



Constitution - Oregon Association of Student Financial Aid Administrators

Article I – Name

The name of the organization shall be the Oregon Association of Student Financial Aid Administrators (OASFAA).

Article II – Purpose

OASFAA is organized exclusively for charitable purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code. The purpose of OASFAA shall be: to foster and promote the professional preparation, effectiveness, recognition, and association of administrators and counselors of student financial aid in educational institutions beyond high school and individuals in public or private agencies or organizations concerned with student financial aid.

Article III – Membership

1. Membership in the organization may be individual or institutional. Each member, including those listed under institutional, shall be classified as either voting or affiliate.
 - a. Individual voting membership shall be limited to persons actively engaged as administrators and/or staff in student financial aid at postsecondary institutions in Oregon. Institutional voting membership is limited to postsecondary institutions in Oregon and includes any members listed under the institutional membership. Institutional voting membership must include at least one person actively engaged as an administrator and/or staff in student financial aid.
 - b. Affiliate membership, including institutional affiliate membership, shall be open to all others. Affiliate members are not entitled to vote.
2. The amount of annual membership dues for membership shall be established by a majority vote of the members present at a regular meeting. In general, membership fees are intended to assist in funding the organization's operating expenses.
3. Each voting member shall be entitled to vote. Proxy votes will not be accepted.
4. Individual voting membership shall revert to individual affiliate membership when a member ceases to be employed in financial aid.

Article IV – Executive Council

1. The Executive Council performs the functions of OASFAA between meetings of the membership and each member of the council shall serve as a representative of the membership for the purpose of discussing issues, concerns, and contributing to the formulation of policies and procedures.
2. The Executive Council shall consist of the President, Past President, President-Elect, Treasurer, Treasurer-Elect (during the second year of the Treasurer's term), Secretary, and Segmental Vice-Presidents. The segments are Community Colleges, Public Four-Year, Private (independent), and

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Proprietary. All terms are for one year with the exception of the Treasurer, which shall be a two-year term.

Article V – Committees

As OASFAA perceives the need, Standing Committees or Subcommittees may be formed with the approval of the Executive Council to fulfill the purposes of the organization. The President of OASFAA will nominate a chairperson and committee members to be approved by the Executive Council.

Article VI – Amendments

The constitution may be amended by a two-thirds majority of members voting, providing that each amendment shall have been proposed in writing to the Secretary: by the Executive Board, or by a committee authorized by OASFAA, or by petition of any five voting members of OASFAA; and provided further that a copy of the proposed amendment shall have been sent to each voting member of OASFAA at least thirty (30) days before the vote is called by the Executive Council.

Article VII – Operation and Fiscal Procedures

1. No part of the net earnings or assets of OASFAA shall inure to the benefit of, or be distributable to, its members, Executive Council officers, or other private persons, except that OASFAA shall be authorized and empowered to provide reasonable payment on behalf of, or reimbursement to, individuals and engaged in the furtherance of the purposed set forth in Article II above.
2. No substantial part of the activities of OASFAA shall involve attempting to influence legislation, and OASFAA shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
3. Notwithstanding any other provision of these Articles, OASFAA shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any United States Internal Revenue Law).
4. Upon dissolution of OASFAA, after paying or adequately providing for the debts and obligations of OASFAA the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes; which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code; and which is capable of administering a scholarship fund to assist Oregon residents in paying for attendance at postsecondary institutions in Oregon.



OASFAA Secretary

2/8/19

Date



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1. Only voting members may be elected to the Executive Council.
2. Nomination activities described below shall occur in the fall.
 - a. After soliciting members for nominations, and after the segmental VPs have provided nominations for their segments, the Election Committee shall present a proposed ballot to the Executive Council for discussion, possible modification and ratification. After ratification the Election Committee will then conduct the annual election of officers.
 - b. The Executive Council shall present two candidates for the President-Elect and Secretary positions. Two candidates for Treasurer-Elect shall also be nominated every other year.
 - c. The membership will be informed of a call for nominations prior to the completion of the ballot each year, usually in the early fall. Members will have two weeks to respond.
3. Elections Committee
 - a. The standing Election Committee will be comprised of the President-Elect, President and one other council member appointed by the President.
 - b. The Elections Committee will conduct an election in late fall each year.
4. Officers shall be elected by a simple majority and ties shall be resolved in one of two ways. First, candidates will be given the option to concede. Second, if neither candidate concedes, the final results will be decided by the flip of a coin.
5. The Election Committee shall compile the results of the election. The Election Committee shall make the announcement of the election results through appropriate means by the Annual Conference.
6. The terms of office shall be from Annual Conference to Annual Conference each year with the exception of the Treasurer, whose term shall be two years.

Vacancies

1. The President-Elect shall assume the duties of the President should that Office become vacant.
2. A vacancy in the office of President-Elect shall be filled by a vote of the membership through a special election as determined by the Executive Council.
3. A vacancy in the office of Past President shall be filled by the most recent Past President eligible to serve on the Executive Council.
4. A vacancy in the office of Treasurer during the first year of the two year term shall be filled by a regular or a special election, whichever is most expeditious, as determined by the Executive Council. A vacancy that occurs during the second year of the Treasurer's two year term of office shall be filled by the Treasurer-Elect.

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5. A vacancy in the office of Secretary or Segmental Vice President shall be filled by appointment by the Executive Council.
6. Vacancies in appointed positions shall be filled by the President in consultation with the Executive Council.

Business Year, Membership Year, Payment of Dues

1. The Association's business year and membership year shall be from June 1 through May 31.
2. Membership in the organization may be individual or institutional. Individual membership in the organization is not transferrable.

Reimbursement for Travel Expenses

1. Executive Council and committee members are entitled to reimbursement for expenses incurred to attend meetings. Individuals must submit a written request for reimbursement and documentation of expenses to the Treasurer within 60 days of the incurred expenses.
2. Officers of the Association are entitled to reimbursement for travel expenses associated with their positions.
3. Guidelines for reimbursement are reviewed annually by the Executive Council. Current guidelines are updated in the Association's Policy Statements.

OASFAA Policies and Procedures Manual

1. Operation of the Association will be according to the OASFAA Policies and Procedures Manual.
2. The Policies and Procedures Manual shall be reviewed annually by the Executive Council and shall be updated as needed.
3. Proposals to modify the Association's Policies and Procedures may be submitted to the Executive Council by any association member.



OASFAA Secretary

2/8/18
Date