

Articles of Incorporation of CASFAA

2.1 ARTICLES OF INCORPORATION

- ONE: The name of the corporation is CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, also known hereafter as CASFAA or the Association.
- TWO: This Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public or charitable purposes.
- THREE: The name and complete business address in this state of the corporation's initial agent for service of process is Kathleen W. Little, University of California, Santa Cruz. 292 Central Services Building, Santa Cruz, California 95064.
- FOUR: The specific purposes of the corporation are to provide assistance to student financial aid programs and to support and assist persons and entities who are interested in student financial aid.
- FIVE: (a) The corporation is organized and operated exclusively for charitable and/or educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.
- (b) Notwithstanding any other provision of these Articles or the Bylaws, the corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code or (ii) by a corporation, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code.
- (c) No substantial part of the activities of the corporation shall consist of carrying on propaganda, or otherwise attempting to intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
- SIX: The property of the corporation is irrevocably dedicated to charitable and/or educational purposes, and no part of the net income or assets of the corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for

payment, of all debts and liabilities of the corporation shall be distributed to a non-profit fund, foundation or corporation that is organized and operated exclusively for charitable and/or educational purposes and which has established its tax exempt status under section 501(c) (3) of the Internal Revenue Code. The purposes in this Article are limited to those within the meaning of section 214 of the California Revenue and Taxation Code.

SEVEN: An existing unincorporated association, California Association of Student Financial Aid Administrators, is being incorporated by the filing of these Articles.

2.2 BYLAWS OF CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

A California Nonprofit Public Benefit Corporation
April 1, 1989

ARTICLE I - NAME

Section 1. The name of the Association shall be the California Association of Student Financial Aid Administrators.

ARTICLE II - OFFICES

Section 1. The principal office of the Association for the transaction of its business is located in San Francisco County, California. The location of the principal office will change automatically each year to the county of the institution in which the President of the Association is principally employed. The Executive Council may also change the principal office from one location to another or establish branch or subordinate offices at any place where the association is qualified to do business. Any change of this location shall be noted by the Secretary on the page opposite this section.

ARTICLE III - PURPOSES

Section 1. To promote the professional preparation, training, effectiveness, recognition and association of persons engaged in any aspect of the operation of student financial aid in educational institutions, government, business, and public/community agencies concerned with the administration of student financial aid.

Section 2. To serve the interests and needs of students, faculties, government agencies, and sponsors through coordination of plans and programs pertinent to student financial aid.

Section 3. To assist educational institutions, foundations, government agencies, and private and community organizations to promote and develop effective programs of student financial aid.

Section 4. To facilitate communications among student financial aid administrators and between institutions of postsecondary education and the sponsors of student aid programs.

Section 5. To promote research, training, and other related activities required to fulfill the purpose of this association.

Strategic Goals may be drawn from Article III.

ARTICLE IV - MEMBERSHIP

Section 1. There shall be two classifications of membership in this Association: active and associate membership.

Section 2. Active membership shall be limited to persons engaged in any aspect of the operation of student financial aid either at the campus or at the systemwide level in a postsecondary institution in California, including the California Student Aid Commission and the Region IX Office of the United States Department of Education. Active members shall have all rights and privileges of membership including the right to vote on all matters that come before the Association membership and to hold office on the Executive Council.

Section 3. Associate membership shall include representatives of other educational institutions and government agencies, foundations, private and community, involved in financial aid matters and persons in an institution of postsecondary education in states other than the one listed in Section 2 above, or individuals with a professional interest in financial aid matters. Associate members shall have all rights and privileges of membership except the right to vote or to hold office on the Executive Council.

This section was amended by vote of the membership on the 2010 Ballot.

