

# FASFAA POLICY AND PROCEDURE MANUAL

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# FASFAA POLICY AND PROCEDURE MANUAL

## 1. POLICIES & PROCEDURES

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1. The FASFAA Policy and Procedure Manual (FPPM) provides members with easy access to essential information about the policies and procedures which govern FASFAA. A number of benefits are expected:
  - Furtherance of agreement and understanding among all members.
  - Sound and clearly understood delegation of authority and responsibility.
  - Consistency of interpretation and process.
  - Ease of familiarizing new Board members and committee chairs with the conduct of FASFAA activities.
2. All Board members and committee chairs are responsible for identifying areas of operation in need of new or revised policy guidance or procedural changes, for recommending appropriate policy statements and procedures, and for ensuring adherence to established policies and procedures in the conduct of the activities of the association. All policies must be approved by the Executive Board.
4. Responsibility for preparing and maintaining the FASFAA Policy and Procedure Manual is assigned to the Secretary.
5. **Manual Organization**

The FPPM is segregated into 3 sections - one for policy statements, one for procedures and one for examples. General guidance may be obtained from referencing the policy section while detailed procedures can be found in the procedures section. Examples of specific forms or formats may be found in the Appendix. Within each section, policies or procedures are sequenced as follows:

1. Policies and Procedures
2. Corporate Information
3. Financial Information
4. Membership
5. Committees
6. Conferences
7. Awards

Numbering for all 3 sections is the same.

The FASFAA policy and procedure manual shall be reviewed by the Executive Board at least once during the fiscal year. Proposed changes should be discussed and voted upon by a quorum of the Board and submitted to the Secretary. The Secretary will prepare revisions and distribute to the Electronic Services chair to be posted on the FASFAA web site.

Adopted December, 1982

# FASFAA POLICY AND PROCEDURE MANUAL

1. POLICIES & PROCEDURES

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## 6. Distribution

All members of the Executive Board and Committee chairs will receive a complete manual at the onset of their term. Revisions will be distributed to current holders of the manual.

The manual is available to all FASFAA members via the web site.

## 7. Format

1. Each policy and each procedure begins on a new page.
2. The heading on each page indicates the Chapter of the manual and the name of the policy or the procedure.
3. The policy section, procedure section, and appendix are maintained in an appropriate format by the Secretary. Appropriate software will be used to maintain the information.

# FASFAA POLICY AND PROCEDURE MANUAL

## 2. CORPORATE INFORMATION

## OFFICIAL RECORDS OF FASFAA

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### Secretary's Responsibilities

The official records of FASFAA include the Bylaws, Policy and Procedure Manual, Archives, History, Survival Guide for Future FASFAA Presidents, and all other documents related to the official business of FASFAA.

The Secretary is the custodian of the administrative files of the Association. These files include copies of correspondence, official copies of the Bylaws, minutes of Executive Board meetings and Business meetings, FASFAA Logo, etc. At the completion of each year, all such information shall be transferred to the archives.

The Secretary is required to provide a copy of the last business meeting minutes to each conference attendee.

All archival information shall be maintained in the central storage location for permanent safekeeping.

The official address of the organization will change every two years. The address used will be the CFO as he/she will be on the board for 2 ½ years. (See Bylaws Article VI, Section 2)

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**2. CORPORATE INFORMATION**

**COPYRIGHT OF FASFAA PUBLICATIONS**

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All documents written and published by FASFAA are considered to be copyrighted. It is not necessary to register these publications with the copyright office for them to be copyrighted.

All FASFAA publications must obtain a copyright statement, which includes the publication date. The following statement will appear on all appropriate FASFAA publications:

**Copyright FASFAA, Inc. [date]  
Federal copyright law restricts reproduction of materials from this  
publication without prior written permission from FASFAA, Inc.**

All lists of copyrighted FASFAA publications can be found in the Appendix 2.2.7.

# FASFAA POLICY AND PROCEDURE MANUAL

## 2. CORPORATE INFORMATION

## CONDUCT OF MEETINGS

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### 1. Meetings

Parliamentary law is a self adopted code of conduct imposing rules of behavior on members of an assembly. It allows for an honest exchange of ideas and an orderly discussion.

FASFAA adheres to the rules contained in *Robert's Rules of Order* for the conduct of business, specifically for Business meetings of the Association and meetings of the Executive Board.

The President shall appoint and announce the name of the Parliamentarian of the association at the first meeting of the Executive Board and at the annual business meeting. (The Immediate Past President often serves in this capacity.)

### 2. Executive Board Voting

Issues requiring a vote by the Executive Board shall usually take place at a regularly or specially scheduled Executive Board meeting.

However, in the event that a vote of the Executive Board must be taken in advance of a scheduled Board meeting and a special meeting cannot be arranged or it would not be cost effective to call a special meeting, a vote by telephone conference call may be taken.

To arrange a telephone vote, a conference call for all Executive Board members shall be arranged by the Secretary. All Executive Board members shall be apprised at least 48 hours in advance, of the time and procedures for connecting to the conference call. A quorum of Executive Board must participate in the conference call for any official business to be conducted. The secretary shall take the minutes of the conference call and record the vote and these shall be made part of the official records of the association.

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**2. CORPORATE INFORMATION**

**LIQUIDATION OF ASSETS**

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In the event of termination or dissolution, the residual assets of FASFAA will be moved into the Bonnie Pirkle Memorial Scholarship Fund.

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### 2. CORPORATE INFORMATION

### CORPORATE RESPONSIBILITIES

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FASFAA, Inc. is a tax exempt organization recognized by the IRS. It was chartered in February 1984 by the State of Florida as a not for profit corporation. (Prior to 1984 it operated without official federal or state designation.)

#### **CFO's Responsibilities**

The CFO is responsible for complying with state and federal regulations that pertain to the financial status of the Association. These responsibilities include, but are not limited to:

#### **Articles of Incorporation**

Each year based on FASFAA's incorporation date of February 1, 1984 a reaffirmation of the corporate status must be forwarded to the Florida Secretary of State to update the names of the Board of Directors, the corporate address, Registered Agent, etc.

#### **Federal Income Tax Status**

On October 29, 1984 FASFAA, Inc. was granted exemption from paying federal income tax under Section 501 (c) (3) of the Internal Revenue Code, on a temporary basis. As of October 21, 1986, FASFAA was granted 501 (c) (3) status permanently. The federal employee identification number is 59-2437964.

#### **Return of Organization Exempt from Income Tax (IRS Form 990)**

Each year the CFO will see that the IRS Form 990 is filed. The form is due on the 15th day of the fifth month following the close of the association's fiscal year. (November 15.)

#### **Florida Sales Tax Status**

On September 29, 1987 FASFAA, Inc. was granted exemption from paying Florida state sales tax. The tax exempt number is 07 03078 00 16. The CFO is not required to file a sales tax report to the Florida Department of Revenue.

#### **Review of Financial Records**

The CFO must ensure that the financial records of the Association are reviewed each year.

#### **Miscellaneous Income (Form 1099)**

The CFO maintains information for any speakers who are paid honoraria. The information must be provided to the accountant so that a Form 1099 can be prepared for each individual.

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**2. CORPORATE INFORMATION**

**CORPORATE RESONSIBILITIES**

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**Music Copyright Compliance Agreements**

Under the United States Copyright Law , the public performance of copyrighted music requires permission from the copyright owner or its licensing agent. All associations that use either live or recorded music at conferences or other meetings are affected by this law . The CFO is responsible for completing the appropriate forms, if required, after each FASFAA conference and workshop.

