member Relations Committee (Standing)**

The Associate Member Relations Committee promotes OASFAA by coordinating donations in support of OASFAA and exhibiting opportunities at the annual conferences. The committee also presents to the executive committee any issues, concerns or requests raised by the associate members. One chair is an elected Trustee. The chairs of the Associate Member Relations Committee are members of the Conference Planning Committee.

The Associate Member Relations Committee:

1. Coordinates with Associate Representative in addressing concerns and training needs of the Associate Members as needed;
2. Actively recruits exhibitors to participate in conferences through exhibits; donations, etc.;
3. Coordinates donations with the Vice President for Conferences;
4. Coordinates exhibitor registration with the Vice President for Conferences;



5. Develops exhibitor signs and/or table tents for exhibit area;
6. Coordinates with the Vice President for Conferences for shipment of exhibitor material to conference facility;
7. Coordinates with President the official recognition of exhibitors at conferences.
8. Coordinates the exhibitor reception with the vice President for Conferences;
9. Serves as host/hostess to participating exhibitors at conference;
10. Coordinates arrangements of exhibit area with Vice President for Conferences;
11. Receives and monitors incoming checks or payments associated with the committee responsibilities and forwards to Treasurer-Elect;
12. Submits reimbursement request forms to their Trustee or appropriate Vice President.

### **Communications Committee (Standing)**

The Communications Committee informs the membership of OASFAA's goals, plans, and events, promotes awareness of technology options to the financial aid community and provides technical support for the Trustees.

The Communications Committee:

1. Creates and disseminates the OASFAA newsletter;
2. Disseminates other OASFAA news and updates on an as-needed basis either via listserv to the Membership or using bulk membership email;
3. Develops and designs other communications to the membership at the request of the President and/or Executive Committee;
4. Works with the company responsible for the creation of the OASFAA website to update and maintain the OASFAA Web Page;
5. Maintain OASFAA social media accounts in accordance with the social media policy;
6. Responsible for printing all photos taken during the year at OASFAA events for the archives. Due to ever changing technology, photos should be printed as well as being saved digitally.

### **Conference Planning Committee (Standing)**

The Conference Planning Committee develops and designs professional conferences, which aspire to meet the training and professional development needs of the OASFAA membership. The committee is comprised of the Site, Associate Member Relations, Program, Registration, and Entertainment sub-committee chairs. The committee is chaired by the Vice President for Conferences.

The Conference Planning Committee:

1. Assists the President in selecting committee chairs and members and convenes planning meetings;

2. Directs: development of themes for conferences, design of general sessions and interest sessions which support the conferences' theme and overall purpose, selection of guest speakers, selection of entertainment, design of program literature, pre-conference mailings, and courtesy correspondence following conference;
3. Provides supporting materials to assist committee members with assignments;
4. Coordinates all activities with the Conference Planning Site Chair;
5. Develops operating budget with Conference Planning Program and Site Chairs, as designated by the Finance Committee;
6. Approves and forwards bills to the Treasurer that have been submitted by other chairs;
7. Prepare notes, suggestions to be added to procedures for future conferences.

#### Conference Planning Sub-Committee/Site Chair (Standing)

##### The Conference Planning Site Chair:

1. Coordinates all conference activities with hotel management in conjunction with Vice President for Conferences;
2. Arranges for conference committee planning meetings at conference facilities in conjunction with Vice President for Conferences;
3. Designs physical facilities report for all conference activities;
4. Directs design of signs, placards, and name cards;
5. Coordinates all room set ups and physical facilities for conference.

#### Conference Planning Sub-Committee/Program Chair (Standing)

##### The Conference Planning Program Chair:

1. Provides support to the Conference Planning Committee to develop topics that support the conference theme and overall purpose;
2. Provides support to the Vice President for Conference to solicit presenters utilizing OASFAA and other financial aid organization membership, support organization membership, associate professionals, educational leaders, political personalities, etc.;
3. Coordinates and checks all associated activities with the presenters such as interest session titles, narratives for programs, room set-ups, audio-visual needs, etc.;
4. Coordinates with the Vice President for Conference in regards to honorarium, travel, room reservations, etc., for presenters;
5. Solicits moderators for assigned sessions;
6. Orders printed material including:
  - a. Conference folders
  - b. Programs
  - c. Agendas;

7. Submits reimbursement request forms to the Vice President for Conferences;
8. Creates and coordinates the layout of conference agenda for the website;
9. Creates and coordinates the printing/distribution of the final conference program.

#### Conference Planning Sub-Committee/Registration Chair (Standing)

##### The Conference Planning Registration Chair:

1. Develops all registration materials with Vice President for Conferences and website provider;
2. Coordinates pre-conference communications with attendees;
3. Maintains registration database as compiled by website provider;
4. Coordinates hotel registration cards with Vice President for Conferences and website provider;
5. Orders all printed materials including:
  - a. Trustees/committee reports
  - b. Name badges
  - c. Attendee lists
  - d. Ribbons
  - e. Name tag holders
  - f. Envelopes;
6. Coordinates registration of guests, speakers, presenters, exhibitors, etc., with Vice President for Conferences and Conference Planning Program Chair;
7. Maintains registration table at conferences;
8. Coordinates the collection of registration fees with the Treasurer;
9. Coordinates new membership registration and collection of membership dues with the Membership Committee Chair;
10. Submits reimbursement request forms to the Vice President for Conferences.

#### Conference Planning Sub-Committee/Entertainment Chair (Standing)

##### The Conference Planning Entertainment Chair:

1. Selects entertainment which supports the conference theme and overall purpose;
2. With the approval of the Vice President for Conferences, contracts as necessary for entertainment;
3. Coordinates operating budget with Vice President for Conferences;
4. Coordinates donations for entertainment with Vice President for Conferences;

5. Submits reimbursement request forms to the Vice President for Conferences;
6. Coordinates charity events at annual conferences.

### **Diversity Committee (Standing)**

The Diversity Committee's primary goal is to prepare the OASFAA membership and student populations for inclusion, and to leverage the power of diversity. The committee will provide training on the diverse needs of students and the changing diversity profiles of our campus populations. Race, ethnicity, gender identity, socioeconomic status, sexual orientation, age, physical ability, religious beliefs, political beliefs, and other ideologies will influence our decisions towards students. Because our behaviors are partially influenced by various individual characteristics, openness to all differences is needed. The Association must continually strive to keep an open mind while educating ourselves on people's differences.

The Diversity Committee:

1. Assesses the diverse needs of our students with input from the OASFAA membership and its constituencies;
2. Assesses the training needs of our members on the topic of diversity;
3. Designs valuable training materials on the topic of diversity;
4. Provide interest sessions for training on diversity at OASFAA Conferences;
5. Recommend keynote speakers on the topic of diversity at OASFAA Conferences.

### **Finance Committee (Standing)**

The Finance Committee develops a working budget for OASFAA and will consist of the President, President-Elect, Vice President for Training, Vice President for Conferences, Treasurer, Treasurer-Elect, Past President, and AG&P Chairs. The Committee is chaired by the President-Elect.

The Finance Committee:

1. Solicits input from all individuals and committees who are affected by the budget;
2. Incorporates policies, reviews prior year expenses, reviews recommendations from committee chairs, and reviews Corporation goals and objectives when establishing the upcoming year's budget;
3. Develops a budget and presents it to the Trustees;
4. Maintains the Corporation's long-range fiscal plan;
5. Monitors the Association's long-range investment policy;
6. Chair will review Treasurer's monthly reconciliation activity.

### **Leadership Committee (Standing)**

The Leadership Committee recruits and retains OASFAA members to participate in the Chenelle Leadership Program. The Leadership Committee is responsible for developing the leadership program, which was designed to encourage and prepare colleagues for leadership roles within the Association, on their campuses, and in their communities.

