

**WEST VIRGINIA ASSOCIATION OF  
STUDENT FINANCIAL AID ADMINISTRATORS  
CONSTITUTION AND BYLAWS  
As Amended 11/6/17**

**CONSTITUTION**

**ARTICLE I – NAME**

To involve the greatest possible number of professional aid administrators, and the name of this organization shall be the West Virginia Association of Student Financial Aid Administrators.

**ARTICLE II – PURPOSE**

The purpose of this association shall be:

- A. To promote the professional competency and association of student financial aid administrators in colleges, universities, and other institutions of post-secondary education, government agencies, foundations, and others associated with private and community organizations, concerned with the support and administration of student financial aid programs.
- B. To assist educational institutions, foundations, government agencies, private and community organizations in the promotion and development of effective programs pertinent to student financial assistance.
- C. To facilitate communication between educational institutions and sponsors of student financial aid funds through an exchange of ideas, information, and experience.
- D. To provide for the training and development of aid administrators by sponsoring workshops, conferences, and other related activities to fulfill the purpose of this Association.

**ARTICLE III – MEMBERSHIP**

- A. Regular membership in the Association shall consist of persons directly involved in the administration of student financial aid from any institution of post-secondary education in the State of West Virginia and full-time staff of the West Virginia Higher Education Policy Commission. Each regular member shall be entitled to vote as a member of the Association, to hold office in the Association, to be committee member or chairperson and shall be urged to attend annual meetings, work conferences, and all other meetings of the Association.
- B. Associate memberships shall be open to persons representing public and private agencies and organizations concerned with or engaged in the support and/or administration of student financial aid. Each associate member shall be entitled to vote as a member of the Association, be eligible to be committee members or chairpersons and shall be encouraged to attend annual meetings, work conferences and all other meetings of the Association.
- C. Auxiliary memberships shall be open to persons who are not eligible to become regular or associate members but who wish to fulfill and promote the mission statement of WVASFAA. Each Auxiliary member shall be entitled to vote as a member of the Association, to hold office in the Association, to be committee member or chairperson and shall be urged to attend annual meetings, work conferences, and all other meetings of the Association.

**ARTICLE IV - VOTING PRIVILEGES**

Each regular, auxiliary and associate member shall have full voting privileges during plenary sessions of the Association.

**ARTICLE V – OFFICERS**

A. The administrative responsibility of this Association shall be visited in an Executive Committee.

B. The elected officers of the Association shall be:

1. President-Elect
2. Secretary
3. Treasurer

C. Regular and auxiliary members of the Association shall be eligible to run for and to hold elected offices.

**ARTICLE VI – MEETINGS**

The president shall call at least two meetings per year. Meetings may be held in conjunction with Department of Education presentations or other related informational programs. Meetings shall be publicized at least one month prior to date.

**ARTICLE VII - AMENDMENTS**

This constitution may be amended or revised upon recommendation of the Executive Committee whose recommendation must be mailed either electronically or by regular mail to members thirty (30) days prior to the balloting. Balloting may occur in regularly scheduled meetings or by electronic/regular mail referendum.

Passage of the amendment or revision is contingent upon support by two-thirds of the membership in attendance at a regularly scheduled meeting, or two-thirds of the votes returned by electronic or regular mail on a predetermined date to be no less than thirty-five (35) days from the date of electronic or regular mailing.

Electronic or mail ballots require the signatures of the members voting and must be retained and made available for all members to review at the next regularly scheduled meeting of the Association.

**BYLAWS**

**ARTICLE I – MEMBERSHIP**

*Section I*

Membership shall be individual rather than institutional.

*Section II*

Dues shall be assigned on a yearly basis as deemed appropriate by the Executive Committee. Payment shall be a necessary prerequisite for membership. The membership year shall begin November 1 and end October 31.

**ARTICLE II - EXECUTIVE COMMITTEE AND OFFICERS**

*Section I – Officers*

The officers of the Association shall be the President, Past-President, the President-Elect, the Secretary, and the Treasurer. These officers and committee chairs as appointed by the President shall constitute the Executive Committee.

