

**Ohio Association of Student Financial Aid Administrators**



**OASFAA**

# **POLICIES AND PROCEDURES MANUAL**

# SECTION I

## INTRODUCTION TO THE OASFAA POLICIES AND PROCEDURES MANUAL

### 1.0 Introduction

The Ohio Association of Student Financial Aid Administrators (OASFAA) Policies and Procedures Manual was originally developed by the Research Committee in the 1991-1992 academic year, in collaboration with various Active and Associate Members. The Association Governance and Planning Committee reviewed and revised it during the 1997-1998 academic year. The purpose of the manual is to define the roles and objectives of the Trustees of the Corporation as well as to document important policies and procedures for the membership. It will be the continuing responsibility (on an annual basis) of each Trustee and Committee Chair to advise the Association Governance and Planning (AG&P) Committee of recommended changes to the Policies and Procedures (P&P). The AG&P Committee, after review, will submit any recommended changes to the Trustees for further discussion and approval. Approved changes will be made to the P&P manual by the Secretary.

#### 1.1.1 Mission Statement

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

### 1.2 Purpose of Manual

The purpose of the Ohio Association of Student Financial Aid Administrators Policies and Procedures Manual is to:

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

### 1.3 Authority Policy

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

### 1.4 Representation of the Corporation

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

## OASFAA Branding Guidelines – Approved 5-25-08

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

- **Definitions:**

- **Logos:** There are two logos for the Association. The primary logo includes the full name of the association written out and alternative logo excludes this element. Generally, the primary logo, as the name suggests, should be used. The alternative logo would most likely be used if the name of the Association is otherwise on the piece, sizing of the logo makes legibility of the full name difficult, or repetition of the logo suggests a more simplified application.
- **Landmark:** The landmark of the Association is the OASFAA typeface with the bars and points above and below. In some ways, the landmark serves as another alternate logo due to its history with the Association and its simplified application when color is not an option.
- **Brand Architecture:** Items taken from pulling apart the primary logo such as the squiggle, the state of Ohio, the typeface, and the bars and points are brand architecture that maintain a visual link to the logo and landmark. These elements embody the look and feel of the Association when used in designing print materials, PowerPoint presentations, etc.
- **College Goal Sunday Logo:** Participation in this NASFAA-sponsored program requires the use of a specific logo and, when appropriate, specific use of OHIO above it. Alternate logos for College Goal Sunday (CGS) cannot be used or created for the event. At the same time, materials for CGS, while using the required logo, should also include the OASFAA landmark (or, if appropriate, the logo) within the materials to readily connect the state sponsor of CGS.
- **Required Use:** An OASFAA logo or the landmark must appear prominently on all materials made available to the public, official documents, or materials used to represent the Association. *NOTE: In addition to logo and landmark use, the OASFAA Website ([www.oasfaa.org](http://www.oasfaa.org)) is to be referenced at least once in all print or distributed materials.*
- **Safe Space:** For maximum legibility, no elements like typography or other logos should be within the safe area around the logos or landmark. The safe area is equal to the height of the points on the bars above and below the OASFAA typeface.

- **Background**: Use the tools of your application to make backgrounds transparent so the logo or brandmark is not blocked in a white area on a non-white background. As well, when designing your document, avoid blocking in or trapping the logo or brandmark visually from the rest of the document.
- **Colors**: When possible, the color logos should be used and allow for the proper blue, black and yellow tones. For simplified applications or when only as single color (including black) is possible, the brandmark is preferred.
- **Size Restrictions**: The logos and brandmark should always be appropriately sized for its use but should be printed no smaller than 1 inch in width or 125 pixels wide for the Web. Resizing should be done in such a way as to maintain the proper proportions and not distort the logo or brandmark.
- **Alterations**: Proportions should always be preserved when using the logos and brandmark. Stretching them is not acceptable. The logos and brandmark should not be recreated using alternate fonts. At the same time, appropriate alterations to include oversizing and stretching brand architecture can vary the look of your materials while preserving the logos and brandmark.
- **Fonts**: Whenever possible, the fonts for materials should be limited to Arial, Helvetica, Times New Roman, and Times (and related versions). Use of consistent fonts in presentation materials and publications provides easy readability and a consistent visual image for the Association. Conference materials may use alternate fonts to convey the theme of that conference and other font choices may be used sparingly for presentation headlines, etc. if limiting fonts is an issue.

## **SECTION II**

### **PARTICIPATION IN THE OHIO ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS**

#### 2.1 Membership

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

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

##### 2.1.1 Active Membership

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

##### 2.1.2 Associate Membership

Associate membership shall be open to individuals who are engaged indirectly in the administration of financial aid programs and who can demonstrate to the Trustees an interest in the purpose of the Corporation. Associate members are non-voting members who may not hold elected office but may serve in any other capacity. This may include student membership.

##### 2.1.3 Lifetime Membership

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

The individual must be nominated by a current member of the association. The Association Governance and Planning committee will be responsible for gathering information on the nominee's contributions and presenting their findings to the Trustees. Life Membership will be confirmed by a majority vote of the Trustees. Life members will be non-voting members of the association.

#### 2.1.4 Membership Dues

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

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

#### 2.1.5 Refusal/Revocation of Membership

Membership in the Ohio Association of Student Financial Aid Administrators may be refused and/or revoked if an OASFAA member in good standing submits a written complaint to the Executive Committee which includes third party documentation in support of the complaint. Refusal of membership will occur if an applicant/member is not adhering to the Corporation Mission Statement and/or the Code of Ethics, or is not eligible for membership based upon previously listed criteria. A majority vote of the Trustees is required to refuse and/or revoke membership, and the President of OASFAA will notify the member/applicant of the revocation and/or refusal of member privileges. Refusal of membership will result in the refunding of all dues. However, no refund will be issued for revocation of membership privileges.

#### 2.2 Donations and Exhibiting

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

# SECTION III

## OFFICERS OF THE OHIO ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

### 3.1 Officers

The Officers of the Corporation shall include a President, President-Elect, Vice-President for Training, Vice-President for Conferences, Secretary, Treasurer, Treasurer-Elect, Past-President, and Regional Representatives; all of whom serve as Trustees. Through a ballot process, the President-Elect, Treasurer-Elect, Secretary, and Regional Representatives are elected annually by a simple majority vote of the Corporate membership. The Vice-President for Training, and the Vice-President for Conferences will be elected biannually by the same type of vote. The Vice-Presidents will be elected alternating years. Election results will be announced in the spring. Terms of office commence on the 1st day of the Corporation's fiscal year.