The Leadership Committee:

1. Develops and designs the leadership program to be presented during the bi-annual year;
2. Coordinates with the Vice President of Conferences to organize the program during conferences;
3. Assesses the current training needs;
4. Determines the length and levels of the programs, (i.e., one-day workshop, overnight retreat, conferences, etc.);
5. Designs training materials;
6. Develops agendas;
7. The co-chairs will solicit volunteers from the committee and make recommendations to the Trustee for a committee chair for the following year.

### **Membership Committee (Standing)**

The Membership Committee is responsible for processing membership and maintaining membership records and assists in retaining those persons interested in the purpose of the Corporation in keeping with guidelines for membership.

The Membership Committee:

1. Provides membership renewal notifications;
2. Revises electronic membership form as needed;
3. Collects membership fees and forwards to the Treasurer;
4. Evaluates applications for membership, paying close attention to those listing as not associated with an institution or lender, and refers to Trustees as necessary for membership approval;
5. Provides membership reports as requested;
6. Maintains Association's database and supplies mailing labels, as needed;
7. Reports committee activity to the Executive Committee;

### **New Member/Recruitment Committee (Standing)**

The committee is responsible for welcoming and providing orientation to new members into OASFAA conveying the importance of serving on OASFAA committees and holding of Trustee positions.

The New Member/Recruitment Committee:

1. Reports committee activity to the Executive Committee
2. Plans and hosts New Member Reception or Mentor/Mentee Reception at conferences;
3. Plans New Member or Mentor/Mentee Sessions at conferences;
4. Working with Membership Committee chair, obtains names of most recent new members and sends communications, welcoming them to Association, as they join the organization;
5. Provides networking opportunities for new members with existing members;
6. Reaches out to non-members and former members to highlight the benefits of the association, and importance of participation;
7. Coordinates with Vice President of Conferences to organize the program during conferences;
8. Solicits volunteers from the committee and make recommendations to the Trustee for a committee chair for the following year.

### **Need Analysis Committee (Standing)**

The Need Analysis Committee provides various levels of training including basic, intermediate, and advanced; and information regarding all aspects of need analysis including, but not limited to: Federal Methodology, Verification, and Professional Judgment.

The Need Analysis Committee:

1. Develops and designs Need Analysis Training programs to be presented during the membership year;
2. Coordinates activities with Vice President for Training and Regional Representatives for regional activities;
3. Assesses current training needs;
4. Determines levels and length of programs, (i.e., two-day workshop, one-day workshop, regional updates, beginning, intermediate, advanced, etc.);
5. Designs training materials;
6. Develops agendas;
7. Provides notifications to membership of training schedule and presents training programs;
8. Evaluates effectiveness of existing training programs;
9. The chair will solicit volunteers from the committee and make recommendations to the Trustees for a committee chair for the following year.

### **Nominations and Elections Committee (NEC) (Standing)**

The Nominations and Elections Committee is comprised of the OASFAA President-Elect, President, and is chaired by the Past-President. The Committee is responsible for

ensuring the integrity and fairness of both the nomination and election process, outlined in Section 6.14.

### **Outreach Committee (Standing)**

The Outreach Committee is a primary source of all pertinent and current financial aid information. The committee disseminates this information through a variety of activities and quality training programs to various entities and stakeholders who are external to OASFAA (i.e., OACAC and admissions staff, business Trustees, high school counselors, access advisors, TRIO, GEAR-UP, etc.).

#### The Outreach Committee

1. Develops programs and materials for the OACAC Articulation workshops and also secures presenters. Maintains an OASFAA information table at each of the Articulation workshop sites. Coordinates further involvement in OACAC events as needed (i.e., OACAC spring conference);
2. Develops financial aid 101 and 201 training for newer counselors (Admissions, Access, TRIO, Gear-UP, Financial Aid, etc.).
3. Develops the OASFAA counselor and access advisor training workshops held in the fall:
  - a. Secures sites in various regions of the state
  - b. Develops a training program and develops supporting materials
  - c. In cooperation with site coordinators, secures presenters and is ultimately responsible to ensure that all trainers are experienced and fluent in financial aid;
4. Develops and maintains the Resources web pages at [www.oasfaa.org](http://www.oasfaa.org). The chair/co-chairs respond to all email addressed to [outreach@oasfaa.org](mailto:outreach@oasfaa.org);
5. Promote, support and publicize additional financial aid events and activities in the state such as FAFSAHelpOH, financial aid awareness month, etc.;
6. To ensure consistency of financial aid information in the state, communicates content of the programs outlined in numbers one through three above with OASFAA membership whenever possible (i.e., via sessions at conferences, regional meetings, OASFAA web site and listserv, Newsletter, etc.);
7. Supports efforts to increase level of awareness of early planning for college;
8. Coordinate requests by Ohio High Schools for financial aid presenters for their “How to Pay For College” workshops;
9. Responsible for care and distribution of OASFAA property per inventory listing;
10. The chair or co-chairs will solicit volunteers from the committee and make recommendations to the Trustees for a committee chair for the following year.

### **Professional Development Committee (Standing)**

The Professional Development Committee promotes professional advancement of members by means of training activities.

The Professional Development Committee:

1. Develop and coordinate annually programming for Director's Day;
2. Develops and designs training sessions for members;
3. Develops new materials and updates current materials to be used in training and professional development;
4. Coordinates activities with Vice President for Training and Regional Representatives;
5. Develops agendas;
6. Arranges physical facilities;
7. Presents training programs.

### **Regulatory-Federal and State Issues Committee (Standing)**

The Federal and State Issues Committee promotes legislative advocacy and disseminates information to the membership.

The Federal and State Issues Committee:

1. Reviews and disseminates information concerning federal and state legislation, federal regulations and federal reauthorization to the Corporation membership;
2. Works with the Conference Planning Committee, Regional Representatives, etc. to inform the Corporation regarding current issues;
3. Holds committee meetings as necessary and attends and reports any news or information at meetings of the Trustees;
4. Disseminates to Corporation membership any information that could impact financial assistance programs.

### **Special Committees and Task Forces**

Special committees and task forces may be appointed as needed by the President.



## **SECTION 6.0 – Miscellaneous OASFAA Policies**

### **6.1 Archives Policy**

It is the policy of OASFAA that all records and materials relevant to the Association's business are maintained in permanent archives by The Center for Archival Collections (CAC) at Bowling Green State University located in Bowling Green, Ohio.

1. In order to facilitate the efficient maintenance and transfer of records within the Association, the following procedures have been established.
  - a. Each officer and committee chairperson shall maintain such records and materials as necessary in carrying out their appropriate responsibilities
  - b. Upon completion of the fiscal year, each trustee and committee chairperson shall forward one set of all appropriate records and materials to the incoming officer or chairperson and one set to the Secretary of the Association for addition to the archives.
  - c. The following lists the records that are to be sent to the Archives annually:
    - i. Conference Programs and related information
    - ii. Tax Returns
    - iii. Audit Materials
    - iv. Meeting Minutes
      1. Executive Committee Meeting Minutes to include date approved
      2. Business Meeting Minutes to include the date approved
    - v. Year End Reports for each committee to include a roster of all committee members
    - vi. Organizational Chart of Trustee and Executive Committee Members and a listing of those serving on each committee (e.g. Roster)
    - vii. Policy and Procedure Manual changes to include prior and approved changes
    - viii. Constitution changes to include prior and approved changes
    - ix. Any ADHOC reports or Task Force meeting minutes/outcomes
    - x. OASFAA Publications and/or Newsletters
    - xi. Photos
    - xii. Documentation of Awards given and support for awards/special honors given
    - xiii. Any other items deemed appropriate by the President and Past President
2. By November, the Past President will contact the CAC to arrange delivery of items to be added to the collection.
3. Address of Association Archives:

Bowling Green State University  
Center for Archival Collections  
William T. Jerome Library  
Bowling Green, OH 43403  
Phone: 419-372-8085  
[www:bgsu.edu/library/cac.html](http://www.bgsu.edu/library/cac.html)

## **6.2 Complimentary Registration Fees, Expenses, and Room Policies**

Due to their defined roles, the following positions will receive the complimentary items as noted:

### **6.2.1 President**

1. Conference registration
2. Hotel guest room for all OASFAA conferences

### **6.2.2 President-Elect**

1. Conference registration
2. Hotel guest room for all OASFAA conferences

### **6.2.3 Vice President of Conferences**

1. Conference registration
2. Hotel guest room for all OASFAA conferences

### **6.2.4 Conference Planning Registration Chair**

1. Conference registration
2. Hotel guest room for all OASFAA conferences (shared room if possible)

### **6.2.5 Conference Planning Site Co-Chair(s)**

1. Conference registration
2. Hotel guest room for all OASFAA conferences (shared room if possible)

### **6.2.6 Conference Guests Policy**

The waiving of conference and hotel fees is at a cost to OASFAA. As such, the decision on waiving all or partial fees is determined by a committee made up of the President, President-Elect and Vice President of Conferences. Determination of waivers is based on recognition that attendance at the conference and responsibilities of their role benefit OASFAA more than their institution or association.

Further waiver requests should be submitted in writing with rationale to the Vice President for Conferences three months prior to a conference begin date so that determination can be made in advance of the conference registration period.

## **6.3 Reserve and Investment Policy**

The intent of the reserve fund is to have resources available to meet unusual income shortfalls which could be due to an economic downturn, unmet contractual obligations, other unexpected budgetary shortfall, etc. In order for OASFAA to maintain a cash balance adequate to cover unforeseen expenditures and to maintain financial solvency as an organization, the following formula will be used to determine the amount of cash reserves necessary for the Corporation:

1. The Association financial reserve will be a sum of not less than fifty percent and not greater than two hundred percent of the average of the most recent three year Association expenses. The three year average will include the current year budgeted expenses and the two most recent year actual expenses.
  - a. If reserves fall below the minimum outlined, at least 25% of the difference of the intended minimum reserve amount will be budgeted and contribute to reserves annually by the Association until the minimum reserve is achieved.
  - b. When reserves exceed the maximum outlined, funds up to the previous year's earnings should be budgeted in the upcoming year's budget for the sole purpose of fulfilling OASFAA's guiding principles and objectives, enhancing the advantages of membership or funding a special project.
  - c. In an effort to protect OASFAA from undue financial hardship, outstanding signed contractual agreements cannot exceed 50% of an annual budget or must be covered completely by reserves.
2. Reserve funds are any funds in excess of checking. Maintenance fees, penalty charges, and yield consideration must be made prior to investing. Reserves consist of:
  - a. A savings or similar account with full, penalty-free liquidity that must be maintained at a balance of at least \$15,000;
  - b. Investments:
    - i. Low risk investments (i.e., index accounts, short-term certificates of deposit of a year or less, mutual funds)
      1. These funds should account for approximately 60% of total investments.
      2. Primary consideration for this segment of reserves should be on liquidity with minimal penalties. Secondary consideration would be yield; and
    - ii. High yield investments (i.e., stocks, bonds, long-term certificates of deposit, mutual funds)
      1. These funds should account for approximately 40% of total investments.
      2. Primary consideration for this segment of reserves should be on high yield measures with historic performance and yield.
3. The Association's checking account will have a beginning balance equal to 50% of the previous year's actual expenditures.
  - a. Excess funds shall be moved into reserve accounts based on the above criteria.
  - b. Shortfalls will be made by transferring funds from reserves with the least amount of penalty that also preserves the funding balances indicated.
4. Assessment of Association holdings and adjustments as described shall be made annually at the end of the fiscal year and at any time holdings mature.
5. The Finance Committee is charged with implementing this policy based on the strength of the Association in light of current economic and industry trends.
  - a. Appendix B: Long Range Fiscal Plan

## **6.4 Membership Reimbursement Policy**

In order that no volunteers in the service of OASFAA should be precluded service because they cannot be reimbursed by their institution, the following policy has been adopted:

Travel expenses may be reimbursed when members officially represent OASFAA at outside events and their expenses are not covered by their institution. Official representatives are reminded to seek the most economical transportation arrangements and to "double-up" in hotel rooms for economy. Meals are limited to the current standard Continental United States (CONUS) daily per diem allowance based on the location of the event. Transportation will be covered at the IRS allowable amount per mile when events are within driving distance. If a rental car is needed, prior approval from the president (president-elect for the president) must be given. When a member is representing OASFAA in Ohio for training functions and his or her own institution will not reimburse expenses, that person may request reimbursement under this policy.

The Corporation will not reimburse travel expenses to OASFAA Committee meetings. Meals for OASFAA Committee meetings may be reimbursed by the Corporation as long as the Committee stays within its budget and is able to carry out its assigned responsibilities within said budget. Other items may be reimbursed provided approval is given by the Trustees of the Corporation.

## **6.5 Completion of Reimbursement Requests**

A reimbursement request must be completed in order for an OASFAA member to obtain reimbursement for his/her approval of expenses or for approved expenses incurred by an outside individual/organization.

The correct procedures for completing a reimbursement request are to:

1. All requests must be submitted within 30 days of the event
2. Print the name of the payee along with the date on the top line;
3. Print the address where the check is to be mailed in the address;
4. Indicate the total approved amount to be paid and a brief description of the reason for reimbursement in the appropriate section;
5. Provide documentation for the amount to be paid such as receipts, invoices, etc. Requests for mileage reimbursement should include documentation of the distance from the member's home institution to the event. If a rental car is used, the rental car contract plus all fuel receipts must be submitted. For meal reimbursement, location documentation from the GSA website should be included with meal receipts.;
6. Sign and date the reimbursement request and indicate your OASFAA position title or committee; and
7. Send the completed reimbursement request to the appropriate individual:
  - a. Committee members submit to committee chair

- b. Committee chair and elected Trustees submit to the President-Elect. The President-Elect submits their completed reimbursement request forms to the President.
- c. ""The President-Elect (or President, for a President-Elect submitted form) will review and confirm the entire reimbursement request form and sign their name at the bottom of the form indicating OASFAA title and the date.
- d. The President-Elect or President will forward the reimbursement request to the Treasurer for issuance of a reimbursement check.
- e. The Treasurer will keep a copy for their records and update the expense budgets accordingly
- f. Reimbursement of \$100 or more can be sent through Zelle, otherwise a check will be issued to the Payee.

### **6.6 Reimbursement Authorizations**

In order for every OASFAA Committee Chair, Trustee, and Regional Representative to be responsible for their assigned budget, any disbursement should have two signatures, the reimbursement requester and the President-Elect/President approval. All requests should also be shared with the appropriate Committee Chair or Trustee for appropriate budget monitoring.

### **6.7 Signing Contracts**

Due to the fact that there are many individuals representing OASFAA who have the opportunity to sign official contractual agreements on behalf of the Corporation, the following policy applies to the signing of contracts on behalf of the Corporation:

1. Individual invoices/charges within a signed contract which exceed the lesser of \$1000 or 20% of the contract, must be signed by the President-Elect. Individual invoices within a signed contract which exceed the lesser of the \$5000 or 50% of the contract, require the approval of the Trustees before the President-Elect is authorized to sign;
2. Contracts which include non-hotel properties (i.e. printing, supplies, entertainment groups, etc.) will be reviewed by the responsible committee chair for the activity/event prior to the President-Elect's signature; and
3. The Trustees of the Corporation must approve exceptions to this policy.

