

Policies and Procedures Manual

Nebraska Association of Student Financial Aid Administrators
(NeASFAA)

Table of Contents

Table of Contents	3
1 HISTORY OF NeASFAA	5
2 NeASFAA POLICIES AND PROCEDURES MANUAL	5
2.1 Purpose	5
2.2 Content	5
2.3 Version Control	6
2.4 Use	6
2.5 Definitions	6
2.6 Citations	6
3 NeASFAA MISSION & PURPOSE	6
3.1 NeASFAA Mission Statement	6
3.2 NeASFAA Purpose	7
4 BOARD OF DIRECTORS [Article V]	7
4.1 Composition	7
4.2 Meetings	7
4.3 Meeting Agendas	8
4.4 Location of Meetings	8
4.5 Meeting Minutes.....	8
4.6 Retention of On-Line Voting Records	8
4.7 Primary Responsibilities of the NeASFAA Board of Directors.....	8
4.8 Detailed Officer Descriptions	9
5 COMMITTEES [Article VII, section 1 - 7].....	13
5.1 Committee Chairpersons	14
5.2 ASSOCIATION GOVERNANCE COMMITTEE	15
5.3 MEMBERSHIP CONNECTIONS COMMITTEE	16
5.4 CORPORATE DEVELOPMENT COMMITTEE	16
5.5 FINANCE AND AUDIT COMMITTEE	17
5.6 NOMINATIONS & ELECTION COMMITTEE [Article VII, Section 6].....	17
5.7 PROFESSIONAL DEVELOPMENT AND RECOGNITION COMMITTEE.....	18
5.8 STATE AND FEDERAL RELATIONS COMMITTEE	19
5.9 AD HOC COMMITTEE(S)	20
6 GENERAL ASSOCIATION POLICIES AND PROCEDURES	20
6.1 Alcohol Policy	20
6.2 Awards	20

- 6.3 Complimentary Room 20
- 6.4 Conference Sponsors and Exhibitors 20
- 6.5 Electronic Equipment 21
- 6.6 Record Retention 21
- 6.7 Summer Institute Scholarship 21
- 7 FINANCIAL POLICIES AND PROCEDURES 22
 - 7.1 Accounts Receivable Policy 22
 - 7.2 Membership Dues 22
 - 7.3 Registration Fee Refund Policy for Conferences and Workshops 23
 - 7.4 Late Fees 23
 - 7.5 Waiver of Conference Registration Fee 23
 - 7.6 Reimbursements, Honoraria, and Travel Expense 23
 - 7.7 Contract Signing Policy 24
 - 7.8 Insurance Policy 24
 - 7.9 Strategic Fiscal Plan 24
 - 7.10 Reserve Fund Policy 24
 - 7.11 Revenue and Expenditures Policy 25
 - 7.12 Sales Tax Reimbursement Policy 25
 - 7.13 Check Policy 25
 - 7.14 Other Expense Considerations 25
 - 7.15 Expressions of Condolences 25
- 8 APPOINTED POSITION 26
 - 8.1 Historian 26

1 HISTORY OF NeASFAA

The Nebraska Association of Student Financial Aid Administrators had its beginning at Kearney State College in the spring of 1967. Dr. Jean Harvey, Financial Aid Administrator at Creighton University, foresaw the need to have an organized professional association of financial aid officers in the state, and personally contacted all of the higher education schools which were administering financial aid programs. Dr. Harvey invited them to an organizational discussion meeting in Kearney. This meeting was hosted by Donald Tewell who was, at the time, Director of Financial Aid at Kearney State.

At this meeting, it was decided that an organization was needed to accomplish the following:

- develop professionalism among aid officers of Nebraska;
- provide a means to bring together aid officers for the discussion of common problems;
- influence federal and state legislation dealing with student financial aid programs and to provide an avenue for dissemination of ideas and concerns of students and administrators in financial aid problems;
- provide training for newly appointed aid officers;
- assist secondary school counselors in their work with students in planning their future by providing timely and updated information concerning financial aid;
- provide a means of affiliation with the Midwest Regional Student Financial Aid Organization.

With these goals and objectives in mind, an organizational and constitutional committee was selected, with G. Heinicke of Concordia College as Chairperson. The first organizational association meeting was held in September of 1967. The association requested and received acceptance for affiliation with the Midwest Regional Association of Student Financial Aid Administrators.

At the Spring Meeting in 1978, the Association voted to sever affiliation with the Midwest Region and join the Rocky Mountain Association of Student Financial Aid Administrators.

2 NeASFAA POLICIES AND PROCEDURES MANUAL

2.1 Purpose

The Nebraska Association of Student Financial Aid Administrators (NeASFAA) Policies and Procedures Manual (PPM) has been designed to provide guidance, reference material, and historical continuity for the NeASFAA Board of Directors and Committee Chairpersons. Each member of the Board of Directors and the Committee Chairperson is responsible for knowing the content of this manual, and providing pertinent corrections and changes. This document should be stored and passed on to future persons in similar leadership roles.

The manual is reviewed at least annually for any necessary revisions. The document is stored electronically, maintained by the Secretary, for ease in updating and for transfer purposes as changes take place in the Board of Directors and Committee Chairpersons.

2.2 Content

The NeASFAA PPM supplements the Articles of Incorporation and Bylaws by: (1) providing an overview of the Association's structure; (2) describing the responsibilities of members in leadership positions; and (3) presenting the Association's approved operating policies and procedures.

39 2.3 Version Control

40 Document version control is a way of making sure which is the current iteration of a document. Version
41 control is important because then you know everyone is working from the same version of a document.
42 NeASFAA controls document versions manually with a version control table preceding the Table of
43 Contents in the Policies and Procedures Manual.

44 The version control table includes the version, date, author, and rationale. Utilize version 0.1, 0.2, etc.
45 until the document is approved by the Board of Directors. Once approved, it becomes version 1.0, 2.0,
46 etc. Subsequent edited versions become 1.1, 1.2, 2.1, 2.2, etc.

47 When referencing the Policies and Procedures, communicate which version you are using.

48 2.4 Use

49 It is the responsibility of each Board member and Committee Chairperson to: (1) bring their manual to all
50 Board/committee meetings; (2) keep the manual current by adding and removing material (e.g. Board of
51 Directors membership list, new organizational operating policies or forms); and (3) pass the manual on to
52 the succeeding member as soon as feasible at or after the annual meeting in April.

53 2.5 Definitions

54 References to time frames within this manual will be in calendar days unless they are specifically noted
55 otherwise. The Association's fiscal year begins July 1 and ends June 30.

56 2.6 Citations

57 All citations used in this manual refer to the Association Bylaws unless noted otherwise.

58 3 NeASFAA MISSION & PURPOSE

59 3.1 NeASFAA Mission Statement

60 The Nebraska Association of Student Financial Aid Administrators (NeASFAA) exists primarily to promote
61 the professional preparation, effectiveness and mutual support of persons involved in student financial
62 aid administration. In addition, NeASFAA exists to bring about the implementation of programs that will
63 have a positive impact on students' ability to pay for programs of higher education.

64 In order to effectively serve the needs of its members, NeASFAA shall strive to encourage its members to
65 serve in a leadership role within the Rocky Mountain Association of Student Financial Aid Administrators
66 (RMASFAA) and the National Association of Student Financial Aid Administrators (NASFAA).

67 The Association shall serve as a forum for its members and act as a focus for the expression of views on
68 matters relating to the development, funding and administration of student financial aid.

69 While the Association's primary goal is to provide an avenue for preparation to those members who are
70 directly responsible for the administration of student aid programs, NeASFAA shall strive to expand its
71 training services to include other individuals who play a major role in assisting students in completing and
72 paying for programs of higher education.

73 In order to effectively meet the goals of its mission and the diverse and changing needs of the post-
74 secondary education community, NeASFAA seeks to maintain a spirit of cooperation and an approach
75 which is flexible, equitable and innovative.

76 3.2 NeASFAA Purpose

77 NeASFAA exists to:

- 78 • develop professionalism among aid officers of Nebraska;
- 79 • provide a means to bring together aid officers for the discussion of common problems;
- 80 • influence federal and state legislation dealing with student financial aid programs and to provide
81 an avenue for dissemination of ideas and concerns of students and administrators in financial
82 aid problems;
- 83 • provide training for aid officers;
- 84 • assist secondary school counselors in their work with students in planning their future by
85 providing timely and updated information concerning financial aid;
- 86 • provide a means of affiliation with the Rocky Mountain Association of Student Financial Aid
87 Administrators (RMASFAA) and the National Association of Student Financial Aid Administrators
88 (NASFAA).