## FASFAA POLICY AND PROCEDURE MANUAL

### 2. CORPORATE INFORMATION

### OFFICIAL LOGO

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1. The Florida Association of Student Financial Aid Administrators has an official logo, which distinguishes it from other associations. A copy of the logo is contained in the Appendix 2.6.1.
2. The logo must be included on all official publications of the association, including the Newsletter, brochures, conference programs, training manuals, etc.
3. The logo is to be used as the heading for the stationery, which is printed each year by the President for use by various members of the Executive Board.
4. The logo is included on the official banner of the association, which is displayed at regional and national conferences. The banner resides with the President.
5. The logo should be used only in conjunction with activities which are sponsored or supported by FASFAA. Any clarification as to whether the logo should be used in connection with a particular function should be given by the President.
6. Any proposal to change the official logo of the association must be endorsed by the Executive Board and approved by the membership.
7. The Secretary maintains a permanent copy of the logo. The President may make other copies available to members of the Executive Board as necessary.
8. The official color of the FASFAA logo is: PMS 641 U.

## FASFAA POLICY AND PROCEDURE MANUAL

### 2. CORPORATE INFORMATION

### RELEASE FROM LIABILITY

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In order to minimize potential risk resulting from information provided to participants of FASFAA training workshops or FASFAA conferences, all training and conference materials shall contain the following release from liability (Bylaws Article II, Section 8):

Members of the Florida Association of Student Financial Aid Administrators (FASFAA) recognize that one of the purposes of FASFAA is to provide training and information services to its members through training conferences and periodic written material. While FASFAA shall utilize its best efforts to provide its members with the most current information available, there can be no assurances or warranty that any such information provided to the membership is correct or has not been superseded or that more current information is not available. Furthermore, FASFAA can give no assurances or warranty that its interpretation of any rule, regulation, or statute will be in conformance with any present or future interpretation of such rule, regulation or statute by any appropriate governmental authority. Accordingly, each member shall hold FASFAA harmless from any claims, damages or liability resulting from such member's use of any information, data or interpretations as provided to such member by FASFAA.

# FASFAA POLICY AND PROCEDURE MANUAL

## 3. FINANCIAL INFORMATION

## OPERATING BUDGET

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### 1. Preparation and Reports

The President-Elect shall prepare a provisional operational budget for the incoming administration to be presented to the Executive Board for approval and to the membership at the Spring (or final) meeting. This budget will serve to provide a starting point under which the association can meet routine fiscal obligations without compromising the adherence to established fiscal policy. The final operational budget for the year can be presented and, if necessary, modified for approval by the Executive Board by its second meeting of the year (but no later than November 1). Revisions should be distributed to the membership. Using the *FASFAA Proposed Budget Worksheet* and in reviewing the *Association Budget* reference materials found in the Appendix, each President-elect is expected to present a budget that provides revenue equal to or in excess of expenses. The President and CFO shall provide any requested assistance.

The CFO should provide budget information after the annual conference in the subsequent publication of the FASFAA newsletter.

The format of the Budget may be changed as the need arises.

### 2. Revenue and Expenditures

As a not-for-profit corporation, the use of revenue generated from dues, registration fees, and other activities shall be restricted to carrying out the activities of the Association, and in no way be used to accumulate undue profits.

All expenses incurred in performing activities of the Association shall be borne by the Association, as allowed by the reimbursement policy, except when the member(s) elects to absorb such expenses.

### 3. Reserve Fund

The Association should strive to maintain a reserve fund balance of no less than 50% of its operating budget. In general, reserve funds may be allocated from income derived in excess of expenses generated in any given fiscal year. Such funds may be comprised of both savings and investment accounts, providing the funds are not unnecessarily intermingled with the Association's checking or operational account.

The long term goal should be to increase the reserve to one year of operating expenses. Once exceeded, such funds should be used, at the discretion of the Executive Board, to increase the corpus of the Bonnie L. Pirkle Memorial Scholarship Fund or any alternative endeavor as established by the Executive Board.

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### 3. FINANCIAL INFORMATION

### OPERATING BUDGET

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#### 4. Committee Expenses

Expenses related to committee activities shall be charged to the appropriate committee budget, and the committee chair shall approve all such expenses prior to request for reimbursement from the CFO.

#### 5. Authorized Expenditures

The CFO is authorized to pay bills and reimbursement requests which are within the budget within 14 days of receipt. Payment for items in excess of the budget up to 5%, except for bills relating to a FASFAA conference, must be approved by the President. All expenditures in excess of the budget by more than 5%, except for bills relating to a FASFAA conference, must be approved by the Executive Board either at a meeting or by telephone conference call. If the increased expenditure is directly tied to an increase in revenue (i.e. sponsorship, donation, paid fee or an external institutional reimbursement to FASFAA), written approval by the President will be sufficient. The CFO shall inform the Executive Board of payment made in excess of the budget at the earliest possible time. The CFO has the authority to pay bills in emergencies, pending the approval of the President, within 48 hours.

The President is authorized to pay bills of the Association in the absence of the CFO.

Bills should contain the signature of the contracting member prior to payment by the CFO.

Any reimbursement decisions made by the CFO that are disputed by a member shall be referred to the Executive Board for resolution.

6. The Executive Board will review with the CFO the feasibility of moving up to 5% of the annual profit into the Bonnie L. Pirkle Memorial Scholarship Endowment at the close of each fiscal year.

7. Both the Bonnie L. Pirkle Memorial Scholarship Endowment and all interest earned by the endowment are restricted to scholarship purposes and may not be used for operational expenses of the association.

## FASFAA POLICY AND PROCEDURE MANUAL

### 3. FINANCIAL INFORMATION

### MEMBERSHIP DUES

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1. Membership dues constitute a primary source of revenue for association activities, other than conferences.
2. Any proposal to increase the dues of the association shall be endorsed by the Executive Board and shall be circulated in writing to all members affected by such proposal at least 30 days before a vote is to be cast by the membership.
3. Annual dues cover the fiscal year of the association, which is July 1 - June 30.
4. The dues for active and associate members shall be \$30 per year (adopted May 29, 1998).

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### 3. FINANCIAL INFORMATION

### REIMBURSEMENT OF EXPENSES

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#### Definition

A sponsor is a company or organization whose activities either support, or are closely related to those of the financial aid community. A sponsor provides resources to be used by the Florida Association of Student Financial Aid Administrators in accordance with the purposes of the Association. Sponsors may, or may not, demonstrate or display these products or services for the purpose of soliciting business.

#### General Guidelines

1. All sponsored activities must be sanctioned by FASFAA and shall be scheduled as part of or as a complement to, regular FASFAA activities. Sponsored activities shall in no way conflict with other scheduled events or activities conducted by FASFAA.
2. All sponsoring organizations shall have at least one paid member of the Florida Association of Student Financial Aid Administrators.
3. Sponsors shall be consulted by the Sponsorship Coordinator of FASFAA to receive input as far as quality and cost of a sponsored function are concerned. As to the need for an event or the nature of the event, FASFAA will have the final authority. The sponsor may then decide as to whether or not to continue sponsorship of the function in the future. Appeal of this provision may be made to the FASFAA President who will have the final authority to determine to proceed with the function.
4. The FASFAA President shall appoint an individual member to coordinate sponsor activities each year. All requests for sponsorship must be initiated by the Sponsorship Coordinator appointed to coordinate sponsorship. This individual shall work closely with each committee chairperson, conference planning committee, and FASFAA CFO to coordinate activities and funding.
5. The Sponsorship Coordinator will solicit support from sponsors in a timely manner in advance of each conference or workshop. Additionally, as other items such as publications are identified throughout the year as in need of sponsorship, the Sponsorship Coordinator shall solicit sponsorship for such.
  - a. Throughout the course of the year, sponsors may be asked to support specific activities of FASFAA in accordance with the general preferences indicated by the sponsor. FASFAA will provide as accurate a figure as possible for the purpose of quoting a price to the sponsor.
  - b. Sponsors will be asked if they are willing to share expenses with other sponsors for the same activity.