### **6.8 Underpaid Conference/Workshop Fees**

In order to avoid the loss of revenue when a nonmember underpays by submitting member fees for a conference or training activity, conference/workshop registration chairs should notify nonmembers immediately when registration fees are underpaid. The Membership Chair must provide a current membership list for use of the conference committee. The Conference Planning Registration Chair bills nonmembers for underpaid conference fees within one month of the conference if such underpayment is discovered after the conference.

## **6.9 Recommendations for Changes to Existing Policies and Procedures**

Any active member of OASFAA may recommend to a Trustee of the Corporation, either verbally or in writing, changes to existing OASFAA policies and/or procedures. The Trustee will then assume the responsibility for presenting the recommendation to the remaining Trustees and members of the Executive Council for consideration and action.

## **6.10 OASFAA Listserv Policy**

The OASFAA listserv is the organization's official communication tool. As such, its use is limited to OASFAA business by its members. Notification of OASFAA-sponsored activities, updates from OASFAA committees, sharing of milestone moments, and questions posted to the membership are appropriate posts. At the same time, use should avoid profanity and personal attacks, and the listserv is not available for the promotion of training products or services of individuals or their employers.

Membership in OASFAA includes agreement to the terms of the listserv as noted. Violation of these terms can result in loss of membership privileges. Questions regarding listserv use should be raised with the current chair of communications or the president.

OASFAA Members may submit messages to [listserv@oasfaa.org](mailto:listserv@oasfaa.org) where it will be reviewed by the Communications Committee to make sure that it meets the terms of the listserv Policy and is being sent to the correct OASFAA members.

## **6.11 OASFAA Online Payment Policy**

It is the Treasurer's duty to manage the online payment account. The Treasurer is responsible for the monthly journal of online payment fees that are deducted by an auto-withdrawal and are displayed on the checking account statement. The Treasurer-Elect will need to document the income in QuickBooks.

## **6.12 OASFAA Debit Card Authorization and Usage Policy**

Debit cards are issued to the OASFAA President, President-Elect, Vice President for Conferences and Vice President for Training due to expenses related to the positions. No officer will have cash advance authorization and the procedures for approving charges will not change. For the purpose of ATM deposits, the Treasurer-Elect has the option each year to request a deposit only card. The debit card holder must submit a debit card reconciliation form within 30 days of making a charge. The form must itemize all expenses charged with receipts for the charges to be officially approved. If this is not done within 30 days of the charge, or if the charges are deemed inappropriate, OASFAA will bill the trustee the unapproved amount.

## **6.13 OASFAA Address and Mailbox Policy**

OASFAA uses a mailbox through Traveling Mailbox with 1985 W. Henderson Rd PMB 62094, Columbus, OH 43220 as the mailing address for the association and location for mail delivery. All members should use this address as the current mailing address for the association. OASFAA is billed annually for the use of the mailbox and has online access to view mail that has been received at <https://travelingmailbox.com/>. Through the portal, OASFAA can select for mail to be sent via USPS to the appropriate trustee or request that it be scanned and emailed. Every year the President designates a member of the Executive Committee to monitor the mailbox on a regular basis and route mail received as appropriate.

### **6.14 The Nominations and Elections Process**

Since the strength of OASFAA is reflected in those who lead, the Association encourages all active members to serve in leadership positions. It is the practice of the Association to seek out and encourage its best-qualified members to run for office. Responsibility for adherence of this policy belongs with the Nominations and Elections Committee (NEC).

The following guidelines have been developed to ensure that qualified people are nominated and elected to office:

1. The Chair of the NEC shall establish a deadline for and solicit nominations from the active membership through all appropriate means to include communication through the Association's listserv. An announcement calling for nominations shall be made available to the membership in December.
2. The Committee will review the qualifications of the nominated individuals to ensure the board would include an equitable balance of types of institutions and diversity and will select the most qualified individuals. Once the committee has developed a list of qualified candidates, the committee shall contact the nominees regarding their nomination. To the extent possible, each office should have at least two candidates.
3. Candidates will be asked to submit a brief biography using the form provided by the NEC.
4. Upon completion of the nominations process, the Committee provides the slate of candidates and biographical information to the website provider to be added to the members-only section of the OASFAA website.
5. Voting shall be conducted electronically. Representative voting will be based on location and/or membership type. The procedures and deadline for voting shall be announced by the Chair at the time nominations are made public. To ensure the integrity of the election process, the ballots will be tallied by the website provider and reviewed by the President-Elect.
6. In the event of a tie, the Nominations and Elections Committee will vote on the tied ballot thereby breaking the tie.
7. At the conclusion of the election, the NEC will announce the newly elected trustees to the full membership. A call for a closing of the ballot will occur at the next business meeting.

Recommended Calendar:

- December: Development of slate
- January: Confirmation of candidate's willingness to run
- February: Publication of ballot on OASFAA website and initiate 14-day member voting period
- March: Announcement of newly elected officers

## **6.15 Honors and Awards**

OASFAA will recognize various individuals according to the following schedule based on the appropriate criteria.

### **6.15.1 – Plaques**

Plaques will be presented annually to the outgoing Trustees. This can be done at the annual conference or at the transition meeting, at the discretion of the President.

### **6.15.2 - Certificates**

Certificates will be presented annually to the board chairs. This is done at the same time as the Trustee recognition and is to be handled by the current President.

### **6.15.2 – James W. White Award and the Alex Murdoch Award**

The James W. White Award winner and the Alex Murdoch Award winner will be selected by the President, as articulated in Sec. 3.2.1.14 and Sec. 3.2.1.15, and awarded with the traveling plaques as well as a permanent plaque for the annual recipients. These will be presented at the annual conference.

### **6.15.3 – Recognition of Years of Service**

Years of service recognition will be held at the annual conference recognizing OASFAA members who have served in the profession for 10 or more years in five-year increments. The President will also recognize all OASFAA members who have announced an impending retirement or who have retired from the profession throughout the previous year.

### **6.15.4 – Distinguished Service Award**

The Distinguished Service Award was created in 1985. The award is reserved for an OASFAA member who has provided devoted and unselfish service in furthering the progress, aims and ideals of OASFAA, MASFAA and NASFAA supporting the entire financial aid community. This award is given at the discretion of the President following a discussion of the executive board.

### **6.15.5 – New Professional Award**

The New Professional Award is designed to recognize the outstanding contributions of financial aid professionals early in their careers. Nominees must be members of OASFAA and must have less than five years of direct financial aid experience. To nominate an OASFAA member, submit the nomination form at [www.oasfaa.org](http://www.oasfaa.org) by the posted deadline. Nominations should include statements about the nominee's contributions to the institution/workplace, community, and/or OASFAA with potential for continued success in the profession. *Self-nominations will be*



*accepted.* Final selection is made by the review panel, consisting of the current OASFAA President, President-Elect, and Past-President. The award will be bestowed at the annual OASFAA Conference.

### **6.16 Social Media Accounts**

- a. All social media platforms must be approved by the OASFAA trustees prior to development.
- b. All posts on OASFAA social media platforms must uphold the integrity of OASFAA's mission statement
- c. Social media is a conduit in which to communicate with OASFAA's members in reference to, but not limited to the following:
  - i. Upcoming events (conference, non-conference, webinars, etc.)
  - ii. OASFAA and financial aid announcements
  - iii. Financial aid relevant job opportunities
- d. Confidentiality
  - i. No personal identifying information should be posted on any social media platform
    - 1. If a person wishes to post a story highlighting a member they may use the name of that person however, the person whom it is about must consent to having their story and/or photo (if applicable) shared.
- e. Failure to uphold standards
  - i. If a member of the Communications Committee posts information and/or images on social media that violates the guidelines set, that person will no longer have access to share on the OASFAA social media platforms.