89 4 BOARD OF DIRECTORS [Article V]

90 4.1 Composition

91 As defined in the by-laws, the Board of Directors is composed of the elected officers of the Association:
92 the President, President Elect, Past President, Treasurer, and Secretary. The balance of the Board is
93 comprised of one sector representative from each of the four sectors. The four sectors are: 1) two year
94 public institutions; 2) private colleges and universities; 3) four year public colleges and universities; and 4)
95 associate membership.

96 The general membership elects its governing officers to a specific office. Doing so eliminates historical
97 conflict, prepares the newly elected Directors for their specific task, enhances planning and reduces
98 confusion of the membership over its role in the election process. Members wishing election to the Board
99 of Directors shall be listed as running for a specific officer position. The Nominations and Election
100 Committee shall operate under this premise.

101 At the first meeting of the newly elected Board of Directors, the Directors shall officially ratify the election
102 results of the new Directors. This shall be the first item of business on the agenda. While the Articles and
103 Bylaws provide only for the Directors to elect the officers, it is incumbent on the Directors to follow the
104 wishes of the membership.

105 4.2 Meetings

106 The Board of Directors will meet at least four times per year. The times of these meetings will be the
107 decision of the President but should be at a time which is most convenient for members. One of these
108 meetings will be held in conjunction with the Spring Conference of the Association. Notification of
109 meetings shall be given to all members in accordance with the Bylaws of the Association [Article 5, Section
110 10].

111 The Board of Directors may choose to conduct meetings through electronic means.

112 Committee Chairpersons and/or Vice Chairpersons shall be invited to meetings as determined by the
113 President.

114 A summary of Parliamentary Procedures is found in Appendix 1 and 2 of this manual. Board members
115 shall not be reimbursed by the Association for travel or lodging expenses incurred while in attendance at
116 Board meetings.

117 Meals may be provided to Board members during meetings, subject to the approval of the President.

118 4.3 Meeting Agendas

119 Meeting agendas will be prepared and distributed within fourteen days of each meeting. This activity shall
120 be performed by the President or designee in accordance with Article IV, section 13.

121 Regular reports are to be made by standing Committee Chairpersons (or their representatives) and Sector
122 Representatives. Reports by ad hoc committees will be made at the discretion of the President.
123 Committee and sector reports will be distributed at the meeting of the Board.

124 4.4 Location of Meetings

125 Location of Board of Directors' meetings will be determined by the President.

126 4.5 Meeting Minutes

127 Minutes will be distributed by the Secretary to the Board members for final approval at the next regularly
128 scheduled board meeting in accordance with Article V, Section 16 of the Bylaws of the Association.

129 4.6 Retention of On-Line Voting Records

130 The Secretary shall keep all emails with motions, seconds, discussions, and votes until the end of the
131 following fiscal year. It is allowable to keep these records in electronic form provided they can be
132 reproduced as necessary.

133 4.7 Primary Responsibilities of the NeASFAA Board of Directors

134 4.7.1 Support and Advise the Association Officers

135 The Board shall continually review the actions and plans of the elected officers and other Board members
136 to ensure the organizations goals and objectives are being met.

137 4.7.2 Ensure Effective Planning

138 Board members must be involved extensively in the planning process and help to implement the
139 objectives, including acquisition of new resources, if needed. The Board should formally and
140 enthusiastically approve the plan following an extended opportunity for consultation and revision.

141 4.7.3 Ensure Adequate Resources

142 The Board should periodically review the association's revenue raising rationale, assets, expenses and
143 expected expenditures to ensure that adequate resources are available.

144 4.7.4 Manage Resources Wisely

145 An important part of serving the public trust is protecting accumulated assets and ensuring current
146 income is managed properly. As NeASFAA is incorporated and tax exempt under federal law, the Board's
147 obligation goes well beyond its members. This is most commonly done by helping to develop and approve
148 an annual budget. All historical and current information pertinent to such discussions should be available
149 upon advance request from the Treasurer or Finance and Audit Committee Chair.

150 4.7.5 Determine and Monitor Programs and Services

151 What the organization does for its members greatly determines the significance of the organization. The
152 Board's fundamental role is to determine if the current or proposed programs and services are consistent

153 with NeASFAA's stated mission and purpose. The Board must carefully consider the competing priorities
154 and concerns of the Association. Although officers and committees have a certain degree of autonomy,
155 financial and programmatic decisions should not be made independently, unless it is unavoidable.

156 **4.7.6 Enhance the Organization's Public Image**

157 Achievements and contributions of the membership should be well publicized. Timely written reports
158 from the officers and committees and explanations of Board actions are essential to promoting group
159 understanding and commitment. Likewise, no Board member should represent him/herself as speaking
160 for the Board unless specifically authorized to do so.

161 **4.7.7 Serve as an Appeals Panel**

162 The Board, or certain members of the Board, will serve as a final appeals panel.

163 **4.7.8 Assess its Own Performance**

164 At their last meeting of each year, the Board will review its performance in the following areas:
165 membership composition, the member identification process, organizational structure and overall
166 performance in meeting the responsibility to carry out the mission and purpose of the association.

167 **4.7.9 Ensure vacant Board Positions are filled**

168 **President:** If the President dies, resigns, or otherwise permanently vacates the presidency prior to the end
169 of the regular term, the President-Elect shall perform the duties of the President for the balance of the
170 term as well as the normal scheduled term for succession. The President-Elect shall also perform the
171 duties of the President in the temporary absence of the President.

172 **Immediate Past-President:** If the Immediate Past-President dies, resigns, or otherwise permanently
173 vacates the office of Past-President prior to the end of the regular term, the next most recent available
174 Past-President shall perform the duties of the Immediate Past- President for the balance of the term.

175 **Sector Representative:** A vacancy in the office of Sector Representative shall be filled by an eligible person
176 from an institution holding an eligible membership in NeASFAA, to be recommended by the sector the
177 office will represent. The Board of Directors will ratify the selection.

178 **President-Elect, Secretary, and Treasurer:** A vacancy in any office other than that of President, Immediate
179 Past-President, or Sector Representative shall be filled by an eligible person from an institution holding an
180 eligible membership in the Association, to be appointed by a majority vote of the Board of Directors from
181 nominations presented by the President. Such appointment shall be on an interim basis until the next
182 general election of officers, and shall not prejudice the election of the incumbent to a regular term.

183 **4.8 Detailed Officer Descriptions**

184 **4.8.1 PRESIDENT [Article VI, Section 7]**

185 The President acts as the chief executive officer of the Association, presiding at all meetings of the
186 Association and chairing all meetings of the Board of Directors.

187 **4.8.1.1 PRESIDENT Responsibilities**

188 Provides leadership and direction to all activities of the Association, the Board of Directors, and all
189 committees of the Association.

190 Delivers notices and agendas for any regular or special meeting of the members and/or Board of Directors
191 which specifies the place, date, and hour of the meeting. This notice must be sent in accordance with
192 Article IV, section 13.

193 Upon installation, the President shall provide the association with goals and objectives for his/her term of
194 office.

195 Provides guidance to committee planning, including the establishment of committee goals and objectives.

196 Monitors compliance with and achievement of presidential goals and objectives. Calls and presides at all
197 meetings of the Association and the Board.

198 Annually requires all Board members and committee chairs to sign the conflict of interest form before
199 participating in their first Board meeting. Signed forms will be stored in the Dropbox.

200 Uploads agenda and directs all Board members to upload reports to the NeASFAA Dropbox.

201 Maintains a list of Board members, their addresses, telephone numbers, FAX numbers and e-mail
202 addresses.

203 Serves as the official representative of the Association and the Board, or delegates such responsibility to
204 another board member as necessary.

205 Shall appoint a member to serve as the Association Historian (see Section 6.1).

206 Serves as the state delegate and voting representative from NeASFAA at the Rocky Mountain Association
207 of Student Financial Aid Administrators (RMASFAA) Board of Directors meetings. If the President is unable
208 to attend the RMASFAA Board of Directors meetings, he/she should appoint a state delegate from the
209 Board of Directors to serve in this capacity.