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### 3. FINANCIAL INFORMATION

### REIMBURSEMENT OF EXPENSES

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6. All sponsor support provided during the year should be summarized in the last issue of the FASFAA New sletter for the year. Also a public announcement of this support should be made at the Annual Spring Conference Business Meeting.

#### Conference/Workshop Guidelines

Conference exhibitor: \$2,500

- Booth space: Two (2) 6' tables.
- Booth location determined by Sponsorship chair.
  - High visibility booth location additional \$1,000 minimum.
- All exhibitors must be paid FASFAA members.
- All exhibitors must register for and pay conference registration fees to exhibit and attend conference activities.
- Conference exhibitors will be listed in the conference program in alphabetical order.
- Exhibitors may opt out of this recognition at their own discretion.
- Payment must be received two (2) weeks prior to the date of the conference.

Conference supporter: \$1,500

- Booth space: One (1) 6' table.
- Booth location determined by Sponsorship chair.
- All exhibitors must be paid FASFAA members.
- All exhibitors must register for and pay conference registration fees to exhibit and attend conference activities.
- Conference exhibitors will be listed in the conference program in alphabetical order.
- Exhibitors may opt out of this recognition at their own discretion.
- Payment must be received two (2) weeks prior to the date of the conference.

#### Reimbursement

1. Travel expenses assumed by FASFAA will be paid on a reimbursement basis. Approval for advance payment of travel expenses must be granted by the President upon specific request, and only when sufficiently justified with ample lead time of 10 business days for processing.
2. To obtain reimbursement for authorized FASFAA expenses, members will access the form on the FASFAA web site within 15 days following completion of travel or the date the expense was incurred. Upon completion of the form, the member will submit the form and receipts to the bookkeeper.

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### 3. FINANCIAL INFORMATION

### REIMBURSEMENT OF EXPENSES

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3. In the event of incomplete documentation of expenses, the request for reimbursement will not be processed. The member will then be contacted by the CFO to inform them of the documents needed for processing.
4. The CFO will inform the webmaster of any changes of established reimbursement rates.

#### **Executive Board**

Members will be reimbursed for only those “extra” expenses associated with attending an Executive Board Meeting. As an illustration, if the Board meets the day before a FASFAA Conference, the member would attend the conference at his/her institution’s expense; only those meal and hotel costs for the preceding day will be reimbursed by the Association.

Whenever possible, meetings of the Executive Board shall be convened in conjunction with other events that the members would attend at their institution’s expense.

#### **Reimbursement Allowance**

All expenses will be paid on a reimbursement basis, receipts required, according to the following guidelines:

Air Fare	Economy Class
Taxi, Limo	Actual cost
Hotel	Actual cost (not to exceed single room rate)
Meals	Actual cost or per diem (whichever is less)
Auto Mileage	IRS published rate and standardized mileage printout (ie: mapquest, yahoo maps)

The CFO shall maintain an effective online request.

1. **Reimbursement**  
The CFO shall establish a procedure for controlling and processing funds authorized by FASFAA for official travel of the association’s members or others determined eligible.

2. **Authority**

Specific authority for payment of travel expenses will be based on:

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### 3. FINANCIAL INFORMATION

### REIMBURSEMENT OF EXPENSES

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- a. Guidelines established and approved annually by the membership according to budget limitations.
- b. The actual availability of funds.
- c. All expense reimbursement must be approved by either the FASFAA President or the appropriate committee chair.

#### 3. Items Covered

- a. Travel
  1. Private auto at the published IRS rate per mile, the total not to exceed actual or estimated cost of air coach.
  2. Air travel at coach rate only
  3. Commercial travel by other means which does not exceed the cost of air coach fare to and from the specified destination.
  4. Rental car only on specific approval by the President, for good and valid reasons.
- b. Registration fees, if required and approved for payment
- c. Lodging – actual cost not to be exceed single room rate. In conjunction, with group travel such as Executive Board, lodging will be reimbursed at one half the double room rate.
- d. Meals – reimbursement based on actual receipts or the per diem rate (whichever is less)

#### **Maximum allowances as follows:**

Breakfast - \$7.00 - when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.

Lunch - \$11.00 - when travel begins before 12 noon and extends beyond 2:00 p.m.

Dinner - \$18.00 - when travel begins before 6:00 p.m. and extends beyond 8:00 p.m. or when travel occurs during night-time hours due to special assignments.

- e. Other (Reimbursable at actual costs)
  1. Limousine, taxi, etc.
  2. Telephone calls relating to FASFAA business

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### 3. FINANCIAL INFORMATION

### REIMBURSEMENT OF EXPENSES

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3. Airport parking costs.
4. Toll costs.
5. Tips, other than for adult beverages.

#### **Documentation**

A copy of the agenda for meetings other than the annual Conference, Executive Board, and other such official FASFAA meetings or workshops must be attached to the reimbursement form. The agenda should include the beginning and ending time of the meeting identification of all meals that were sponsored or paid by another organization or individual.

Requests for reimbursement of speaking engagements on behalf of FASFAA should include a copy of the written request along with the time and place of the function and any agreement as to reimbursement of expenses or honoraria.

Requests for reimbursement for meals or other related expenses that include expenses for other individuals should include a statement specifying the number of people entertained and a statement documenting how the activity benefited FASFAA.

Approval for advance payment of travel expenses must be granted by the President upon specific request, and only when sufficiently justified, with ample lead time for processing.

## FASFAA POLICY AND PROCEDURE MANUAL

### 3. FINANCIAL INFORMATION

### USE OF CREDIT CARDS

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The CFO shall secure major credit cards for the President and CFO to be used solely for official FASFAA business. The credit line shall be limited to \$2,500 per person unless a higher amount is approved by the Executive Board.

In the event a FASFAA credit card is used for personal or other unauthorized expenses, the CFO shall immediately bill the user for those expenses as well as any interest accrued for those expenses. The individual who charged the unauthorized expenses will reimburse the association within fourteen days of notice by the CFO of the charges. Any failure to reimburse unauthorized expenses in accordance with this section must be brought before the Executive Board at the next regularly scheduled meeting.

Expenses charged to the FASFAA credit card shall be reported on the FASFAA Travel Reimbursement Form. All credit card receipts should be attached to the form.

Each cardholder will not be authorized to use his or her card after the expiration of the term of office and shall surrender his/her card to the CFO within 30 days of the expiration of his/her term of office.

## FASFAA POLICY AND PROCEDURE MANUAL

### 3. FINANCIAL INFORMATION

### SOFTWARE/HARDWARE

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#### **Storage and Release**

All original software/hardware will be stored by the Electronic Services Chair.

The Electronic Services chair is responsible for developing and updating a regulatory statement to be signed by borrowers, as well as a log to indicate the type of software borrowed, by whom the software was borrowed, and the date it was returned.

The Electronic Services chair is authorized to loan an authorized copy of software owned by FASFAA, to any Executive Board or committee member needing it for association business. A signed regulatory statement, in recognition of copyright laws, must be signed by the borrowing member before the copy is released.

The borrower is responsible for maintaining the copy in good condition; conforming to the regulatory statement; and returning the software and/or promptly to the Electronic Services chair upon completion of the business for which it was borrowed, or at the end of his/her term, whichever comes first.

All hardware will reside with the Electronic Services chair. Hardware used by other FASFAA members must be returned to the Electronic Services chair. A list of all FASFAA hardware and software can be found in APPENDIX 3.6.1.

Any new hardware and software purchased by FASFAA shall be added to the listing automatically by the Secretary.