- Section 4.
- a. Any member of the Association will be dropped from membership for nonpayment of dues or by action of the Executive Council for just cause after being afforded an opportunity to be heard by a committee appointed by the President.
 - b. Any member of the Association will be dropped from membership if the member no longer meets the requirements for membership set forth in Section 1 and Section 2. Any member dropped from membership for failure to qualify under Section 1 or Section 2, who again becomes eligible for membership within the membership years, may reapply without payment of additional dues. Notwithstanding the foregoing, a Lifetime Member remains

a Lifetime Member regardless of eligibility for active or associate membership.

- c. Any member who, during the course of the year, no longer qualifies under Section 2 but qualifies under Section 3 shall be deemed to be an associate member for the remainder of the membership year. The member may not requalify for active membership until the next membership year.

Amendment approved by vote of membership on the 2006 Election Ballot

Section 5. Membership is by individual only and is not transferable, nor are membership dues refundable.

Section 6. The Executive Council may award Lifetime Membership to any person. Annual membership dues for the recipient of this honor will be waived. The Lifetime Member is entitled to all rights and privileges of membership in the Association.

Section 7. The Association shall keep a record of the name and address of each member. Such record shall be kept at one or more of the Association's established offices, or via an online database, and shall be available for review by any member of the Association during regular business hours.

Section 8. There is no limit on the number of members the Association may admit.

Section 9. A member of this Association is not, as such, personally liable for the debts, liabilities or obligations of the Association.

Section 10. All rights of membership cease upon the member's death or dissolution of the Association.

Section 11. All rights of a member in the Association shall cease on termination of membership as herein provided.

Section 12. Forms and fees for membership in the Association shall be directed to the Treasurer of the Association.

Section 13. Membership dues shall be in an amount established by the Executive Council with the approval of the voting members.

Section 14. The membership year shall begin on January 1.

Amendment approved by CASFAA membership on the 2010 Ballot

ARTICLE V - OFFICERS

Section 1. The officers of the Association shall be the President, President-Elect, Vice President for Federal Issues, Vice President for State Issues, Secretary, and Chief Financial Officer who shall be designated the Treasurer and a Treasurer-Elect. *(In 2001, the membership approved a Treasurer-Elect position as an additional officer of the Executive Council.)*

Amendment approved by CASFAA membership on the 2008 Ballot

Section 2. The President-Elect shall automatically become President of the Association upon the death, resignation, or removal of the President.

Section 3. With the exception of the President, the President-Elect, and Treasurer-Elect, an elected officer may be a candidate for re-election.

Section 4. Duties of officers shall be as specified in the Bylaws and in Robert's Rules of Order insofar as the latter does not conflict with the former.

ARTICLE VI - EXECUTIVE COUNCIL

Section 1. The Board of Directors, referred to herein as the Executive Council, shall have full authority over the affairs of the Association and shall perform the functions of the Association during the interim between meetings of the Association, and shall act on behalf of the association between meetings of the membership. Such authority shall not include that of rescinding or modifying any official action taken by the Association.

Section 2. Members of the Executive Council must be voting members of the Association.

Section 3. The Executive Council shall consist of the officers of the association, as listed in Article V of the CAFAA By-Laws, plus the Immediate Past President, the Treasurer-Elect; two (2) Members-At-Large, elected by the membership. The five (5) Segmental Representatives will be elected from each of the five segments of California higher education as follows: (1) California State University, (2) Community Colleges, (3) Independent Colleges and Universities, (4) Proprietary Institutions, (5) University of California.

This section was amended by vote of the Membership on the 2010 Ballot.

Section 4. The Executive Council shall meet in conjunction with the annual meeting of the Association. Special meetings of the Council may be called by the President or upon petition of three (3) other members of the Executive Council. The time and place of such meetings shall be specified by the President.

Section 5. Seven (7) members, present and voting, shall constitute a quorum at any official meeting of the Executive Council.

Section 6. Meetings of the Executive Council shall be conducted according to Robert's Rules of Order.