210 Affirms and approves all Committee Chairpersons. The President approves committee membership as
211 recommended by the Committee Chairperson.

212 Executes all contracts for the association.

213 Submits an annual report to the Association on all matters which may be of interest or concern to the
214 Association members which have taken place during that term of office.

215 Provides written article(s) to the RMASFAA Association News Committee upon request.

216 **4.8.1.2** *PRESIDENT Length of Office*

217 The President shall automatically take office for a period of one year commencing with the installation of
218 officers at the conclusion of the Business Meeting of the Spring Conference.

219 **4.8.2** **PRESIDENT-ELECT [Article VI, Section 8]**

220 The President Elect shall perform the duties of the President in the event of the absence or incapacity of
221 the President to serve and shall perform such duties as are assigned by the President or prescribed by the
222 Board of Directors.

223 **4.8.2.1** *PRESIDENT-ELECT Responsibilities*

224 Provides assistance to the President in any areas as requested.

225 Serves as the Committee Chairperson of the Nominations and Elections Committee.

226 Serves as the Board liaison to the Professional Development and Recognition Committee.

227 Serves as the Association's Parliamentarian at all Board meetings, the Business Meeting at the spring
228 conference, and as a resource to Committee Chairpersons.

229 Finalizes goals and objectives as stated in candidacy for President-Elect.

230 In preparation for assuming the Presidency, should prepare the following items by April:

- 231 • Set attainable goals/priorities for the year.
- 232 • Establish specific committee goals consistent with goals/priorities.
- 233 • Select committee Vice Chairs and committees.

234 Responsible for creating committee interest forms to identify potential committee members for the next
235 membership year.

236 Represents NeASFAA at the NASFAA Leadership Conference Workshop if directed by the Board of
237 Directors.

238 Arranges for President's plaque presentation at the Spring Conference.

239 **4.8.2.2 PRESIDENT-ELECT Length of Office**

240 A period of one year, following the Business Meeting of the Spring Conference. The President Elect
241 automatically becomes President one year later.

242 **4.8.3 PAST-PRESIDENT [Article VI, Section 11]**

243 Past President shall perform such duties as assigned by the President or prescribed by the Board.

244 **4.8.3.1 PAST-PRESIDENT Responsibilities**

245 Serves as the Committee Chairperson of the Association Governance Committee.

246 Represents NeASFAA as the State delegate at the fall RNASFAA Board of Directors meeting.

247 Serve as Chair of the Board of Directors and preside at the annual meeting in the absence of the President
248 and the President-Elect.

249 **4.8.3.2 PAST-PRESIDENT Length of Office**

250 A period of one year, following the Business Meeting of the NeASFAA Spring Conference.

251 **4.8.4 SECRETARY [Article VI, Section 9]**

252 The Secretary is responsible for recording, distributing, and maintaining the records of the Association
253 and the Board of Directors as described in Section 4 of this manual. Performs other duties as assigned by
254 the President or prescribed by the Board of Directors.

255 **4.8.4.1 SECRETARY Responsibilities**

256 Prepares and distributes Board meeting minutes to the Board of Directors, Committee Chairpersons, and
257 other designated Association members within a four-week time period of any meeting of the Board or
258 Association.

259 Manages the Dropbox account, maintaining an organized file structure and moving documents within the
260 Dropbox as necessary to accommodate the file system. Also maintains Board members access to the
261 Dropbox by adding and removing members after the end of the Spring Conference.

262 Maintains the most current electronic version of the Association Policy & Procedures Manual and Bylaws.

263 Shall keep all emails with motions, seconds, discussions, and votes until the end of the following fiscal
264 year. It is allowable to keep these records in electronic form provided they can be reproduced as
265 necessary.

266 Serves as the official correspondent for the Association. Responsible for sending sympathy cards to
267 members in accordance with Section 5.15.

268 Responsible for sending cards to members leaving the Association.

269 Retains the Association's corporate seal and makes available for Association business needs when
270 appropriate.

271 Maintains the electronic version of the Association's letterhead and logo and coordinates its use.

272 Collects Association paperwork as outlined in Section 6.1 and forwards all required documents to the
273 Historian for storage.

274 **4.8.4.2 SECRETARY Length of Office**

275 A period of two years, following the Business Meeting of the NeASFAA Spring Conference. The secretary
276 shall serve a staggered term with the treasurer, with the secretary being voted on in even numbered years
277 and the treasurer being voted on in odd numbered years.

278 **4.8.5 TREASURER [Article VI, Section 3 and 10]**

279 The Treasurer is an officer of the association and shall be responsible for maintaining all financial records
280 of the Association and performing transactions as directed by the Board.

281 **4.8.5.1 TREASURER Responsibilities**

282 Receives and disburses monies of the Association in accordance with the directives established by the
283 Board of Directors.

284 Maintains general ledger records and supporting documentation of all transactions.

285 Reconciles all Association monetary accounts on a monthly basis.

286 Cooperates with the Association's Finance and Audit Committee Chair in completing the annual audit. The
287 audit shall be performed within a reasonable timeframe after fiscal year end.

288 Maintains the Association's liability insurance policy on an annual basis.

289 Coordinates preparation and filing of all necessary Association tax returns by November 15 of each year.

290 Prepares and presents financial statements for the Board of Directors.

291 Submits Nonprofit Corporation Biennial Reports which are due in odd numbered years. Treasurer is listed
292 as Registered Agent Domestic Change of Registered Agent and/or Office form must be completed at time
293 new Treasurer is installed.

294 Recommends and consults with the Board of Directors to develop and maintain proper reserve levels and
295 investment of funds.

296 Serves as an ex-officio member of the Finance & Audit and Membership Connections Committees.

297 Prepares to pay Association expenses at all appropriate association activities. Maintains inventory list of
298 equipment purchased by NeASFAA.

299 Performs other financial duties as outlined in section 5.

300 Performs other duties as assigned by the President or prescribed by the Board of Directors.

301 **4.8.5.2** *TREASURER Length of Office*

302 A period of two years, following the annual audit of the association. The treasurer shall serve a staggered
303 term with the secretary, with the secretary being voted on in even numbered years and the treasurer
304 being voted on in odd numbered years.

305 **4.8.6** **SECTOR REPRESENTATIVES [Article V, Section 3]**

306 NeASFAA is comprised of four sectors: 1) Two year public institutions; 2) Private colleges and universities;
307 3) Four year public colleges and universities; and 4) Associate membership. Each sector must elect a Sector
308 Representative. Each Sector Representative shall serve as a Board member representing the interests of
309 their respective sectors and serving as the communication link from the Board to sector members.

310 **4.8.6.1** *SECTOR REPRESENTATIVES Responsibilities*

311 Serves as the initial contact for new sector members. Advocates NeASFAA membership.

312 Serves on the Nominations & Election Committee. Communicates sector information, plans and activities.
313 Serves as facilitator for sector meetings.

314 Prepares and shares sector activities reports for the Board of Directors.

315 Performs other duties as assigned by the President or prescribed by the Board of Directors.

316 **4.8.6.2** *SECTOR REPRESENTATIVES Length of Office*

317 A period of two years, following the Business Meeting of the NeASFAA Spring Conference. Sector
318 Representatives shall serve staggered terms, with the private colleges and universities, and associate
319 representatives voted on in odd numbered years, and 2-year public and 4-year public representatives
320 voted on in even years.

321 **5** **COMMITTEES [Article VII, section 1 - 7]**

322 NeASFAA utilizes the following committees. NeASFAA committees should make every attempt to
323 coordinate their activities with state and national committees with similar responsibilities while
324 representing the multicultural diversity of our membership, institutions and students.

- 325 • Association Governance Committee
- 326 • Corporate Development Committee
- 327 • Finance and Audit Committee
- 328 • Membership Connections Committee
- 329 • Nominations & Election Committee
- 330 • Professional Development and Recognition Committee
- 331 • State and Federal Relations Committee
- 332 • Ad Hoc Committees

333 Ad hoc committees may be appointed to carry out specific and necessary functions of the Association.
334 The President is responsible, subject to Board approval, for the creation of such a committee which shall
335 address the specific purpose, the scope, authorized time limit and membership composition.

336 5.1 Committee Chairpersons

337 5.1.1 Committee Chair Responsibilities

338 Committee Chairpersons shall develop formal goals and objectives, plans of action, and priorities for the
339 coming year. The Vice Chairpersons shall be involved in the planning processes for the smooth
340 development of the committee. Since the Board is the final authority for the actions of the committee, it
341 is important that they review the goals, objectives, and priorities of each committee. Individual committee
342 plans should support the mission of the Association.