Each officer or committee chair is responsible for the fiscal well being of the corporation. Therefore, the following rules regarding purchasing and contracts shall be in effect:

Individual invoices/charges which exceed the lesser of \$1000 or 50% of the budget of an officer or committee, must be signed by the President-Elect. Any member in violation of this policy is subject to removal from office or committee, upon the approval of the Trustees.

### 3.2 Duties of Officers

#### 3.2.1 President

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

The President:

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

5. Appoints meeting parliamentarian. Appoints chairs of committees, and appoints any special task force necessary.
6. Serves as an ex-officio member of all Corporation committees and task forces.
7. Serves on the Finance Committee and the Nominations Committee.
8. Submits an annual report to the Association on all matters which may be of interest or concern to the Corporation members, which have taken place during that term of office.
9. Coordinates presentation and selects the recipient of the Jim White Award:
  - The recipient of the Jim White award is selected for outstanding volunteerism which exemplifies dedication to students, the financial aid community and to the recipient's local community.
10. Coordinates presentation of the Alex Murdoch Award:
  - The recipient of the Alex Murdoch award is selected for outstanding commitment, loyalty and volunteerism to OASFAA.
11. Coordinates presentation of the Alan Donley Award to the Chair of Needs Analysis Committee.
12. Accounts for budget approved by Trustees and monitors all expenses.
13. Officially recognizes the Trustees and members of the Executive Committee at the annual spring meeting of the Corporate Membership.
14. Maintains a written record of the actions taken in fulfilling the responsibilities and duties described above.
15. Special gifts or donations up to the amount of \$300 paid on the behalf of OASFAA may be made at the discretion of the president. Any special gifts or donations above \$300 must be approved by the Executive Council.

The President shall be limited to non-consecutive one-year terms.

### 3.2.2 President-Elect

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

1. Provides assistance to the President of the Corporation in any areas as requested.
2. Serves as chair of the Finance and Nominations Committees.
3. Accounts for budget approved by Trustees and assists in monitoring all expenses.
4. Maintains a written record of the actions taken in fulfilling the responsibilities and duties described above.
5. Organizes and hosts President's Reception at both conferences.
6. Attends NASFAA Leadership Training to prepare for presidency.
7. Serves as State Association Delegate and member of the Midwest Association of Student Financial Aid Administrators (MASFAA) Executive Committee. The

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

### 3.2.3 Vice President for Training

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

The Vice President for Training:

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

### 3.2.4 Vice President for Conferences

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

The Vice President for Conferences:

1. Oversees the site/program arrangements for the conferences.
2. Administers funds available to the Corporation for the conferences.
3. Recommends to the President in appointing Program/Site/Registration/Entertainment Committee chairs.
4. Accounts for budget approved by Trustees and assists with monitoring all expenses.
5. Directs arrangements for pre-conference.
6. Performs other duties as assigned by President or prescribed by Trustees.
7. Maintains a written record of the actions taken in fulfilling the responsibilities and duties described above.
8. Serves on Finance Committee.
9. Responsible for assigned OASFAA equipment/supplies, including its care and distribution per inventory listing.

### 3.2.5 Secretary

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

1. Develops and distributes Trustee meeting minutes to Trustees, Committee Chairs, and other designated Corporate members.
2. Updates Corporate stationary.
3. Notifies Trustees fifteen or more days prior to Special Meetings called.
4. Updates OASFAA Policies and Procedures Manual as approved.
5. Accounts for budget approved by Trustees and assists in monitoring all expenses.
6. Performs other functions as assigned by the President or prescribed by the Trustees.
7. Maintains a written record of the actions taken in fulfilling the responsibilities and duties described above.
8. Responsible for assigned OASFAA equipment/supplies, including its care and distribution per inventory listing.

### 3.2.6 Treasurer

The Treasurer shall be responsible for the 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.

The Treasurer:

1. Maintains fiscal operations of the Corporation.
2. Pays all expenses in a timely manner
3. Maintains Corporation's journal including reconciling said journal to monthly bank statements.
4. Prepares the monthly balance sheet for the Corporation and distributes as requested.
5. Prepares tax returns as required.
6. Serves as a member of Finance Committee.
7. Maintains cash reserve as set by Policies and Procedure Manual, Section 6.3.
8. Establishes, maintains, and reconciles checking account through OASFAA's financial institution.
9. Maintains a written record of the actions taken in fulfilling the responsibilities and duties described above.
10. Performs other duties as directed by the President or prescribed by the Trustees, financial institution.
11. Maintains a written record of the actions taken in fulfilling the responsibilities.
12. Applies for and obtains bonding through Corporation's designated insurance

- agency.
13. Responsible for assigned OASFAA equipment/ supplies, including its care and distribution per inventory listing.

### 3.2.7 Treasurer-Elect

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

#### The Treasurer-Elect:

1. Assists the Treasurer in maintaining the fiscal operations of the Corporation.
2. Oversees the collection of all monies due the Corporation including annual membership dues, conference fees, donations and workshop fees; and deposits all monies in a timely manner.
3. Bills monies owed as requested including underpayments for conferences/workshops and donation/pledge reminders.
4. Orders and distributes reimbursement request forms.
5. Provides information to the Treasurer necessary for the maintenance of the Corporation's journal as part of reconciling said journal to monthly bank statements.
6. Provides information to the Treasurer for monthly balance sheet for the Corporation.
7. Serves as a member of the Finance Committee.
8. Maintains a written record of the action taken in fulfilling the responsibilities and duties described above.
9. Performs other duties as directed by the Treasurer and/or President or prescribed by the Trustees.
10. Applies for and obtains bonding through Corporation's designated insurance agency.
11. Responsible for assigned OASFAA equipment/supplies, including its care and distribution per inventory listing.
12. Completes the un-expired term of the Treasurer should a vacancy occur.

### 3.2.8 Past President

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

The Past President:

1. Participates in the meetings and activities of the Trustees and contributes to the formation of policies and practices of the Corporation.
2. Serves as a member of the Association Governance and Planning, Nominations, and Finance Committees.
3. Orders plaques for outgoing Trustees and certificates for Committee Chairs.
4. Administers the Archival Policy of the Corporation.
5. Accounts for budget approved by Trustees and monitors all expenses.
6. Maintains a written record of the actions taken in fulfilling the responsibilities and duties described above.
7. Performs other functions as assigned by the President or prescribed by the Trustees.

### 3.2.9 Regional Representatives

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

Northeast: 216/234/330/440  
Southeast: 614/740

Northwest: 419/567  
Southwest: 513/937

The Regional Representative:

1. Plans, announces, conducts and records the activities of regular meetings of the membership of their respective regions as directed by the Trustees.
2. Submit schedule and content of regional meetings to Trustees at first Executive meeting.
3. Identifies and recruits new OASFAA members in cooperation with the Membership Committee as well as solicits volunteers for committees and other Corporation activities.
4. Accounts for budget approved by Trustees and monitors all expenses. Maintains a written record of the actions taken in fulfilling the responsibilities and duties described above.
5. Coordinates all regional meeting topics with the Vice President for Training and other Regional Representatives.