ARTICLE VII - ELECTION OF MEMBERS OF THE EXECUTIVE COUNCIL

Section 1. Election of all members of the Executive Council except as detailed here, shall be held each year under the supervision of a Nominations and Elections Committee. The President, and beginning with the election of the 1992 Executive Council, the Treasurer, shall be elected in alternate years according to the nominating and election procedures specified in the CASFAA Bylaws for the election of Executive Council members, as each initially serves as the President-Elect and Treasurer-Elect respectively. The nominating committee shall consist of (1) the immediate Past-President, who shall serve as chair, (2) the President-Elect, (3) the five Segmental Representatives, and (4) the two Members-at-Large to the Executive Council. Should any designated member of the Nominations and Elections Committee wish to run for membership on the next Executive Council, an alternate from the appropriate segment or constituency shall be appointed by the President.

Section 2. Nominations for each office must be solicited from the general membership no later than 30 days before the annual meeting of the Association.

Section 3. The Nominations and Elections Committee shall make their best attempt to select two nominees for each office, taking into consideration nominations from the membership, and including the widest representation possible, ensuring a balance among ethnicity, gender, type of institution, and geographic location. *Amended by CASFAA membership on the 2008 ballot.*

Section 4. Nominations shall be submitted to the Executive Council for approval.

- a. The election of the Treasurer will occur a year before the new Treasurer takes office, and assumes the office in the second year of service. This will allow the person to serve a year as Treasurer-elect* to train with the current Treasurer for a year before taking responsibility. The Treasurer-elect and the Treasurer will both be voting members of the Executive Council
*(*Amendment approved by CASFAA membership on the 2001 ballot)*
Amendment approved by CASFAA membership on the 2006 Ballot

Section 5. The Nominations and Elections Committee shall submit a ballot to the active membership of the Association no later than 30 days prior to the annual meeting. *(Amended by vote of the membership on the 2000 ballot).*

Section 6. With the exception of the Treasurer and Treasurer-elect, who shall be selected in accordance with section 4 (a) of this Article, the officers of the

Association and the Members-at-Large shall be elected by the voting members of the Association in the year that they take office. Segmental Representatives shall be chosen by a vote of their own segment in the year that they take office.

Amendment approved by CASFAA membership on the 2006 Ballot

Section 7. Ballots for the election of members of the Executive Council shall list the persons nominated and at a minimum their current position of employment.

Section 8. The Nominations and Elections Committee of the Association shall make available to members reasonable nomination and election procedures with respect to the election of members of the Executive Council by the membership. Such procedures shall be reasonable given the nature, size and operations of the Association, and shall include:

- a) A reasonable means of nominating persons for election as members of the Executive Council.
- b) A reasonable opportunity for a nominee to communicate to the members the nominee's qualifications and the reasons for the nominee's candidacy.

If this Association publishes any material soliciting votes for any nominee for membership on the Executive Council in any publication owned or controlled by the Association, it shall make available to all other nominees, in the same issue of the publication, an equal amount of space, with equal prominence, to be used by the other nominees for a purpose reasonable related to the election.

- c) A reasonable opportunity for all nominees to solicit votes.
- d) A reasonable opportunity for all members to choose among the nominees.

Section 9. A quorum for any election of members of the Executive Council shall be the number of votes cast by the deadline date for receipt of ballots. A candidate who receives a majority of the votes cast is elected.

Amended by vote of the membership on the 1999 ballot.

ARTICLE VIII - DUTIES OF THE MEMBERS OF THE EXECUTIVE COUNCIL

Section 1. The President shall preside at all meetings of the Association and the Executive Council, and perform such other duties that pertain to the office of the

President, and, further shall be an ex-officio member of all CASFAA committees. The President shall provide leadership on matters of interest to the financial aid community in California and to the Association. The President or designee will be a member of the Executive Council of the Western Association of Student Financial Aid Administrators (WASFAA).

Section 2. The President-Elect shall perform the duties of the President in the event of absence or incapacity of the President, and perform such other duties as assigned by the President and endorsed by the Executive Council.