343 Committee Chairpersons are responsible for notifying members of their committee appointments,
344 arranging all committee meetings, and distributing the meeting agendas. They should submit committee
345 calendars and general membership activities in a timely manner to the Communications Committee
346 representative for inclusion in the general Association calendar.

347 Committee Chairpersons are responsible for submitting the committee's annual budget to the Finance
348 and Audit Committee and being accountable for the budget approved by the Board of Directors.
349 Committee Chairpersons shall monitor all expenses to ensure that they are legitimate expenses of the
350 committee.

351 Itemized expenses should be submitted by the Committee Chairperson to the Treasurer via the NeASFAA
352 Expense/Reimbursement Claim Form.

353 Committee Chairpersons should ensure that minutes are taken at each committee meeting. All committee
354 records are passed on annually to the incoming Chairperson.

355 Each Committee Chairperson or the Committee Chairperson's designee is responsible for submitting news
356 articles to the Communications committee for possible inclusion in the NeASFAA Newsletter.

357 Committee Chairpersons and Vice Chairpersons will attend Board of Directors meetings if requested by
358 the President. Committee Chairpersons should submit a written report at the Board of Directors
359 meetings.

360 Committee Chairpersons will be responsible for completing a final yearend report. This written report is
361 shared with the NeASFAA Board of Directors and presented during the business meeting at the spring
362 conference. It will include a list of accomplishments as well as suggestions and recommendations for
363 future committees.

364 Committee Chairpersons may have other duties as assigned by the President or prescribed by the Board
365 of Directors.

366 5.1.2 Committee Membership Policy

367 Committee members must be NeASFAA members in good standing as defined in the Bylaws.

368 All committees should have "two-deep" leadership with a Chairperson and a vice chair. The Vice
369 Chairperson succeeds the Committee Chairperson for the second year on the committee at the Annual
370 Business Meeting, except for the Professional Development and Recognition Vice Chairperson who will
371 succeed the Professional Development and Recognition Chairperson following the conclusion of the
372 spring conference. This shall assist in developing continuity on all committees.

373 After the new President-Elect is determined the following people will meet to select the new vice chairs:
374 current President-Elect, current Vice Chairpersons and newly elected President-Elect.

375 The President-Elect will select replacements for any vacated Committee Chairperson and the Chairperson
376 will fill any vacated Vice Chairperson positions with assistance and guidance from the Board of Directors.

377 After the spring conference the President and Chairpersons shall determine committee member
378 appointments utilizing the committee interest form.

379 It is recommended that as many members as possible be invited to participate with consideration given
380 to sector, institution and associate membership. Committee Chairpersons should coordinate their
381 selections to minimize appointment of members to multiple committees.

382 These policies are established to best serve NeASFAA and its committee structure. The President, with
383 Board approval, may make exceptions to these policies when such exceptions are in the best interest of
384 NeASFAA.

385 **5.1.3 Term of Appointment**

386 The term of office for Committee Chairpersons and members is one year. The Vice Chairperson serves one
387 year and then becomes the Committee Chairperson the following year.

388 **5.1.4 Committee Meeting Expenses**

389 Travel expenses incurred by committee members in attending committee meetings are not reimbursable
390 expenses.

391 **5.1.5 Detailed Committee Descriptions**

392 **5.2 ASSOCIATION GOVERNANCE COMMITTEE**

393 **5.2.1 Association Governance Purpose**

394 The purpose of the Association Governance Committee is to review and recommend to the Board of
395 Directors changes to the Association Bylaws and Policies and Procedures Manual to ensure the
396 Association's written statements are consistent with the manner in which it conducts business.

397 **5.2.2 Association Governance Duties**

- 398 • Once changes to the Bylaws are identified, the committee shall draft language for the proposed
399 changes and provide the membership at large with a summary/rationale of the changes. No
400 vote shall be taken until at least thirty (30) days after copies of the proposed changes have been
401 provided to the membership. Approval of the proposed change(s) requires a majority/quorum
402 of the voting representatives.
- 403 • Once changes to the Policy and Procedures Manual are identified, the committee shall draft
404 language for the proposed changes and provide the Board of Directors with a
405 summary/rationale of the changes. The Board may recommend revisions as appropriate.
406 Approval of the proposed change(s) requires a majority/quorum of the Board of Directors.
- 407 • Chair is responsible for updating committee timeline.

408 **5.2.3 Association Governance Recommended Committee Composition**

409 Committee members should be selected in accordance with the Committee Membership Policy (see
410 Section 3.2). The immediate Past-President serves as Committee Chairperson. The President-Elect serves
411 as ex-officio. Other members may be recommended by the Committee Chairperson.

412 5.3 MEMBERSHIP CONNECTIONS COMMITTEE

413 5.3.1 Membership Connections Purpose

414 The purpose of this committee is to promote, maintain and connect NeASFAA membership.

415 5.3.2 Membership Connections Duties

- 416 • Actively recruit and encourage membership and participation in NeASFAA
- 417 • Maintain the membership directory as the official membership list for the Association based on
- 418 paid membership dues collected by the treasurer.
- 419 • Membership is renewed annually (July 1-June 30). Invoices for membership renewal must be
- 420 distributed as described in section 5.2.
- 421 • Follow up with institutions that have not paid membership dues on time. Make sure dues,
- 422 including any late fees, are paid up before spring conference for institutions sending individuals
- 423 to attend.
- 424 • Submit names of potential new members or former members whose dues have not been paid
- 425 for three (3) or more years to the Board of Directors for approval.
- 426 • Manage social network account
- 427 • Create, collect, disseminate and archive information that is important to NeASFAA members.
- 428 • Maintain NeASFAA webpage and editorial control over content of the website
- 429 • Manage NeASFAA Listserv
- 430 • Solicit articles and informational items to share with the association
- 431 • Maintain a master calendar of events important to the association
- 432 • The committee shall perform other duties as assigned by the President or prescribed by the
- 433 Board of Directors.

434 5.3.3 Membership Connections Recommended Committee Composition

435 Representation from each sector. Ex officio Member: Treasurer

436 5.4 CORPORATE DEVELOPMENT COMMITTEE

437 5.4.1 Corporate Development Purpose

438 The Corporate Development Committee is responsible for soliciting funds to support the purposes of the
439 Association, except for the collection of membership dues.

440 5.4.2 Corporate Development Duties

- 441 • Solicit sponsorship funds from organizations supporting the mission of NeASFAA.
- 442 • Solicit vendors for the annual conference.
- 443 • Coordinate the billing and collection of sponsorship funds with assistance from the Treasurer.
- 444 • Request donations of giveaways from members for the annual Support Staff Workshop.
- 445 • It is the responsibility of the Corporate Development Committee to recommend 2-3 non-profit
- 446 organizations located in the area of the spring conference to the Board of Directors at the
- 447 winter meeting for approval. Preference should be given to organizations that are connected to
- 448 education and have limited funding opportunities. It is the responsibility of the Corporate
- 449 Development Committee Chair to solicit monetary donations and supplies from members and
- 450 arrange the presentation at the spring conference.

- 451 • Provide a list of sponsors and vendors to the Professional Development and Recognition
452 Committee Chair at least one month prior to any meetings of the membership for appropriate
453 recognition.

454 **5.4.3 Corporate Development Recommended Committee Composition**

455 Committee members should be selected in accordance with the Committee Membership Policy (see
456 Section 3.2). The current Associate sector representative should be a committee member.

457 **5.5 FINANCE AND AUDIT COMMITTEE**

458 **5.5.1 Finance and Audit Purpose**

459 This committee is responsible for reviewing the general financial position of the Association and advising
460 the Board relative to fiscal matters.

461 **5.5.2 Finance and Audit Duties**

- 462 • Develops and presents the annual budget to the Board of Directors for approval.
463 • Presents and justifies the annual budget to the Association membership at the spring
464 conference business meeting.
465 • Reviews budget requests from the officers and Committee Chairpersons.
466 • Establishes and enforces the Financial Policies and Procedures of the Association (see section 5
467 of this manual).
468 • Researches and makes recommendations to the Board of Directors regarding reserve levels,
469 investment opportunities, and other financial matters as assigned by the Board of Directors.
470 • Conducts the annual audit in coordination with the Treasurer. The audit shall be performed
471 within a reasonable timeframe after fiscal year end.
472 • Submits annual audit report to the President within 30 days after the audit is completed and to
473 the Board of Directors at the Board meeting immediately following the audit.
474 • Reviews and updates the Strategic Fiscal Plan (as described in Section 5.9). Maintains and
475 updates the audit guide (as found in Appendix 3).
476 • The committee shall perform other duties as assigned by the President or prescribed by the
477 Board of Directors.

