

North Dakota Association of Student Financial Aid Administrators

Policies and Procedures

I. Duties of Officers

- A. President: In addition to those duties outlined in the bylaws, the President shall:
1. Be a member of the Board of Directors of the Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA) and attend all Board meetings of said organization.
 2. Attend the RMASFAA annual meeting and conference.
 3. Attend the National Association of Student Financial Aid Administrators (NASFAA) annual meeting and conference.
 4. Shall be a member of the Conference Planning Committee for the year in which he/she shall be President.
 5. Responsible for preparing awards for the annual conference.
- B. President-Elect: In addition to those duties outlined in the bylaws, the President-elect shall:
1. Attend the Leadership Conference sponsored by the National Association of Financial Aid Administrators (NASFAA).
 2. Attend the Board of Director meetings of RMASFAA.
 3. Shall be a member of the Conference Planning Committee for the year in which he/she shall be President.
- C. Secretary: The duties of the Secretary are outlined in the bylaws of the Association.
- D. Treasurer: In addition to those duties outlined in the bylaws, the Treasurer shall:
1. Be a member of both the present and future Conference Planning Committees.
 2. Prepare and submit the appropriate state and federal reports.
- E. Past-President: The duties of the Past-President are outlined in the bylaws of the Association.
- F. Associate Member at Large: The duties of the Associate Member at Large are outlined in the bylaws of the Association.

II. Committee Responsibilities

- A. The current President will provide a request for budget from each current committee chair prior to the fall transitional board meeting.
- B. Each committee must maintain a written record of all activities undertaken, including a time line by which said activities must be implemented and/or completed in order to facilitate accomplishment of committee objectives.
- C. Each committee has the responsibility of submitting a written report to the President, prior to the annual conference, which summarizes the committee activities. This report will include an evaluation of the committee for the year and recommendations for future committees.
- D. Each committee shall have a vice-chair recommended by the committee and appointed by the President and President-elect each year. The vice-chair shall become the chair of the committee for the following year.
- E. The term of each committee shall be for approximately one year beginning at the annual conference and ending at the subsequent conference.
- F. In some cases a co-chair may be appointed to assist the chair in his/her duties and provide smooth function of the committee. To better serve the committee in question, this co-chair may serve consecutive terms.

III. Committees

- A. Awards and Membership Committee - Responsibilities:
1. Maintain records of individual members' years of service.
 2. Obtain length of service information and provide it to the past President.
 3. Coordinate retirement awards.
 4. Update the online membership directory.
 5. Promote and develop a NDASFAA membership network and encourage participation by those members.
 6. Ensure that new memberships are submitted to the Executive Board for approval.
 7. Ensure that the membership list and listserv are properly updated.
 8. Contact lapsed members.
- B. Awareness Committee - Responsibilities:
1. Develop projects that promote education and methods to finance the cost of education.
 2. Direct financial aid information projects to individuals, groups and/or organizations that are in need of such information. Examples are:
 - a. Early awareness to elementary or secondary students and their parents, including the Financial Aid Information Sessions (FAIS) and/or other projects.
 - b. Financial aid awareness to non-traditional students, high school counselors, media, etc. This includes the coordination of the annual High School Counselor Workshops.

- c. General financial aid training to college personnel such as: Registrars, Admission and Enrollment Management, Business Managers, Coaches, Faculty, etc.
3. Publish Institutional Budget Grid to be distributed to the high school counselors.

C. Conference Management Committee - There shall be two Conference Management Committees, Present (for the year of the current President) and Future (for the year of the current President-Elect). Responsibilities:

1. Selection of conference facility at the location next in line as prescribed by the following site rotation schedule approved by the Executive Board and the Membership:

Fargo
Grand Forks
Minot
Member Choice I*
Valley City
Bismarck
Dickinson
Member Choice II*

*Selection of the Member Choice locations shall be made prior to the annual meeting that is scheduled before the Member Choice, so as to facilitate the planning process.

2. Coordination of all facility functions and activities: including meal planning, meeting rooms, equipment availability, vendor display area and guest room availability.
3. Estimation of total cost for purpose of all conference related invoices must be submitted to the Treasurer.
4. Responsible for preparation and mailing of conference materials, registration forms, etc.
5. Verification of accuracy and clarification of all conference related invoices submitted to the Treasurer for payment.
6. Coordinate with the treasurer for the collection of all conference registrations and vendor fees.
7. Coordination and implementation of on-site conference registration.
8. Formulation of the program agenda for the conference, under the direction of the Executive Board.
9. Securing and hosting all necessary speakers, presenters and facilitators.
10. Securing all supportive equipment needed by the speakers and presenters.
11. Assuring adequate supplies of all materials associated with the conference program.
12. Solicit from DMCI input in the selection of conference speakers and philanthropy project.