Amendment approved by CASFAA membership on the 2008 Ballot

Section 3. The Vice President for Federal Issues shall chair the Federal Issues Committee and perform such other duties as assigned by the President and endorsed by the Executive Council.

Section 4. The Vice President for State Issues shall chair the State Issues Committee and perform such other duties as assigned by the President and endorsed by the Executive Council. The Vice President of State Issues is charged with the coordination of the Day at the Capitol event in Sacramento, CA.

Section 5. The Secretary shall be responsible for keeping and maintaining the records of the Association and of the Executive Council, for the emailing of meeting notices and such other communications as provided for in the Bylaws. The Secretary shall perform other duties as assigned by the President and endorsed by the Executive Council.

Section 6. The Treasurer shall be responsible for the receipt and expenditure of funds in accordance with the directives established by the Executive Council. The Treasurer shall maintain appropriate and adequate financial records and shall be ready whenever required to give the Executive Council all monies and financial records, and shall give the same to the Treasurer-elect upon completion of the term of office. The Treasurer shall submit a duly audited biennial financial report to the Association and shall be under such bond as determined by the Executive Council. The Treasurer shall perform such other duties as assigned by the President and endorsed by the Executive Council.

This section was amended by vote of the membership on the 2010 Ballot

Section 6a. The Treasurer-elect shall perform the duties of the Treasurer in the event of absence or incapacity of the Treasurer, shall train with the current Treasurer for a year before taking full responsibility. The Treasurer-elect will serve as the Fiscal Planning chair and will perform such other duties as assigned by the President and endorsed by the Executive Council.

Section 7. The Segmental Representatives shall represent the interests of their segments, serve on the Nominations and Elections Committee, and shall perform such other duties as assigned by the President and endorsed by the Executive Council.

Section 8. Members-at-Large shall serve as Chairs of the committees to which they are elected (e.g., the Access and Diversity Committee and the Graduate and Professional Issues Committee). They shall also serve on the Nominations and Elections Committee and shall perform such other duties as assigned by the President and endorsed by the Executive Council.

Section 9. The Immediate Past-President shall serve as Chair of the Nomination and Election Committee, shall provide guidance and advice to the President and the Executive Council and shall perform such other duties as assigned by the President and endorsed by the Executive Council.

This section was amended by vote of the Membership on the 2010 Ballot.

Section 10. Members of the Executive Council whose status changes from voting to non-voting status or who ceases to be a member must vacate their offices and will lose their membership on the Executive Council.

Amendment approved by vote of membership on the 2006 Ballot.

ARTICLE IX - MEETINGS OF MEMBERS

Section 1. The Association shall meet annually on a date and time determined by the Executive Council. Meetings of the Association shall be held in California at a site that is found to be cost effective for the current fiscal state of the organization. This site selection shall not meet in only the northern region or only the southern region of California for more than 2 years in a row. For site selection purposes, the southern region of California shall be designated as San Luis Obispo, Kern, and San Bernardino counties and those counties south within the great state of California.

This section was amended by vote of the Membership at the 2016 Conference.

Section 2. Special meetings of the Association may be called by the Executive Council, Council, the President of the Association, or by petition of three (3) members of the Executive Council. In addition, special meetings of the members for any lawful purpose may be called by five percent (5%) or more of the membership.

Section 3. If a special meeting is called by the membership as authorized by our Bylaws, the request for the meeting shall be submitted in writing to the President, Vice President, or Secretary specifying the general nature of the business proposed to be transacted.

Section 4. A quorum at any meeting of the membership shall consist of twenty percent (20%) of the eligible voting members of the Association.

Section 5. Each voting member is entitled to one vote on each matter submitted to a vote of the eligible voting members of the Association.