478 **5.5.3 Finance and Audit Recommended Committee Composition**

479 This committee shall be comprised of independent Association members selected in accordance with the
480 Committee Membership Policy (see Section 3.2). The Treasurer and President-Elect shall serve as ex-
481 officio members of the committee.

482 **5.6 NOMINATIONS & ELECTION COMMITTEE [Article VII, Section 6]**

483 **5.6.1 Nominations & Election Purpose**

484 This committee is charged with conducting the nominations and general election processes for NeASFAA
485 offices in accordance with the following timeline.

486 **5.6.2 Nominations & Election Duties**

- 487 • Solicits nominations for open positions and obtains resumes of nominees.
488 • Committee meets to develop and approve the final slate of candidates for NeASFAA offices.

- 489 • Conducts the NeASFAA election process by 1) sending the ballot to the voting member of each
490 institution via e-mail/ paper and 2) announcing the slate to the association membership via the
491 listserv and the web page.
- 492 • Ballot collection and tabulation is to be conducted by the Committee Chairperson and
493 designated committee member(s). A candidate who receives the greatest number of votes cast
494 is elected. In the case of a tie vote, the Chairperson of the Nominations and Elections
495 Committee, in the presence of one other NeASFAA member, shall flip a coin to determine the
496 winner.
- 497 • Non-elected candidates are to be notified by the Committee Chairperson before he/she notifies
498 the elected candidates (to ensure courtesy is extended to the non-elected candidates before
499 election results are publicly announced).
- 500 • The election results should be reported to the President by the Committee Chairperson.
- 501 • Election results should be reported by the President to the membership.
- 502 • The Committee is responsible for promoting the summer institute scholarship.
- 503
- 504 • The Chair of Nominations and Elections Committee will contact the summer institute
505 scholarship recipient and include steps for recipient to obtain the scholarship.

506 **5.6.3 Nominations & Election Recommended Committee Composition**

507 The committee membership is comprised of the five elected Sector representatives and the President-
508 Elect (Committee Chairperson)

509 **5.7 PROFESSIONAL DEVELOPMENT AND RECOGNITION COMMITTEE**

510 **5.7.1 Professional Development and Recognition Purpose**

511 This committee is charged with providing opportunities for members to receive training, professional and
512 leadership development and to recognize the achievements of our members through association awards.

513 **5.7.2 Professional Development and Recognition Duties**

- 514 • Plan, coordinate, supervise and direct all training activities sponsored by the association
515 including but not limited to: 1) State conferences, 2) Department of Education training, 3)
516 Training initiatives sponsored by RMASFAA and NASFAA.
- 517 • Announce and solicit nominations for the association awards. Assist the President with
518 appropriate recognition of award winners at the annual conference.
- 519 • Develop budgets and timetables to implement annual goals consistent with the strategic
520 directions established by the Board of Directors.
- 521 • Assess each year all training, professional development and recognition initiatives. Provide
522 summary reports to the Board of Directors. Use information gained in assessments to establish
523 new programming for the association membership.
- 524 • Order gifts/awards for the Rookie of the Year, Bob Minturn Special Recognition, Distinguished
525 Service and Past President's plaques.
- 526 • Update the Membership and Communications Committee with dates, times and locations of
527 training events as soon as these are established to facilitate the continued updating of the
528 online calendar.

529 **5.7.3 Professional Development and Recognition Awards**

530 The purpose of association awards is to recognize and honor members who have contributed to
531 NeASFAA's mission. The Professional Development and Recognition Committee will facilitate the
532 nominations through regular announcements. Nominations are submitted directly to the President of the
533 Association. Nominations are sought annually. However it is at the discretion of the President and/or the
534 Board of Directors to make an award in these categories:

- 535 • Bob Minturn Special Recognition Award – given to an outstanding financial aid professional who
536 is a NEASFAA member in recognition of their leadership activities within the financial aid
537 profession.
- 538 • Rookie of the Year Award – special recognition given to a NeASFAA member for their first major
539 contribution to the work of the association.

540 Award given by the President:

- 541 • Distinguished Service – an award given at the discretion of the President. This is to recognize
542 extraordinary service to the association given by an individual over the past year.

543 **5.7.4 Professional Development and Recognition Recommended Committee Composition**

544 Committee members should be selected in accordance with the Committee Membership Policy (see
545 Section 3.2). The President Elect shall serve as an ex- officio member of this committee. Members should
546 have a working knowledge of developing training materials and training evaluation tools.

547 **5.8 STATE AND FEDERAL RELATIONS COMMITTEE**

548 **5.8.1 State and Federal Relations Purpose:**

549 To fulfill the NeASFAA objectives regarding legislative action on a local, state and national level.

550 **5.8.2 State and Federal Relations Duties**

- 551 • Organize work of committee and refer to committee timeline for committee activities
- 552 • Review and adhere to NeASFAA policies for the state and federal relations committee
- 553 • Schedule monthly state and federal relations committee planning meetings
- 554 • Monitor state and federal relations committee budget and spend with Board-approved limits
- 555 • Communicate activities of the committee to the NeASFAA Board and NeASFAA membership
- 556 • Provide a written summary to the NeASFAA Board, noting initiatives that came before the
557 Legislature last year, and laying groundwork for future discussions for the association
558 membership.
- 559 • Develop a set of core principles, agreeable to all the sectors within NeASFAA, for approval by the
560 Board to guide our advocacy work with the Nebraska Legislature.
- 561 • Monitor and provide reports to the association of activities in the Legislature during the
562 legislative session that relate to the Nebraska Opportunity Grant, the Access College Early
563 Scholarship program and any other higher education initiatives
- 564 • Devise a policy position for each of the legislative initiatives that the committee identifies as
565 critical and needs addressed by the committee, keeping in mind the core principles outlined by
566 this committee.
- 567 • Prepare and provide testimony at committee hearings on behalf of NeASFAA when relevant bills
568 are being considered.

- 569 • Assist members with contacting members of the Legislature to advocate on behalf of their
570 students.

571 **5.8.3 State and Federal Relations Recommended Committee Composition**

572 Representation from each sector. Ex officio Member: President, President Elect. Chair to be appointed by
573 NeASFAA President.

574 **5.9 AD HOC COMMITTEE(S)**

575 The President is authorized to form Ad Hoc Committees to address specific needs and/or concerns which
576 may not directly fall under the auspices of standing committee. The President shall select a chairperson,
577 and vice chairperson. Ad Hoc Committee formation and leadership positions are subject to approval by
578 the Board of Directors.

579 Unless stated otherwise in the formation of the committee, the committee shall not function beyond two
580 (2) calendar years after its creation. There is no limit to the number of ad hoc committees which may be
581 in existence at one time but prudence should be used. There is no limit to the number of times an ad hoc
582 committee can be reauthorized.

583 **6 GENERAL ASSOCIATION POLICIES AND PROCEDURES**

584 **6.1 Alcohol Policy**

585 Funds from the NeASFAA Treasury shall not be used to purchase any alcoholic beverages for any function.

586 **6.2 Awards**

587 The Association strives to maintain a consistent method of recognizing the many contributions of its
588 members. In doing so, the Professional Development and Recognition Committee is responsible for
589 implementing an equitable and reasonable award process. See Section 3.5.6 of this manual for the
590 complete committee description.

591 **6.3 Complimentary Room**

592 Contracts with hotels for the fall institute and spring conferences will provide for the following (to the
593 extent possible):

- 594 • One "grand suite" for the President.
595 • Standard Rooms for guest speakers, RNASFAA President, NASFAA National Chairperson, and
596 NASFAA President. Standard rooms can be upgraded to suites, if available, for persons listed
597 above.

598 **6.4 Conference Sponsors and Exhibitors**

599 **6.4.1 Policies**

600 Sponsorship of functions by outside organizations at NeASFAA conferences will be encouraged by the
601 Association.

602 The Association shall provide a designated vendor display area at the annual conference.

603 Sponsors and vendors will receive visibility only through Association channels or by direct Association
604 approval.