6. Responsible for assigned OASFAA equipment/supplies, including its care and distribution per inventory listing.
7. Performs other duties as assigned by the President or the Trustees.
8. Update regional meeting information on website.

### 3.3 Position Vacancies

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

Vacancies will be filled in the following manner:

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

# SECTION IV

## MEETINGS

### 4.1 Meetings of the Corporate

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

1. Discuss amendments or revisions to the Constitution of the Ohio Association of Student Financial Aid Administrators.
2. Ratification of Trustees' actions.
3. Assessment of dues.
4. Representation of the Corporation Policy.
5. Updates and changes to the Mission Statement.

### 4.2 Meetings of the Trustees

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

1. Meetings will be called by the President or a majority of the Trustees.
2. Seven voting Trustees shall constitute a quorum at any official meeting of the Trustees.
3. Meeting agendas will be provided to each executive Committee member prior to each meeting.

### 4.3 Rules of Order

The Ohio Association of Student Financial Aid Administrators will use Robert's Rules of Order to govern the proceedings of the Corporation and Trustees.

### 4.4 Amendments

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

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

#### 4.5 Policies and Procedures

1. Cannot be in conflict with the Constitution and By-Laws.
2. Changes in or revisions to the Policy and Procedure Manual must be approved by the Trustees (except for grammatical, spelling and format changes made by the Secretary).

# SECTION V

## COMMITTEE RESPONSIBILITIES

### 5.0 Committees (approved 11-23-10)

1. Develop, at the beginning of the year; goals, budgets, objectives, plans of action, and priorities for the coming year, including a calendar.
2. Submit goals and objectives to the President of the Corporation for review by the Trustees. The Committee Chair is responsible for implementing the goals and objectives of the committee during the term of office. The Committee Co-Chair assists the Committee Chair with the responsibilities, as determined by the Committee Chair, with the goal of having the Co-Chair assume the Chair position the following year.

#### 5.0.1 The Committee Chair:

1. Calls and makes physical arrangements for all meetings; notifies the President of all meetings called.
2. Sets meeting agenda and distributes to Committee Members prior to the meeting.
3. Distributes reimbursement forms.
4. Provides Committee Members with guidelines as to their responsibilities and tasks, and monitors the performance of the Committee and Committee Members.
5. Accounts for budget approved by Trustees and monitors all expenses.
6. Individual invoices/charges which exceed the lesser of \$1000 or 50% of the budget of an officer or committee, must be signed by the President-Elect. Any member in violation of this policy is subject to removal from office or committee, upon the approval of the Trustees.
7. Provides a written report of every meeting for the President, President-Elect and Secretary to be presented at meetings of the Trustees of the Corporation.
8. If not able to attend a meeting of the Trustees of the Corporation, sends a written report to the President, President-Elect, Trustee the committee reports to, and Secretary.
9. Attends Trustee meetings as requested by the President.
10. Recognizes Committee members at Spring General Meeting if asked.
11. Completes a final year-end report including a list of accomplishments and suggestions/ recommendations for future committees.
12. Distributes list of members to Membership Chair(s) to verify Committee Members are paid members of the Association.
13. Determines membership requirements in cooperation with the Corporation President.
14. Completes additional duties as assigned by President and/or Trustees. Any Committee member may serve as Chair and serve a term beginning on the first day of the Corporation's fiscal year. Most Committee Chairs serve a one-year term; however, specific Committee Chairs serve a two-year term.

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

## Standing Committees

Association Governance/Planning  
Associate Member Relations  
College Goal Sunday  
Communications  
Conference Planning  
    - Site  
    - Program  
    - Registration  
    - Entertainment  
Finance  
Leadership  
Membership  
Need Analysis  
Nominations  
Outreach  
Professional Development  
Regulatory - Federal Issues/Reauthorization  
Regulatory - State Issues  
Support Professional

### **Association Governance and Planning Committee**

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

The Association Governance and Planning Committee:

1. Sets Guiding Principles for the Association.
2. Encourages: professional development, participation on committees and in leadership roles, membership growth, training activities which will meet the diverse needs of members of the Association, and sound fiscal policies of the future.
3. Monitors the Association's adherence to the Constitution and Policy/Procedure Manual.
4. Reviews the Constitution and Policy/Procedure Manual when necessary.
5. Recommends and reviews the Long Range Strategic Plan.

## **Associate Member Relations Committee**

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

The Associate Member Relations Committee:

1. Addresses concerns and training needs of the associate members as needed.
2. Actively recruits exhibitors to participate in conferences through exhibits, donations, etc.
3. Coordinates donations with the Vice President for Conferences.
4. Coordinates exhibitor registration with the Vice President for Conferences.
5. Develops exhibitor signs and/or table tents for exhibit area.
6. Coordinates with the Vice President for Conferences for shipment of exhibitor material to conference facility.
7. Coordinates with President the official recognition of exhibitors at conferences.
8. Coordinates the exhibitor reception with the vice President for Conferences.
9. Serves as host/hostess to participating exhibitors at conference.
10. Coordinates arrangements of exhibit area with Vice President for Conferences.
11. Receives and monitors incoming checks or payments associated with the committee responsibilities and forwards to Treasurer-Elect.
12. Submits reimbursement request forms to the Vice President for Conferences.

## **College Goal Sunday Committee**

The College Goal Sunday Committee develops the annual statewide outreach program that brings together financial aid professionals and other volunteers to help college-bound students and their families complete the Free Application for Federal Student Aid (FAFSA).

The College Goal Sunday Committee:

1. Works closely with Outreach and other organizations (OACAC or OCAN) to promote the event outside of the organization.
2. Works with publication designers in creating brochures, posters, etc. for distribution.
3. Distributes brochures, posters to state high schools, colleges, and other pertinent organizations.
4. Develops, with the assistance of ATAC, the official website for publicity and registration purposes.
5. Solicits volunteers and site coordinators for the year's program.
6. Contacts, confirms and sets sites across the state based on data/participation from the year before.

7. Coordinates publicity with each official site and regional representatives.
8. Coordinates agenda, program, evaluations, and all materials with the site coordinators at each official site.
9. Develops formal presentation for program.
10. Tracks statistics as far as attendance of students and parents at each site.
11. Identifies Ohio headquartered companies to solicit funding: develops strategies for reaching out to these organizations.
12. Completes required documentation for donor and grant funding
13. Collects all evaluations (site, volunteer, and participant) – forwards participant evaluations on to NASFAA for evaluation, and uses others for determining site for future years.

