



California Association of Student Financial Aid Administrators

**POLICIES  
AND  
PROCEDURES  
MANUAL**

**CASFAA**

Short Version

Updated February, 2011

This version of the CASFAA Policies and Procedures Manual was prepared so that officers of CASFAA Executive Council and CASFAA Committee and Project Chairs have a reference document without archival information. The longer version of the manual is located on the CASFAA website ([www.casfaa.org](http://www.casfaa.org)) for those who are interested in the information.

Policies and Procedure Committee, 2005

Amended and updated, 2006

Amended and updated, 2007

Amended and updated, 2009

Amended and updated, 2011

Updated February, 2011

**TABLE OF CONTENTS**

CASFAA’S MISSION STATEMENT .....	8
CASFAA’S VISION STATEMENT .....	8
<b>SECTION 1: INTRODUCTION .....</b>	<b>9</b>
1.1 PURPOSE AND SCOPE OF THE CASFAA POLICES AND PROCEDURES MANUAL .....	9
1.2 HISTORY OF CASFAA .....	9
1.3 LIFETIME MEMBERSHIP .....	10
1.4 AWARDS .....	10
1.4.1 DISTINGUISHED SERVICE .....	10
1.4.2 CREATIVE LEADERSHIP .....	10
1.4.3 SEGMENTAL LEADERSHIP .....	11
1.4.4 PRESIDENT’S SPECIAL AWARD .....	11
1.4.5 MERITORIOUS SERVICE .....	11
1.4.6 ROOKIE OF THE YEAR .....	11
1.4.7 SPECIAL RECOGNITION .....	11
1.4.8 COMMITTEE/PROJECT OF THE YEA R .....	11
1.4.9 ETHNIC DIVERSITY CONFERENCE SCHOLARSHIPS .....	12
1.4.10 CASFAA CONFERENCE NEWCOMERS’ SCHOLARSHIPS .....	12
1.4.11 CASFAA STUDENT SCHOLARSHIP (discontinued 1997) .....	12
<b>SECTION 2: ORGANIZATIONAL STRUCTURE .....</b>	<b>13</b>
2.3 GENERAL POLICIES .....	13
2.3.1 NO CONSENSUS POLICY .....	13
2.3.2 CONTRACT SIGNING POLICY .....	13
2.3.3 EDITORIAL POLICY .....	13
2.3.4 CSAC PUBLICATIONS REVIEW POLICY .....	13
2.3.5 EXECUTIVE COUNCIL VACANCY POLICY .....	14
2.3.6 NON-DISCRIMINATION POLICY .....	14
2.3.7 ALCOHOL POLICY .....	14
2.3.8 EXECUTIVE COUNCIL .....	15
2.4 STATEMENT OF IDEALS .....	17
2.5 FINANCIAL AID ADMINISTRATOR’S STATEMENT OF GOOD PRACTICES .....	17
2.6 CASFAA ORGANIZATIONAL CHART .....	18
<b>SECTION 3: ADMINISTRATION .....</b>	<b>21</b>
3.1 MEETINGS .....	21
3.1.1 EXECUTIVE COUNCIL MEETINGS .....	21
3.1.2 COMMITTEE MEETINGS .....	21
3.1.3 ANNUAL BUSINESS MEETING .....	22
3.1.4 SPECIAL MEETINGS .....	22
3.2 NOMINATIONS AND ELECTIONS .....	22
3.2.1 NOMINATIONS .....	23
3.2.2 ELECTIONS .....	23
3.3 GENERAL OPERATIONS .....	25
3.3.3 ASSOCIATION PROPERTIES .....	25
3.3.3.1 MASCOTS .....	25
3.3.3.2 CORPORATE SEAL .....	25
3.3.3.3 MEETING GAVEL .....	26
3.3.3.4 BANNER(S) .....	26
3.3.3.5 PLAQUES AND CERTIFICATES .....	26
3.3.3.6 ASSOCIATION LOGO .....	27
3.4 GIFTS AND AMENTITIES .....	27

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

3.5	FINANCE.....	27
3.5.1	OPERATING BUDGET .....	27
3.5.2	COMMITTEE BUDGETS .....	27
3.5.3	CONFERENCE BUDGET .....	28
3.5.4	ASSOCIATION TAX STATUS .....	28
3.5.5	AUDITS .....	28
3.5.6	REIMBURSEMENT GUIDELINES .....	28
3.5.7	THIRD PARTY PAYMENT.....	30
3.5.8	MEMBERSHIP DUES.....	31
3.5.9	CONFERENCE REGISTRATION FEES.....	31
3.5.10	CASFAA ASSOCIATION CREDIT CARD .....	31
4.1	PRESIDENT.....	33
4.1.1	DUTIES AND RESPONSIBILITIES .....	33
4.1.2	TERM OF OFFICE .....	33
4.2	PRESIDENT-ELECT .....	34
4.2.1	DUTIES AND RESPONSIBILITIES .....	34
4.2.1	TERM OF OFFICE .....	34
4.3	VICE PRESIDENT—Federal Issues.....	35
4.3.1	DUTIES AND RESPONSIBILITIES .....	35
4.3.2	TERM OF OFFICE .....	35
4.4	VICE PRESIDENT—State Issues.....	35
4.4.1	DUTIES AND RESPONSIBILITIES .....	35
4.3.2	TERM OF OFFICE .....	35
4.5	SECRETARY .....	36
4.5.1	DUTIES AND RESPONSIBILITIES .....	36
4.5.2	TERM OF OFFICE .....	37
4.6	TREASURER.....	37
4.6.1	DUTIES AND RESPONSIBILITIES .....	37
4.6.2	TERM OF OFFICE .....	38
4.7	TREASURER-ELECT .....	38
4.7.1	DUTIES AND RESPONSIBILITIES .....	38
4.7.2	TERM OF OFFICE .....	39
4.8	IMMEDIATE PAST-PRESIDENT.....	39
4.8.1	DUTIES AND RESPONSIBILITIES .....	39
4.8.2	TERM OF OFFICE .....	39
4.9	SEGMENTAL REPRESENTATIVES.....	39
4.9.1	DUTIES AND RESPONSIBILITIES .....	39
4.9.2	TERM OF OFFICE .....	40
4.10	MEMBER-AT-LARGE, ETHNIC DIVERSITY .....	40
4.10.1	DUTIES AND RESPONSIBILITIES .....	40
4.10.2	TERM OF OFFICE .....	40
4.11	MEMBER-AT-LARGE, GRADUATE AND PROFESSIONAL .....	41
4.11.1	DUTIES AND RESPONSIBILITIES .....	41
4.11.2	TERM OF OFFICE .....	41
4.12	CALIFORNIA STUDENT AID COMMISSION LIAISON (CSAC/EDFUND) .....	41
4.12.1	DUTIES AND RESPONSIBILITIES .....	41
4.12.2	TERM OF OFFICE .....	42
4.13	CASFAA LIAISON TO CSAC’s LOAN ADVISORY COMMITTEE (LAC) .....	42
4.13.1	DUTIES AND RESPONSIBILITIES .....	42
4.13.2	TERM OF OFFICE .....	42
4.14	CASFAA LIAISON TO CSAC’s GRANT ADVISORY COMMITTEE (GAC) .....	42
4.14.1	DUTIES AND RESPONSIBILITIES .....	42
4.14.2	TERM OF OFFICE .....	43
4.15	CALIFORNIA LENDERS for EDUCATION (CLFE) LIAISON .....	43
4.15.1	DUTIES AND RESPONSIBILITIES .....	43
4.15.2	TERM OF OFFICE .....	43