ARTICLE X - VACANCIES

Section 1. A vacancy occurring in any office of the Executive Council other than that of the President, Past-President or President-Elect, shall be filled by the appointment of the Executive Council until the installation of the next elected

Executive Council. An affirmative vote of a majority of the entire Executive Council by ballot, shall be necessary to fill such a vacancy. Such an appointment shall not prejudice the election of the incumbent to a regular term of Office.

Section 2. If a vacancy occurs in the office of the President, the position will be assumed by the President-Elect.

Section 3. A vacancy in the office of the President-Elect will be filled by a vote of the membership through either the annual election or a special election to be determined by the Executive Council.

Section 4. A vacancy in the office of the Past-President shall be filled by the appointment of the previous immediate Past-President.

ARTICLE XI – CODE OF CONDUCT

Section 1. When the conduct of a member of the Executive Council (EC) or of the school represented by said member is contrary to the bylaws and stated good practices of CAFSAA, it is the right and responsibility of the EC to address such concerns. Any CASFAA member can express such a concern to a member of the EC with a call for action, stating the conduct that is in question. Such action, up to and including a recommendation of resignation from the CASFAA position, must be fully discussed by the EC, and enacted with respect and caution. Examples of such conduct may include, but are not limited to:

- Failing to respond to investigations initiated by the government or charges brought against institution represented by said member related to financial aid;
- Accepting cash, gift, or benefit in excess of a de minimis amount from an entity doing business with or seeking to do business with the institution.

This section was amended by vote of the Membership at the 2016 Conference.

ARTICLE XII - COMMITTEES

Section 1. The Association shall have such committees as determined by the Executive Council to meet the goals of the Association. These committees shall act in an advisory capacity to the Executive Council. Membership is for the duration of the Executive Council that made the appointment with the exception of those committees deemed by Executive Council to have an 18-month term. Membership on committees should include the widest representation possible, ensuring a balance among ethnicity, gender, type of institution, and geographic area.

ARTICLE XIII - EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

Section 1. The Executive Council, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Association to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2. Except as otherwise specifically determined by resolution of the Executive Council, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Association shall be signed by the Treasurer or the President of the Association except that any check made payable to the Treasurer must be signed by the President or any officer authorized to sign by the Executive Council.

Section 3. All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the Executive Council may select.

Section 4. The Executive Council may accept on behalf of the Association any contribution, gift, bequest, or devise for the charitable or public purposes of this Association.

Section 5: As of June 1, 2008, the Executive Council approved that checks over \$10,000 will require two signatures: the Treasurer and the President (or the President's designee).

Approved by Executive Council June, 2008

ARTICLE XIV - ASSOCIATION RECORDS, REPORTS AND SEAL

Section 1. The Association shall keep at one or more of the Association's established offices, or via an online database:

- a) Minutes of all meetings of members and of the Executive Council.
- b) Adequate and correct books and records of account.
- c) A record of its members.
- d) A copy of the Association's Articles of Incorporation and Bylaws as amended to date.

Section 2. The Executive Council may adopt, use and, at will, alter a corporate seal. Such seal shall be kept in the Archives of the Association. Failure to affix the seal to Association instruments, however, shall not affect the validity of any such instrument.

This section amended by vote of the membership on the 2010 Ballot.

Section 3. Every member of the Association shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Association. A written request must be made to the President of the Association; upon approval of the President, the Secretary will provide access to the requested records.

Section 4. Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection includes the right to copy .

ARTICLE XV - PROHIBITION AGAINST SHARING ASSOCIATION PROFITS AND ASSETS

Section 1. No member, member of the Executive Council, officer, employee, or other person connected with this Association, or any private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the Association, provided, however, that this provision shall not prevent payment to any such person or reasonable compensation for services performed for the Association in effecting any of its public or charitable purposes, provided that such compensation is otherwise permitted by these Bylaws and is fixed by resolution of the Executive Council; and no such person or persons shall be entitled to share in the distribution of, and shall not receive, any of the Association assets on dissolution of the Association.

