

OASFAA Constitution

ARTICLE I: NAME

The Corporation shall be called the Ohio Association of Student Financial Aid Administrators (OASFAA).

ARTICLE II: PURPOSE

The purpose of the Corporation shall be:

- a) To develop and promote professional standards of financial aid administration, including encouragement of membership in organizations involved in financial aid administration.
- b) To encourage an environment of cooperation between institutions, agencies, organizations and individuals involved in student financial aid delivery.
- c) To promote better communication between and among, all groups and individuals affected by student financial aid administration.
- d) To develop and maintain training programs consistent with the Corporate Code of Ethics which promote the good practice of financial aid administration.

ARTICLE III: CORPORATE CODE OF ETHICS

- a) The Corporation adopts as its own the Statement of Ethical Principles, as modified, of the National Association of Student Financial Aid Administrators.
- b) The Corporation may officially be represented only by the Trustees and those designated by the Trustees.

ARTICLE IV: MEMBERSHIP

Corporate membership shall be available to any persons interested in the purpose of the Corporation who desire affiliation with the Corporation and who meet membership standards set by the Corporation. Standards for active and associate memberships shall be proposed by the Trustees and submitted for approval to the voting membership of a business meeting of the Corporation. Membership in OASFAA is not an endorsement of an individual, an institution, a service, or a product.

The following criteria define the types of Corporate membership:

- a) Active membership (Voting) shall be limited to those individuals actively engaged in the administration of student financial aid at an Ohio institution of post secondary education. 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 Coordinator to be referred to the Trustees for action. Only active members shall have voting rights and may seek and hold elected office in the Corporation.

- b) Associate membership (Non-Voting) 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. Other individuals may be appointed to membership on committees by a majority vote of the Trustees.
- c) Membership of an individual who fails to comply with the Corporate Code of Ethics may be denied or revoked by a majority vote of the Trustees.

ARTICLE V: DUES

Pursuant to the recommendation of the Trustees, annual dues, as well as additional assessments for special projects or programs, shall be determined by a vote of the Corporation at a business meeting. Dues shall be collected annually.

ARTICLE VI: MEETINGS

Meetings of the Corporate Membership:

- a) The Corporation shall hold at least one general meeting and may hold two each year.
- b) Within these general meetings the Trustees may call special meetings and/or conduct a business meeting.
- c) In a general meeting a quorum shall be a majority of the voting membership registered for the meeting and in attendance.

Meetings of the Trustees:

An official meeting of the Trustees of the Corporation may be called by the President, or a majority of the Trustees, whenever necessary to conduct the affairs and perform the functions of the Corporation. Two-thirds of the Trustees shall constitute a quorum at any official meeting of the Trustees. The President shall be chairperson. In his or her absence, this duty shall fall first upon the President-Elect and second, the Past President. In the absence of these individuals, the remaining Trustees shall elect a chairperson.

ARTICLE VII: TRUSTEES

The Trustees of the Corporation shall consist of the elected officers: President, President-Elect, VP for Conferences, VP for Training, Secretary, Treasurer, Treasurer-Elect, and a representative from each of the regions; and the Past-President. The Trustees of the Corporation are empowered

to act for the Corporation during the interim between the meetings of the corporate membership. Such authority shall not include that of rescinding or modifying any official action taken by the membership of the Corporation. The Trustees may adopt by-laws for their own governance.