### **Communications Committee**

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

The Communications Committee:

1. Creates and disseminates the Association's newsletter.
2. Disseminates other Association news and updates on an as-needed basis via listserv to the membership; approves and manages web-based job listings.
3. Develops and designs other communications to the membership at the request of the President and/or Executive committee.
4. Works with the company responsible for the creation of the OASFAA website to update and maintain the OASFAA Web Page.
5. Assists in planning and conducting conference interest sessions, regional meetings and statewide and regional workshops.

### **Conference Planning Committee**

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

The Conference Planning Committee:

1. Assists the President in selecting committee chairs and members and convenes planning meetings.
2. Directs: development of themes for conferences, design of general sessions and interest sessions which support the conferences' theme and overall purpose, selection of guest speakers, selection of entertainment, design of program literature, pre-conference mailings, and courtesy correspondence

- following conference.
3. Provides supporting materials to assist committee members with assignments.
  4. Coordinates all activities with the Site Chair.
  5. Develops operating budget with Program and Site Chairs, as designated by the Finance Committee.
  6. Approves and forwards bills to the Treasurer that have been submitted by other chairs.
  7. Prepare notes, suggestions to be added to procedures for future conferences.

### **Conference Planning Committee/Site Chair**

#### The Site Chair:

1. Coordinates all conference activities with hotel management.
2. Arranges for conference committee planning meetings at conference facilities.
3. Designs physical facilities report for all conference activities.
4. Coordinates with local conference bureau local activities/shopping information.
5. Reserves all complimentary suites and rooms.
6. Assigns head tables.
7. Selects meal and reception menus.
8. Plans special amenities such as speaker gifts and committee gifts as appropriate.
9. Coordinates with President the arrangements for special guests and events.
10. Approves and forwards bills and reimbursement request forms to Vice-President for Conferences.
11. Directs design of signs, placards, and name cards.
12. Coordinates all room set ups and physical facilities for conference.

### **Conference Planning Committee/Program Chair**

#### The Program Chair:

1. Develops topics, which support the conference theme and overall purpose.
2. Solicits presenters utilizing OASFAA and other financial aid organization membership, support organization membership, associate professionals, educational leaders, political personalities, etc.
3. Coordinates and checks all associated activities with the presenters such as interest session titles, narratives for programs, room set-ups, audio-visual needs, etc.
4. Coordinates with Program and Vice-President for Conferences the honorarium, travel, room reservations, etc., for presenters.
5. Solicits moderators for assigned sessions.
6. Orders printed material including:

\*Conference Folders   \*Programs  
\*Registration Forms   \*Agendas

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

### **Conference Planning Committee/Registration Chair**

The Registration Chair:

1. Develops all registration material with VP for Conferences and ATAC.
2. Coordinates pre-conference communications with attendees.
3. Maintains registration database as compiled by ATAC.
4. Coordinates hotel registration cards with Vice President for Conferences and ATAC.
5. Orders all printed materials including:
 

*Trustees/Committee Reports	*Name Badges
*Attendee Lists	*Ribbons
*Name Tag Holders	*Envelopes
6. Coordinates registration of guests, speakers, presenters, exhibitors, etc. with VP for Conferences and Conference Program Chair.
7. Maintains registration table at conferences.
8. Coordinates the collection of registration fees with the Treasurer.
9. Coordinates new membership registration and collection of membership dues with Membership Chair.
10. Submits reimbursement request forms to the VP for Conferences.

### **Conference Planning Committee/Entertainment Chair**

The Entertainment Chair:

1. Selects entertainment which supports the conference theme and overall purpose.
2. With the approval of the Vice President for Conferences, contracts as necessary for entertainment.
3. Coordinates operating budget with Vice President for Conferences.
4. Coordinates donations for entertainment with Vice President for Conferences.
5. Submits reimbursement request forms to the Vice President for Conferences.
6. Coordinates charity events at annual conferences.

### **Finance Committee**

The Finance Committee develops a working budget for the Ohio Association of Student Financial Aid Administrators and will consist of the President, President-Elect, Vice President for Training, Vice President for Conferences, Treasurer, Treasurer-Elect, and Past President chaired by the President-Elect.

The Finance Committee:

1. Solicits input from all individuals and committees who are affected by the budget.
2. Incorporates policies, reviews prior year expenses, reviews recommendations from committee chairs, and reviews Corporation goals and objectives when establishing the upcoming year's budget.
3. Develops a budget and presents it to the Trustees.
4. Maintains the Corporation's long-range Fiscal Plan.
5. Monitors the Association's long-range investment policy.

### **Leadership Committee**

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

The Leadership Committee:

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

### **Membership Committee**

The Membership Committee recruits and retains those persons interested in the purpose of the Corporation in keeping with guidelines for membership. The committee is responsible for welcoming and providing orientation to new members into OASFAA conveying the importance of serving on OASFAA committees and holding officer positions.

The Membership Committee:

1. Provides membership renewal notifications.
2. Revises electronic membership form as needed.
3. Collects membership fees and forwards to the Treasurer.
4. Evaluates applications for membership, paying close attention to those listing as not associated with an institution or lender, and refers to Trustees as necessary for membership approval.
5. Provides membership reports as requested.

6. Maintains Association's database and supplies mailing labels, as needed.
7. Reports committee activity to the Executive Committee.
8. Sends communications to new members as well as veteran members to ensure that new members are welcomed into the Association.
9. Plans and hosts New Member Reception or Mentor/Mentee Reception at conferences.
10. Plans New Member or Mentor/Mentee Sessions at conferences.
11. Provides networking opportunities for new members with existing members.
12. Coordinates with the Vice President of Conferences to organize the program during conferences.
13. Solicits volunteers from the committee and make recommendations to the Trustee for a committee chair for the following year.

### **Need Analysis Committee**

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

The Need Analysis Committee:

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

### **Nominations Committee**

The Nominations Committee is comprised of the OASFAA Past President, President, and is chaired by the President-Elect. The Committee is responsible for ensuring the integrity and fairness of both the nomination and election process.

The Nominations Committee:

1. Solicits nominations from the active membership.
2. Contacts nominees regarding their nomination.
3. Prepares slate of candidates. To the extent possible, ballots should contain at least two candidates for each office.

4. Distributes brief resume of candidates to active membership along with the official ballot.
5. To ensure the integrity of the election process, the ballots will be sent to and tallied by ATAC and verified by the Past President.
6. Announces the newly elected individuals at the annual spring meeting and calls for a vote for destruction of ballots once election results have been approved.
7. In the event of a tie, the Nominations Committee members will vote on the tied ballot thereby breaking the tie.