All members, if any, of the Association shall be deemed to have expressly consented and agreed that on such dissolution or winding up of the affairs of the Association, whether voluntarily or involuntarily, the assets of the Association, after all debts have been satisfied, then remaining in the hands of the Executive Council, shall be distributed as required by the Articles of Incorporation of this Association and not otherwise.

ARTICLE XVI – EMPLOYEES

Section 1. Provided the necessary funds are available, the Executive Council may employ Personnel whose titles, duties and remuneration shall be determined by the Executive Council. Any paid employee with fiscal responsibility may be bonded at the expense of The Association in the amount determined by the Executive Council.

Section 2. All requests for outside services that are on-going or for an extended period of time beyond the scope of the Association's expertise must be approved in advance by the CASFAA Executive Council in consultation with the Association's General Counsel. All requests must include a source of Association funding. Written personnel requests and independent contractor agreements must include a job description outlining the work to be performed, the qualifications required to perform the duties, terms and conditions of employment, and level of compensation. No work may be performed prior to a competitive bidding process and the successful execution of a written independent contractor agreement. All requests must be free from conflicts of interest with members of the CASFAA Executive Council or its General Counsel. Familial relations must be disclosed. No payment may be made for work performed under such contracts or written agreements without the advance knowledge and consent of the CASFAA President, Treasurer, and other members of the CASFAA Executive Council. All written personnel requests and independent contractor agreements shall be retained by both the CASFAA Treasurer .

Approved by Executive Council June, 2008

ARTICLE XVII- RELATIONSHIP TO THE NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS AND THE WESTERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS.

Section 1. This Association recognizes and encourages membership and participation of its members in the National Association of Student Financial Aid Administrators and the Western Association of Student Financial Aid Administrators.

ARTICLE XVIII - AMENDMENT OF ARTICLES OF INCORPORATION

Section 1. Before any members have been admitted to the Association, an amendment of the Articles of Incorporation may be adopted by approval of the Executive Council.

Section 2. After members, if any, have been admitted to the Association, amendment to the Articles of Incorporation may be adopted by the approval of the Executive Council and by the approval of the members of this Association.

Section 3. Notwithstanding the above Sections of this Article, this Association shall not amend its Articles of Incorporation to alter any statement that appears in the original Articles of Incorporation and of the names and addresses of the first members of the Executive Council of this Association nor the name and address of its initial agent, except to correct an error in such statement or to delete either statement after the Association has filed a "Statement by a Domestic Non Profit Corporation" pursuant to Section 6210 of the California Non Profit Corporation Law.

ARTICLE XIX - AMENDMENTS TO THESE BYLAWS

A quorum for any election to amend the Bylaws shall be thirty-five percent (35%) of the active members as of the date ten (10) days prior to the meeting or ten (10) days prior to the distribution of ballots to the members. These Bylaws may be amended only by a seventy percent (70%) majority affirmative vote of the Association voting members after a canvass of the entire voting membership providing that each amendment shall have been proposed in writing to the Secretary by the Executive Council, a committee authorized by the Association or by a petition of five percent (5%) of the members of the Association; and providing that a copy of the amendment shall have been mailed or sent via electronic format to each member of the Association at least thirty (30) days before the vote is called by the Executive Council.

This Article was amended by vote of the Membership on the 2010 Ballot

ARTICLE XX - INDEMNIFICATION

The Association shall, to the maximum extent permitted by the law, indemnify each of its Executive Council members against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any proceeding arising by reason of the fact that any such person is or was an

Executive Council member and shall advance to such members expenses incurred in defending any such proceeding to the maximum extent permitted by the law. For purposes of this Article XX, "Executive Council Member" of the Association includes any person who is or was an Executive Council Member as defined in Section 3 of Article VI, or is or was serving at the request of the Association or the Executive Council as a member of a standing or ad hoc committee/task force of the Association. The Executive Council may at its discretion, provide by resolution for such indemnification of, or advance of expenses to, other agents of the Association and likewise may refuse to provide for such indemnification of, or advance of expenses to the extent such indemnification is mandatory under the law.