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

4.16	CASFAA COMMITTEE COORDINATORS (also called Liaisons).....	43
4.16.1	DUTIES AND RESPONSIBILITIES .....	43
4.16.2	TERM OF OFFICE .....	44
4.17	EXECUTIVE COMMITTEE of the CASFAA EXECUTIVE COUNCIL .....	44
	<b>SECTION 5: COMMITTEES .....</b>	<b>45</b>
5.1	COMMITTEE GUIDELINES .....	45
5.1.1	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEES .....	45
5.1.2	COMMITTEE MEETINGS .....	46
5.1.3	FINANCIAL RESPONSIBILITY .....	47
5.1.4	REPORTING.....	48
5.2	STANDING COMMITTEES .....	48
5.2.1	ARCHIVES COMMITTEE.....	50
5.2.1.1	SCOPE AND PURPOSE.....	50
5.2.2	CHARGE OF THE ARCHIVES COMMITTEE .....	51
5.2.1.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	51
5.2.1.4	COMMITTEE MEETINGS .....	51
5.2.1.5	FINANCIAL RESPONSIBILITY .....	51
5.2.3	CONFERENCE COMMITTEE .....	54
5.2.3.1	SCOPE AND PURPOSE.....	54
5.2.3.2	CHARGE OF THE CONFERENCE COMMITTEE .....	55
5.2.3.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	55
5.2.3.4	COMMITTEE MEETINGS .....	56
5.2.3.5	FINANCIAL RESPONSIBILITY .....	56
5.2.3.6	POST-CONFERENCE MEMBERSHIP POLICY .....	57
5.2.3.7	REPORTING.....	57
5.2.4	ELECTRONIC INITIATIVES COMMITTEE (EIC) .....	57
5.2.4.1	SCOPE AND PURPOSE.....	57
5.2.5.2	CHARGE OF THE COMMITTEE .....	59
5.2.5.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	60
5.2.5.4	MEETINGS .....	60
5.2.5.5	FINANCIAL RESPONSIBILITY .....	60
5.2.5.6	ETHNIC DIVERSITY CONFERENCE SCHOLARSHIPS .....	60
5.2.6	FEDERAL ISSUES COMMITTEE .....	62
5.2.6.1	SCOPE AND PURPOSE.....	62
5.2.6.2	CHARGE OF THE FEDERAL ISSUES COMMITTEE .....	62
5.2.6.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	62
5.2.6.4	COMMITTEE MEETINGS .....	63
5.2.6.5	FINANCIAL RESPONSIBILITY .....	63
5.2.7	FISCAL PLANNING COMMITTEE .....	63
5.2.7.1	SCOPE AND PURPOSE.....	63
5.2.7.2	CHARGE OF THE FISCAL PLANNING COMMITTEE .....	63
5.2.7.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	63
5.2.7.4	COMMITTEE MEETINGS .....	64
5.2.7.5	FINANCIAL RESPONSIBILITY .....	64
5.2.8	FUND DEVELOPMENT COMMITTEE .....	64
5.2.8.1	SCOPE AND PURPOSE.....	64
5.2.8.2	CHARGE OF THE FUND DEVELOPMENT COMMITTEE .....	64
5.2.8.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	65
5.2.8.4	COMMITTEE MEETINGS .....	65
5.2.8.5	FINANCIAL RESPONSIBILITY .....	65
5.2.9	GRADUATE AND PROFESSIONAL ISSUES COMMITTEE (GPIC).....	66
5.2.9.1	SCOPE AND PURPOSE.....	66
5.2.9.2	CHARGE OF THE GRADUATE AND PROFESSIONAL ISSUES COMMITTEE.....	66
5.2.9.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	66
5.2.9.4	COMMITTEE MEETINGS .....	67
5.2.9.5	FINANCIAL RESPONSIBILITY .....	67

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

5.2.10	HIGH SCHOOL RELATIONS COMMITTEE.....	67
5.2.10.1	SCOPE AND PURPOSE.....	67
5.2.10.2	CHARGE OF THE HIGH SCHOOL RELATIONS COMMITTEE .....	67
5.2.10.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	68
5.2.10.4	COMMITTEE MEETINGS .....	68
5.2.10.5	FINANCIAL RESPONSIBILITY .....	68
5.2.11	LOAN ISSUES COMMITTEE .....	68
5.2.11.1	SCOPE AND PURPOSE .....	68
5.2.11.2	CHARGE OF THE LOAN ISSUES COMMITTEE.....	69
5.2.11.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	69
5.2.11.4	COMMITTEE MEETINGS .....	69
5.2.11.5	FINANCIAL RESPONSIBILITY .....	69
5.2.12	MANAGEMENT INSTITUTE.....	70
5.2.12.1	SCOPE AND PURPOSE.....	70
5.2.12.2	CHARGE OF THE COMMITTEE .....	70
5.2.12.3	SELECTION, COMPOSITION, SIZE .....	70
5.2.12.4	MEETINGS.....	70
5.2.12.5	FINANCIAL RESPONSIBILITY .....	70
5.2.12.6	HISTORY.....	70
5.2.13	MEMBERSHIP COMMITTEE.....	70
5.2.13.1	SCOPE AND PURPOSE.....	70
5.2.13.2	CHARGE OF THE MEMBERSHIP COMMITTEE.....	71
5.2.13.3	SELECTION, COMPOSITION AND SIZE OF THE MEMBERSHIP COMMITTEE .....	71
5.2.13.4	CHARGE OF THE MEMBERSHIP SERVICES CHAIR .....	71
5.2.13.5	SELECTION OF THE MEMBERSHIP SERVICES CHAIR.....	72
5.2.13.6	COMMITTEE MEETINGS .....	72
5.2.14	MINI-CONFERENCES COMMITTEE.....	72
5.2.14.1	SCOPE AND PURPOSE.....	72
5.2.14.2	CHARGE OF THE COMMITTEE .....	72
5.2.14.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	73
5.2.14.3.1	Mini-Conference Chair: .....	73
5.2.14.4	COMMITTEE MEETINGS .....	74
5.2.14.5	HISTORY OF THE MINI CONFERENCES COMMITTEE .....	74
5.2.14.6	FINANCIAL RESPONSIBILITY .....	74
5.2.15	NEWSLETTER COMMITTEE .....	74
5.2.15.1	SCOPE AND PURPOSE.....	74
5.2.15.2	CHARGE OF THE NEWSLETTER COMMITTEE .....	74
5.2.15.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	75
5.2.15.4	COMMITTEE MEETINGS .....	76
5.2.15.5	EDITORIAL POLICY .....	76
5.2.15.6	FINANCIAL RESPONSIBILITY .....	76
5.2.16	NOMINATIONS AND ELECTIONS COMMITTEE .....	76
5.2.16.1	SCOPE AND PURPOSE.....	76
5.2.16.2	CHARGE OF THE NOMINATIONS AND ELECTIONS COMMITTEE .....	77
5.2.16.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	77
5.2.16.4	COMMITTEE MEETINGS .....	77
5.2.16.5	REPORTING.....	77
5.2.16.6	FINANCIAL RESPONSIBILITY .....	77
5.2.17	PLACEMENT COMMITTEE.....	78
5.2.17.1	SCOPE AND PURPOSE.....	78
5.2.17.2	CHARGE OF THE PLACEMENT COMMITTEE .....	78
5.2.17.3	SELECTION, COMPOSITION AND SIZE OF THE .....	78
5.2.17.4	FINANCIAL RESPONSIBILITY .....	78
5.2.18	POLICIES AND PROCEDURES COMMITTEE.....	78
5.2.18.1	SCOPE AND PURPOSE.....	78
5.2.18.2	CHARGE OF THE POLICIES AND PROCEDURES COMMITTEE.....	79

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

5.2.18.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	79
5.2.18.4	COMMITTEE MEETINGS .....	80
5.2.18.5	FINANCIAL RESPONSIBILITY .....	80
5.2.19	PROPRIETARY COMMITTEE .....	80
5.2.19.1	SCOPE AND PURPOSE.....	80
5.2.19.2	CHARGE OF THE PROPRIETARY COMMITTEE .....	80
5.2.19.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	81
5.2.19.4	COMMITTEE MEETINGS .....	81
5.2.19.5	FINANCIAL RESPONSIBILITY .....	81
5.2.20	SCHOLARSHIP COMMITTEE .....	81
5.2.20.1	SCOPE AND PURPOSE.....	81
5.2.20.2	CHARGE OF THE SCHOLARSHIP COMMITTEE .....	82
5.2.20.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	83
5.2.20.4	COMMITTEE MEETINGS .....	83
5.2.20.5	FINANCIAL RESPONSIBILITY .....	83
5.2.21	SITE SELECTION COMMITTEE .....	84
5.2.21.1	SCOPE AND PURPOSE.....	84
5.2.21.2	CHARGE OF THE SITE SELECTION COMMITTEE .....	84
5.2.21.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	84
5.2.21.4	FINANCIAL RESPONSIBILITY .....	85
5.2.22	STATE ISSUES COMMITTEE.....	85
5.2.22.1	SCOPE AND PURPOSE.....	85
5.2.22.2	CHARGE OF THE STATE ISSUES COMMITTEE.....	85
5.2.22.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	85
5.2.22.4	MEETINGS.....	85
5.2.22.5	FINANCIAL RESPONSIBILITY .....	86
5.2.22.6	REPORTING.....	86
5.2.23	TRAINING COMMITTEE .....	86
5.2.23.1	SCOPE AND PURPOSE.....	86
5.2.23.2	CHARGE OF THE TRAINING COMMITTEE .....	86
5.2.23.3	SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE .....	86
5.2.23.4	MEETINGS.....	86
5.2.23.5	FINANCIAL RESPONSIBILITY .....	87
5.2.23.6	REPORTING.....	87
5.3	DISCRETIONARY COMMITTEES/PROJECTS/TASK FORCES .....	88
SECTION 6: MEMBERSHIP SERVICES / PUBLICATIONS .....		88
6.1	MEMBERSHIP SERVICES .....	88
6.2	PUBLICATIONS .....	89
6.2.1	MEMBERSHIP DIRECTORY (no longer a printed document) .....	89
6.2.2	CASFAA NEWSLETTER .....	89
6.2.2.1	EDITORIAL POLICY .....	89

## **CASFAA'S MISSION STATEMENT**

To promote training and professional development opportunities to the financial aid community and to advocate on behalf of the financial aid profession for student educational access and choice.