## **Outreach Committee**

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

The Outreach Committee:

1. Develops programs and materials for the OACAC Articulation workshops and also secures presenters. Maintains an OASFAA information table at each of the Articulation workshop sites. Coordinates further involvement in OACAC events as needed (i.e., OACAC spring conference).
2. Develops programs and materials for OCAN as requested (i.e., OCAN fall conference).
3. Develops the OASFAA guidance counselor and access advisor training workshops held in late November and early December:
  - \* Secures sites in various regions of the state
  - \* Develops a training program and develops supporting materials
  - \* In cooperation with site coordinators, secures presenters and ultimately is responsible to ensure that all trainers are experienced and fluent in financial aid.
4. In cooperation with OASFAA's web master, develops and maintains the Resources web pages at [www.oasfaa.org](http://www.oasfaa.org) . The chair/co-chairs respond to all email addressed to: [outreach@oasfaa.org](mailto:outreach@oasfaa.org) .
5. Promote, support and publicize additional financial aid events and activities in the state such as College Goal Sunday, financial aid awareness month, early awareness, etc.
6. To ensure consistency of financial aid information in the state, communicates content of the programs outlined in numbers one through three above with OASFAA membership whenever possible (i.e., via sessions at conferences, regional meetings, OASFAA web site and list-serv, Newsletter, etc.).
7. Supports efforts to increase level of awareness of early planning for college.
8. Provides training and support of OASFAA's Early Awareness program.
9. Responsible for care and distribution of OASFAA property per inventory listing.

10. The chair or co-chairs will solicit volunteers from the committee and make recommendations to the Trustees for a committee chair for the following year.

### **Professional Development Committee**

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

The Professional Development Committee:

1. Develops and designs training sessions for members.
2. Develops new materials and updates current materials to be used in training and professional development.
3. Coordinates activities with Vice President for Training and Regional Representatives.
4. Develops agendas.
5. Arranges physical facilities.
6. Presents training programs.

### **Regulatory-Federal Issues/Reauthorization Committee**

The Federal Issues Committee promotes legislative advocacy, disseminates information to the membership, and communicates OASFAA concerns at the federal level regarding federal legislation, regulations, and reauthorization issues.

The Federal Issues Committee:

1. Reviews and disseminates information concerning federal legislation, regulations and reauthorization to the Corporate membership.
2. Communicates Corporation concerns regarding legislation, regulations, and reauthorization to the appropriate federal bodies.
3. Works with the conference program committee, regional representatives, etc. to inform the Corporation regarding current issues.
4. Holds committee meetings as necessary and attends and reports any news or information at meetings of the Trustees.
5. Coordinates exchange of information with MASFAA and NASFAA. As requested by MASFAA, the chairperson of the OASFAA Federal Issues Committee shall be a member of the MASFAA Federal Issues Committee.

### **Regulatory-State Issues Committee**

The State Issues Committee maintains relationships with the different organizations within the state which could impact the financial assistance programs available to students.

The State Issues Committee:

1. Creates a communication network with the following organizations:

- A. College Advantage (formerly Ohio Tuition Trust Authority (OTTA))
  - B. Ohio Rehabilitation Services Commission (ORSC)
  - C. Ohio Board of Regents (OBR)
  - D. Great Lakes Higher Education Corporation (GLHEC)
  - E. Ohio State Legislature
  - F. Governor's Office
  - G. State Department of Education
  - H. Other state organizations as appropriate
2. Serves in liaison capacity between organizations and committee membership.
  3. Writes and receives correspondence to and from these organizations listed in number one above enabling OASFAA's opinion or position to be known to them.
  4. Disseminates to Corporate Membership any information that could impact financial assistance programs.

### **Support Professional Committee**

The Support Professional Committee conducts professional advancement and training activities which contribute to the status, competency and image of support professionals in the financial aid profession.

The Support Professional Committee:

1. Develops materials and conducts programs of training and professional development for financial aid support staff, including coordination with regional workshops, membership meetings, and conference interest sessions.
2. Coordinates activities with Vice President for Training and Regional Representatives.
3. Provides notifications to membership of training schedule.
4. Evaluates effectiveness of existing training programs.
5. Establishes nomination procedures, select recipient(s) and present Support Professionals Award at spring conference in coordination with the recipient's supervisor.

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

Special committees and task forces may be appointed on an annual basis by the President.

# SECTION VI

## MISCELLANEOUS OASFAA POLICIES

### 6.1 Archives Policy - REAPPROVED 4/07

OASFAA records are maintained by the Center for Archival Collections (CAC) at Bowling Green State University in Bowling Green, Ohio. The following steps outline the process to transfer records to the CAC for inclusion with the OASFAA collection:

1. In September of each year, the Secretary shall send a form to the members of the previous year's Executive Committee. The form is used to request that OASFAA information from the previous year be forwarded to the CAC along with the transmittal letter. The following lists the officer and the records for which he/she has the primary responsibility.
  - a. President
    - Correspondence
    - Annual report
    - OASFAA publications
  - b. President-Elect
    - Correspondence
    - Finance Committee information
    - Conference site information
    - Nominations/election information
  - c. Vice President for Training
    - Training workshop information
  - d. Vice President for Conferences
    - Conference Program Information
  - e. Secretary
    - Correspondence
    - Meeting agendas
    - Minutes/reports from Executive Committee meetings
    - Minutes/reports from general business meetings
    - Newsletters
    - Policy and Procedure Manual changes
  - f. Treasurer
    - Correspondence
    - Tax return
    - Treasurer's reports
    - Annual budget report
    - Annual audit statement
  - g. Past President
    - Correspondence
    - Constitution changes
  - h. Regional Representatives
    - Regional meeting schedule for year
    - Correspondence

- i. Conference Program Chair
    - Copy of conference program(s)
    - Conference planning information
    - Copies of papers presented at conference(s)
  - j. Other chairpersons
    - Records of committee work
2. In November, the Past President will contact the CAC to determine what information should be added to the collection. The Past President will obtain the needed information by contacting the responsible individual(s) and forward it to the CAC.

## 6.2 Conference Guests Policy – Approved 3/4/2011

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

Due to their defined roles, the following position will receive the waivers noted:

**President** - Conference registration and hotel guest room for both conferences

**President-Elect** - Conference registration and hotel guest room for both conferences

**Vice President of Conferences** - Conference registration and hotel guest room for both conferences

**Registration Chair** - Conference registration and hotel guest room for both conferences (shared room if possible)

**Site Co-Chair(s)** - Conference registration and hotel guest room for both conferences (shared room if possible)

Further waiver requests should be submitted in writing with rationale to the VP for Conferences three (3) months prior to a conference begin date so that determination can be made in advance of the conference registration period.