#### **Software Training**

Upon approval of the president, the association may allow a new officer or committee chair to attend, at FASFAA's expense, a training session offered in their local area.

## FASFAA POLICY AND PROCEDURE MANUAL

### 3. FINANCIAL INFORMATION

### INVESTMENTS

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#### Investing Funds

There should always be sufficient funds in the checking account to pay the bills of the association. However, whenever the checkbook balance exceeds \$10,000 and it is not immediately prior to a conference or workshop, and there are no anticipated bills which would cause the balance to fall below \$10,000, funds should be invested.

The Treasurer will invest the funds and notify the board at the next meeting. Funds should be invested in CDs. The term of the CDs should be determined by whether or not the current interest rates are favorable. One CD should be maintained with a weekly term, in the event that funds are needed quickly. The remaining CDs should be of varying length to be determined at the discretion of the treasurer. However, no CDs should be for terms longer than one year, in the event that the association needs to access the funds.

As a benchmark for CD rates, the Treasurer should consult with a national source of CD rates (such as the 100 Highest Yields on 1-800-327-7177 found in USA Today or a similar source) to make sure that CD rates under consideration for investment purposes are at least the same or higher than national rates.

CDs must be opened at financial institutions protected by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC). No more than \$100,000 may be invested in any one account unless the aforementioned corporations (or their facsimile) have insured funds in excess of that amount.

The Treasurer will determine when it is time to invest additional funds by noting the current bank balance and the timing of any anticipated expenses. If the balance is high at the start of a new fiscal year, or due to funds received prior to a conference, workshop or newsletter, the Treasurer should be cautious in reducing the balance before all major bills are paid.

The Bonnie L. Pirkle Memorial Scholarship Endowment will be invested to earn a high rate of return, with minimal risk to the association. The Treasurer will determine when to use accumulated donations to invest in additional CDs.

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### 3. FINANCIAL INFORMATION

### ACCOUNTING

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1. The fiscal records of the Association are maintained by the CFO.
2. The CFO is responsible for determining the allocation of expenses to the appropriate budget lines.
3. As of 1998-99, the Association uses the accrual accounting method of keeping its fiscal records and follows generally accepted accounting principles.
4. A transition team should be appointed by the President (one that includes the current and incoming CFO) to facilitate the change of CFOs.
5. All fiscal records will be audited at least annually at the close of the fiscal year.
6. The Association's fiscal records are open to the membership.
7. The CFO is required to submit copies of the current Budget Performance Report to the General Membership during the Business Meetings held at the Annual Conference. The Report can either be distributed at the Annual Business Meeting.

## FASFAA POLICY AND PROCEDURE MANUAL

3. FINANCIAL INFORMATION

ACCOUNTING – SCHOLARSHIP ADMIN

Last Revision February 2011

Policy 3.8.1

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### Accounting Policies Related to Scholarship Administration

1. **Investment Policy.** See Section 3.7.
2. **Scholarship Spending Policy.** Each year the amount earned by the scholarship endowment will be adjusted for inflation and rounded to the nearest \$100 in order to maintain the value of the endowment. The remaining amount is the sum to be used (spent) for the scholarship award. A minimum of \$1,000 shall be approved by the Executive Board if the interest on the principle does not reach \$1,000.
3. **Review of Records.** Information pertaining to the awarding of the scholarship will be available for review as part of the association's annual audit.
4. **Periodic Review.** The CFO and the Executive Board will review the operation of the scholarship program periodically to determine if the funding level is sufficient and to evaluate whether the program is meeting its intended purposes.
5. **Donation of Assets.** It is expected that donations will be in the form of cash. Donations in the form of other assets (e.g. stocks, bonds, or equipment) may be converted to cash at the discretion of the Executive Board.
6. **Compliance.** The CFO will comply with applicable state and federal regulations concerning the receipt of donations for the scholarship fund.

## FASFAA POLICY AND PROCEDURE MANUAL

### 3. FINANCIAL INFORMATION

### DISASTER RECOVERY

Last Revision February 2011

Policy 3.9

Page 1 of 1

#### **Disaster Recovery**

Proper controls must be in place to facilitate the recovery of financial records, such as in the case of a natural disaster, computer failure or the incapacitation of the CFO. This should include the following:

1. The CFO makes and provides backup disks of the account files to the President on a monthly basis (generally after the bank statement is reconciled). The CFO should also maintain a separate backup copy on the Association's own hardware, if applicable, for easy retrieval. This file should be created any day on which new activity on the file has occurred.
2. Copies of all Certificates of Deposit should be maintained by the Secretary.

## FASFAA POLICY AND PROCEDURE MANUAL

### 4. MEMBERSHIP

### ASSOCIATION MEMBERSHIP

Last Revision February 2011

Policy 4.1

Page 1 of 1

1. Membership applications for the ensuing year should be available no later than July 1.
2. The Executive Board may deny membership to any organization or member that does not comply with generally accepted standards of propriety and/or does not support the basic tenets of FASFAA and its activities.

## FASFAA POLICY AND PROCEDURE MANUAL

### 4. MEMBERSHIP

### EXECUTIVE BOARD MEMBERSHIP

Last Revision February 2011

Policy 4.2

Page 1 of 1

The Executive Board consists of the six officers, five Regional Representatives, and members-at-large, all of whom have voting rights.

There shall be no substitute voting representatives at Executive Board meetings.

At their own expense, FASFAA members are encouraged to attend meetings of the Executive Board, and at the discretion of the Chair, may be recognized.

The President-Elect shall invite all newly elected officers to the Executive Board meeting held in conjunction with the Annual Conference.

Meetings are held at the call of the President.

The President should provide members 30 days advance notice of Executive Board meetings.

The President should provide specific guidelines to Board members regarding expectations or policies relating to Board activities. See Appendix.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### STANDING COMMITTEES

Last Revision February 2011

Policy 5.1

Page 1 of 1

#### Standing Committees

The standing committees of the Association shall be a Nominations Committee, a Budget Committee, a Training Committee, and a Cultural Diversity/Minority Concerns Committee.

#### Committee Budgets

1. Committee chairs shall submit a Budget Estimate/Request Form to the President for approval.
2. It is the committee chair's responsibility to approve or disapprove the expenses of the committee members.
3. The committee chair will work with the Site Selection/Event Coordinator to establish the maximum hotel costs allowable for committee meetings or functions, or will determine the actual hotel that members should use. This information will be provided to all committee members prior to the meeting.
4. It is the committee chair's responsibility to stay within the established budget limits for the committee or to request guidance from the Executive Board should the committee anticipate spending more than the budgeted amount.
5. It is the committee chair's responsibility to follow all policies and procedures regarding the budgeting, requesting of sponsorship, and expenditure of association funds on behalf of the committee.
6. A committee conducting a special event, workshop or conference is required to prepare a budget specifically for that event, which includes revenue, expenses, and sponsorship. This budget must be approved by the Executive Board prior to the event. (This requirement does not apply to typical regional meetings which are expected to operate on a no-cost or break-even basis.)
7. All committee chairs will be responsible to provide review and update of policy and procedures affecting their committee (annually).

#### Committee Reports

Committee Chairs shall prepare a written report to the President, for inclusion in the President's Annual Report, and shall provide written reports to the Executive Board at each meeting. In addition, Committee Chairs are responsible for submitting appropriate Newsletter articles.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### NOMINATIONS

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Policy 5.1.1

Page 1 of 2

#### Nominations Committee

The Nominations Committee is a standing committee of the Association. It is chaired by the President-Elect and its members are the Regional Representatives.

Regional Representatives who are nominated for office in the ensuing year shall not be a member of the committee. In this case, the President may appoint a FASFAA member from the same region to fill the vacancy on the committee.

The Chairman of the Nominations Committee shall not vote unless it is necessary to break a tie.