(Amended and adopted by the 2006 CASFAA Executive Council)

## **CASFAA'S VISION STATEMENT**

CASFAA will:

- Serve as a resource for all financial aid professionals in California.
- Provide members with opportunities to become actively involved in the activities of the Association.
- Prepare members to assume leadership roles in the student aid profession, the Association, and other financial aid associations.
- Serve as an authority in the State on student aid issues and be consulted regularly by Federal and State policy makers, the media, and other educational partners; and
- Be proactive with regard to positions on state and national financial aid policy issues, and in protecting the interests and rights of California students for educational access and choice.

(Amended and adopted by the 2006 CASFAA Executive

## **SECTION 1: INTRODUCTION**

### **1.1 PURPOSE AND SCOPE OF THE CASFAA POLICES AND PROCEDURES MANUAL**

This Policies and Procedures Manual is designed to be a basic guide to the operations and organizational structure of the California Association of Student Financial Aid Administrators (CASFAA). It was assembled to provide general instruction on the features of the Association. This guide is in no way intended to be all inclusive and can be updated at the discretion of the Executive Council. This manual is a living document and as such, CASFAA welcomes creative ideas and solutions that may not be outlined in the document.

The first edition of the Policies and Procedures Manual was adopted November 17, 1993 by the 1993 Executive Council.

### **1.2 HISTORY OF CASFAA**

In September 1971, an ad hoc committee met at the Huntington Hotel in Pasadena to study the desirability of organizing the California State Financial Aid Officers Association. Members of the committee were Robert Huff of Stanford University, Gene Miller of Pasadena City College, Frank Schneider of the University of Santa Clara, and Donald Ryan of San Jose State University. The group recommended that an organizational meeting be called at the annual Western Association of Student Financial Aid Officer Conference to be held in San Diego in January, 1972.

On Saturday, January 8, 1972, the meeting was held in the Toledo Room of the Sheraton Inn, San Diego. During the session, Sumner Gambee of the California State Universities and Colleges agreed to serve as chairman of the nominating committee to recommend a slate of officers for the proposed association. Also, Robert Huff of Stanford University agreed to chair a committee to develop the constitution.

The newly elected officers of the Association held their first organizational meeting at Stanford University on June 9, 1972. As a result of the initial call for affiliation, 177 financial aid administrators in the state of California became charter members of the Association. Committee Chairs were chosen and it was decided that the first annual conference of the full membership of the organization should be held in Monterey, November 19-21 1972. Don Ryan of San Jose State University was appointed to serve as the first conference chairman. A total of 170 members registered for the first annual conference that was held at the Monterey Holiday Inn. Since the initial conference was called a "retreat," rather than a formal meeting, an official business meeting was not held as part of the conference.

In September of 1997, a CASFAA Long-Range Strategic Planning Retreat was held in San Diego. The purpose of the retreat was to discuss ideas and make recommendations about the future direction of the association. This included defining and refining



# CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS (CASFAA) Policies and Procedures Manual

activities and the management of the organization. Participants discussed the current committee structure and recommended possible realignment of CASFAA activities under the four categories of (1) Training; (2) Legislative Advocacy; (3) Membership and Communication; and (4) Association Governance. Consideration was given to move from the existing standing committee structure to a project-based structure of organization. By moving to a project-based structure, it was envisioned that more members would be involved in CASFAA activities, since volunteers could commit time to a given project which might not require involvement for an entire year. Only the chair or project director would continue to coordinate projects for the full year, with the assistance of a project coordinator. As a result of this recommendation from participants of the Long-Range Strategic Planning Retreat, the 1998 CASFAA organizational structure was re-aligned on a trial basis utilizing a project-based format.

## **1.3 LIFETIME MEMBERSHIP**

Lifetime Membership is given to a person who has made major and significant contributions to the profession over an extended period of time. Lifetime Membership is usually awarded at the time the recipient retires or otherwise leaves the profession. Lifetime Membership awards are the highest awards CASFAA can make and should only be awarded in exceptional cases. Longevity is not, by itself, sufficient for the awarding of Lifetime Membership. When Lifetime Membership is awarded to an individual, that individual's name should be added permanently to the Directory and to the mailing list for the CASFAA Newsletter. An active Lifetime Member should be listed with his/her name and address; deceased members should be listed with his/her name and a footnote listing "Deceased." At the October, 1995 Executive Council meeting, Council voted to waive both dues and conference registration fees for Lifetime members. Lifetime members shall have all rights and privileges of membership including the right to vote on all matters that come before the association membership.

## **1.4 AWARDS (for a list of recipients see [www.casfaa.org](http://www.casfaa.org))**

### **1.4.1 DISTINGUISHED SERVICE**

The Distinguished Service Award is given to a member of the financial aid community, government official, private citizen, or a corporation or other organization for outstanding service to the profession. CASFAA membership is not a criterion for this award. Current members of the Executive Council are ineligible for this award.

### **1.4.2 CREATIVE LEADERSHIP**

The Creative Leadership Award is given to a CASFAA member who has demonstrated, through significant leadership, innovation in the profession.

### **1.4.3 SEGMENTAL LEADERSHIP**

The Segmental Leadership Award is given to a CASFAA member in each of the five segments in recognition of outstanding leadership in the segment, CASFAA, or the financial aid profession. Current members of the Executive Council are not eligible for this award. In 1994, a leadership award was created to honor leadership in the Graduate & Professional field.

### **1.4.4 PRESIDENT'S SPECIAL AWARD**

The President's Special Award is given to an individual who has made significant contributions during the past year to the success of CASFAA. The recipient of this award is selected solely by the current President of CASFAA. Current members of the Executive Council are eligible for this award.

### **1.4.5 MERITORIOUS SERVICE**

Created in 1994, the Meritorious Service Award is given to a CASFAA member in recognition of an outstanding achievement or accomplishment in the financial aid profession. To receive the award, the individual should have made either an important single accomplishment or contribution or several significant accomplishments or contributions. Current members of the Executive Council are eligible for this award.

### **1.4.6 ROOKIE OF THE YEAR**

Created in 1994, the Rookie of the Year Award is given to a new CASFAA member or new volunteer to CASFAA activities in recognition of the accomplishments and contributions to the association in the first year of being an Association volunteer.

### **1.4.7 SPECIAL RECOGNITION**

From time to time, individuals are identified whose personal efforts have made a significant difference for CASFAA. The Special Recognition Award is given to an individual in recognition of that person's dedication and service beyond the normal call of duty. Members of the current Executive Council are eligible for this award.

### **1.4.8 COMMITTEE/PROJECT OF THE YEAR**

The Committee/Project of the Year Award is presented in recognition of the committee's or project team's outstanding contribution to the membership or to the profession. Committees chaired by a member of the Executive Council are eligible for this award.

**1.4.9 ETHNIC DIVERSITY CONFERENCE SCHOLARSHIPS (formerly known as Minority Conference Scholarship)**

The Ethnic Diversity Conference Scholarship Program is intended for underrepresented minority financial aid staff who would not usually receive Conference funding from their institutions. The non-renewable scholarship provides for Conference registration fees, Conference hotel room rate (2 nights/double occupancy) and a transportation allowance according to CASFAA guidelines. Scholarship recipients will be considered based on some combination of the following criteria: 1) underrepresented minority; 2) financial aid staff not traditionally in attendance at the Conferences (e.g. clerical, technical, semi-professional); 3) have not attended previous CASFAA Conferences; 4) new financial aid staff.

**1.4.10 CASFAA CONFERENCE NEWCOMERS' SCHOLARSHIPS**

This scholarship is given to new financial aid administrators to provide them with the opportunity to increase their financial aid knowledge by attending their first CASFAA Conference. At least one Scholarship is given per educational segment. The number of scholarships is determined each year by the Executive Council based upon the fiscal ability of the Association for that year.

**1.4.11 CASFAA STUDENT SCHOLARSHIP (discontinued 1997)**

Thanks to the generosity of its sponsors, CASFAA was able to award seven \$1,000 non-renewable scholarships to one undergraduate student from each of the five postsecondary educational segments and one scholarship each for a graduate/professional student and a student transferring from a two-year college to a four year college. Since 1996, CASFAA has been able to award additional Scholarships due to revised fund development. (After the organizational changes made in 1997, student scholarships were discontinued.)

## **SECTION 2: ORGANIZATIONAL STRUCTURE**

Note: Section 2.1 and Section 2.2 which contain the Articles of Incorporation and Bylaws are in a separate document.