D. Diversity and Multicultural Initiatives Committee (DMCI) – Responsibilities:

1. Present to the membership current events, issues and topics that impact diverse and multicultural students.
2. Be a resource on topics concerning design and implementation of new programs that affect the culturally diverse student.
3. Provide topics and/or speakers for consideration at the annual conference or other NDASF AA trainings that focus on cultural diversity and/or multicultural issues.
4. Provide project ideas or assist the conference committee with the annual spring conference philanthropy project.
5. Maintain and keep current the scholarship resources page on the NDASF AA website.

E. Electronic Initiatives Committee - Responsibilities:

1. Update and maintain the NDASF AA website by ensuring the availability of a contracted webmaster and cwebmaster.
2. Coordinate with the Awards and Membership Committee any new membership to NDASF AA.
3. List committee reports and minutes of the NDASF AA business meetings.
4. Retain historical data of NDASF AA.
5. Manage the bi-annual payment (July 1 and January 1) to a contracted webmaster in the amount of \$275 (\$550 per year) in accordance with the Independent Contractors section of the NDASF AA Policies and Procedures (IV B).
6. Manage the payment to a co-webmaster at a rate of \$20 per hour up to a maximum of \$300 per year in accordance with the Independent Contractors section of the NDASF AA Policies and Procedures (IV B).

F. Nominations Committee - Responsibilities:

1. Solicit nominations for election of officers from the membership.
2. Contact the nominees to explain the responsibilities and time commitment of the particular office.
3. Present the slate of nominees to the Association for election at the annual meeting.
4. Following a successful vote of newly elected officers, the President will ask for a motion to destroy the ballots.
5. The most recent past President will serve as chair.

G. Professional Development Committee - Responsibilities:

1. Coordinate all training workshops for NDASFAA membership (i.e., Support Staff Workshop, Decentralized Training, Federal Update, etc.).
2. Selection of training personnel and site coordinators for all workshops.
3. Formulate the agenda for all workshops.
4. Coordinate outside agency participation and sponsorship.
5. Coordinate the printing of all workshop materials.
6. Notify potential training participants statewide of dates and sites for workshops with return pre-registration included for the purpose of facilitating site and equipment planning.
7. Maintain accurate registration lists from each workshop.
8. Vice-chair of Professional Development Committee shall serve on the Future Conference Management Committee. Chair serves on current Conference Committee.
9. To alert members to current and emerging federal legislative issues and legislation when deemed necessary.

IV. General Policies and Procedures

A. Association Funds

1. Fund Management

- a. The Treasurer will keep the Association funds in an insured account that is the most advantageous to the Association. As a nonprofit organization, the Association will maintain a reasonable balance for cash flow. The Executive Board will be responsible for determining the balance that would be considered reasonable.
- b. Accurate records will be kept reflecting the income and expenses of the Association. Bills will be paid by invoice, cash receipt and/or with a Reimbursement of Expense Voucher. Any questionable bills will be submitted to the Executive Board for approval.
- c. The Treasurer's books will be audited at the end of each fiscal year prior to a new Treasurer taking office.
The audit may be done by an accountant/auditor of the Treasurer's choosing, or by two members of the Association, which have been appointed by the President for this purpose.

2. Dues - Membership fees for Associate Members will be the same rate as Institutional Members and will be charged at the organizational level not at an individual level.

3. Reserves

- a. The Treasurer shall establish certificates of deposit as a reserve for the Association, to be set aside for contingencies.
- b. Reserve funds shall be a minimum of thirty percent but no more than sixty percent of the annual operating budget.
- c. Use of reserve funds shall only be made after consultation with the President and with the approval of the Executive Board.
- d. The Executive Board shall review the value of the reserve funds annually after the end of the fiscal year, determine how to allocate and expend any excess funds within the next fiscal year, or determine how to increase the reserve to match the policy minimums.