### **Social Media Procedures**

- a. All social media postings must be approved by the Communications Committee.
  - i. For approval, an email can be sent to the Communications Committee containing the information in which the individual would like to have posted.
  - ii. If approved, the committee will respond to the individual with a response and post the information to the social media site within 3-5 business days of receipt.
  - iii. If denied, the committee will respond to the individual with an explanation of denial, if corrections or updates are needed the individual may resubmit the content once corrections are made and a committee member will review and send an update within 3-5 business days.
  - iv. OASFAA has the right to re-post content more than once if deemed necessary.
- b. Under no circumstances should the OASFAA social media platforms be used to meet the personal agenda of a member.
- d. Questions, comments, and/or concerns received on any of the social media platforms should be directed to the Communications Committee chair who will then assure that it is:
  - i. Answered in a timely fashion and/or
  - ii. Directed to the proper committee for response (if applicable)
  - iii. When responding to posts on social media the user must use etiquette and no offensive language.

OASFAA Social Media page(s)

Facebook: <https://www.facebook.com/oasfaa/>

X: <https://x.com/oasfaa>

## **Appendix A: OASFAA Governance and Planning Committee Guiding Principles and Objectives**

**FIRST PRINCIPLE:** Provide quality educational opportunities through a coordinated system of professional development for all members.

**OBJECTIVES:**

- A. Assess the educational needs of members incorporating components such as the level of experience, responsibility and institutional mission.
- B. Provide relevant education opportunities in a variety of formats.
- C. Provide systematic evaluation of previous educational activities.
- D. Provide opportunities to develop and nurture future leaders of the association.

**SECOND PRINCIPLE:** Promote financial aid awareness to all students to ensure access and choice to higher education.

**OBJECTIVES:**

- A. Promote awareness of, and planning for higher education for students and parents.
- B. Facilitate partnerships to achieve financial aid awareness.
- C. Disseminate financial aid information using a variety of communication techniques.

**THIRD PRINCIPLE:** Enhance communication to members.

**OBJECTIVES:**

- A. Disseminate association information in a timely and cost efficient manner.
- B. Provide current information on topics pertinent to student aid delivery.
- C. Produce and arrange a means for networking between and among members.
- D. Encourage the participation of new members.

**FOURTH PRINCIPLE:** Advocate and encourage individual members to be politically aware and pro-active relative to regulations and proposed legislation.

**OBJECTIVES:**

- A. Encourage membership to affect public policy initiatives.
- B. Provide information regarding impact of proposed legislation and current regulations.
- C. Advocate involvement by members on issues affecting the profession.

- D. Act as educational voice to the legislatures and other constituencies

**FIFTH PRINCIPLE:** Uphold and promote high standards of ethics, integrity and professional competency.

**OBJECTIVES:**

- A. Operate by NASFAA Statement of Ethical Principles, as modified.
- B. Guarantee the integrity of the association by regular review of the constitution, policies and procedures.

**SIXTH PRINCIPLE:** Appreciate and value the diversity of individuals and institutional missions.

**OBJECTIVES:**

- A. Promote opportunities for diversity in committee and leadership positions.
- B. Encourage participation of a diverse membership.

**SEVENTH PRINCIPLE:** Provide comprehensive, systematic planning and evaluation to ensure the future direction of the association.

**OBJECTIVES:**

- A. Review and update annually a comprehensive five-year plan.
- B. Assess performance as it relates to the annual and long range goals of the association.

**EIGHTH PRINCIPLE:** Pledge fiscal responsibility.

**OBJECTIVES:**

- A. Provide accurate and timely reports that define the financial condition of the Association.
- B. Provide fiscal controls that protect the financial operation of the association.
- C. Review and update annually the fiscal five year plan.

1997 Governance and Planning Committee Members:

Mary Arter Bell

Kathy Fay

Arman Habegger – Chair, Fiscal Development Subgroup

Robert Hahn

Morralee Holzapfel – Chair, Policy and Procedure Subgroup

Lawrence Matthews

Fred Merritt

Alex Murdoch – Co-chair

Norma Noble – Co-chair

Mary Lynn Perri

Becky Shinaberry

Michael Whitnable

November 1997

## **Appendix B: Long-Range Financial Plan (With five-year Budget Projections)**

This plan incorporates four major types of Association activity: Core Functions

- Training Activities
- Discretionary Committees/Activities
- Ancillary Services

This plan should be reviewed and updated minimally every five years by the Association Governance and Planning Committee.

### **I. CORE FUNCTIONS**

The Core Functions are those deemed essential to the minimal operation of the Association. They are necessary for the maintenance of a strong organization. The membership dues shall support the Core Functions. The budget line items associated with these functions have been listed. Any adjustments to budget items should be incorporated in to this plan each year.

#### **COMMUNICATIONS**

- Website Subscription
- Nominations and Communications Web Development

#### **EXECUTIVE COMMITTEE**

- Equipment Historical Records Insurance
- Meetings: Executive Committee; Transition, Finance
- Secretary
- Treasurer
- Quick Books (Software and Training)
- Financial Audit

DELEGATE TRAVEL (may include the following with consideration of budget constraints by Finance Committee each year)

- President-Elect to NASFAA Leadership & Legislative Conference & Expo
- President-Elect to MASFAA
- President-Elect to NASFAA
- Treasurer-Elect to MASFAA Leadership Symposium or NASFAA Leadership & Legislative Conference & Expo

MEMBERSHIP COMMITTEE (excluding new member/mentoring activities)

#### **TRAINING**

- Membership: Regional Meetings

Outreach – to be reviewed each year, but not to include Counselor Workshops  
 Electronic Initiatives  
 Leadership Training  
 Professional Development

The following information from the 1999-00 to 2003-04 Long-Range Financial Plan (developed during the 2001-02 year) is provided as an historical record. This information was used to support the proposal of increased membership dues (from \$25 to \$30 per member, effective 01-02). The costs for the Core Functions (Core Costs) are used as the basis for the membership fee.

*The following are the actual and projected Core Costs. The projected Core Costs are using an estimated annual membership of 650 and an estimated (3) percent annual increase in Core Costs. “Surplus/(Subsidy)” represents dues revenue and its relationship to covering Core Costs. A Surplus occurs when dues revenue exceeds Core Costs. A (Subsidy) occurs when dues revenue fall short of covering Core Costs and other income sources must subsidize Core Functions. The “Calculated” dues columns represent the actual cost of Core Functions as spread out over the given level of membership (actual or estimated).*

<u>Budget Cycle</u>	<u>Dues Core Costs</u>	<u>Revenue</u>	<u>Surplus/ (Subsidy)</u>	<u>Members Calculated/ # &amp; \$Paid</u>	<u>Recommended</u>
<u>1999-00</u>	<u>23460</u>	<u>19680</u>	<u>(3780)</u>	<u>656 - \$30</u>	<u>\$35.76/\$30</u>
<u>2000-01</u>	<u>19159</u>	<u>18030</u>	<u>(1129)</u>	<u>601 - \$30</u>	<u>\$31.88/\$30</u>
<u>2001-02</u>	<u>16353</u>	<u>17370</u>	<u>1017</u>	<u>579 - \$30</u>	<u>\$28.24/\$30</u>
<u>2002-03*</u>	<u>12928</u>	<u>19500</u>	<u>(4428)</u>	<u>650 - \$30</u>	<u>\$36.81/\$30</u>
<u>2003-04*</u>	<u>24646</u>	<u>19500</u>	<u>(5146)</u>	<u>650 - \$30</u>	<u>\$37.92/\$30</u>

\*projected in 2001-02

The following are updated actual and projected Core Costs through the 0708 budget year. Membership fee calculations in relationship to Core Costs at the bottom of the budget were calculated in three ways: in scenario A, calculations are based on current policy and our \$30 membership fee; scenario B includes College Goal Sunday costs to see if membership can support College Goal Sunday as a core cost; scenario C is calculated based on some proposed adjustments to our current policy on Core Costs.