#### Nominations

1. The Nominations Committee will convene to select a slate prior to the Spring Executive Board Meeting. The slate of candidates must be approved by the Executive Board.
2. All candidates must be current dues paying members at the time the slate is presented (per December 3, 1993 Board Meeting Minutes).
3. All candidates for office will provide a biography and candidacy statement that will be provided to the membership via the website.
4. In the event an approved nominee withdraws from the election, or for other reason(s) cannot continue through the election process, the Nominations Committee shall have the authority to present replacement nominees to the Executive Board for approval prior to the ballot being made available via the website..
5. The election will open 25 days before the first day of the Annual Conference.
7. The candidates will give up to a 3 minute speech on their candidacy at the Annual Conference.
8. The election will close on the last full day of the Annual Conference at a time designated by the Nominations and Elections Committee with the results of the election being announced by the President thereafter.

#### Election

1. The election process will be executed in time for completion by the Annual Conference.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### NOMINATIONS

Last Revision February 2011

Policy 5.1.1

Page 2 of 2

2. All paid eligible members, certified by the bookkeeper, shall be eligible to vote in the annual election.
3. Ballots will be made available electronically to the membership 25 days before the first day of the Annual Conference.
4. Completed ballots must be accepted until the designated end date during the Annual Conference. The Electronic Services Chair receives the electronic tally of all ballots. The election results are verified by the Nominations Committee Chair and announced at the closing Annual Conference Business Meeting.
5. In the event of a run-off election, run-off ballots will be made available electronically within 5 business days after the close of the Annual Business Meeting. Electronic ballots will be accepted for 2 weeks from the start of the run-off election. The run-off election results are verified by the Nominations Committee Chair and announced at the closing Annual Conference Business Meeting.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### TRAINING

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Policy 5.1.2

Page 1 of 1

The Training Committee is a standing committee of the Association. Its Chair person is the Vice-President of Training.

#### **Committee Membership**

The Committee is comprised of the 5 Regional Representatives.

#### **Scope**

FASFAA training activities shall be responsive to the training needs of the entire membership as it pertains to the financial aid profession.

#### **Training Events**

All training activities sponsored by the Training Committee shall be for paid members, Every training activity must have a budget approved by the Executive Board. Training events must be coordinated with the following: Bookkeeper, Site Selection Coordinator, and Membership Chair. Training activities are intended to operate on a break-even basis and not necessarily to generate operating revenue for the association.

The same guidelines for refunds, reimbursements, waiving of registration fees and paying for honoraria are the same at training activities as for conferences (Policy 6.2).

All training materials should contain the Release of Liability Statement as specified under Corporate Responsibilities.

The Vice President of Training is responsible for completing and submitting the Music Performance Report to the Bookkeeper/CFO no later than 30 days after any training activity indicating whether or not live or recorded music is performed.

Send introductory letter including brochures to major newspapers making them aware of FASFAA and its purpose.

Vice President of Training and Regional Representatives are responsible for advance publicity whenever a regional or national conference is scheduled for Florida.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

**FASFAA POLICY AND PROCEDURE MANUAL**

**5. COMMITTEES**

**BUDGET**

**Last Revision February 2011**

**Policy 5.1.3**

Page 1 of 1

**Budget Committee**

The Budget Committee is a standing committee and is comprised of the Executive Board members. It shall consider annually a budget proposal for the ensuing year, as submitted by the President-Elect.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

**FASFAA POLICY AND PROCEDURE MANUAL**

**5. COMMITTEES**

**CULTURAL DIVERSITY/MINORITY CONCERNS**

**Last Revision February 2011**

**Policy 5.1.4**

Page 1 of 1

**Cultural Diversity/Minority Concerns**

The purpose of the Cultural Diversity/Minority Concerns Committee is to maintain a line of communication between the multicultural membership and the Executive Board. In addition to increasing multicultural membership and participation, the Committee will also be responsible for establishing synergistic interaction among members, informing the general membership of the concerns and issues of culturally diverse members, and ensuring multicultural representation on the various FASFAA committees and offices.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### OTHER COMMITTEES

Last Revision February 2011

Policy 5.2

Page 1 of 3

In addition to the Standing Committees, the President may appoint other committees to carry out the activities of the association. These committees function at the will of the President and may not necessarily be active each year. Several of these committees are outlined as follows and include their typical responsibilities.

#### **Committee Membership Selection**

The President shall appoint a chair for each non-standing committee. Committee Chairs shall select members with consideration given to minority representation, regional representation, and representation of the diverse type/size/control of FASFAA member institutions and agencies. At least one member should have served on the Committee during the prior year, to provide continuity.

#### **Committee Budgets**

1. Committee chairs shall submit a Budget Estimate/Request Form to the President for approval.
2. It is the committee chair's responsibility to approve or disapprove the expenses of the committee members.
3. The committee chair will work with the Site Selection/Event Coordinator to establish the maximum hotel costs allowable for committee meetings or functions, or will determine the actual hotel that members should use. This information will be provided to all committee members prior to the meeting.
4. It is the committee chair's responsibility to stay within the established budget limits for the committee or to request guidance from the Executive Board should the committee anticipate spending more than the budgeted amount.
5. It is the committee chair's responsibility to follow all policies and procedures regarding the budgeting, requesting of sponsorship, and expenditure of association funds on behalf of the committee.
6. A committee conducting a special event, workshop or conference is required to prepare a budget specifically for that event, which includes revenue, expenses, and sponsorship. This budget must be approved by the Executive Board prior to the event. (This requirement does not apply to typical regional meetings which are expected to operate on a no-cost or break-even basis.)
7. The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

**FASFAA POLICY AND PROCEDURE MANUAL**

**5. COMMITTEES**

**OTHER COMMITTEES**

**Last Revision February 2011**

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**FASFAA POLICY AND PROCEDURE MANUAL**

**5. COMMITTEES**

**OTHER COMMITTEES**

**Last Revision February 2011**

**Policy 5.2**

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**Committee Reports**

Committee Chairs shall prepare a written report to the President, for inclusion in the President's Annual Report, and shall provide written reports to the Executive Board at each meeting.

Committee Chairs are responsible for submitting appropriate Newsletter articles.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### MEMBERSHIP

Last Revision February 2011

Policy 5.2.1

Page 1 of 1

The Membership Committee is not a standing committee and serves at the will of the President.

Typical responsibilities include:

- Sending a renewal notice to all members.
- Responding to requests for applications to join the Association.
- Soliciting membership from individuals whose institutions have not previously participated in FASFAA.
- Maintaining all membership records and information.
- Reconciling the number of paid members with the records maintained by the bookkeeper.
- Revise FASFAA brochure and arrange for printing and distribution.
- Prepare one e-mail blast per year to non-members of FASFAA, soliciting their membership.
- Referring the names of non-renewals to the Regional Representatives for follow-up.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### FEDERAL PROGRAMS

Last Revision February 2011

Policy 5.2.2

Page 1 of 1

#### Federal Programs Committee

The Federal Programs Committee is not a standing committee and serves at the will of the President.

Typical responsibilities include:

1. Monitoring the status of all federal financial aid programs, including funding and proposed legislative and regulatory changes.
2. Keeping the membership informed of the status of federal aid programs through e-mails, newsletter reports, special reports, telephone calls or other such means as the chairperson deems appropriate.
3. Encouraging the membership to respond to regulatory and legislative initiatives.
4. Providing advice on how to influence the legislative process through communication with legislators and other officials involved in legislative affairs.
5. Perform other duties or complete special projects as assigned.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

(Revised December, 1987)

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### STATE PROGRAMS

Last Revision February 2011

Policy 5.2.3

Page 1 of 1

The State Programs Committee is not a standing committee but serves at the will of the President.