605 **6.4.2 Procedures**

606 The Professional Development and Recognition Committee will be responsible for coordinating exhibitors
607 and sponsors at the meetings of the membership.

608 **6.4.2.1 Sponsors**

609 The sponsors will receive credit for their sponsorship at the conference. Sponsors shall pay the established
610 conference registration fee.

611 **6.4.2.2 Exhibitors**

612 Exhibitors must be members of the association to exhibit at the conference. Exception may be granted by
613 the Board of Directors on a case-by-case basis; should an exception be made the registration and
614 exhibition fee will not be waived.

615 Exhibitors serving the aid profession will be actively invited to display their products/services.

616 All approved exhibits will be displayed in an area designated for that purpose by the Association.

617 The distribution of any promotional material by an approved exhibitor will take place only in the area
618 designated for exhibitor displays.

619 There will be no promotional material distributed by any unapproved exhibitor. The exhibitor will receive
620 credit for exhibiting at the conference.

621 Exhibitors shall pay the established conference registration and exhibition fee.

622 **6.5 Electronic Equipment**

623 All electronic equipment purchased by NeASFAA is NeASFAA property. This equipment may be assigned
624 to NeASFAA members from time to time for use by members while conducting NeASFAA business. The
625 Treasurer will maintain an inventory list of equipment. It is recommended that equipment needs be
626 evaluated every two (2) years by the Board of Directors.

627 **6.6 Record Retention**

628 Records should be retained as follows (electronic storage is permissible):

Record Type	Retention Period
Tax documents/transactional records	7 years
Tax returns	Indefinitely
Historical documents (i.e. minutes, committee reports, officer reports, etc.)	Indefinitely (stored on the NeASFAA website)
Governing documents (all versions of Bylaws and Policies & Procedures)	Indefinitely (stored on the NeASFAA website)

629 **6.7 Summer Institute Scholarship**

630 NeASFAA will provide one scholarship annually to a NeASFAA member for the RMASFAA Summer
631 Institute. The scholarship will cover the registration fee for RMASFAA Summer Institute. Applications for
632 the scholarship are posted on the NeASFAA website and sent through the NeASFAA listserv annually.
633 Scholarship recipients are asked to contribute back to NeASFAA by volunteering for and actively
634 participating on a NeASFAA committee, volunteering as a trainer, or presenting at
635 a NeASFAA conference.

636 Responsible Committee: Nominations and Elections

637 Application Process: Scholarship application and draft are both located in Dropbox. Sector representatives
638 can reach out to members in their sector and encourage applications. Completed scholarship applications
639 will be sent to the Chair of the Nominations and Elections Committee via mail, email, or fax.

640 Selection: After collecting all the applications, the Nominations and Elections chair will block out all
641 personal identifiers contained in the applications and maintain a master file of the original applications.
642 The Chair will send the applications to the committee, and the committee will respond individually with
643 their top three choices. The chair will tabulate the results. If there is not a clear winner, the committee
644 can meet via conference call to determine the winner. One recipient will be selected. The committee will
645 also select an alternate in case the recipient cannot attend. The alternate will not be notified unless the
646 first choice is unable to attend.

647 Notification/Awarding: The Chair of Nominations and Elections Committee will contact the scholarship
648 recipient and include steps for recipient to obtain the scholarship. A scholarship acceptance letter has
649 been developed and was added to Dropbox for future use. The scholarship recipient will register for
650 RMASFAA Summer Institute, select the option to be billed, and send registration invoice to Chair. The
651 Chair will complete the Expense Reimbursement form (from NeASFAA website), attach the recipient's
652 registration invoice, and send this information to the NeASFAA treasurer. The NeASFAA Treasurer
653 will send a check to the RMASFAA Treasurer, including a note identifying that this check is for the selected
654 individual (include name) as our NeASFAA Summer Institute Scholarship recipient.

655 **7 FINANCIAL POLICIES AND PROCEDURES**

656 **7.1 Accounts Receivable Policy**

657 Collection of all outstanding accounts to NeASFAA will be the responsibility of the Treasurer. The
658 Treasurer will be responsible for following up on all receivables and will report to the Board.

659 If the account is uncollected after 180 days, the Treasurer must bring it before the Finance & Audit
660 Committee. The Finance and Audit Committee will provide a recommendation to the Board of Directors
661 for write-off approval.

662 **7.2 Membership Dues**

663 Annual dues for NeASFAA are established by the Board of Directors. The membership year is July 1 through
664 June 30. Membership dues are due by September 1. If dues are not paid, a \$50.00 late fee will be added
665 to the September 1 billing statement. Additionally, individuals attending conferences or workshops will
666 be charged the nonmembership fee. Requests to bill for dues after conferences or workshops shall be
667 refused.

668 After the spring budget meeting where dues are set, the first membership invoices will go out by June 1st.
669 By July 15th a second statement will go out to those who have yet to pay their membership. By September
670 1st an invoice will go out to those who have not yet paid their dues with balances due including late fees.

671 New membership applications are reviewed by the NeASFAA Board of Directors during the next regularly
672 scheduled meeting. Membership dues are payable within 45 days following the approval of the
673 application. Membership is established as of the receipt of these dues for the year in which the dues are
674 received. An exception will be made for dues received after the Annual Spring Conference, but before July
675 1, to apply towards the next membership year. Member rates are applicable for NeASFAA functions and
676 conferences following receipt of the dues.

677 7.3 Registration Fee Refund Policy for Conferences and Workshops

678 All requests for refunds shall be in writing from the institutional representative and sent to the Treasurer.

679 A 100% refund shall be granted if the request is postmarked at least 15 calendar days, prior to the start
680 of the activity. The treasurer shall confirm that the fee was received and issue the refund.

681 Requests for exceptions based on extenuating circumstances must be received within 15 days after the
682 activity. Up to 100% may be refunded, upon approval of the Treasurer and President.

683 Registration fees may be transferred to another individual as follows:

- 684 • NeASFAA member registration fees to another NeASFAA member.
- 685 • Non-NeASFAA member fees to any individual.
- 686 • NeASFAA member registration fees may be transferred to a nonmember when the additional
687 nonmember fee has been paid.

688 7.4 Late Fees

689 The Professional Development and Recognition Committee will establish a date by which registration for
690 conferences and workshops is due. Registrations received after the date established by the Committee
691 will be assessed a late fee of \$50.00.

692 7.5 Waiver of Conference Registration Fee

693 All persons attending the Conference will be expected to pay the registration fee with the following
694 exceptions: RNASFAA President, NASFAA National Chairperson, NASFAA President, speakers outside the
695 Association and/or profession.

696 7.6 Reimbursements, Honoraria, and Travel Expense

697 NeASFAA members who serve as conference speaker/presenters may not be reimbursed for any personal
698 expenses related to the conference (i.e., registration, transportation or room and board). An honorarium
699 may be paid to members who are designated "keynote" speaker at NeASFAA functions.

700 An exception to this policy may be made by the Board of Directors.

701 The Professional Development and Recognition Committee is authorized to pay travel expenses, hotel
702 accommodations and meals for non-member speakers for their requested participation period. (e.g. if
703 speaking one day, cover one day/overnight charges; if speaking two days, cover two days/overnight
704 charges.)

705 The Professional Development and Recognition Committee will ascertain as to whether nonmember
706 speakers will receive any additional fees (i.e. honoraria, stipends). Approval by the Professional
707 Development and Recognition Committee Chairperson is needed before final commitments are to be
708 made. NeASFAA will pay mileage for non-member speakers at the federal mileage rate, or airfare
709 whichever is less.

710 7.6.1 Officer Travel

711 During the course of the year, NeASFAA Officers may be requested to make appearances at non-NeASFAA
712 conferences. While NeASFAA encourages this interaction, it cannot assume the financial responsibility of
713 sending these officers to such conferences.

714 Travel associated with officer duty will be reimbursed at the federal mileage rate.

715 7.7 Contract Signing Policy

716 Only the current President or his/her designee may sign a contract binding the Association.

717 Purchases, commitments, contracts, etc. which are greater than \$1000 require a written contract.
718 Contracts which are greater than \$2,000 require Board of Director approval before the President is
719 authorized to sign contracts on NeASFAA's behalf.