### **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 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.*

#### **2.3.2 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.

#### **2.3.3 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 October 8, 1992.*

#### **2.3.4 CSAC PUBLICATIONS REVIEW POLICY**

In order for CSAC to publish the best financial aid materials possible, CASFAA and CSAC have established a formalized process for review of CSAC's core financial aid information publications. Various CASFAA committees are responsible for reviewing a variety of core CSAC forms/publications for clarity, content and accuracy. *Approved by the 1994 Executive Council August 30, 1994.*

### **2.3.5 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.

*Approved by Executive Council August 3, 1994.*

### **2.3.6 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, the Association is 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, marital status, medical condition, disability or sexual preference. *Approved by Executive Council November 8, 1995.*

### **2.3.7 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 November 8, 1995.*

The Treasurer checked the CASFAA insurance policy and confirmed that CASFAA has coverage for serving alcohol as long as there is no charge as of November 8, 2005.

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

Each CASFAA Treasurer must ensure that each CASFAA insurance policy has coverage for serving alcohol as long as there is no charge, thereby releasing the Association from all liability.

### **2.3.8 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 Issues\*  
Vice President—State Issues\*  
Treasurer\*  
Treasurer-elect\*  
Secretary\*  
Member-at-Large - Graduate and Professional  
Member-at-Large – Ethnic Diversity (former known as Minority Issues)  
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 Chair (Ex-Officio Member)  
Newsletter Committee Chair (Ex-Officio Member)  
CASFAA Liaison to Loan Study Council and CLFE (Ex-Officio Member)  
CSAC Liaison (Ex-Officio Member)  
Policies & Procedures Chair (Ex-Officio Member)  
Fund Development Chair (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.

\*Members marked with an asterisk are members of the CASFAA Executive Committee. To ensure segmental balance, another member may be designated by the President to serve as a member of this body.

### **2.3.9 CASFAA Cancellation/Refund Policy Statement**

CASFAA will, at its discretion, allow for a refund of a cancelled reservation if the cancellation request is made with the Event Chair within 5 business days prior to the scheduled event. Registration cancellation must be done on-line at: [www.casfaa.org](http://www.casfaa.org). Instructions are available on the confirmation and registration form.

Payment for an unpaid registration will be required if the reservation is not cancelled with the Event Chair within 5 business days prior to scheduled event regardless of whether or not the person attended the event.

Notwithstanding the foregoing, refunds are at the discretion of CASFAA and will vary by event but will be reasonably related to CASFAA's obligation for payment to the venue.  
*Approved by Executive Council 4/8/05.*

### **2.3.10 CASFAA Liability Statement**

While CASFAA makes available the best in the field to conduct training workshops for our members, CASFAA has no liability for the material presented by consultants or presenters. The views expressed are their own.

### **2.3.11 Dual Check Signatures**

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*

### **2.3.12 Independent Contractors**

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 and Archives Chair.

Approved by Executive Council June, 2008

## **2.4 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 December 10, 1989.*

## **2.5 FINANCIAL AID ADMINISTRATOR'S STATEMENT OF GOOD PRACTICES**

The Financial Aid Administrator:



CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

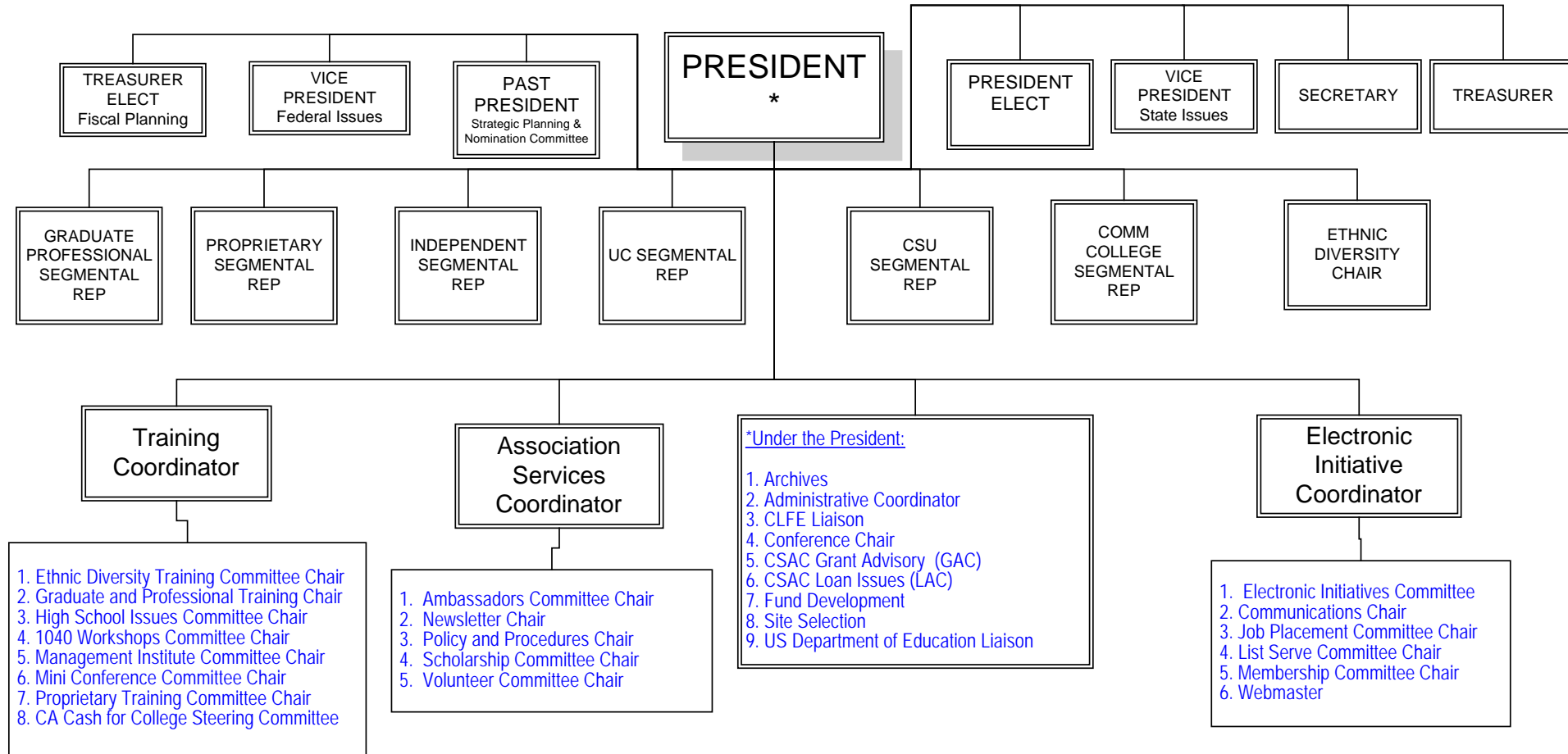
1. Shall at all times uphold the high ethical standards expected of those committed to this profession by encouraging honesty and accuracy and by serving as a positive role model to all.
2. Shall make every effort to promote and develop effective programs of student financial aid at all levels and to 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*

## **2.6 CASFAA ORGANIZATIONAL CHART**

(see below)

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS (CASFAA) Policies and Procedures Manual



CASFAA ORGANIZATIONAL CHART

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS (CASFAA) Policies and Procedures  
Manual

## **SECTION 3: ADMINISTRATION**

### **3.1 MEETINGS**

The CASFAA Bylaws provide that the Association will meet annually at a date, time, and location determined by the Executive Council and that the site of the annual meeting of the Association will alternate annually between the northern and southern regions of California. In addition, the Bylaws provide that special meetings of the full Association may be called by the Executive Council, by the Association President, by petition of three members of the Executive Council or by 5% or more of the Association's active members.

In addition to those meetings provided for by the Bylaws, CASFAA meetings to carry on the work of the Association are held on a regular basis within a number of meeting structures, including Executive Council meetings, committee meetings, training workshops, the annual Conference and business meeting.

#### **3.1.1 EXECUTIVE COUNCIL MEETINGS**

Meetings of the Executive Council are scheduled regularly throughout the Executive Council's administrative year with the first meeting held in conjunction with the annual conference. Meetings are scheduled by the President, as necessary, throughout the calendar year. The purpose of these meetings is to identify the annual objectives of the Executive Council, to conduct the business of the Association, to review committee reports, and to transmit information between the officers and the Segmental Representatives and Members-at-Large. At the invitation of the President, the Newsletter Committee Chair, the Conference Committee Chair, the CSAC Liaison, the U.S. Department of Education Liaison, the CASFAA Liaison to Loan Study Council, Grant Advisory Committee, and CLFE attend all Executive Council meetings.

A calendar of regularly scheduled meetings, their times and locations are established at the first meeting of the Executive Council. Meeting times and locations are published in the CASFAA Newsletter and on the CASFAA website: [www.casfaa.org](http://www.casfaa.org). Unless an executive session is called by the President of the Association, or Executive Council, all Executive Council meetings are open to the general membership.

#### **3.1.2 COMMITTEE MEETINGS**

Committee meetings are scheduled by the respective committee chairs to conduct the business of the Association in accordance with the established goals and objectives approved by the Executive Council. Only individuals whose presence has been requested by the Committee Chair may have their travel expenses submitted for reimbursement to attend such meetings.