The following are updated actual and projected Core Costs through the 2013-14 budget year. A fourth scenario (scenario D) was added, based on Membership fee calculations in relation to updated Core Costs in 2014. This information was used to support the proposal of increased membership dues from \$30 to \$40, effective 2014-15. Individual membership fees are collected by calendar year; therefore, will take place within two fiscal years.

Proposed adjustments include:

- Delegate Travel may be limited depending on recommendation of Finance Committee each year. For purposes of these calculations, full budget/expenditures were calculated, and removing the cost of the Counselor Workshops from Outreach for purposes of Core Costs (other Outreach costs are still to be included in Core Costs).
- Executive Committee: Adding Quick Books Software and Training for Treasurer-Elect and Treasurer and Financial Audit.
- Delegate Travel: Removing NASFAA Train the Trainers and adding Executive Committee member (appointed by President) to MASFAA Symposium.
- Training: Adding Electronic Initiatives. Removing Leadership Training and Professional Development from Conference and adding to Training for purposes of Core Costs.

	1617 Actual	1516 Actual	1415 Actual	1314 Actual	1213 Actual	1112 Actual	1011 Actual	0910 Actual	0809 Actual	0708 Actual
<b>Income</b>										
Acct. Interest	6423.38	8657.42	9170.63	7939.56	3556.7	2117.69	1,791.14	12,796.48	1,853.25	3,184.23
College Goal Sunday				40000	40000		10,000.00	0	0	30,500.00
CGS Grant	25000	25000	40000			50000	33,800.00	40,000.00	10,000.00	0
Variance from 02-03 / Rollover 12-13		0	0	0	7355					
<b>Total College Goal Sunday</b>	<b>0</b>	<b>25000</b>	<b>40000</b>	<b>40000</b>	<b>47355</b>	<b>50000</b>	<b>43800</b>	<b>40000</b>	<b>10000</b>	<b>30500</b>
Contributions for OASFAA support		0	0	0	1412.36	0	0	0	0	0
Membership	24330	19390	25361.43	19506	20940	21870	23,892.00	21,825.00	24,030.00	24,690.00
NASFAA Income	8990							62	4,339.00	3,879.00
Other Income (Fed Grant 11-12)		0	0	0	0	15419	<b>19,067.23</b>	0	19,835.88	-8,850.28
Gains/Losses	16680.17	18410	-998.21	16521.12	12507.9	766.35				
Sponsorship		1000	0					1000		
College Goal Sunday									20000	
Gazette										
Membership Directory										
NASFAA Training										
Need Analysis										
Newsflash										
OASFAA Drive In/Dir Day										
Regional										
Spring Conference	25250	20000	18850	23500	20250	19000	15,500.00	14000	21000	27500

Support Professionals										
Winter Conference	24250	20750	20250	23500	18250	19700	20,500.00	20500	27250	40500
<b>Sponsorship</b>	<b>49500</b>	<b>40750</b>	<b>39100</b>	<b>47000</b>	<b>38500</b>	<b>38700</b>	<b>36000</b>	<b>35500</b>	<b>68250</b>	<b>68000</b>
Spring registration	18,220.00	25,000.00	22,608.00	17,942.50	20,436.00	31,080.00	17,800.00	26641.95	17295.85	35128.35
Winter registration	23,700.00	27,112.00	28,257.50	31,247.00	30,645.00	35,515.00	44,057.50	36505	37802.85	58104.95
<b>Total Income</b>	<b>172,843.55</b>	<b>165319.42</b>	<b>163499.35</b>	<b>180156.18</b>	<b>175352.96</b>	<b>195468.04</b>	<b>186407.87</b>	<b>173330.43</b>	<b>143735.07</b>	<b>214636.25</b>

**Expenses**

College Goal Sunday Account		7815.48	42659.34	46723.62	41570.03	302.68	36,235.33	37,726.84	29,235.05	34,387.20
Grant						38951.29	0	0	0	0
Variance from 02-03						50				
<b>Total College Goal Sunday Account</b>	<b>3847</b>	<b>7815.48</b>	<b>42659.34</b>	<b>46723.62</b>	<b>41570.03</b>	<b>39303.97</b>	<b>36235.33</b>	<b>37726.84</b>	<b>29235.05</b>	<b>34387.2</b>
Past President										
Assoc. Governance & Plan	0	36.29	350	0	0	0	0	0	0	0
Communications	1275	50	0	0	0	0	0	0	0	0
Membership Support	207	300	0	206.3	177.91	0	96.35	0	0	0
Federal Issues	0	0	0	0	0	0	0	0	0	0
State Issues	0	0	0	0	0	0	0	0	0	0
Total Regulatory Committee	0	2000	4646.4	0	0	0	0	0	0	0
<b>Total Past President</b>	<b>1482</b>	<b>2386.29</b>	<b>4996.4</b>	<b>206.3</b>	<b>177.91</b>	<b>0</b>	<b>96.35</b>	<b>0</b>	<b>0</b>	<b>0</b>
President								553		
Delegate Travel	7667.76	7284.61	6619.71	4371.13	7039.73	4589.64	7737.82	6401.29	4328.64	6048.01
Equipment	0	600	1909.78				0	0	0	0
Executive Com. Mtgs	1091.97	426.28	760.04	485.74	498.68	1342.1	1313.45	921.84	1216.67	998.92
Historical Records	350	350	350	0	350	300	0	300	300	300
Insurance	995	1115	810	810	1010	955	1090	310	500	1120
Legislative Breakfast/Dir Day	0	0	0	0	0	0	1500	1254.52		
Northeast	649.82	374.96	721.57	729.41	449.3	995.4	1000	855.5	832.6	789.12
Northwest	582.72	307.69	593.19	452.9	963.02	1102.81	600.98	353.93	705.95	752.85
Other	3204.36	752.09	885.1	790.17	1068.58	1104.8	781.87	143.78	564.22	689.87
Prior Year Expenses	0	0	0	0	7541.82	0				
Secretary	63.28	50	19.84	0	0	0	0	393	0	1526.03
Southeast	747	235.83	601.25	452.9	1252.93	1240.74	280.87	768.36	428.59	610.59
Southwest	697.01	428.56	721.18	526.51	325.84	933.47	277.54	567.7	914.13	433.85
Task Force	0	300	300				0	0	0	0
Transfer to Reserves	0	0	0				0	0	0	0
Transition Meeting	5167	4978.18	1367.56	7316.34	0	497.86	3996.45	127.43	6893.07	74.93
Treasurer	1520.42	656.12	1599.72	1500.55	1979.61	1472.46	1967.31	2118.94	1811.8	1545.39