720 Contracts which involve hotels and/or conference center properties will be reviewed by the appropriate
721 Committee Chairpersons and approved by the Board of Directors.

722 Contracts which involve non-hotel and/or meeting site properties (i.e. printing, supplies, entertainment
723 groups, etc.) will be reviewed by the responsible Committee Chairpersons for the activity/event prior to
724 contract signature.

725 NOTE: "Contract" in this policy statement is meant to include purchase orders, letters of intent or similar
726 documents.

727 7.8 Insurance Policy

728 The NeASFAA Treasurer shall be responsible for the purchase of insurance to safeguard the corporation
729 and its members.

730 7.8.1 General Liability

731 The General Liability Insurance Policy is to protect the Corporation with regard to personal property,
732 valuable paper, income loss, money coverage, fire, medical product, property damage, advertising
733 liability, host liquor, personal injury, hired and non-owned automobile and blanket contractual.

734 7.9 Strategic Fiscal Plan

735 The purpose of an investment policy is first to safeguard the funds of the Association, and secondly to
736 produce an interest income which is as high as possible. The Treasurer in consultation with the Finance &
737 Audit Committee and President shall be authorized to invest NeASFAA funds. A review of the investments
738 shall be performed at least annually by the Finance & Audit Committee.

739 The Association will maintain a general fund and a reserve fund.

740 The general and reserve funds are both involved in the investment plan. The Treasurer is authorized to
741 invest on behalf of NeASFAA as directed by the Board of Directors and only in products offered by an FDIC
742 approved entity.

743 Any reserve funds invested for the Association by the Treasurer must be established so that two signatures
744 by officers of the Board are required for withdrawal.

745 The Treasurer is not authorized to use an investment broker to assist in the management of the funds to
746 invest. Only those investments issued by the U.S. Treasury or Agencies of U.S. Government are authorized.

747 7.10 Reserve Fund Policy

748 A reserve fund has been established by the Association to set aside funds not normally required for
749 operation of the Association. The level of funds to be maintained in the Reserve Fund is to be a minimum
750 amount equal to fifty (50%) percent of the Association's annual operating budget

751 7.11 Revenue and Expenditures Policy

752 It is essential that all NeASFAA funds are managed by the Treasurer, all income deposited into a NeASFAA
753 account, and all expenses paid from one account. This will simplify accounting procedures and maximize
754 interest income.

755 7.11.1 Checking Accounts

756 NeASFAA shall have only one checking account, which shall be an interest bearing account.

757 Signatories will include the Treasurer and another officer of the Board, with the address of the Treasurer
758 appearing on the account.

759 All NeASFAA income and expenses shall pass through this account, with all deposits made within 15 days,
760 and all accounts payable made within 30 days.

761 A purchase order does not constitute payment for any Association activity.

762 Payment/Reimbursement requests are to be presented to the Treasurer and are to include the
763 appropriate Reimbursement Form and receipt(s).

764 The Treasurer is not authorized to cash personal checks.

765 7.12 Sales Tax Reimbursement Policy

766 NeASFAA is a tax exempt organization as classified under Internal Revenue Service Code 501(c)(6) and is
767 exempt from the payment of federal taxes. NeASFAA is not, however, exempt from paying state taxes.

768 7.13 Check Policy

769 If a NeASFAA check becomes void, it is the payee's responsibility to request in writing that a duplicate be
770 issued. Such requests will be sent to the Treasurer.

771 A stale check that is later reissued will be charged to the same account from which it was originally issued
772 if the fiscal year records are still open.

773 An account entry is made in the Treasurer's Report of the current year titled "Prior year(s) expenditures"
774 when the stale check is from a closed prior fiscal year.

775 An ongoing "Stale Check Record" will be maintained as a part of NeASFAA's permanent financial records.

776 NOTE: By declaring a check stale, NeASFAA is not relinquishing its obligation to the payee. Therefore
777 NeASFAA does not deem it necessary to remind the payee to cash a check.

778 7.14 Other Expense Considerations

779 No member of the Board of Directors will be reimbursed for travel or lodging expenses when traveling to
780 and from board meetings.

781 Meals may be provided during meetings of the Board and/or committees.

782 7.15 Expressions of Condolences

783 From time to time it may be appropriate for NeASFAA to express condolences upon the death of a
784 NeASFAA member or a family member. These guidelines are provided as a suggested response. At the
785 discretion of the President, alternative expressions may be approved.

786 In remembrance of a NeASF AA member, a donation of \$25 is suggested. The President shall direct the
787 Treasurer to send a check to the Secretary. The Secretary will send a sympathy card along with a check to
788 the member's family.

789 In remembrance of a spouse, child or parent of a NeASF AA member, a sympathy card is suggested. As
790 notified by the NeASF AA membership, the Secretary may send a sympathy card to a NeASF AA member.

791 In all situations, the Secretary shall send an e-mail to the NeASF AA list serve notifying the membership at
792 large of any expressions of condolences.

793 **8 APPOINTED POSITION**

794 **8.1 Historian**

795 Annually the President shall appoint a Historian. It will be the responsibility of the Historian to assist the
796 Secretary in the collection and maintenance of historical documents relevant to the organization.

797 Records that will be maintained include, but are not limited to the following:

- 798 • All NeASF AA newsletters
- 799 • All treasurers' reports given at Board of Directors meetings
- 800 • Budgets as initially approved by the Board of Directors and year-end budgets
- 801 • Conference registration and promotional material
- 802 • Membership roster for each year
- 803 • Minutes from all Board Meetings
- 804 • Minutes of Annual Association Meetings
- 805 • End of the year officer and committee reports as presented to the general membership at the
806 annual business meeting.

807 The Secretary will request that the above documents be submitted from each Board member and
808 committee chairs responsible for the required reports.

809 The Historian is responsible for gathering the documents from the Secretary and then sorting and storing
810 them at the designated storage site.

811

APPENDIX 1

812

PARLIAMENTARY PROCEDURES: Motions, Debates, and Votes

813

Note: Nothing should go to discussion without a motion on the floor.

814

I. How A Motion is Introduced

815

a. Member makes motion (voting member) [ex. "I move to..."]

816

b. Another member seconds motion (voting member) [ex. "I second the motion to..."]

817

c. Modification/Withdrawal of motion (voting member)

818

i. Maker may modify/withdraw motion before Chair (President) states question

819

ii. If maker modifies prior to Committee Chair (President) stating questions, person (voting member) seconding motion may withdraw

820

821

iii. Another member (not the maker or the one who seconds initial motion) requests modification by maker. If modification is accepted, the "suggestor has seconded modified motion"; no other second is necessary.

822

823

824

II. Committee Chair (President) states question on motion [ex. "It is moved and seconded to..." "Is there any discussion?"]

825

826

a. Motion is pending

827

b. Motion is open to debate

828

III. How Debate is Handled

829

a. Three cases where floor assigned to person who may not have been first to rise and address chair (President). Anyone invited to the Board meeting may participate in debate.

830

831

i. Member making motion has not already spoken; preference over others.

832

ii. No one entitled to floor second time in debate on same issue, same day, if other member not spoken desires floor.

833

834

iii. Committee Chair (President) knows persons seeking floor have opposing views (member to be recognized not determined by 1 or 2 above). Floor alternates between those favoring and opposing.

835

836

837

IV. Speaking in Debate

838

a. Obtaining and Assigning the Floor

839

i. A member asks to be recognized (e.g., raises hand or placard) when no one else has the floor.

840

841

ii. The Chair (President) or Parliamentarian (President-Elect) recognizes the individual.

842

843

b. Each member has the right to speak twice on the same question, same day. Maker of the motion has the first right to the floor. Debate must be confined to the merits of the motion.

844

845

846

c. Member spoken once cannot make second speech, same question, if other member not spoken on question desires floor.

847

848

d. Asking a question or making brief suggestion is not considered speaking in debate.

849

V. Closing Debate

850

a. Presiding officer (Chair/President) can close debate after each member has exhausted right to debate or no further debate [ex. "Any more discussion?"]