In order to keep committee meeting expenses to a minimum, Committee Chairs are encouraged, to the extent possible, to be creative in selecting committee

members who are central to one geographic location, and for arranging committee meeting locations to sites central to its members. Committee Chairs are encouraged to hold committee meetings in conjunction with other Association activities such as conferences and training workshops. In order to keep costs to the Association and the individual at a minimum, Chairs are encouraged to use conference calls and electronic media, when appropriate. Committee meetings should be held at a location that does not charge for parking or conference room rental, when possible.

### **3.1.3 ANNUAL BUSINESS MEETING**

The annual business meeting is held on the last day of the annual conference. All members are notified of the meeting through materials provided for the conference to members no later than 30 days in advance of the meeting. All annual business meetings of the Association are held within the state of California.

The annual business meeting is conducted by the President of the Association. The President's report summarizes the activities of the standing and ad hoc committees and taskforces for the year. In addition, the newly elected officers of the Association are introduced. The Treasurer provides a report of the assets and liabilities of the Association and the Secretary provides the minutes of the previous annual meeting for approval by the active membership. Other old and new business is entertained by the President, and the announcement of the date and location of the next annual meeting is made.

### **3.1.4 SPECIAL MEETINGS**

Special meetings of the Association may be called by the President of the Association or by petition by at least three members of the Executive Council. In addition, special meetings of the membership for any lawful purpose may be called by 5% or more of the active membership. The request for a special meeting shall be submitted in writing to the President, Vice President, or Secretary specifying the general nature of the business to be transacted.

To affect any change to Bylaws of the Association or approve an independent initiative at any meeting involving the general membership, a quorum must be reached. A quorum consists of twenty percent (20%) of the eligible voting members of the Association.

## **3.2 NOMINATIONS AND ELECTIONS**

Bylaws of the Association call for annual elections of five Executive Council Officers, one Segmental Representative from each of the institutional segments, and two Members-at-Large. Responsibility for selection of a slate of candidates, conducting the election and determining the election outcome is conducted by the Nominations and Elections Committee. See the CASFAA website: [www.casfaa.org](http://www.casfaa.org) for sample nominations and elections forms.

### **3.2.1. NOMINATIONS**

A. The Nominations and Elections Committee consists of the:

1. Immediate Past-President (Chair)
2. President-Elect
3. All Segmental Representatives
4. Both Members-At-Large
5. President (ex-officio)

(NOTE: 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.)

B. Nomination and election procedures must be submitted to the Executive Council for approval and must address the following:

1. Nomination and election procedures must be made reasonably available to voting members and must include a reasonable means of nominating a person for election to Executive Council.
2. Nominations for each office must be solicited from the general membership by mail or direct electronic communication\* within 90-180 days before the annual meeting of the Association.
3. Preferably, at least two nominees will be selected for each office taking into consideration nominations of the membership, and include the widest possible representation, ensuring a balance among ethnicity, gender, type of institution, and geographic area.  
Amended by vote of membership to say that the Committee will make their best attempt to select two nominees.

The ballot must be submitted to the Executive Council for approval.

\*The addition of electronic communication was approved by CASFAA membership on the 2001 ballot.

### **3.2.2 ELECTIONS**

A. The Nominations and Elections Committee should submit a ballot of candidates to the voting membership no later than 30 days prior to the annual meeting.

B. Officers of the Association and Members-at-Large are elected by the general voting membership. Segmental Representatives are chosen by a vote of members from their own segment.

C. All nominees are provided a reasonable opportunity to solicit votes.

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

1. If the Association publishes any material soliciting votes for any nominee in any publication owned or controlled by the Association, it will make the same amount of space, with equal prominence, available to all other nominees. It is customary for the Nominations and Elections Committee to include information regarding all candidates with the ballot.
  2. Nominees may request the Association mail information relevant to the nominee's qualifications to the voting membership at their personal expense.
  3. Nominees may request mailing labels of the voting membership for the purpose of mailing information relevant to the nominee's qualifications at their personal expense.
- D. Ballots are counted by members of the Nominations and Elections Committee, or other ACTIVE CASFAA members as identified by the Nominations & Elections Chair and approved by the Committee.
1. A ballot may not be revoked after its receipt by the Association.
  2. 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. *Passed by membership, 1997*
  3. In the event of a tie, a runoff ballot will be mailed or made electronically available to the membership or to the appropriate constituency, if the tie is between two candidates running for Segmental Representative.
- E. Ballots should be destroyed thirty days after the results of the election are known. Usually, a motion is made at the Transition Meeting to approve the results of the election and then to destroy the ballots (or remove from the CASFAA website).

### **3.3 GENERAL OPERATIONS**

#### **3.3.1 ASSOCIATION COLORS**

The official colors of the Association are white and reflex blue.

#### **3.3.2 STATIONERY**

The stationery of the Association is the sole property of the Association and shall be used only for the purpose of conducting the official business of the Association, as authorized by the Executive Council and Committee Chairs. Similarly, the logo of the Association is a design of the Association and is to be used in conjunction with official business and publications authorized by the Executive Council only.

Stationery is ordered annually by the Secretary and is made available upon request to Executive Council members or Committee Chairs authorized for its use. Stationery is ordered from a supplier based on the cost and convenience to the Secretary. See the CASFAA website at [www.casfaa.org](http://www.casfaa.org) for a sample of the stationery. There are two types of stationery: plain and side bar.

Persons in possession of Association stationery shall promptly pass it on to other Executive Council members or Committee Chairs or destroy all supplies on hand at the time the individual leaves office or the stationery becomes obsolete.

#### **3.3.3 ASSOCIATION PROPERTIES**

##### **3.3.3.1 MASCOTS**

The official CASFAA mascot is Cassie the Bear. Cassie stands 18” high and was donated to the Association in November 1984 by Bart Astor (Cabrillo College). Since that time, six other bears donated by Susan Lipsmeyer (Grossmont College), have joined CASFAA to act as mascots for each of the five segments and the Ethnic Diversity Committee.

The History of the Mascot(s): Cassie the Bear was appointed CASFAA mascot in November 1984. In November 1991, she became the “mother” of five segmental bears. Casey is the California State University bear. Cory is the Independent University bear. Christina supports the Community College segment. Chris is the Proprietary Panda and Cassandra is the University of California bear. In February 1992, Cassie the Bear met and befriended Carlos, living in San Diego. Carlos is the mascot for the Ethnic Diversity Committee. Costly, the Graduate and Professional bear also joined the family in 1992.

##### **3.3.3.2 CORPORATE SEAL**

The Bylaws of the Association provide that the Executive Council may adopt and use a Corporate Seal to be kept at the principal office of the Association. At such time as a Corporate seal is adopted, failure to affix



the seal to Association documents will not affect the validity of the document.

### **3.3.3.3 MEETING GAVEL**

The CASFAA gavel was commissioned in 1978. A Chico artisan fashioned the gavel from the wood of the 1,100-year-old Sir Joseph Hooker Oak that had been destroyed by lightning the previous year. The Hooker Oak was featured in the 1938 version of Robin Hood that was filmed in Chico's Bidwell Park. The CASFAA gavel was a gift to the Association in 1979 by the CSU Directors. The gavel is retained by the current President and passed to the President-Elect during the annual business meeting at the conference at the time of his/her assumption of leadership responsibilities.

### **3.3.3.4 BANNER(S)**

The official CASFAA banner is retained by the Conference Chair and used at the discretion of the Executive Council at conferences, training workshops, or when appropriate to designate or identify CASFAA participation in an event. It is the responsibility of the Conference Chair to transfer the banners to his/her successor. Additional banners are kept by the Archives chair and other committee members approved by the President.

Banners received by the Association as special recognition (such as the NASFAA State Award) must also be retained by the Conference Chair and transferred to his/her successor.

### **3.3.3.5 PLAQUES AND CERTIFICATES**

The Association awards plaques and certificates to individuals and committees at the discretion of the Executive Council to acknowledge extraordinary service, dedication or commitment to the Association and/or the financial aid profession, or recognition by the Association. Plaques and Certificates become the property of awardees. See the CASFAA website at [www.casfaa.org](http://www.casfaa.org) for certificate samples. Historically, the nature of the acknowledgment dictates whether a plaque or certificate is awarded as follows:

In 1997, by consensus of the President and the President-elect, plaques were also awarded to the Segmental Leadership and Grad/Prof. Leadership recipients. It will be the decision of the President whether to award a certificate or a plaque for these awards.

Certificates of Appreciation are issued to committee chairs and committee volunteers at the end of the year. The chair of the Volunteer Committee (adopted 1999 by Executive Council) coordinates and produces the

certificates. The certificates are signed by the President and the Committee Chair.

### **3.3.3.6 ASSOCIATION LOGO**

The official Association Logo is the word “casfaa” spelled out in small case, block, reflex blue letters. Use of the logo is permitted only on official documents of the Association. The logo is a designated trademark and only camera-ready samples supplied by the Association should be used in reproductions. Permission to use the logo for other purposes must be granted by the Executive Council.