Total President	17569.34	17859.32	17258.94	17435.65	22479.51	14534.28	20546.29	15069.29	18495.67	14889.56
President-Elect	0	0	182.42					29		
Associate Member Relations	413.65	50	50	30.2	0	0	0	0	0	63.8
CGS Corp. Development	0	0	0	0	0	0	0	0	0	0
Finance Committee	1491.56	300	189.21	4975	0	0	0	98.43	541.21	0
<b>Total President-Elect</b>	<b>9800.26</b>	<b>6318.27</b>	<b>2253.69</b>	<b>5005.2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>127.43</b>	<b>541.21</b>	<b>63.8</b>
VP for Conferences	0	0	0	0	0	0		6722.06		
In-kind gift from fundraising	0	0	0	0	0	0	0	0	0	64.98
Corporate Development	1374.75	743.18	0	0	0	0	0	0	0	0
Leadership	6439.68	0	7239.77	0	3502.12	0	1469.6	1500	0	5384.32
New Member/Mentor Prog.	0	150	118.72	0	0	0	0	51.41	321.41	976.85
Professional Development	0	500	82.79	0	0	255.3	146.25	0	0	0
Spring Conference	46957.31	42000	33578.54	31343.97	34226.81	41713.42	26327.92	1166.86	0	424.78
Spring Conf	0	1500	0	0	0	0				
Scholarships										
Golf Outing/Ent	0	0	0	0	231.6	0	100	0	0	0
Program	0	2533.4	0	0	192	90	0	2382.33	0	6215.64
Site	0	0	304.47	0	0	372	39.93	34391.44	44393.95	37323.19
<b>Total Spring Conference</b>	<b>54771.74</b>	<b>46033.4</b>	<b>41324.29</b>	<b>31343.97</b>	<b>34650.41</b>	<b>42175.42</b>	<b>26467.85</b>	<b>37940.63</b>	<b>44393.95</b>	<b>43963.61</b>
Winter Conference	44846.71	28809.39	64201.13	49644.49	56029.74	52873.61	53118.87	1715.86	0	1247.06
Winter Conf Scholarships		0	0	0	0	0				
Pre-Conference	26.25	208.67	0	0	166.55	183.24	170.17	46.31	0	339.63
Program		964.1	0	0	1604	2023.32	397.5	0	0	5368.05
Site		0	-1521.95	0	336.25	364.35	92.11	40582.82	72352.29	54821.93
<b>Total Winter Conference</b>	<b>44872.96</b>	<b>29982.16</b>	<b>62679.18</b>	<b>49644.49</b>	<b>58136.54</b>	<b>55444.52</b>	<b>53778.65</b>	<b>42344.99</b>	<b>72352.29</b>	<b>61776.67</b>
<b>Total VP for Conferences</b>	<b>99644.7</b>	<b>76015.56</b>	<b>104003.47</b>	<b>80988.46</b>	<b>96289.07</b>	<b>97875.24</b>	<b>81862.35</b>	<b>88559.09</b>	<b>117067.65</b>	<b>112166.43</b>
VP for Training		0	311.1							
College Goal Sunday	1101.7	570.57	1335	485	685	0	0	897.5	0	0
Early Awareness	0	0	0	0	0	0	0	0	0	77.9
General	0	0	0	0	0	0	0	0	0	0
Diversity	200	400	250							
<b>Total Early Awareness</b>	<b>200</b>	<b>400</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>77.9</b>
Electronic Initiatives		0	0	0	0	0	0	0		
ATAC Services	7968.1	5935.22	4701	7112	6180	6430	8705	5692		
Gazette							0	0		
Maintenance Fees							0	600	4470	5120
Nominations and Elections							0	0	670	400



Credit Card Fees	1246.05	640.09	646.92	0	31.4		0	0	675	1800
Registration							0	0	525	0
<b>Total ATAC Services</b>	<b>9214.15</b>	<b>6575.31</b>	<b>6711</b>	<b>7112</b>	<b>6211.4</b>	<b>6430</b>	<b>8705</b>	<b>6292</b>	<b>6340</b>	<b>7320</b>
Total Electronic Initiatives	9214.15	5935.22	6711	7112	6211.4	6430	8705	6292	6340	7320
NASFAA Drive In Training	0	0	0	0	0	0	0	0	1300	480.5
NASFAA Training	4357.76	1927	350	31.2	0	0	0	0	5793.07	7149.56
Need Analysis	570.25	71.5	1125.1	1719.82	1179.02	1333.77	778.35	1506.78	1953.76	3456.84
OASFAA Drive In Training	0	0	0	0	0	0	0	0	0	1000
Outreach Committee	7139.98			968.07	0	0	0	792.59	7503.7	526.62
Access/Outreach	0	646.02	436.3	0	643.66		966.41	0	0	0
Guidance Counselor Workshop	0.00	3,480.23	5,954.73	3,875.26	3,904.36	9,388.48	3,174.20	4,081.21		3651.96
Miscellaneous	66.6	236.18					0	-11.16	0	0
OACAC	0	1000	253.94	0	348	420.52	0	0	0	0
<b>Total Outreach Committee</b>	<b>7206.58</b>	<b>5362.43</b>	<b>6644.97</b>	<b>4843.33</b>	<b>4896.02</b>	<b>9809</b>	<b>4140.61</b>	<b>4862.64</b>	<b>7503.7</b>	<b>4178.58</b>
Support Professionals	761.63	459.47	577.64	423.14	1300.5	104.8	1132.93	827.05	1140.3	763.01
<b>Total VP for Training</b>	<b>14131.32</b>	<b>3428.54</b>	<b>3637.74</b>	<b>7502.49</b>	<b>14271.94</b>	<b>17677.57</b>	<b>14756.89</b>	<b>14385.97</b>	<b>24030.83</b>	<b>24426.39</b>
<b>Total Expenses</b>	<b>151841.77</b>	<b>72194.65</b>	<b>184645.41</b>	<b>164815.25</b>	<b>174788.46</b>	<b>169391.06</b>	<b>153497.21</b>	<b>155868.62</b>	<b>189370.41</b>	<b>185933.38</b>
Net Operating Income	21,001.78	48124.77	-21146.06	15340.93	564.5	26076.98	32910.66	17461.81	-45635.34	28702.87
Net Income		47045.75	-21146.06	15340.93	564.5	26076.98	32910.66	17461.81	-45635.34	28702.87

	1617 Budget	1516 Budget	1415 Actual	1314 Actual	1213 Actual	1112 Actual	1011 Actual	0910 Actual	0809 Actual	0708 Actual
A: Total Core Costs as defined in current policy	38,926.27	29,544.97	29,737.74	33,782.11	25,154.44	29,668.48	31,206.38	24,422.47	32,637.77	26,675.12
B: Total Core Costs with CGS Costs	43,874.97	37,931.02	73,732.08	80,990.73	67,409.47	68,972.45	67,441.71	63,046.81	61,872.82	61,062.32
C: Updated Core Costs beginning 09-10	38,926.27	26,064.74	23,783.01	29,906.85	21,250.08	20,280.00	28,032.18	20,341.26	32,637.77	23,023.16
<b>D: Updated Core Costs beginning 14-15</b>	<b>45,365.95</b>	<b>26,414.74</b>	<b>30,986.85</b>	<b>29,906.85</b>	<b>24,752.20</b>	<b>20,535.30</b>	<b>29,648.03</b>	<b>21,789.85</b>	<b>32,316.36</b>	<b>27,430.63</b>
Actual membership numbers based on income above	645	645	643	646	707	698	700	652	722	829
A: Actual Core Costs per Member	60.35	45.81	46.25	52.29	35.58	42.50	44.58	37.46	45.20	32.18
B: Core Costs per	68.02	58.81	114.67	125.37	95.35	98.81	96.35	96.70	85.70	73.66

Member with  
CGS Costs

<b>C: Core Cost per Member beginning 09-10</b>	<b>60.35</b>	<b>40.41</b>	<b>36.99</b>	<b>46.30</b>	<b>30.06</b>	<b>29.05</b>	<b>40.05</b>	<b>31.20</b>	<b>45.20</b>	<b>27.77</b>
<b>D: Core Cost per Member beginning 14-15</b>	<b>70.33</b>	<b>40.95</b>	<b>48.19</b>	<b>46.30</b>	<b>35.01</b>	<b>29.42</b>	<b>42.35</b>	<b>33.42</b>	<b>44.76</b>	<b>33.09</b>

## I. CONFERENCE/TRAINING ACTIVITIES

These are still essential functions but, particularly in tight budget years, these programs and activities shall typically be self-supporting through registration fees. These include annual conferences, pre-conference workshops, and training activities beyond the Core Functions. The activities of the committees coordinating these events shall be included in the Association's training expenses. These committees include:

- CONFERENCE, PROGRAM, SITE AND SCHOLARSHIPS
- COUNSELOR WORKSHOPS
- NEED ANALYSIS
- NEW MEMBER/MENTORING ACTIVITIES
- NASFAA TRAINING

Corporate support obtained for any of these events will be used to cover expenses of the discretionary committees, and, if donations exceed the need, to reduce registration fees and/or enhance the training activity.