851

852

b. Order of assembly

- 853 i. Move the previous question (move to vote now) [ex. "I move to vote now..."]
 854 1. Brings assembly to immediate vote
 855 2. Takes precedence over all debatable or amendable motions
 856 3. Out of order when another has floor
 857 4. Must be seconded
 858 5. Not debatable or amendable
 859 6. Requires 2/3 vote
 860 c. Limit or extend limit of debate
 861 i. Reduce number of length of speeches permitted; require certain hour or specified
 862 length of time debate to close
 863 ii. Takes precedence over all debatable amendable motions
 864 iii. Out of order when another has floor
 865 iv. Must be seconded
 866 v. Not debatable
 867 vi. Is amendable; any amendment not debatable
 868 vii. Requires 2/3 vote

869 **VI. How A Vote Is Handled**

- 870 a. Committee Chair puts questions [ex. "It is moved and seconded to..."]
 871 b. States exact question assembly deciding
 872 c. May explain effect of "aye" vote and "not" vote

873 **VII. Committee Chair takes vote [ex. "Those in favor, say 'aye' (pause), those opposed, 'nay'"]**

- 874 a. By voice
 875 b. By show of hands
 876 c. Affirmative vote called first
 877 d. Negative vote always called for

878 **VIII. Committee Chair (President) announces results**

- 879 a. Report of voting, stating which side has motion
 880 b. Declares motion adopted or lost [ex. "The ayes/nays have it, the motion carries/fails."]
 881 c. States effect of vote or orders execution
 882 d. Announces next item of business, as applicable
 883

884 **HOW TO ACCOMPLISH WHAT YOU WANT IN A MEETING:**

- 885 • Motion/Amendment: Propose new idea or action for group or change wording being discussed.
- 886 • Refer to committee: Idea or proposal being discussed needs more study and investigation.
- 887 • Postpone/Lay on the table: Want membership to have more time to consider the question
- 888 under discussion and postpone it for future consideration (usually next meeting).
- 889 • Postpone indefinitely: Kill a motion that is being discussed.
- 890 • Previous question: Discussion has gone far too long and you want to stop discussion and vote.
- 891 • Limit/extend debate: Discussion is getting long and you want to limit debate or you think it
- 892 deserves more attention and want to extend debate.
- 893 • Recess: Take a break.
- 894 • Adjournment: You want the meeting to end.
- 895 • Call for Orders of the Day: You feel the Chair (President) is not following the approved agenda.
- 896 • Point of Order/Request Information/Parliamentary Inquiry: You have a comment/question
- 897 about something, but aren't debating; clarification of rules, facts of the motion, etc.

898

APPENDIX 2

899

PARLIAMENTARY PROCEDURES: Table of Precedence of Parliamentary Motions

900 This table illustrates the motions from the strongest (1) to the weakest (16). A stronger motion always
901 takes precedence over any weaker motion and becomes the next business to come before the meeting.

902 **PRIVILEGED MOTIONS (1 to 5)** have to do with special matters of immediate importance which, without
903 debate, should be allowed to interrupt consideration of anything else.

904 **INCIDENTAL MOTIONS (6)** are equal in rank among themselves and considered in the order moved.

905 **SUBSIDIARY MOTIONS (7 to 15)** assist the assembly in treating or disposing of a main motion.

906 **MAIN MOTIONS (16)** are equal in rank among themselves. They have zero precedence since they may not
907 be considered when any other motion is on the floor. How business is introduced to the assembly.

Rank	Motion	Second	Amend	Debate	Vote	Purpose
1	Fix Time of Next Meeting	Y	Y	N	Maj.	Close meeting
2	Adjourn	Y	N	N	Maj.	Close meeting
2	Recess	Y	Y	N	Maj.	Interrupt meeting
4	Question of Privilege	N	N	N	Chair	Assert rights
5	Orders of the Day	N	N	N	Chair	Assert rights
6	Appeal Decision	Y	N	Y	Maj.	Assert rights
6	Close Nominations	Y	Y	N	2/3	Hasten action
6	Division of the House	N	N	N	None	Count votes
6	Object to Consideration	N	N	N	None	Prevent action
6	Parliamentary Inquiry	N	N	N	None	Clarify rules
6	Point of Order	N	N	N	Chair	Assert rights
6	Suspension of Rules	Y	N	N	2/3	Hasten action
6	Methods of Voting	Y	Y	N	2/3	Types of votes
6	Request for Information	N	N	N	Chair	Seek information
6	Withdraw a Motion	N	N	N	Maj.	Prevent action
6	Division of a Question	Y	Y	N	Maj.	Simplify motion
6	Consideration by Paragraph	Y	Y	N	Maj.	Simplify motion
6	Dispense w/ Reading/Minutes	Y	N	N	Maj.	Hasten action
7	Lay on the Table (temporary)	Y	N	N	Maj.	Delay action
8	Previous Question	Y	N	N	2/3	Close debate
9	Limit/Extend Debate	Y	Y	N	2/3	Hasten/delay action
10	Postpone	Y	Y	Y	Maj.	Delay action
11	Refer to Committee	Y	Y	Y	Maj.	Study/Delay
12	Committee of the Whole	Y	Y	Y	Maj.	Consider informally
13	Amend an Amendment	Y	N	Y	Maj.	Modify amended motion
14	Amend	Y	Y	Y	Maj.	Modify motion
15	Postpone Indefinitely	Y	N	Y	Maj.	Prevent action
16	General Main Motion	Y	Y	Y	Maj.	New business
16	Reconsider	Y	N	Y	Maj.	Change decision
16	Rescind	Y	Y	Y	2/3	Change decision
16	Take from Table	Y	N	N	Maj.	Hasten action
16	Special Order/Business	Y	Y	Y	2/3	Hasten action

908 **APPENDIX 3**
909 **AUDIT GUIDE**

910 **I. Purpose:**

- 911 a. The Finance and Audit Committee has a responsibility to the Association membership to
912 ensure the accounting records are maintained and disclosed by the Treasurer in
913 accordance with all applicable laws and Board requests.

914 **II. Audit Procedure:**

- 915 a. The Finance and Audit Committee Chair will contact the NeASFAA Treasurer to schedule
916 the annual audit for a day and time mutually acceptable. The audit should be conducted
917 no later than 90 days after the fiscal year end by the Finance and Audit Committee
918 members. A report will be submitted to the NeASFAA President within 30 days of the
919 audit and to the Board of Directors at the Board meeting following the audit.

920 **III. Items to Review during the Audit:**

- 921 a. Board of Directors Minutes
- 922 i. Review Board minutes to ensure approval of annual budget.
- 923 ii. Review Board minutes to ensure any Board action(s) pertaining to budget and/or
924 financial adjustments were subsequently enacted by the Treasurer.
- 925 b. Balance Sheet and Profit/Loss Statements
- 926 i. The Treasurer will provide a Fiscal Year Trial Balance Report that reflects all
927 financial transactions for the year.
- 928 ii. Randomly select expenses and track them from claim form, to check book, to the
929 detail on the Fiscal Year Trial Balance Report. Confirm payments were made
930 accurately and within 30 days.
- 931 iii. Randomly select different types of deposits (conference, membership...) and
932 track them from the "make deposit" page in QuickBooks to the detail on the Fiscal
933 Year Trial Balance Report. Confirm that deposits were made within 15 days.
- 934 c. Bank Statements and Reconciliation Reports
- 935 i. Verify the bank statement reconciliations were processed and balanced
- 936 ii. Verify that all checks are accounted for and all were related to Association
937 business
- 938 iii. Verify that the beginning balance and ending balance on the back statement
939 match those on the QuickBooks reconciliation report.
- 940 d. Certificate of Deposit Review
- 941 i. Treasurer needs to provide bank statements for each CD that had activity during
942 the fiscal year in review.
- 943 ii. Review bank statements to the QuickBooks report that shows activity including
944 interest, purchases of CDs and closing of CDs.
- 945 iii. Verify the CD balances are correctly reflected in the Balance Sheet

- 946 iv. Verify signature authority on Association CDs
- 947 e. IRS Form 990N
 - 948 i. Verify the IRS tax documents were submitted on time
- 949 f. Insurance Liability Policy
 - 950 i. Verify the association has an active Insurance Policy.
 - 951 ii. Review the Insurance Policy to ensure the Association is protected from liability.
- 952 g. NeASFAA Policy and Procedures Manual
 - 953 i. Review the NeASFAA Policy and Procedures Manual to ensure that the Treasurer
 - 954 is complying with the outlined duties/responsibilities pertaining to the financial
 - 955 interest of the Association.
- 956 h. Reserve Fund
 - 957 i. Verify the reserve fund is at least 50% of the Association's Annual operation
 - 958 budget.