2.3 GENERAL POLICIES

The following are the stated policies of the Association. These policies can be changed at any time with a majority vote of the Executive Council.

2.3.1 EXECUTIVE COUNCIL VACANCY POLICY

When an officer elected to the Executive Council resigns or is ineligible to continue with the term of office, the decision of who shall fill the vacancy should depend on the timing of the vacancy during the calendar year, the level of experience needed to complete the goals and objectives of the position, and the amount of knowledge and ability needed to carry out the tasks of the position.

Whenever feasible, it is recommended that the President contact the person who was nominated and ran for the office in the previous election to determine whether circumstances will allow that individual to fill the position., After it is determined that the individual is willing to assume the vacant position, the candidate's name is brought to Executive Council for endorsement. Upon approval by the Executive Council, the new officer will assume office immediately. The CASFAA membership must be notified of the change in office.

If the President determines that the person previously nominated is unable or unwilling to assume the vacant office, the President will confer with the resigning elected official and prior year's elected representative for recommendations of a nominee(s) perceived to have the ability to continue with the ongoing duties and responsibilities. The President will then contact the candidate(s) to determine whether circumstances will allow that individual to fill the position. After it is determined that the individual is willing to assume the vacant position, the candidate's name is brought to the Executive Council for endorsement. Upon approval by the Executive Council, the new officer will assume office immediately. The CASFAA membership must be notified of the change.

2.3.2 NO CONSENSUS POLICY

CASFAA may take a No Consensus position when, by voting yes or no, the position taken by CASFAA would clearly impact one or more of the segments or a specific student population, and there is clear opposition to a yes or no vote because of this impact. The pros and cons of the position under consideration will be made public, along with the No Consensus vote.

Approved by the Executive Council on November 18, 1992.

2.3.3 CONTRACT SIGNING POLICY

All contracts will be forwarded to the Site Selection Committee Chair, to the Fiscal Planning Committee and, if necessary, to the Association's legal counsel for review before the President approves the contracts on behalf of the Association. Such agreements should be provided as soon as available and not later than 10 days before the Chair of the Committee initiating the contract requires an approval. In November, 2005 it was determined that a purchase order or draft contract be included in this policy.

2.3.4 NON-DISCRIMINATION POLICY

CASFAA views its membership to be an important asset to the community and to the State of California. In respecting the individuality of each member, we are committed to maintaining an inclusive environment at association functions. It is important to CASFAA that its members participate in activities free from all forms of discrimination and harassment on the basis of national origin, ancestry, religion, marital status, medical condition, disability or sexual preference.

Approved by 1995 Executive Council

2.3.5 EDITORIAL POLICY

CASFAA welcomes expression of all views. Submissions to the CASFAA Newsletter should be brief and are subject to condensation. The author may request that his/her name be withheld, but the author's name, signature and contact number must be included with the article. It may not be possible to publish all items submitted. Opinions expressed in the CASFAA Newsletter are those of the authors and not necessarily those of the Association or of the institutions represented by the authors.

Approved by the Executive Council 10/8/92

2.3.6 ALCOHOL POLICY

CASFAA will not reimburse members for alcoholic beverages in conjunction with Executive Council Meetings or Committee Meetings. However, there may be CASFAA sponsored events when the serving of alcohol is deemed appropriate. The President of CASFAA can authorize some events to include alcoholic beverages in meals/receptions at those events only if there is no charge for the alcohol.

Approved by Executive Council (11/8/05)

The Treasurer checked the CASFAA insurance policy and confirmed that CASFAA has coverage for serving alcohol as long as there is no charge. (11/8/05)

2.4 EXECUTIVE COUNCIL

The governing body of the Association is the Executive Council, which is responsible for the general conduct of the business of the Association between meetings of the membership.