## II. DISCRETIONARY COMMITTEES/ACTIVITIES

These are important activities, but not essential. Therefore, these committees/activities will be active in a given year to the extent that they can be funded through excess income (e.g. corporate support, advertising revenue, or a dues surplus). The following committees/activities are considered discretionary:

- ASSOCIATE MEMBER RELATIONS
- FEDERAL ISSUES
- OUTREACH ACTIVITIES BEYOND THE CORE FUNCTIONS
- STATE ISSUES
- SPECIAL COMMITTEES AS APPOINTED

Long Range Fiscal Plan above last updated and approved by Executive Committee 4/25/2008 Appendix B changes last updated and approved by Executive Committee 06/10/2014

### III. RESERVE FUND

Evaluate annually the amount of the Reserve Fund in relation to the fiscal needs of the Association to ensure its compliance with the Reserve Fund Policy (Long-Range Investment Policy, see Section VI, 6.3).

Approved by the Trustees 10/7/2004

## **Appendix C: Petition for Active Member Status**

Recent changes to the OASFAA Constitution allow for interested individuals, who do not meet the requirements for Active Membership Status, to petition for consideration as an Active Member of OASFAA. While not expressly stated, it is assumed that the individual submitting a petition will have already demonstrated the qualifications necessary for Associate Membership Status as outlined in the description below.

Petition for Active Membership Status must be made in writing to the OASFAA Board of Trustees, via submission of the appropriate application materials to the OASFAA Membership Chairperson. The Board will act on requests during their monthly meeting. The Membership Chairperson will inform the petitioner in writing of the Board's decision within one week of the monthly meeting.

In order for a Petition for Active Membership Status to be considered, the following documentation must be submitted annually:

- A cover letter on your organization's letterhead outlining the reason(s) you feel your professional responsibilities meet the description of that of Active Membership; and
- A copy of your current job description.

Consideration of a Petition for Active Membership Status is on an individual basis and a 'blanket' approval for all individuals within any given organization will not be granted.

Active Membership shall be limited to those individuals actively engaged in the administration of financial aid at an Ohio institution of post-secondary education. Only active members shall have full voting rights and may seek and hold elective office in the Association.

Associate Membership shall be open to individuals who are engaged indirectly in the administration of financial aid programs, individuals actively engaged in the administration of financial aid programs from outside Ohio, and individuals interested in the purposes of the Association who are approved by the Board of Trustees.

## Document Maintenance Log

<b>Date of Edits:</b>	<b>Edit Author:</b>	<b>Description of Edits Made:</b>
April 2007		Sections Reapproved: <ul style="list-style-type: none"> <li>- Archives Policy</li> <li>- Membership Reimbursement Policy</li> <li>- Completion of Reimbursement Requests</li> <li>- Reimbursement Authorizations</li> <li>- Signing Contracts</li> <li>- Underpaid Conference/Workshop Fees</li> <li>- Recommendations for Changes to Existing Policies and Procedures</li> </ul>
November 5, 2010		Section Approved: <ul style="list-style-type: none"> <li>- Reserve and Investment Policy</li> </ul>
November 23, 2010		Section Approved: <ul style="list-style-type: none"> <li>- Committees</li> </ul>
March 4, 2011		Section Approved: <ul style="list-style-type: none"> <li>- Conference Guests Policy</li> </ul>
January 20, 2012		Section Approved: Retiree Membership (Non-Voting)
September 2015		Section Approved: <ul style="list-style-type: none"> <li>- OASFAA e-Merchant Policy</li> </ul>
January 12, 2018	Cheryl Willard & Betsy Johnson – AGP Committee Co-Chairs	Executive Committee Approved Updates: <ul style="list-style-type: none"> <li>- Associate member policy revisions throughout manual based upon constitutional change in 2017.</li> </ul>
January 17, 2018	Emily Haynam, 2017-18 OASFAA Secretary	Revised structure of the document; added consistent number, automatic update table of contents with word styles one click; consistent format to lists, abbreviations, committee and position names; added abbreviations and information key and updated throughout document with consistent abbreviations; reviewed and updated for grammar and spelling.
June 2018	Cheryl Willard & Betsy Johnson – AGP Committee Co-Chairs	Approved changes by Executive Committee: <ul style="list-style-type: none"> <li>- Removed CGS/Logo branding guidelines</li> <li>- Removed “the Association” and replaced with “OASFAA”</li> <li>- Updated various duties for Trustees and Committees based on recommendations</li> <li>- Added new area codes to regions table</li> <li>- Removed College Goal Sunday Committee</li> <li>- Added New Member/Recruitment Committee (split from Membership)</li> <li>- Combined Federal and State Issues Committees</li> <li>- Removed Support Professional Committee</li> </ul>
January 2019	Emily Haynam, On behalf of AGP Committee	Added missing appendices.
May 2021	Matt Moore, Susan Kannenwischer – AGP Committee Co-Chairs	Approved changes by Executive Committee: <ul style="list-style-type: none"> <li>- Significant Updates to Nominations and Elections Committee</li> <li>- Modifications to approved logos</li> <li>- Modified Treasurer/Treasurer-elect responsibilities regarding insurance</li> <li>- Added Alex P. Murdoch Award to the awards category description</li> <li>- Updated PO Box address</li> <li>- Revised e-merchant information</li> <li>- Reordered document numbering due to changes to NEC</li> <li>- Removed CGS account references</li> </ul>

May 2022	Matt Moore AGP Committee Chair	Approved changes by Executive Committee on 5/20/2022: <ul style="list-style-type: none"> <li>- OASF AA Mailbox policy changes</li> <li>- Minor adjustments to Outreach Committee duties</li> <li>- Addition of new area codes in regional representative assignments</li> <li>- Appendix B changes to delegate travel</li> <li>- Clarification on use of Alan Donley Award</li> </ul>
December 2022	Andrea Morrow Melanie Weaver AGP Committee Chairs	Approved changes by Executive Committee on 12/2/2022” <ul style="list-style-type: none"> <li>- Updated Communication and Professional Development committees’ outcomes</li> <li>- Updated Completion of Reimbursement Requests and Reimbursement Authorization Policy</li> <li>- Removed reference of e-Merchant, replaced with Online Payment</li> <li>- Added debit card recognition</li> <li>- Updated OASF AA Address and Mailbox Policy with new address</li> <li>- Add “1997 Governance and Planning” Committee to designate committee members</li> <li>- Updated Appendix C</li> </ul>
February 2023	Andrea Morrow Melanie Weaver AGP Committee Chairs	<ul style="list-style-type: none"> <li>- Added New Professionals Award</li> </ul>
May 2023	Andrea Morrow Melanie Weaver AGP Committee Chairs	<ul style="list-style-type: none"> <li>- Updated roles of President-Elect and Past-President to reflect that the Past-President is now chair of the Nominations and Elections Committee</li> </ul>
November 2023	Andrea Morrow Melanie Weaver AGP Committee Chairs	<ul style="list-style-type: none"> <li>- Updated travel reimbursement rules, procedure for using a rental car and meal per diem</li> <li>- Removed requirement for associate member to be an Ohio resident</li> <li>- Updated Active Membership description</li> </ul>
June 2024	Andrew Morrow Melanie Weaver AGP Committee Chairs	<ul style="list-style-type: none"> <li>- Added new policy for changing logo</li> <li>- Added policy for Zelle payment minimum</li> <li>- Added social media policy</li> <li>- Updated delegate travel</li> </ul>