ARTICLE VIII: OFFICERS

- a) **Officers and Elections.** The Officers of the Corporation consist of all elected Trustees, including the President, President-Elect, Vice-President for Conferences, Vice-President for Training, Secretary, Treasurer, Treasurer-Elect, and a representative from each of the regions. The President-Elect, Secretary, Treasurer-Elect and Regional Representatives will be elected annually to serve a term of one year each, with the President-elect moving into the President position and the Treasurer-Elect moving into the Treasurer position in the second year. The Vice-President for Training and Vice-President for Conferences will be elected to serve terms of two years each. The Vice Presidents will be elected on alternating years.
 - b) **Terms of Office.** The President shall be limited to non-consecutive one year terms, except where the President Elect becomes President prematurely. The President-Elect shall be limited to non-consecutive one-year terms, while the Vice-President for Training, Vice-President for Conferences, Secretary, Treasurer, and Regional Representatives may be re-elected without limit to number of terms.
 - c) **Compensation of Officers.** None of the elected or appointed officers to the Association shall receive any compensation for their services to the Association.
1. **President.** The President, as chief elected officer of the Corporation, shall preside at all general meetings of the corporate membership and all official meetings of the Trustees of the Corporation; appoint chairpersons of committees; oversee and have general responsibility for the business of the Corporation; and see that all orders and resolutions of the corporate membership and Trustees are implemented. The President is an ex-officio member of all corporate committees.
 2. **President-Elect.** Upon completion of the term of the President-Elect or when the President is unable to serve due to death, resignation, or for any other reason, the President-Elect shall assume the office of the President. Until completion of his or her term, the President-Elect shall be responsible for charges assigned by the President; shall serve as chairperson of the Nominations Committee; shall serve as chairperson of the Finance Committee; and shall be responsible for general meeting site coordination.
 3. **Vice-President for Training.** The Vice-President for Training shall supervise the training programs of the Corporation; administer training grant funds available to the Corporation and coordinate regional training programs with the Regional Representatives.
 4. **Vice-President for Conferences.** The Vice-President for Conferences shall oversee the site/program arrangements for the general meetings and administer budget available to the corporation for the general meetings.

5. Secretary. The Secretary shall be responsible for publication of the Corporate newsletter; keeping and maintaining the records of all corporate meetings; updating the Policy and Procedure Manual as necessary; and distributing meeting notices and correspondence as directed by the Trustees.
6. 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 shall be responsible for the safe-keeping and reporting of all in-coming funds of the Corporation in accordance with such procedures as may be established by the Trustees; assist the Treasurer in the submission 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 assisting the Treasurer in filing any and all required federal and state tax documents.
7. Treasurer. The Treasurer shall be responsible for the collection, safe-keeping, 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.
8. Past-President. The Past-President shall be the most recent out-going President of the Corporation who continues to maintain active membership in the Corporation. The Past-President shall serve as a voting member of the trustees.
9. Regional Representatives. The Trustees of the Corporation shall include a representative from each region of the state whose geographic boundaries are defined by the Trustees. Regional Representatives shall serve as voting members of the Trustees, represent the membership of their respective regions at meetings of the Trustees, and conduct regular meetings of the membership of their respective regions as determined by the Trustees.

ARTICLE IX: POSITION VACANCIES

The President-Elect shall become President if a vacancy is created by the President's death, resignation, or inability to serve; consequently the term of office will continue through his/her elected term. In the event of a vacancy in the President-Elect position, other than succession to the Presidency, the Corporation shall hold a special election no more than 30 days after the vacancy occurs. The Policy and Procedure Manual will specify the nomination process.

If the President-Elect assumes the Presidency, the Vice-President for Conferences will assume the duties of the President-Elect on an interim basis for the remainder of the term of office. 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. The nomination process is specified in the Policy and Procedures Manual.

A vacancy in any office other than that of the President or President-Elect shall be filled by an appointee selected from the active membership of the Corporation by the Trustees. Such an appointment shall be on an interim basis until the next regular election of officers. A vacancy created by the death, resignation, or inability to serve of a Regional Representative shall be filled

by an appointee from the active membership of the Corporation from that region selected by the Trustees. Such appointment will be on an interim basis until the next regular election.

ARTICLE X: COMMITTEES

The purpose of the Corporation will be carried out on an annual basis by the appropriate committees as defined in the Policy and Procedures Manual.

ARTICLE XI: RULES OF ORDER

Robert's Rules of Order (Revised, by Henry Martyn Robert) shall govern the proceedings of the Corporation and Trustees not otherwise specified in the Constitution.

ARTICLE XII: AMENDMENTS

This document may be amended at a general meeting of the Corporation, provided written notice of the proposed amendment(s) has been sent to all voting members of the Corporation at least thirty days prior to that meeting. A discussion of the amendment(s) will be held at the general meeting, with a ballot to be sent to all voting members of the Corporation following the general meeting. Approval by at least two thirds of those members voting is required to amend this document.

ARTICLE XIII: POLICIES AND PROCEDURES

Policies and procedures may be adopted by the Trustees to conduct the business of the Corporation. Policies and procedures will be reviewed and may be revised, as needed. In no way shall these policies or procedures replace, supplant, or conflict with provisions of this document. In event of conflict, this document, as written, shall prevail.