The role of the Executive Council is one of developing and implementing the goals, objectives and activities of the Association. The Executive Council consists of the following members:

President*

President-Elect*

Past President*

Vice President-Federal*

Vice President-State*

Treasurer*

Treasurer-Elect*

Secretary*

Member-at-Large - Graduate and Professional

Member-at-Large - Access and Diversity

University of California Segmental Representative

California State University Segmental Representative

Independent Segmental Representative

Community College Segmental Representative

Proprietary Segmental Representative

Other leaders are asked to attend Executive Council meetings at the discretion of the President. These leaders have included the following:

Conference Committee Chairperson (Ex-Officio Member)

Newsletter Committee Chairperson (Ex-Officio Member)

Associate Member Liaison (Ex-Officio Member)

CSAC Liaison (Ex-Officio Member)

Other liaison(s) as deemed appropriate by the President and the Executive Council

The Executive Council should establish a set of goals and objectives each year based on the issues and concerns facing the Association and its membership.

2.4.1 STATEMENT OF IDEALS

Whereas, in a world of rapidly changing technology and global competition, higher education is an absolute national investment in our collective future, and:

Whereas, CASFAA believes that every effort must be made to provide students access to the educational opportunities best suited to individual needs, and;

Whereas, CASFAA has a continuing commitment to ensuring that all students be provided an opportunity to pursue a quality postsecondary education, and;

Whereas, CASFAA believes that student financial aid programs enable deserving students to realize educational goals and to become productive members of society;

Therefore Be It Resolved, that the 1989 CASFAA Executive Council establishes this Student Financial Aid Statement of Ideals:

1. Educational funding at all levels must be national priority of equal importance to the defense of our freedom.
2. All students who can benefit have a right to a quality academic or career related postsecondary education, regardless of their financial circumstances.
3. All students, regardless of choice of eligible school, must have the opportunity to apply for all types of student aid (scholarships, grants, employment, and loans) in order that they may minimize financial barriers to the achievement of their educational goals.
4. The financial aid application process must seek to encourage, not intimidate, needy students from participation.
5. The need analysis system should be simplified to the extent that students can clearly understand how need is determined. However, the system must be able to differentiate among applicants in order that limited resources may be equitably directed.

6. To the extent possible, employment opportunities for students should attempt to complement the student's classroom or career interests and goals.
7. Additional "in-school" services related to retention, remedial and/or developmental education and financial aid must be provided to those students whose needs require additional support.
8. In today's diverse society, students must be exposed to positive role models both in the classroom and in professional and administrative areas. (Approved by the 1989 CASFAA Executive Council, on 12/10/89)

2.4.2 FINANCIAL AID ADMINISTRATORS' STATEMENT OF GOOD PRACTICES

The Financial Aid Administrator:

1. Shall at all times uphold the high ethical standards expected of those committed to this profession by encouraging honesty and accuracy and by serving as a positive role model to all.
2. Shall make every effort to promote and develop effective programs of student financial aid at all levels and to promote awareness of its national priority.
3. Shall make every effort to provide students access to the educational opportunity of his/her choice by meeting his/her demonstrated financial need, to the extent funding is available.
4. Shall inform the student of all conditions under which an award is granted at the time the offer is made stressing the student's responsibilities in accepting the award.
5. Shall counsel the student who accepts a loan as to the seriousness of this obligation as well as all elements required by law.
6. Shall respect the confidentiality of all aspects of student records and shall ensure that all policies and procedures protect the student's right to privacy.
7. Shall make efforts to ensure additional student services related to retention, remedial and/or developmental education are provided to students who need additional support.

8. Shall exercise adequate controls to make every effort to ensure compliance with all applicable state and federal laws and regulations for the benefit of the student.
9. Shall oppose the use of aid administrators to accomplish disciplinary objectives.

(Adopted by the 1993 CASFAA Executive Council. Inspired by the NASFAA Statement of Good Practices.)

2.4.3 CASFAA ORGANIZATIONAL CHART