*Section II - Elections, Appointment and Terms of Office*

- A. Elected officers of the association shall be selected by electronic or written ballot at the fall meeting or by absentee ballot. Ballots will be mailed either electronically or by regular mail to members at least 30 days before the meeting and absentee ballots must be returned by a predetermined date. All ballots require the electronic or written signature of the voting member. Officers will serve for a period of one year, with the exception of the Treasurer, who shall serve for a two-year term. The elected officers shall begin their terms concurrent with the membership year. The Association's fiscal year is July 1 through June 30.
- B. The Executive Committee shall approve appointments of officers, standing committees and ad hoc committees as needed following the election of officers.
- C. The Nominations Committee will prepare a slate of candidates for office to be circulated to the membership with the announcement of the fall meeting. This committee shall be responsible for counting, announcing, and destroying ballots upon direction of the President.
  - D. The President will only vote in an election of officers when a tie exists for an office.
  - E. The Associate Member Representative - Elect shall be elected by the by written ballot at the fall meeting. The slate of candidates shall be circulated to that membership thirty (30) days prior to the fall meeting so that absentee voting may occur.

*Section III- Vacancies*

In the event of a vacancy in the President's office, the President-Elect shall succeed to that office. Other vacancies shall be filled for the remainder of the year by the President with the approval of the Executive Committee.

*Section IV- President*

The President shall preside at all meetings of the Association, shall serve as chairperson of the Executive Committee and shall be an ex-officio member of all committees.

*Section V - President - Elect*

The President - Elect shall perform all the duties of the President in the absence of or at the request of the President, and shall perform such other duties as may be required by the Association. The President - Elect will assume the office of President upon the completion of the term of President - Elect.

*Section VI - Secretary*

The Secretary shall be responsible for the official minutes and record of the meetings of the Association and the Executive Committee and shall notify the members of scheduled meetings upon request by the President.

*Section VII - Treasurer*

The Treasurer shall be responsible for receiving and disbursing all monies of the Association, shall keep adequate and appropriate records of receipts and disbursements, shall submit a financial report to the Association at each meeting, shall submit an annual budget and shall perform such other duties as approved by the Executive Committee.

*Section VIII - Past President*

The Past President shall serve in an advisory capacity to the Executive Committee and shall represent the association in an official capacity when the President or President - Elect may not be able to do so.

*Section IX - Associate Member Representative*

The Associate Member Representative shall serve as the liaison between the regular, auxiliary and associate membership, shall ascertain and disseminate pertinent information on behalf of the associate membership, shall assist the program chairperson as a member of the conference program committee, and shall be responsible for preparing a slate of nominated individuals for the Associate Member Representative - Elect to be circulated to the Association with the announcement of the fall meeting.

*Section X - Associate Member Representative - Elect*

The Associate Member Representative - Elect shall serve as a non-voting member of the Executive Committee and shall assume the position of the Associate Member Representative upon completion of the term as Associate Member Representative - Elect.

**ARTICLE III – COMMITTEES**

The President with the concurrence of the Executive Committee shall have power to appoint such committees as are necessary and appropriate for the Association. A standing committee for nominations shall be appointed.

**ARTICLE IV – MEETINGS**

The President shall call at least two meetings per year. Meetings may be held in conjunction with Department of Education presentations or other information programs. Meetings shall be publicized at least one month prior to date.

**ARTICLE V - DISBURSEMENT AND AUDIT OF FUNDS**

Authorization for the disbursement of Association funds shall bear the signatures of at least two of the following officers: The President, the President - Elect, the Secretary, or the Treasurer. Normally, these officers shall include the President and the Treasurer. Expenditures in excess of

\$350 for items not included in the budget must be approved by a majority vote of the Executive Committee. Audit of the Association's funds shall be accomplished by persons external to the Executive Committee.

#### **ARTICLE VI – QUORUM**

Members in attendance at any scheduled Association meeting or conference, or members responding to a mail referendum conducted according to the stated Constitution or Bylaws shall constitute a quorum.

#### **ARTICLE VII – AMENDMENTS**

These Bylaws may be amended or revised upon recommendation of the Executive Committee whose recommendation must be mailed either electronically or by regular mail to members thirty (30) days prior to balloting. Ballots may be cast at a regular meeting or by electronic or regular mail.

Passage of the amendment is contingent upon support by two-thirds of votes received by a predetermined date to be no less than thirty-five (35) days from the date of electronic or regular mailing.

All ballots require the electronic or original signature of the member voting and must be retained and made available for all members to review at the next regularly scheduled meeting of the Association.

If the proposed changes are accepted by the membership, the “Grandfather Clause” will prevail in all instances of a change in the Constitution and Bylaws that are conditions of the document in effect will continue until the normal expiration date for all applicable situations.