## **3.4 GIFTS AND AMENTITIES**

It is customary for the President-Elect of the Association to select an appropriate gift for the outgoing President to be presented at the time the President-Elect assumes the responsibilities of the President. It is also customary for the President to present recognition gifts to Executive Council members and Committee Chairs at the conclusion of their tenure. The nature of the gifts, whether plaques, certificates or desktop items, is at the discretion of the President and costs associated with their purchase are charged to the President’s discretionary fund and/or Awards budget as assigned by the Executive Council.

## **3.5 FINANCE**

### **3.5.1 OPERATING BUDGET**

The operating budget for the year is prepared by the new Treasurer-elect and the Fiscal Planning Committee with assistance and recommendations from the outgoing Treasurer. The proposed budget is submitted to the Executive Council for review and approval. The budget should include:

1. Cash on Hand as of 12/31
2. Projected revenues by income category
3. Lined expenses
4. Projected expenses by expense category
5. Reserve account balance

### **3.5.2 COMMITTEE BUDGETS**

Each Committee Chair prepares separate budgets for his/her committee. One budget must be prepared for the projected committee meeting costs. This Committee Meeting Budget must be submitted to the Fiscal Planning Committee at least 10 days prior to the first scheduled meeting of the Executive Council. Committee Chairs also submit Committee Project Budgets that detail the costs of the committees’ activities for the year. The Committee Project Budgets must be submitted to the Fiscal Planning Committee at least 10 days prior to the first Executive Council meeting.

### **3.5.3 CONFERENCE BUDGET**

The Conference Committee maintains a separate budget for income/expenses associated with the annual conference. A Committee Project Budget must be submitted to the Executive Council for approval. The Treasurer (or Treasurer-Elect, if assigned) will be responsible for maintaining the accounting records for all conference income/expenses. All conference accounting procedures must adhere to CASFAA's general accounting guidelines. The Conference Committee Chair will submit a final account of income and expenses to the Executive Council and to the Fiscal Planning Committee by February 15<sup>th</sup> after the close of the conference.

### **3.5.4 ASSOCIATION TAX STATUS**

In 1983, the IRS granted tax-exempt, non-profit status upon CASFAA. As such, CASFAA sponsors are permitted to make charitable contributions to CASFAA and thereby qualify for a straight tax deduction rather than having to justify it as a business deduction that, at times, can be more difficult. Additionally, CASFAA is able to take advantage of the non-profit organization postal rates. CASFAA, as a tax-exempt, non-profit organization, faces some restrictions on lobbying. Its lobbying activities must not constitute a "substantial part" of its other activities.

State and Federal Tax Returns must be filed on an annual basis by the Treasurer who was in office the previous year. The completed tax returns must be reviewed by the President and the current year's Treasurer.

### **3.5.5 AUDITS**

It is recommended that an outside independent audit be performed every two years prior to November 30<sup>th</sup> when the Treasurer accepts the financial records for the year. Arrangements, supervision and presentation of the completed audit to the Executive Council will be the responsibility of the President. Selection of the auditor/auditing firm will be made by the Executive Council and will be based upon recommendations of the President.

### **3.5.6 REIMBURSEMENT GUIDELINES**

CASFAA members may receive reimbursement for expenses related to CASFAA (see [www.casfaa.org](http://www.casfaa.org) for guidelines and restrictions) by completing a Request for Reimbursement form available on the CASFAA website at [www.casfaa.org](http://www.casfaa.org).

#### **3.5.6.1 General**

All Committee/Project Chairs and Members are urged to conserve the Association's funds by keeping expenses to the minimum required to satisfactorily conduct Association business and by covering any expenses from other sources when possible. Reimbursement Requests from Committee/Project Members MUST be signed by the Committee/Project Chair before payment can be made. Reimbursement Requests from

Executive Council members must be signed by the President before payment can be made unless the expenses are associated with attendance at an Executive Council meeting.

### **3.5.6.2 Travel Expenses**

CASFAA members may receive reimbursement for attendance at a meeting of a Committee/Project of which they are a member or for attendance at other approved activities (e.g. CSAC meetings, hearings, etc.) if not reimbursed by the member's institution or another organization and if the Committee/Project's approved budget provides for such expenses. Attendance of Committee/Project Chair or member who wishes to attend an Executive Council Meeting at the expense of CASFAA must have prior approval of the President.

### **3.5.6.3 Airfare**

When traveling by air, members shall travel coach fare. Members are encouraged to make air reservations as early as possible so as to take advantage of lower fares and any available discounts (at minimum of 14 days prior to date of travel). Travel agents should be consulted about special fares. Original air ticket receipts, or itinerary forms for electronic tickets, must be submitted.

### **3.5.6.4 Mileage/Parking/Tolls**

Private car mileage will be reimbursed at the IRS standard rate. The current rate is researched by the Treasurer and updated on the reimbursement Guidelines on the CASFAA website at [www.casfaa.org](http://www.casfaa.org). Private car mileage is not to exceed the cost of coach airfare, unless approved by the President. Parking and tolls will be reimbursed providing they are reasonable. Original receipts must be submitted.

### **3.5.6.5 Other Transportation**

Ground transportation costs to and from airport/lodging facilities and meeting sites will be reimbursed provided they are reasonable. No rental car expenses shall be reimbursed without prior approval of the President. Original receipts must be submitted.

### **3.5.6.6 Meals**

Breakfast, lunch and dinner are reimbursed only if essential CASFAA activity exceeds 24 hours. An exception to this policy is granted for one-day, in-person meetings, which extend through the lunch hour. On those occasions, reimbursement for lunch will be provided at a maximum rate as defined on the Reimbursement guidelines available at [www.casfaa.org](http://www.casfaa.org). For meetings exceeding 24 hours, guidelines permit reimbursement on a

*per diem* basis up to the maximum indicated on the Reimbursement Guidelines at [www.casfaa.org](http://www.casfaa.org). The *per diem* allowance begins at the time when it is reasonable for the member to leave to attend the essential CASFAA activity and ends when it is reasonable for the member to have returned home. Reimbursement requests should be for actual costs to the maximum for each 24-hour period. If breakfast, lunch or dinner is provided, a pro-rated amount according to the previous meal schedule will be reimbursed. While copies of receipts are not needed for the *per diem* reimbursement, Committee/Project members should keep receipts for their own records. If the activity will not exceed 24 hours, but the geographic location of the member makes it impractical to travel within one day, with the prior approval of the President, CASFAA will pay the *per diem* rate as outlined above. CASFAA does not cover the purchase of alcohol. (See 2.3.7 Alcohol Policy attached to the By-Laws).

### **3.5.6.7 Lodging**

Lodging expenses will be paid by the Association if the required CASFAA activity will exceed 24 hours. If the activity will not exceed 24 hours, but the geographic location of the member makes it impractical to travel within one day, with the prior approval of the President, CASFAA will cover the cost of lodging. CASFAA encourages members to share rooms. CASFAA will cover the daily cost of internet service, to the maximum established by Executive Council, provided through the hotel or its agent during the member's stay.

### **3.5.6.8 Postage, Printing, Telephone and Other**

Only charges for authorized CASFAA activity will be reimbursed. Original receipts, bills or an itemized statement of charges must be submitted. Receipts are required for other expenses in excess of \$3.00.

### **3.5.6.9 Cut-Off Date for Reimbursement Request**

Reimbursements/Payment Requests must be made within 30 days of the expense, or December 24<sup>th</sup> of the expense year, whichever is earlier. (The exception is Conference expenses that come in after the close of the conference and sometimes into the next fiscal year). Requests for payments to third parties must be approved by the proper Committee/Project Chair or Executive Council member. Original bills or invoices must be submitted.

## **3.5.7 THIRD PARTY PAYMENT**

Requests for payments to a third party must be approved by the proper Committee Chair or Executive Council member. Original bills or invoices must be attached to the Reimbursement Request for third party payment.

### **3.5.8 MEMBERSHIP DUES**

The annual CASFAA membership dues are established by the Executive Council and approved by a vote of the membership. These dues are intended to cover the cost of the Association's core activities. The core activities are those which are necessary for the successful functioning of the Association. These core activities are: meetings of the CASFAA Executive Council, Federal Issues Committee, State Issues Committee, Ethnic Diversity Committee and Training Committee; and activities related to Fund Development, Nominations and Elections, and Membership Services.

Membership dues are normally collected with the annual conference fee and are paid through registration at the annual conference. Membership dues cover the calendar year.

Persons becoming CASFAA members after the annual conference must send a completed membership application (available at [www.casfaa.org](http://www.casfaa.org)) or a letter with all pertinent information along with a check in the amount of the current annual dues to the CASFAA Membership Chair.

The Membership Chair receipts the funds and updates the CASFAA database, and sends the new member acknowledgement materials. The Membership Chair forwards the check to the Treasurer for deposit.

If an application and membership dues are received late in the year, she/he may contact the applicant and suggest the member wait to join the Association until the next year. The applicant will be informed, however, that if she/he chooses to wait, she/he will not be eligible to vote in any election that is scheduled prior to the Conference. The applicant's name and address will be forwarded to the Conference committee to ensure receipt of registration materials.