Typical responsibilities include:

1. Monitoring the status of all state financial aid programs, including funding and proposed legislative and regulatory changes.
2. Keeping the membership informed of the status of state aid programs through e-mails, newsletter reports, special reports, telephone calls, or other such means as the chairperson deems appropriate.
3. Encouraging the membership to respond to proposed legislation.
4. Providing advice on how to influence the legislative process through communication with legislators and other officials involved in legislative affairs.
5. Perform other duties or complete special projects as assigned.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

(Revised December, 1988)

**FASFAA POLICY AND PROCEDURE MANUAL**

**5. COMMITTEES**

**SPECIAL PROJECTS**

**Last Revision February 2011**

**Policy 5.2.4**

Page 1 of 1

The Special Projects Committee is not a standing committee and serves at the will of the President.

It is intended to function as a resource to the President to conduct any special activities or projects for which no committee already exists. Examples of the special projects completed are included in the Appendix.

**FASFAA POLICY AND PROCEDURE MANUAL**

**5. COMMITTEES**

**PAST PRESIDENTS' COUNCIL**

**Last Revision February 2011**

**Policy 5.2.5**

Page 1 of 1

The Past Presidents' Council is not a standing committee and serves at the will of the President.

This committee was established in 1985-86. It was initiated specifically to recruit the ideas of past presidents. It was designed to utilize their expertise as well as to reinvolve them into FASFAA.

The Immediate Past President chairs the Council. The membership should be comprised of former FASFAA Presidents who are still residing in Florida.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### EARLY AWARENESS OUTREACH

Last Revision February 2011

Policy 5.2.6

Page 1 of 1

The Early Awareness Outreach Committee is not a standing committee and serves at the will of the President. If a Public Relations Chair has been appointed, the following activities may be coordinated by that individual.

Typical responsibilities may include:

1. Work with Regional Representatives in the coordination of Financial Aid Awareness Week, and make sure that this week is under gubernatorial proclamation.
2. Send a FASFAA introductory letter to guidance counselors and civic groups throughout Florida.
3. The chair should obtain a schedule of college nights throughout the state and the contact person. This information should be distributed to the Regional Reps in order to arrange FASFAA coverage.
4. Assist in coordination of activities during Financial Aid Awareness Week
5. Coordinate with OSFA Liaison to send out updated publications of Be Cool, Go To School, Foster Youth Brochure, and High School Counselor Resource Book.
6. Perform other duties or complete special projects as assigned.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### SPONSORSHIP COORDINATOR

Last Revision February 2011

Policy 5.2.7

Page 1 of 1

The Sponsorship Coordinator Committee is not a standing committee and serves at the will of the President.

Typical responsibilities include:

1. Work with membership and bookkeeper-in reference to sponsorship participation.
2. Work closely with each conference program chairperson to see that the programs provide an adequate opportunity for the sponsorship community to participate in each conference.
3. Perform other duties or complete special projects as assigned.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### NEWSLETTER

Last Revision February 2011

Policy 5.2.8

Page 1 of 1

1. The Association will publish two newsletters per year.
2. The Newsletter is intended to be a self-sufficient activity. The cost of printing and mailing the Newsletter will be offset by the revenue received from advertising.

When revenue is insufficient to cover the cost of producing and mailing the newsletter, the editor should determine if advertising rates are sufficient; if there are enough advertisers to sustain publication costs; whether the cost of producing the Newsletter can be further reduced; or if mailing costs can be absorbed through sponsorship.

In the event that no action can be identified to produce a "break-even" newsletter, then funds should be budgeted to cover the additional expense, or the Budget Committee (i.e. the Executive Board) should weigh the benefit of the publication against its overall cost to the membership.

3. The Newsletter Editor will use discretion in evaluating the suitability of the advertisements and the reputation of the advertisers, giving preference to FASFAA members whenever possible.
4. Advertising may be purchased at the following rates for camera-ready copy per issue:

Full page	-	\$300
Half page	-	\$200
Quarter page	-	\$125

A late fee of 10% will be assessed if payment is received after the first day of the month of scheduled publication (September, January, May) unless actual publication is delayed into the following month.

5. The Newsletter Editor will obtain mailing labels of current members from the Membership Chair.
6. Whenever possible, the Newsletter will be mailed at bulk rate.
7. Complimentary issues of the Newsletter may be mailed to SASFAA officers, SASFAA state presidents, NASFAA staff and others at the discretion of the President and Editor.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

**ARCHIVE/RESEARCH**

Last Revision February 2011

Policy 5.2.9

Page 1 of 1

The Archive/Research Committee is not a standing committee and serves at the will of the President.

The committee may be assigned projects as deemed to be appropriate by the President.

Archive/Research activities of the Association are listed in the Appendix.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### REGIONAL REPRESENTATION

Last Revision February 2011

Policy 5.2.10

Page 1 of 1

The regional representative concept was initiated in 1982-83 in order to promote open communication between the membership and Executive Board and to involve greater regional support for FASFAA.

There are five regional representatives who are elected by FASFAA members from their respective regions on a bi-annual basis. Region 1, 3, and 5 are elected on odd years. Region 2 and 4 are elected on even years.

All five representatives are voting members of the Executive Board and members of the Nominations Committee.

Promote College Goal Sunday in their region.

Vice President of Training and Regional Representatives are responsible for advance publicity whenever a regional or national conference is scheduled for Florida.

Responsibilities shall include having meetings in their regions to coordinate sharing of information between their regional members and the Executive Board and may also coordinate:

- training workshops conducted in their area
- Financial Aid Awareness Week activities
- workshops of interest to the particular region
- welcoming of new members to the association.

**FASFAA POLICY AND PROCEDURE MANUAL**

**5. COMMITTEES**

**CERTIFICATION**

**Last Revision February 2011**

**Policy 5.2.11**

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The membership discontinued the activities of the Certification Committee by majority vote on May 24, 1984.

All members who were certified at that time were granted lifetime certification certificates. They are listed in the Appendix.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

#### AMBASSADOR COMMITTEE

Last Revision February 2011

Policy 5.2.12

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#### AMBASSADOR COMMITTEE

The Ambassador Committee is not a standing committee and serves at the will of the President.

The Ambassador Committee shall plan for New Members at conferences, workshops, and other association events throughout the year.

The mission of the FASFAA Ambassador Committee is to be a positive representative of our organization to financial aid professionals in the State of Florida. The Ambassadors will ensure this relationship is mutually beneficial to New Members and FASFAA community by bringing FASFAA history, networking opportunities, and future goals of the associations to prospective members. This will create a new, productive force of involved FASFAA members.

## FASFAA POLICY AND PROCEDURE MANUAL

### 6. CONFERENCES

### SITE SELECTION

Last Revision February 2011

Policy 6.1

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The Site Selection Committee is responsible for recommending sites for conferences and negotiating contracts with the facilities selected. The President selects the chair and fills all vacancies as they occur. The Chair of the committee should be willing to commit to an extended service interval of 2 years. In addition the site selection Chair should include at least 1 member from each region to assist with the site selection.

Site selection may be based upon written proposals from the committee which, minimally, must include the following:

1. A suggested site willing to block sufficient rooms to accommodate the anticipated size of the conference.
2. A suggested site that can provide luncheon and banquet service.
3. A suggested site with conference facilities to accommodate general sessions and "break-out" rooms.
4. The suggested site's room rates.
5. Suggested transportation from airport nearest site.
6. Evidence that there are members willing to assist in local arrangements and/or conference planning.
7. Information on nearby restaurants and entertainment.

In addition to the information provided in the proposal described above, the Executive Board will consider the following in making the site selection:

1. Accessibility of the site by auto and air.
2. The amount of time that has lapsed since a FASFAA conference was held in a particular region/city.
3. Potential attendance.
4. Available dates and potential conflicts with holidays, school registration periods, and other scheduled workshops and conferences.