4. Expense Reimbursement

- a. Expense reimbursement for the President is as follows:
 - Actual room, meals and travel/travel-related (taxi, airport parking, shuttle, mileage to and from airport) expenses and registration to the RNASFAA annual meeting and conference.
 - Actual room, meals and travel/travel-related (taxi, airport parking, shuttle, mileage to and from airport) expenses and registration to the NASFAA annual meeting and conference.
 - Room reimbursement will be such to allow the President to have a single room for at RNASFAA event where RNASFAA would normally only reimburse for a double room.
- b. Expense reimbursement for the President-elect is as follows:
 - Actual room and meals expenses to the RNASFAA Board of Directors annual pre-conference meeting.
 - Actual room, meals, travel/travel-related expense (taxi, airport parking, shuttle, mileage to and from airport), and registration to the NASFAA Leadership Conference.
 - Actual room, meals, and travel/travel-related (taxi, airport parking, shuttle, mileage to and from airport) expenses to the RNASFAA

- c. Expense reimbursement for other officers of the Executive Board:
 - Board members may submit expenses for meals and mileage on a per diem basis for any Executive Board meeting that is not a part of a scheduled conference or training. If a board member travels more than 150 miles one way to a meeting that is one day in length the expense reimbursement may include lodging. If the meeting is to take place for more than one day, then lodging will be included regardless of the distance traveled.
- d. Travel reimbursement will be at the in-state mileage rate or actual commercial ticket fare. Mileage reimbursement for travel out of state may not exceed the commercial ticket fare to that destination. It is requested that all air travel be booked at least 14 days in advance so as to insure the best rate possible. (For the current mileage rate, see Policy 511 - Use of Personal Vehicle, in the ND Fiscal and Administrative Policies manual located at www.nd.gov/fiscal/ .)
- e. Meal reimbursement, including tax and tips shall be reimbursed up to \$45 per day In-State and \$55 per day Out of State. Per meal reimbursement shall be made for partial day travel based on the following schedule:

Meal	In-State	Out of State
Breakfast	\$8.00	\$11.00
Lunch	\$13.50	\$16.50

- When meals are provided as part of the function for which the member is traveling, reimbursement will not be provided for the meals eaten elsewhere. Submission of receipts is encouraged, but not required. Reimbursement will not be made for alcoholic beverages.
- f. If there are any free rooms granted by a conference site facility, they will be utilized first by a conference presenter for whom NDASF AA is responsible for housing, then the President of the Association, and then the President- elect, in that order. Additional free rooms, if any, may be assigned at the discretion of president and conference chair.
- g. Presenters from outside the Association will be reimbursed for necessary expenses, which may include travel, meals and/or housing. Department of Education personnel will not be reimbursed.
- h. The President shall have the right to authorize any other reimbursement for any member of the Association that he/she deems would be a benefit to the Association. Any reimbursement for an individual that will exceed \$200 per event must also be approved by the Executive Board.

B. Independent Contractors

1. Contracting Procedure - A member of the NDASF AA Executive Council who plans to hire an independent contractor to provide a service for the Association must receive the proper approval to do so. A proposed remuneration to contract for less than \$200 must be submitted to and approved by the Executive Board. A proposed remuneration to contract exceeding \$200 must be approved by the NDASF AA membership upon recommendation by the NDASF AA Executive Board.
2. Contractor Remuneration - The Executive Council member responsible for establishing the contract with the independent contractor shall submit a request for payment to the Association President once the terms of the contract have been fulfilled. If the contract calls for multiple payments, the Executive Council member who established the contract shall be responsible to make sure that the contracted project is on pace to be completed within the terms of the contract prior to any payment.

C. Annual Conference

1. Registration Fee shall be based on the projected cost of food and facilities for the conference.
2. Exhibit/Display Fee
 - a. Vendors shall be charged an Exhibit/Display Fee as determined by the Executive Board. This fee shall be in addition to any conference registration fee paid by the vendor. The fee shall allow the vendor to exhibit at the annual conference and other future NDASF AA events deemed appropriate.
 - b. Vendors must be current NDASF AA members in order to exhibit.

D. Awards

1. Institutional and Association members who have been with NDASF AA for ten years or more may be presented with an award or recognition upon their retirement at the discretion of the exec board. The gift amount will not exceed \$50 value.