### **3.5.9 CONFERENCE REGISTRATION FEES**

Conference fees, including early and on-time registration fees (and late fees, if applicable), are recommended by the Conference Committee and approved by the Executive Council. Fees are set annually and based on the costs associated with the annual conference.

Conference registration fees must be paid by all conference attendees with the exception of invited guests and Lifetime Members. Conference registration fees are not waived nor are they reimbursable for any member of the Association for service on a committee or service as a committee chair. (See Section 6.1a Membership Services/Publication)

### **3.5.10 CASFAA ASSOCIATION CREDIT CARD**

Each year, a Corporate credit card is issued for CASFAA in the names of the President, the President-Elect, Past-President, Treasurer, Treasurer-elect, Conference Chair, and the Site Selection Committee Chair. All cards share the same account number and show both the individual's name

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

and the name of the organization (CASFAA). Cardholders use the cards to pay for travel and other expenses. Reimbursement Requests must be turned in for the expenses, but the reimbursement is made directly to the credit card account. Any annual fee is paid by the Association. In addition to the ability to make credit card purchases, cardholders have access to a long distance phone service. Each cardholder is issued his/her own PIN number. NOTE: In 2006, the Conference Chair and Treasurer-Elect were added to the list of authorized cardholders. The Treasurer is responsible for procuring the Association credit cards for the appropriate individuals no later than January 15 of each year.

The President or Treasurer may authorize use of his/her credit card for travel associated with Newcomers Scholarship and Ethnic Diversity Scholarship recipients, or others as deemed appropriate. All transactions must be submitted on a reimbursement form and signed by the cardholder.

## **SECTION 4: DUTIES AND RESPONSIBILITIES OF OFFICERS**

### **4.1 PRESIDENT**

#### **4.1.1 DUTIES AND RESPONSIBILITIES**

1. Provides leadership and direction for all activities of the Association, the Executive Council, and all committees, taskforces, and projects of the Association.
2. Serves as the official representative of the Association and the Executive Council or delegates such responsibility to others as deemed necessary.
3. Serves as the official spokesperson for the Association and the Executive Council or delegates such responsibility to others as deemed necessary.
4. Calls and presides at the annual meeting of the Association, any special meetings of the Association, and the Executive Council.
5. Establishes, with the endorsement of the Executive Council, all Association committees, taskforces, etc.
6. Appoints, with the endorsement of the Executive Council, all Association committee and taskforce chairs.
7. Serves as an ex-officio member on all Association committees and taskforces.
8. Responsible for prompt dissemination of information to members of the Executive Council and to the membership.
9. Responsible for the submission of an annual report to the membership no later than February after the conclusion of their presidency.
10. Serves (beginning in May) as the CASFAA representative on the WASFAA Executive Council.
11. Responsible for the fiscal condition of the Association and for ensuring the association's compliance with all state and federal corporation and tax requirements.
12. Responsible with the Treasurer for arrangements, supervision and presentation of completed audits to the Executive Council.
13. Responsible for coordination of the annual CASFAA awards and submission of NASFAA Award Nominees.
14. Serves on the Fiscal Planning Committee.
15. Serves as the Chair of Executive Council Executive Committee.
16. Submits articles to the CASFAA Newsletter
17. Copies of all important materials are to be sent to the chair of the Archives Committee.

#### **4.1.2 TERM OF OFFICE**

Term begins on the first day following the annual CASFAA conference and concludes on the final day of the following year's annual CASFAA Conference.



## 4.2 PRESIDENT-ELECT

### 4.2.1 DUTIES AND RESPONSIBILITIES

1. Submits articles to the CASFAA Newsletter.
2. Serves as Executive Council liaison to the CASFAA Conference Committee.
3. Performs special tasks as requested by either the CASFAA President or the Executive Council.
4. Learns the duties of the CASFAA President in preparation for assuming the presidency.
5. Serves as a voting member of the CASFAA Nominations and Elections Committee.
6. Represents the overall interests of the CASFAA membership and the students served by the various aid programs.
7. Completes the term of the President, pursuant to Article X, Section 2, should the presidency be vacated.
8. Serves on the Fiscal Planning Committee.
9. Serves as the CASFAA Liaison to the CSAC Grants Advisory Committee (formerly P.P. & O. Committee.) In 1999, it became the discretion of the President and President-elect whether to appoint someone to this position or whether the President-elect would sit on this committee.
10. Serves on the Executive Council Executive Committee.
11. Attends California Student Aid Commission Meetings.
12. Copies of all important materials are to be sent to the chair of the Archives Committee.

### 4.2.1 TERM OF OFFICE

Term begins on the first day following the annual CASFAA Conference and the final day of the following year's annual CASFAA Conference.

The President-Elect needs to have flexibility to do proactive planning and tentative budget decisions for his/her year as President of the Association. In so doing, he/she must have the flexibility to make decisions prior to his/her Executive Council taking office and the ability to endorse budget items and appoint committee or project chairs.

Although the incoming Executive Council cannot endorse a decision until its members have assumed their respective office duties, the planning and transition of these decisions should be coordinated with the President-Elect's transition meeting. This would allow the President-Elect the ability to make appointments and budget recommendations to ensure a smooth flow into their term of office.

This is not negating the Executive Council's responsibility of budget approval or chair endorsements. *(Approved by the Executive Council on August 3, 2001)*

### **4.3 VICE PRESIDENT—Federal Issues**

#### **4.3.1 DUTIES AND RESPONSIBILITIES**

1. Chairs the Federal Issues Committee. In conjunction with the Federal Issues Committee members, drafts CASFAA's response to federal issues as requested by Executive Council.
2. Reports Federal Issues Committee meeting activities and recommendations requiring Executive Council approval.
3. Submits articles to the CASFAA Newsletter.
4. Performs other functions as requested by the President or the Executive Council.
5. Serves on the Executive Council Executive Committee.
6. Copies of all important materials are to be sent to the chair of the Archives Committee.

#### **4.3.2 TERM OF OFFICE**

Term begins on the first day following the annual CASFAA Conference and concludes on the final day of the following year's annual CASFAA Conference.

### **4.4 VICE PRESIDENT—State Issues**

#### **4.4.1 DUTIES AND RESPONSIBILITIES**

1. Participates in the meetings and activities of the Executive Council.
2. Contributes to the formation of policies and procedures of CASFAA.
3. Serves on the Executive Council Executive Committee.
4. Serves as Chair of the State Issues Committee.
  - a. Ensure that segmental, proprietary, graduate/professional and ethnic diversity members are represented on the committee. Also to be considered is geographical representation.
  - b. Coordinates the annual Day at the Capitol Project
5. Drafts CASFAA responses to state issues as approved and requested by Executive Council.
6. Reports recommendations of the State Issues Committee meetings and activities and recommendations requiring Executive Council approval at each Executive Council meeting and to the membership, after approval.
7. Regularly submits reports to the CASFAA Newsletter.
8. Copies of all responses are to be sent to the chair of the Archives Committee.
9. Performs other functions as requested by the President or the Executive Council.
10. Copies of all important materials are to be sent to the chair of the Archives Committee.

#### **4.4.2 TERM OF OFFICE**

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

Term begins on the first day following the annual CASFAA Conference and concludes on the final day of the following year's annual CASFAA Conference.

## 4.5 SECRETARY

### 4.5.1 DUTIES AND RESPONSIBILITIES

1. Clearly and accurately records the minutes of the Executive Council meetings. Compiles a "To Do" list from each meeting and distributes to the Executive Council Members with minutes, electronically. Copies of the minutes are also distributed to the CSAC/EdFund Liaison, CLFE Liaison, three Committee Coordinators, Newsletter Editor (s), Fund Development Chair, Loan Study Liaison, and Committee Chairs. Reminds President to review "To Do" list from the last meeting and to review current meeting "To Do" list before the meeting is adjourned. BRINGS EXTRA COPIES OF MINUTES TO EACH MEETING. Takes minutes at the Fiscal Planning Meetings, Transition Meeting and Leadership Retreat.  
  
NOTE: As of 2005, minutes and To Do lists are distributed electronically to all members of Executive Council and Committee Chairs.
2. Provides minutes for viewing on the CASFAA web site.
3. Participates in all activities of the Executive Council and reports to the Executive Council and the membership, when directed.
4. Attends all Executive Council meetings as well as the annual CASFAA conference.
5. Serves as the Executive Council liaison to CASFAA committees, as assigned.
6. Serves on the Policies and Procedures Committee.
7. Sits near the President at Executive Council Meetings so that the agenda and the direction of the meeting are clearly understood for the creation of minutes.
8. The secretary can use a computer for assistance in creating the minutes.
9. Brings the CASFAA Membership Directory to all meetings.
10. Coordinates meeting rooms, guest rooms and roommates at hotels, in conjunction with the Site Selection Chair.
11. Prepares minutes from the transition meeting and from the meeting held at the conference with the full membership in attendance (usually at breakfast on the last day of the Conference).
12. Orders Association stationery, business cards and envelopes very soon after taking office. Both sidebar and regular stationery, 9" x 12" envelopes and business size envelopes should be ordered. When determining the quantity, the secretary should take into account the

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

- stationery needs for all the Committees. All Association stationery and envelopes are printed in “reflex blue.”
13. The Secretary may also create an electronic copy of the CASFAA stationery to provide to authorized members to reduce the cost of printing.
  14. Send an electronic copy of the minutes to the webmaster to be posted to the CASFAA website.
  15. Performs other functions as requested by the President or the Executive Council.
  16. Copies of all important materials are to be sent to the chair of the Archives Committee (including minutes, handouts..
  17. Serves on the Executive Council Executive Committee.