The President signs all contracts with sites selected for FASFAA conferences.

# FASFAA POLICY AND PROCEDURE MANUAL

## 6. CONFERENCES

## CONFERENCE PLANNING

Last Revision February 2011

Policy 6.2

Page 1 of 5

Conferences are held annually. They are meant to provide educational programming as well as social interaction for the membership and are expected to meet high professional standards.

### Conference Chair

1. The President-Elect selects the Conference Chair for the ensuing year and this should take place no later than nine months prior to each conference.
2. The Conference Chair should have had prior experience as a committee member for a FASFAA conference.

### Conference Committee

1. The Sponsorship Coordinator is an ex-officio member of each conference committee.
2. Each conference committee should include a member of the committee from the previous conference to share information.

### Budget

1. The Conference Chair will develop a proposed budget which will be approved by the Executive Board.
2. The budget will reflect the minimum profit expected, as shown in the operating budget.
3. The proposed budget should be prepared and approved as soon as possible, but no later than six months prior to the conference.
4. A sample proposed budget is included in the appendix.
5. The budget should include all revenue, and expenses associated with holding the Annual Conference.

### Printed Conference Program

The Conference Program will contain the Release from Liability Statement as stated in Corporate Responsibilities.

### Registration Fees

## FASFAA POLICY AND PROCEDURE MANUAL

### 6. CONFERENCES

### CONFERENCE PLANNING

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Policy 6.2

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The conference Chair shall recommend a registration fee to be approved by the Executive Board.

All refund requests shall be honored up until 7 days prior to the conference. Requests for refunds will be granted by a written request and only under mitigating circumstances, as determined by the Conference Chair and President. Otherwise all fees are non-refundable but are transferable to another attendee or another conference.

#### **Statement for Conference Registration Form**

You may register early and pay later. All refund requests will be honored if received by the bookkeeper no later than 7 days prior to the conference. Otherwise all fees are nonrefundable but are transferable to another attendee for the same conference.

#### **Honoraria and Travel Expense Reimbursements for Guest Speakers/Presenters**

Guest speakers and presenters will not receive honoraria unless approval is granted by the Executive Board.

#### **Music Performance Report**

Under the United States Copyright Law, the public performance of copyrighted music requires permission from the copyright owner or its licensing agent. All associations that use either live or recorded music at conferences or other meetings are affected by this law.

This form must be completed by the conference or committee chair of any FASFAA sponsored event and forwarded to the bookkeeper no later than 30 days after any activity indicating whether or not live or recorded music is performed.

#### **Section I**

Event Name:

Date(s) of Event:

Location of Event:

#### **Section II**

#### **Recorded or Mechanical Music**

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**6. CONFERENCES**

**CONFERENCE PLANNING**

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**Policy 6.2**

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This section must be completed if recorded music was utilized for background, foreground, or as a part of audio visual presentations, etc. at any time during the event. Recorded music includes records, tapes, CD's, broadcasts, satellite signals and/or cablecasts.

1. Was recorded or mechanical music presented at any time during the event?  
yes \_\_\_ no \_\_\_

If no, go to section III. If yes, complete the following:

2. Total number of persons who registered or paid to attend the event \_\_\_\_\_.

**Section III**

**Live Music**

This section must be completed when any music is utilized by means of live performances including bands, orchestras, vocalists, or any other musician.

Complete a separate section for each day live music was performed.  
(Use additional sheets if necessary)

- A. Date on Which Live Music Was Performed

(insert one day only)

Complete the following for each separate session during which live music was performed on the date indicated above.

Name of Session

Number of Attendees at Session

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

- B. Date on Which Live Music Was Performed

(insert one day only)

Name of Session

Number of Attendees at Session

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

**FASFAA POLICY AND PROCEDURE MANUAL**

**6. CONFERENCES**

**CONFERENCE PLANNING**

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5. \_\_\_\_\_

C. Date on Which Live Music Was Performed

(insert one day only)

Name of Session

Number of Attendees at Session

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Conference Summary Reports**

Within 45 days after a conference, the Chair shall submit a written report to the President, which minimally shall include the following:

A final budget that includes a description of all sponsorship related to the conference, a comparison between the tentative budget and actual performance, an analysis of meal guarantees, actual consumption and revenue, the number of registrants, a description of pre-conference publicity efforts, and any recommendations to enhance future conferences.

The report will be shared with the chair of the next conference.

Samples of conference materials are included in the Appendix.

**Registration Fees**

Requests for refunds will be granted by a written request to the bookkeeper. All refund requests shall be honored if received by the bookkeeper no later than 7 days prior to the conference. Otherwise all fees are non-refundable but are transferable to another attendee for the same conference.

**Music Performance Report**

**FASFAA POLICY AND PROCEDURE MANUAL**

**6. CONFERENCES**

**CONFERENCE PLANNING**

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**Policy 6.2**

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Within 30 days after a conference, the chair shall complete and submit the Music Performance Report to the bookkeeper. The bookkeeper will use this information to determine and pay the appropriate music copyright fees.

# FASFAA POLICY AND PROCEDURE MANUAL

## 7. AWARDS

## FASFAA AWARDS

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Policy 7.1

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### 1. Types of Awards

#### A. Honorary Lifetime Membership

To receive an Honorary Lifetime Membership, an individual must be nominated by a member, and approved by the Executive Board. The individual so honored shall receive recognition in the form of a suitable plaque, to be presented (in absentia, if necessary) at the Annual Conference. Full benefits of membership shall be extended and the payment of dues waived. Persons selected must meet the following criteria:

1. The person must have served in an educational institution financial aid position and/or in a financial aid agency for a combined period of no less than ten years.
2. The person must have assumed a leadership role in FASFAA.
3. The person must be retiring/retired from service in the financial aid profession.

#### B. Lifetime Service Recognition Award

This award is intended to recognize long-time members of the Association who are now retiring from service but do not qualify for an Honorary Life Membership Award. To receive a Lifetime Service Recognition Award, an individual must be nominated by a member and approved by the Executive Board. The individual so honored shall receive recognition in the form of a suitable plaque, to be presented (in absentia, if necessary) at the Annual Conference. Persons selected must meet the following criteria:

1. The person must have served in a financial aid related position in Florida for a period of no less than ten years and have been a FASFAA member no less than seven years.
2. The person must be retiring/retired from service in the financial aid profession.

#### C. Distinguished Service Award

To receive a Distinguished Service Award, an individual or organization must be nominated by a member, and approved by the Executive Board. The individual so honored shall receive a plaque to be presented at the Annual Conference. A person so honored shall meet the following criteria:

It shall be determined that the person has made a significant contribution to the aid community at the national, regional or state level.

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### D. Certificate of Appreciation

Upon nomination by a member and approval of the Executive Board, an individual or organization may receive the Certificate of Appreciation for a one-time service to the financial aid community. This service usually would have been performed at the state level, but there might be circumstances that would justify an award to an individual working at the regional or national levels. This award may also be conferred to recognize an individual who has left the financial aid profession in the State of Florida.

## 2. Policies Governing Awards

### A. Special FASFAA Awards

The President or his/her designee shall be responsible for ordering and presenting the plaques to Honorary Lifetime Members, Distinguished Service award recipients, Lifetime Service Recognition Award recipients, and recipients of Certificates of Appreciation.

Plaques should not exceed 9" x 12" (or similar dimensions).

### B. Executive Board Awards

The President shall be honored during the annual conference and presented with a plaque in recognition of his/her term of service. Ordering and presentation of the plaque shall be the responsibility of the President-elect. The plaque should not exceed 14" x 17" (or similar dimensions).