2. The President shall send memorials (flowers) for deceased present or past members of NDASF^{AA} who have been, or were with the Association for 10 years or more. The President shall also send cards to members who are ill or have lost family members. The Awards and Membership Committee is responsible for notifying all institutions/agencies of death or illness of Association members (past or present) or their family members after obtaining the member or member's family's permission.
3. Awards that may be presented annually.
 - a. President's Award
 - The NDASF^{AA} President's Award may be presented by the outgoing President (at his/her discretion) to a person who:
 - i) Is a member of the North Dakota Association of Student Financial Aid Administrators.
 - ii) Has served the goals and objectives of NDASF^{AA}.
 - iii) Has provided distinguished service to the membership of NDASF^{AA} by their hard work, initiative and dedication.
 - iv) Has assisted the President with the duties of the office or special projects.
 - v) Has exemplified through his/her professionalism, high standards of conduct and service to institution, students, the State of North Dakota and the Association. vi) Has otherwise represented the student financial aid profession in a positive manner
 - This is the highest award that NDASF^{AA} can bestow on an individual and should be reserved for individuals who have made a long term contribution to the association. The past President is the sole determiner of the recipient of this award.
 - b. Rookie of the Year Award

The NDASF^{AA} Rookie of the Year Award may be presented at the annual NDASF^{AA} conference by the outgoing President (at his/her discretion) to a person who:

 - i) Is a member of the North Dakota Association of Student Financial Aid Administrators?
 - ii) Within the last year, made a significant "contribution" to the Association. The recognition can be either for an important single contribution or significant multiple contributions.

The purpose of this award is to encourage individual support to the financial aid profession. The past President, acting in the capacity of the Nominations Committee Chair, will solicit statements of nomination from the membership and provide them to the Executive Board prior to the annual conference.
 - c. Years of Service Awards
 - i) Members of the association who have served in the financial aid profession for at least 5 years shall be recognized and receive a certificate at the annual conference following their completion of the required length of service. They shall receive a certificate for each additional 5 years of service through their 20th year.
 - ii) Members of the association who have served in the financial aid profession for at least 25 years shall be recognized and receive a plaque at the annual conference.
 - iii) Members who have served in the financial aid profession beyond 25 years shall be recognized in increments of 5 years.
 - d. Other Awards

NDASF^{AA} may from time to time wish to honor those people who have made a contribution to the association and/or the financial aid profession that is deemed to be of great significance.

 - i) May or may not be a member of the North Dakota Association of Student Financial Aid Administrators.
 - ii) Who is currently NOT a member of the Executive Board
 - iii) Has continued to make a significant "contribution" to the Association. The recognition can be either for an important single contribution or significant multiple contributions.
 - Nominations for this award shall be submitted to the past President who in turn will provide them to the Executive Board prior to the annual conference.

4. The state gift provided by NDASF AA to the RMASFAA annual meeting will not be more than \$75 and will reflect a product representing North Dakota. The President and President-elect are responsible for purchasing the gift.

E. Association Website

1. NDASF AA shall establish and maintain a website to facilitate communication to the membership and other entities.
2. Areas that shall be maintained on the website are:
 - a. Calendar of Events
 - b. Association Governance
 - i) Listing of current and past leadership
 - ii) Minutes of past meetings
 - iii) Copy of the Bylaws and Policy & Procedure Manual
 - c. List of Current Members
 - d. Recognition of Awards given to the Membership
 - e. Job Opportunities
 - i) Posted by NDASF AA members only (may post for an outside entity)
 - ii) Job opportunities must be related to the fields of financial aid or student finance (Business Office)
 - iii) Remain listed on website for a maximum of 45 days or until the position has been filled. The Webmaster must be notified by the originator of the posting to remove the notice earlier than the 45 days.
 - iv) The Webmaster has the authority to deny the request and will notify the President of the denial. The Webmaster may consult with the President before denying the request.
 - f. Other resources

F. Participation by Non-Members

Non-members shall not be allowed to participate in any NDASF AA event. The exception to this will be if a significant other of a member wishes to attend a NDASF AA social function. He/she shall only need to pay the per person cost for that function. This policy does not apply to those non-members who are invited to participate as a presenter or special speaker. Any non-member who would wish to observe a NDASF AA event must have obtained permission from the Association President prior to the event.

G. Updating Association Bylaws

1. The Executive Board will annually review the Association Bylaws and propose any changes necessary to keep the bylaws current with the needs of the Association.
2. The Executive Board will certify that the bylaw changes are in accordance with state and/or federal regulations governing the Association's corporate status.

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