## 6.3 Reserve and Investment Policy – Approved 11/5/2010

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

1. The association financial reserve will be a sum of not less than fifty percent and not greater than two hundred percent of the average of the most recent three year association expenses. The three year average will include the current year budgeted expenses and the two most recent year actual expenses.

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

## Appendix B: Long Range Fiscal Plan

### 6.4 Membership Reimbursement Policy - REAPPROVED 4/07

In order that no volunteers in the service of OASFAA should be precluded service because they cannot be reimbursed by their institution, the following policy has been adopted: Travel expenses may be reimbursed when members officially represent OASFAA at outside events and their expenses are not covered by their institution. Official representatives are reminded to seek the most economical transportation arrangements and to "double-up" in hotel rooms for economy. Meals are limited to \$38 for a full day away and transportation will be covered at the IRS allowable amount per mile when events are within driving distance. Telephone calls may be reimbursed when they are necessary and OASFAA-related. When a member is representing OASFAA in Ohio for training functions and his or her own institution will not reimburse expenses, that person may request reimbursement under this policy.

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

## 6.5 Completion of Reimbursement Requests - REAPPROVED 4/07

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

The correct procedures for completing a reimbursement request are to:

1. Print the name of the payee along with the date on the top line.
2. Print the address where the check is to be mailed in the address.
3. Indicate the total approved amount to be paid and a brief description of the reason for reimbursement in the appropriate section.
4. Provide documentation for the amount to be paid such as receipts, invoices, etc..
5. Sign and date the reimbursement request and indicate your OASFAA position title or committee.
6. Send the completed reimbursement request to the appropriate individual:

Committee members submit to committee chair. Committee chair and elected officers submit to their OASFAA Trustee. The OASFAA Trustee will complete the "charge to" section indicating the budget line item against which the expense is to be charged. The OASFAA Trustee will review and confirm the entire reimbursement request form and sign his/her name at the bottom of the form indicating his/her OASFAA title and the date. The OASFAA Trustee will forward the completed reimbursement form to the President-Elect for final authorizing signature. The President-Elect will forward the reimbursement request to the Treasurer for issuance of a reimbursement check. The Treasurer will keep a copy for his/her records and update the expense budgets accordingly. A check will be sent to the Payee.

## 6.6 Reimbursement Authorizations - REAPPROVED 4/07

In order for every OASFAA committee chair, officer and regional representative to be responsible for their assigned budget, any disbursement should have two signatures for approval. A Committee Chair or Regional Representative may delegate responsibilities to others that may incur expenses and be entitled to reimbursement. Such requests for reimbursement should be sent to the Committee Chair or Regional Representative (as appropriate) who should review and may authorize the request.

## 6.7 Signing Contracts - REAPPROVED 4/07

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

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

## 6.8 Underpaid Conference/Workshop Fees - REAPPROVED 4/07

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

## 6.9 Recommendations for Changes to Existing Policies and Procedures - REAPPROVED 4/07

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

## 6.10 OASFAA Listserv Policy

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

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

# Appendix A

## OASFAA Governance and Planning Committee Guiding Principles and Objectives

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

**OBJECTIVES:**

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

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

**OBJECTIVES:**

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

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

**OBJECTIVES:**

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

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

**OBJECTIVES:**

- A. Encourage membership to affect public policy initiatives.
- B. Provide information regarding impact of proposed legislation and current regulations.
- C. Advocate involvement by members on issues affecting the profession.
- D. Act as educational voice to the legislatures and other constituencies.

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

**OBJECTIVES:**

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

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

**OBJECTIVES:**

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

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

**OBJECTIVES:**

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

**EIGHTH PRINCIPLE:** Pledge fiscal responsibility.

**OBJECTIVES:**

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

Committee Members:

Mary Arter Bell

Kathy Fay

Arman Habegger – Chair, Fiscal Development Subgroup

Robert Hahn

Morralee Holzapfel – Chair, Policy and Procedure Subgroup

Lawrence Matthews

Fred Merritt

Alex Murdoch – Co-chair

Norma Noble – Co-chair

Mary Lynn Perri

Becky Shinaberry

Michael Whitnable

November 1997

## Appendix B

### Long-range Fiscal Plan OASFAA Long-Range Financial Plan (with 5-Year Budget Projections)

This plan incorporates four major types of Association activity:

- Core Functions
- Training Activities
- Discretionary Committees/Activities
- Ancillary Services

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

#### I. CORE FUNCTIONS

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

#### COMMUNICATIONS

- ATAC Services
- Nominations and Communications
- Web Development

#### EXECUTIVE COMMITTEE

- Equipment
- Historical Records
- Insurance
- Meetings: Executive Committee; Transition, Finance
- Secretary
- Treasurer
- Quick Books

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

- President-Elect and Treasurer-Elect to NASFAA Leadership Workshop
- NASFAA – Train the trainers
- President-Elect to MASFAA
- President to NASFAA
- Outreach member to FSA

#### MEMBERSHIP COMMITTEE

#### TRAINING

- Membership: Regional Meetings
- Outreach – to be reviewed each year, but not to include Counselor Workshops

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

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

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

\*projected in 2001-02

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

Proposed adjustments include:

- Delegate Travel may be limited depending on recommendation of Finance Committee each year. For purposes of these calculations, full budget/expenditures were calculated, and
- removing the cost of the Counselor Workshops from Outreach for purposes of Core Costs (other Outreach costs are still to be included in Core Costs).

	<b>0910 Actual</b>	<b>810 Actual</b>	<b>0708 Actual</b>	<b>0607 Actual</b>	<b>0506 Actual</b>	<b>0405 Actual</b>	<b>0304 Actual</b>
<b>Income</b>							
Acct. Interest	12,796.48	1,853.25	3,184.23	10,079.06	4,280.93	1,099.66	4,486.93
College Goal Sunday	0.00	0.00	30,500.00	32,500.00			
CGS Grant	40,000.00	10,000.00	0.00			93,000.00	66,000.00
Variance from 02-03							1,000.00
<b>Total College Goal Sunday</b>	<b>40000.00</b>	<b>10000.00</b>	<b>30500.00</b>	<b>32500.00</b>	<b>0.00</b>	<b>93000.00</b>	<b>67000.00</b>
Contributions for OASFAA support	0.00	0.00	0.00	0.00	5,028.69		24,572.83
Membership	21,825.00	24,030.00	24,690.00	24,780.00	23,090.00	25,440.00	22,170.00