The President may choose to honor all members of the Executive Board and committee chairs at the end of the year with a modest token of appreciation. Such recognition may be in the form of a gift or plaque.

All committee members will receive a certificate of appreciation at the end of their year of service. In order to ensure equitable treatment, committee chairs should refrain from giving additional gifts or awards to committee members.

### C. Other Awards

The President may elect to offer additional awards for exceptional service (e.g. Committee of the Year) upon approval by the Executive Board for the creation of such an award. Such awards should be consistent with those for Distinguished Service.

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No award other than those listed above shall be made on behalf of FASFAA or paid by FASFAA unless it is approved by the Executive Board.

#### D. Alternative Forms of Recognition

In certain instances, such as when an individual is honored posthumously, alternate forms of recognition shall be given special consideration. The Executive Board shall ensure that the token of appreciation, which accompanies each award, is appropriate for the individual being honored.

Examples of other forms of recognition might include the naming of a FASFAA activity in honor of the deceased person, a donation to a charitable cause in the person's name, a plaque or token given to the person's institution, or giving a token of appreciation to a member of the person's family. The Executive Board shall approve all alternate forms of recognition.

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1. FASFAA may apply for or be given certain honors or awards by other organizations.
2. Awards for which FASFAA makes application must have the consent of the Executive Board prior to submission of the application.
3. Awards bestowed upon FASFAA for which no application was submitted may be accepted upon approval of the President.
4. Any token of appreciation received in connection with an award given to FASFAA is the property of the Association.
5. Any financial remuneration received in connection with an award given to FASFAA shall be used as directed by the Executive Board.
6. A listing of the awards bestowed upon FASFAA is listed in the Appendix.

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### 1. Background

Between 1993 and 1996, EDUCAID provided a significant amount of sponsorship funding to FASFAA which had not been spent. In 1995-96 the Executive Board approved the creation of a scholarship using the remaining EDUCAID funds. With EDUCAID's consent, work was begun on establishing an endowed scholarship program, using these funds as the original endowment. It was determined that awards would be made from the interest earned from investment of the funds in the endowment and funds would be raised on a continued basis to add to the initial scholarship corpus. The creation of the scholarship program was announced at the end of 1995-96 and named the Bonnie L. Pirkle Memorial Scholarship. To accommodate the first award in the absence of interest earned, the total amount available (approximately \$20,000) was reduced by the amount of the initial award (approximately \$1,000). The amount considered to be the initial endowment was \$19,000.

### 2. Mission Statement

The Bonnie L. Pirkle Memorial Scholarship was established by the Florida Association of Student Financial Aid Administrators as a commitment to provide, from its own resources, financial assistance to enable deserving students to benefit from higher education. The scholarship was also created as a means of recognizing the FASFAA President's institution for his or her service to the association. The scholarship was named in honor of Bonnie L. Pirkle, a long-time FASFAA member who exemplified the highest personal and professional qualities and who embodied the spirit of camaraderie of financial aid administrators in Florida. As a memorial fund, the scholarship also honors other FASFAA members whose lives were devoted to helping students to receive financial assistance and thereby fulfill their educational goals. FASFAA hopes that the awarding of this scholarship will also increase the visibility and enhance the image of financial aid administrators in the State of Florida.

### 3. Objective

To enhance in real dollar terms the principal of the funds to the extent that there is a real dependable source of funds for scholarships without diminution of principal. 'Real dollar terms' in this context is defined as dollar values adjusted for inflation.

The entire income from the Bonnie Pirkle Scholarship Fund may be distributed annually. This amount must first be reduced by an amount equal to the annual inflation rate as determined by the Consumer Price Index or other appropriate index, times the total amount in this scholarship fund at the time the amount of the award is determined. Such amount shall be added to the principle sum of the endowment fund each year before the distribution of the income to the recipient.

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The FASFAA Executive Board, including its CFO, will assume responsibility for the investment and management of the principle of the Fund. The investment of said endowment fund will be monitored and supervised by the Finance Committee of FASFAA.

#### 4. Eligibility Criteria

In order to be eligible for the scholarship, a student must:

- a. Be a U.S. citizen or eligible non-citizen.
- b. Have financial need, as determined by generally accepted practices of financial aid administration.
- c. Be accepted for enrollment, or be enrolled in, a program of study which leads to a degree or certificate.
- d. Be attending the Florida institution of the FASFAA President.
- e. Enroll for the upcoming academic year.
- f. Meet any other criteria established by the FASFAA President in order to select the scholarship recipient.

#### 5. Scholarship Terms

- a. The scholarship is a one-time, non-renewable award.
- b. The scholarship award is not transferable to another institution.
- c. If the scholarship winner does not enroll during the academic year for which the award was made, the President shall select another recipient.
- d. The amount of the award shall be determined according to the funds available and shall be approved by the Executive Board.
- e. The parameters of the award are intentionally designed to be flexible, in order to accommodate the needs of recipients attending all types of institutions, and to change with time. Except for those elements specified, award decisions are left to the good judgment of the association's leaders.

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#### 6. Awarding Policies & Recipient Recognition

- a. The President will announce to the Executive Board the name of the individual selected to receive the scholarship.
- b. The Board may authorize the expenditure of funds to recognize the recipient.
- c. The membership will be informed of the name of the scholarship recipient, along with background information about the recipient, at the Annual Conference.
- d. The scholarship recipient will receive information about Bonnie L. Pirkle, including a photograph and biographical information. This information is contained in the Appendix.
- e. The President's institution may provide additional forms of recognition at the campus.
- f. FASFAA may publicize the awarding of the scholarship outside of FASFAA, such as notifying the recipient's hometown newspaper or providing press releases to other organizations in an effort to increase visibility for FASFAA. Such publicity will occur only after FASFAA has received a written authorization from the recipient.
- g. Recipient recognition activities are centered around the Annual Conference.

#### 7. Fund-Raising Activities

"Fund-raising activities" are defined as any event, procedure, process, or policy which results in donations to the scholarship fund. Investment of such funds by the

CFO would not be considered fund-raising; letters written to solicit donations or events such as raffles, bake sales, or casino nights would be considered as such.

- a. Fund-raising activities undertaken by FASFAA shall be two types:
  1. Permanent and on-going activities. These activities will maintain steady yet minimal flow of contributions to the fund each year.

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2. Specific fund-raising activities. These will be conducted to provide a higher level of donations to the fund.

#### b. Specific Fund-Raising Activities

1. All fund-raising activities shall be approved by the Executive Board.
2. All fund-raising activities shall be in good taste and reflect the standards of a professional organization.
3. The President may assign the responsibility for fund-raising to a committee chair or other FASFAA member.
4. The proceeds of any conference raffle designated for scholarship purposes beyond the cost of the raffled item can be added to the scholarship corpus.
5. Other events of activities which might be conducted include bake sales, casino nights, or specific fund drives carried out to supplement the scholarship fund.

### 8. Donor Recognition

- a. It is FASFAA's intention to recognize all donations to the scholarship fund in some way, either individually or in groups.
- b. Individual thank-you letters will be sent to recognize any donation of \$100.00 or more which is accompanied by the donor's name and address. The President and/or Scholarship Chair may wish to send additional letters of thanks for generous donations. A sample letter is included in the Appendix.
- c. Receipts for donations will be provided by the bookkeeper upon request.

### 9. Financial Policies

There are a variety of financial policies which pertain to the administration of the Bonnie L. Pirkle Memorial Scholarship. See the Financial Information section of the FASFAA Policy and Procedure Manual for a review of these policies.

The FASFAA President shall appoint a committee chair or other FASFAA member to oversee the administration of the scholarship program. This person must work in

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close coordination with the CFO/bookkeeper and others responsible for various aspects of the scholarship program.