NASFAA Income	62.00	4,339.00	3,879.00	4,690.00	3,264.00	5,402.04	4,995.00
Other Income	0.00	-19,835.88	-8,850.28	7,978.37	1,000.00	0.00	
Sponsorship	1000				4,750.00		
College Goal Sunday		20000		2,000.00	7,000.00	10,270.00	15,500.00
Gazette				1,500.00	1,500.00	1,500.00	2,500.00
Membership Directory				1,000.00	1,500.00	1,500.00	2,000.00
NASFAA Training				750.00	750.00	500.00	500.00
Need Analysis				5,000.00		1,400.00	1,400.00
Newsflash				1,000.00	1,000.00	1,000.00	1,000.00
OASFAA Drive In							350.00
Regional				3,000.00	3,000.00	5,250.00	5,000.00
Spring Conference	14000	21000	27500	42,200.00	40,500.00	43,295.49	40,350.00
Support Professionals				400.00	1,400.00	1,400.00	1,400.00
Winter Conference	20500	27250	40500	42,100.00	46,390.00	44,700.00	35,475.00

<b>Sponsorship</b>	<b>35500.00</b>	<b>68250.00</b>	<b>68000.00</b>	<b>98950.00</b>	<b>107790.00</b>	<b>110815.49</b>	<b>105475.00</b>
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Spring registration	26641.95	17295.85	35128.35	30848.50	31937.50	34410.00	29920.00
Winter registration	36505.00	37802.85	58104.95	51547.50	53261.00	47924.50	42085.00

<b>Total Income</b>	<b>173330.43</b>	<b>143735.07</b>	<b>214636.25</b>	<b>261373.43</b>	<b>229652.12</b>	<b>318091.69</b>	<b>300704.76</b>
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## Expenses

College Goal Sunday Account	37,726.84	29,235.05	34,387.20	40,071.59	31,310.41	19,174.95	
Grant	0.00	0.00	0.00		47.09	5.18	141,487.61
Variance from 02-03							1,009.75

### Total College Goal Sunday Account

	<b>37726.84</b>	<b>29235.05</b>	<b>34387.20</b>	<b>40071.59</b>	<b>31357.50</b>	<b>19180.13</b>	<b>142497.36</b>
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### Past President

Assoc. Governance & Plan	0.00	0.00	0.00				
<b>Communications</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				
<b>Membership Support</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>351.00</b>	<b>30.00</b>		
Federal Issues	0.00	0.00	0.00				
State Issues	0.00	0.00	0.00				
<b>Total Regulatory Committee</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### Total Past President

	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>351.00</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>
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### President

553.00							
<b>Delegate Travel</b>	<b>6401.29</b>	<b>4328.64</b>	<b>6048.01</b>	<b>4724.51</b>	<b>3635.00</b>	<b>3348.15</b>	<b>5980.03</b>
<b>Equipment</b>	0.00	0.00	0.00			<b>1491.48</b>	
<b>Executive Com. Mtgs</b>	<b>921.84</b>	<b>1216.67</b>	<b>998.92</b>	<b>724.37</b>	<b>776.19</b>	<b>270.08</b>	

Historical Records	300.00	300.00	300.00	300.00	300.00		
Insurance	310.00	500.00	1120.00	810.00	810.00	500.00	580.00
Legislative Breakfast	1254.52			0.00	0.00	0.00	0.00
Northeast	855.50	832.60	789.12	1736.38	1973.23	1792.73	1606.34
Northwest	353.93	705.95	752.85	1083.88	1165.86	1481.20	1034.98
Other	143.78	564.22	689.87	4317.73	4274.71	2014.46	7523.87
Secretary	393.00	0.00	1526.03	1844.73	1652.44	1505.00	
Southeast	768.36	428.59	610.59	833.39	901.28	1132.28	1200.03
Southwest	567.70	914.13	433.85	1222.90	1088.84	218.44	1581.23
Task Force	0.00	0.00	0.00				
Transfer to Reserves	0.00	0.00	0.00	20000.00	0.00		
Transition Meeting	127.43	6893.07	74.93	6295.11	6668.29	1149.59	520.49
Treasurer	2118.94	1811.80	1545.39	1517.11	1660.62	2885.93	1096.18
Total President	15069.29	18495.67	14889.56	45410.11	24906.46	17789.34	21123.15
President-Elect	29.00						
Associate Member Relations	0.00	0.00	63.80	0.00			
CGS Corp. Development	0.00	0.00	0.00	169.83			
Finance Committee	98.43	541.21	0.00		348.31	110.00	109.92
Total President-Elect	127.43	541.21	63.80	169.83	348.31	110.00	109.92
VP for Conferences	6722.06						
In-kind gift from fundraising	0.00	0.00	64.98	0.00	0.00	0.00	
Corporate Development	0.00	0.00	0.00	167.88	336.92	276.90	
Leadership	1500.00	0.00	5384.32	927.00	8351.85		5596.14
New Member/Mentor Prog.	51.41	321.41	976.85	555.98	1149.16	1534.27	
Professional Development	0.00	0.00	0.00	1281.48		3647.22	2566.99
Spring Conference	1166.86	0.00	424.78	187.50			
Golf Outing	0.00	0.00	0.00	96.17	419.96	631.00	266.83
Program	2382.33	0.00	6215.64	3350.44	8302.24	2237.50	2658.72
Site	34391.44	44393.95	37323.19	44708.54	51915.70	49145.93	39555.31
Total Spring Conference	37940.63	44393.95	43963.61	48342.65	60637.90	52014.43	42480.86
Winter Conference	1715.86	0.00	1247.06				
	46.31	0.00	339.63	798.73			
Program	0.00	0.00	5368.05	5706.17	6026.55	4995.34	10499.55
Site	40582.82	72352.29	54821.93	63974.10	58289.26	55288.64	53669.75
Total Winter Conference	42344.99	72352.29	61776.67	70479.00	64315.81	60283.98	64169.30

Total VP for Conferences	<b>88559.09</b>	<b>117067.65</b>	<b>112166.43</b>	<b>121753.99</b>	<b>134791.64</b>	<b>117756.80</b>	<b>114813.29</b>
VP for Training							
College Goal Sunday	<b>897.50</b>	<b>0.00</b>	<b>0.00</b>	<b>8000.00</b>	<b>28.69</b>	<b>12401.98</b>	<b>29459.49</b>
Early Awareness	0.00	0.00	77.90			61.91	
General	0.00	0.00	0.00		212.06	74.80	64.09
							1250.00
Total Early Awareness	<b>0.00</b>	<b>0.00</b>	<b>77.90</b>	<b>0.00</b>	<b>212.06</b>	<b>136.71</b>	<b>1314.09</b>
Electronic Initiatives	5692.00						
ATAC Services	0.00						
Gazette	0.00			200.00	245.00	626.00	400.00
Maintenance Fees	600.00	4470.00	5120.00	4020.00	4330.00	3910.00	4045.00
Nominations and Elections	0.00	670.00	400.00	400.00	400.00	400.00	750.00
Other	0.00	675.00	1800.00	950.00	375.00	3000.00	939.63
Registration	0.00	525.00	0.00	525.00	225.00		245.00
<b>Total ATAC Services</b>	<b>600.00</b>	<b>6340.00</b>	<b>7320.00</b>	<b>6095.00</b>	<b>5575.00</b>	<b>7936.00</b>	<b>6379.63</b>
Total Electronic Initiatives	<b>6292.00</b>	<b>6340.00</b>	<b>7320.00</b>	<b>6095.00</b>	<b>5575.00</b>	<b>7936.00</b>	<b>6379.63</b>
NASFAA Drive In Training	0.00	1300.00	480.50	133.56	513.17	471.70	
NASFAA Training	0.00	5793.07	7149.56	5938.75	5809.11	7309.01	6484.45
Need Analysis	1506.78	1953.76	3456.84	2811.39	2086.18	2677.36	2701.00
OASFAA Drive In Training	0.00	0.00	1000.00	1000.00			
Outreach Committee	792.59	7503.70	526.62	689.56			
Access/Outreach	0.00	0.00	0.00	52.96	222.87		300.63
Guidance Counselor Workshop	4081.21	0.00	3651.96	9919.26	6390.55	5929.65	6644.55
Miscellaneous	-11.16	0.00	0.00	819.84	830.07	346.74	163.76
OACAC	0.00	0.00	0.00		60.50	284.40	253.08
<b>Total Outreach Committee</b>	<b>4862.64</b>	<b>7503.70</b>	<b>4178.58</b>	<b>11481.62</b>	<b>7503.99</b>	<b>6560.79</b>	<b>7362.02</b>
Support Professionals	827.05	1140.30	763.01	1062.44	1440.20	830.92	1133.49
Total VP for Training	<b>14385.97</b>	<b>24030.83</b>	<b>24426.39</b>	<b>36522.76</b>	<b>23168.40</b>	<b>38324.47</b>	<b>54834.17</b>
Total Expenses	<b>155868.62</b>	<b>189370.41</b>	<b>185933.38</b>	<b>244279.28</b>	<b>214602.31</b>	<b>193160.74</b>	<b>333377.89</b>
Net Operating Income	<b>17461.81</b>	<b>-45635.34</b>	<b>28702.87</b>	<b>17094.15</b>	<b>15049.81</b>	<b>124930.95</b>	<b>-32673.13</b>
Net Income	<b>17461.81</b>	<b>-45635.34</b>	<b>28702.87</b>	<b>17094.15</b>	<b>15049.81</b>	<b>124930.95</b>	<b>-32673.13</b>
	<b>0910 Actual</b>	<b>810 Actual</b>	<b>0708 Actual</b>	<b>0607 Actual</b>	<b>0506 Actual</b>	<b>0405 Actual</b>	<b>0304 Actual</b>

A: Total Core Costs as defined in current policy	<b>18,730.47</b>	<b>32,637.77</b>	<b>26,675.12</b>	<b>39,575.98</b>	<b>35,238.21</b>	<b>31,915.94</b>	<b>27,450.85</b>
B: Total Core Costs with CGS Costs	<b>57,354.81</b>	<b>61,872.82</b>	<b>61,062.32</b>	<b>87,647.57</b>	<b>66,624.40</b>	<b>63,498.05</b>	<b>199,407.70</b>
C: Proposed Updated Core Costs	<b>14649.26</b>	<b>32637.77</b>	<b>23023.16</b>	<b>29656.72</b>	<b>28847.66</b>	<b>25986.29</b>	<b>20806.30</b>
A: divided by current \$30 membership fee	<b>624</b>	<b>1088</b>	<b>889</b>	<b>1319</b>	<b>1175</b>	<b>1064</b>	<b>915</b>
B: divided by current \$30 membership fee	<b>1912</b>	<b>2062</b>	<b>2035</b>	<b>2922</b>	<b>2221</b>	<b>2117</b>	<b>6647</b>
C: divided by current \$30 membership fee	<b>488</b>	<b>1088</b>	<b>767</b>	<b>989</b>	<b>962</b>	<b>866</b>	<b>694</b>
Membership numbers based on income	<b>727</b>	<b>801</b>	<b>823</b>	<b>826</b>	<b>769</b>	<b>848</b>	<b>739</b>
A: Actual Core Costs per Member	<b>25.76</b>	<b>40.75</b>	<b>32.41</b>	<b>47.91</b>	<b>45.82</b>	<b>37.64</b>	<b>37.15</b>
B: Core Costs per Member with CGS Costs	<b>78.89</b>	<b>77.24</b>	<b>74.19</b>	<b>106.11</b>	<b>86.64</b>	<b>74.88</b>	<b>269.83</b>
C: Core Cost per Member per new proposed policy	<b>20.15</b>	<b>40.75</b>	<b>27.97</b>	<b>35.90</b>	<b>37.51</b>	<b>30.64</b>	<b>28.15</b>

## II. COLLEGE GOAL SUNDAY

An essential function of OASFAA, but consideration must be given each year as to grant and budget funds available to cover costs:

### COLLEGE GOAL SUNDAY

## III. CONFERENCE/TRAINING ACTIVITIES

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

- CONFERENCE, PROGRAM AND SITE
- COUNSELOR WORKSHOPS
- LEADERSHIP
- NEED ANALYSIS
- NEW MEMBER/MENTORING
- NASFAA TRAINING
- PROFESSIONAL DEVELOPMENT
- SUPPORT PROFESSIONALS

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

## IV. DISCRETIONARY COMMITTEES/ACTIVITIES

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

- ASSOCIATION GOVERNANCE AND PLANNING
- ASSOCIATE MEMBER RELATIONS
- EARLY AWARENESS
- FEDERAL ISSUES
- OUTREACH ACTIVITIES BEYOND THE CORE FUNCTIONS
- STATE ISSUES
- SPECIAL COMMITTEES AS APPOINTED

**Long Range Fiscal Plan above last updated and approved by Executive Committee 4-25-08.**

## IV. RESERVE FUND

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

Approved by the Trustees      10/7/2004

# Appendix C

## Petition for Active Member Status

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

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

A Petition for Active Membership Status must be submitted annually. As is membership to OASFAA, petitions will be considered on an individual basis. A 'blanket' approval for all individuals within any given organization will not be granted.

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

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

OASFAA Membership Chair  
OASFAA Membership Descriptions

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

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