#### **4.5.2 TERM OF OFFICE**

Term begins on the first day following the annual CASFAA Conference and concludes on the final day of the following years’ annual CASFAA Conference.

#### **4.6 TREASURER**

##### **4.6.1 DUTIES AND RESPONSIBILITIES**

1. Receives and disburses the monies of the Association.
2. Maintains adequate and appropriate records of all transactions.
3. Assists with the formulation of the Association’s annual budget and recommends financial policies.
4. Participates in all activities of the Executive Council and the membership, when directed.
5. Assists any Association committee or sponsored activity needing advice or financial services.
6. Cooperates with auditors appointed by the Executive Council.
7. Works with the Membership Committee Chairperson on records.
8. Performs other functions as requested by the President or the Executive Council.
9. Maintains all records of the Association on QuickBooks™ or other software selected by the Treasurer. Any future Treasurers in need of training on Excel™ or other selected software will be trained at CASFAA’s expense.
10. Procures the Association credit cards for each individual designated in Section 3.5.10.
11. Arrange for necessary bonding of all Executive Council members.
12. Copies of all important materials are to be sent to the chair of the Archives Committee.
13. Serves on the Fiscal Planning Committee.
14. Responsible for filing Association State and Federal Tax Returns for the year(s) served as Treasurer.
15. Serves as Treasurer for the annual Conference.

16. Responsible, with the President, for arrangement, supervision and presentation of completed audits to the Executive Council.
17. Serves on the Executive Council Executive Committee.

#### **4.6.2 TERM OF OFFICE**

The term of the Treasurer begins on the first day following the annual CASFAA Conference and concludes on the final day of the annual Conference. The election of the Treasurer will occur a year before the new Treasurer takes office. This will allow the person to serve as a year as Treasurer-elect to train with the current Treasurer for a year before taking responsibility. The Treasurer-elect will be a voting member of the Executive Council.

- This change was approved by CASFAA membership on the 2001 ballot. The Office was changed to voting member of the Council on the 2004 ballot.

### **4.7 TREASURER-ELECT**

#### **4.7.1 DUTIES AND RESPONSIBILITIES**

1. Chairs the Fiscal Planning Committee.
2. Reports results of Fiscal Planning Committee meetings and activities. Brings recommendations from the Committee to Executive Council for discussion and potential approval.
3. Learns the duties of the CASFAA Treasurer in preparation for assuming the treasurer position the following year.
4. Assists with the formulation of the Association's annual budget; works closely with Committee chairs to assist them in developing budgets appropriate to the association's long range goals and objectives.
5. Participates in all activities of the Executive Council and the membership, when directed.
6. Assists any Association committee or sponsored activity needing advice or financial services.
7. As requested by the President, Executive Council, or the Treasurer, cooperates with auditors appointed by the Executive Council.
8. Performs other functions as requested by the President, the Executive Council, or the Treasurer.

#### **4.7.2 TERM OF OFFICE**

The Treasurer-Elect shall be elected one year prior to the completion of the current Treasurer's term. This allows the person to serve a year as Treasurer-Elect, serve as Chair of the Fiscal Planning Committee, and train with the current Treasurer for a year before taking responsibility. The Treasurer-Elect is a voting member of the Executive Council.

- This change was approved by CASFAA membership on the 2001 ballot. The office was changed to voting member on the 2004 ballot.

### **4.8 IMMEDIATE PAST-PRESIDENT**

#### **4.8.1 DUTIES AND RESPONSIBILITIES**

1. Serves as Chair of the Nominations and Elections Committee.
2. Participates in all activities of the Executive Council and the membership, when directed.
3. Provides continuity and historical perspective in all areas of Executive Council activities.
4. Assists in the leadership transition.
5. Performs other functions as requested by the President or the Executive Council.
6. Serves on the Fiscal Planning Committee.
7. Serves as Parliamentarian of the Association.
8. Oversees all Bylaws changes.
9. Serves on the Executive Council Executive Committee

#### **4.8.2 TERM OF OFFICE**

Term begins on the first day following the annual CASFAA Conference and concludes on the final day of the following year's annual CASFAA Conference.

### **4.9 SEGMENTAL REPRESENTATIVES**

#### **4.9.1 DUTIES AND RESPONSIBILITIES**

1. Regularly attends all Executive Council meetings as well as the CASFAA Conference, and organizes the segmental meeting at the conference.
2. Represents the interests and perspectives of the segment to the Executive Council.
3. Communicates CASFAA plans and activities to the segment.
4. As a member of the Executive Council, represents not only the segmental perspective, but also participates as a active member of CASFAA.
5. Serves as the contact person for segmental members requesting information and references concerning the Association and for Association members requesting information concerning segmental activities.

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

6. Shares segmental activities and committee reports with the Executive Council.
7. Works to maintain and increase CASFAA membership among segmental staff from institutions, especially those who are not currently members.
8. Serves as a voting member of the Nominations and Elections Committee.
9. Serves as a voting member of the CASFAA Scholarship Committee.
10. Ensures that the President and the Executive Council are informed of segmental actions or decisions that may impact the state or region.
11. Provides articles to the CASFAA Newsletter about segmental activities.
12. Performs other functions as requested by the President or the Executive Council.
13. May serve on the Executive Committee of the Executive Council if appointed by the President to ensure segmental balance.
14. Proprietary Representative Chairs Proprietary Issues.
15. Copies of all important materials are to be sent to the chair of the Archives Committee.

#### **4.9.2 TERM OF OFFICE**

Term begins on the first day following the annual CASFAA Conference and concludes on the final day of the following year's annual CASFAA Conference.

### **4.10 MEMBER-AT-LARGE, ETHNIC DIVERSITY**

#### **4.10.1 DUTIES AND RESPONSIBILITIES**

1. Participates in the meetings and activities of the Executive Council.
2. Contributes to the formation of policies and procedures of CASFAA.
3. Gathers opinions from aid administrators from underrepresented ethnic backgrounds.
4. Serves as a voting member of the CASFAA Scholarship Committee.
5. Serves as Chair of the Ethnic Diversity Committee.
6. Appoints members of the Ethnic Diversity Committee to serve as active members of other CASFAA Committees.
7. Represents an ethnically-diverse perspective on financial aid and CASFAA issues.
8. Provides written input on diversity issues and activities to the CASFAA Newsletter.
9. Performs other functions as requested by the President or the Executive Council.
10. Serves as a voting member of the Nominations and Elections Committee.

#### **4.10.2 TERM OF OFFICE**

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

Term begins on the first day following the annual CASFAA Conference and concludes on the final day of the following years' annual CASFAA Conference.

**4.11 MEMBER-AT-LARGE, GRADUATE AND PROFESSIONAL**

**4.11.1 DUTIES AND RESPONSIBILITIES**

1. Participates in the meetings and activities of the Executive Council.
2. Contributes to the formation of policies and procedures of CASFAA.
3. Gathers opinions from graduate and professional aid administrators.
4. Coordinates the Annual GPIC Forum, a half-day pre-conference activity preceding the annual conference and the annual Summer Do-Talk workshops.
5. Serves as Chair of the Graduate and Professional Committee.
6. Serves as a voting member of the CASFAA Scholarship Committee.
7. Represents graduate and professional perspectives on financial aid and CASFAA issues.
8. Provides written input on graduate and professional issues and activities to the CASFAA Newsletter.
9. Performs other functions as requested by the President or the Executive Council.
10. Serves as a voting member of the Nominations and Elections Committee.

**4.11.2 TERM OF OFFICE**

Term begins on the first day following the annual CASFAA Conference and concludes on the final day of the following year's annual CASFAA Conference.

**4.12 CALIFORNIA STUDENT AID COMMISSION LIAISON (CSAC/EDFUND) (Ex-Officio Member)**

**4.12.1 DUTIES AND RESPONSIBILITIES**

1. Attends all Executive Council meetings as well as the annual conference.
2. Represents the interests and perspective of CSAC/EdFund to the Executive Council. Relates the interests and concerns of CASFAA to CSAC's and EdFund's Executive Management.
3. Communicates Association plans and activities to CSAC/EdFund staff.
4. Serves as the contact person for CSAC/EdFund staff members requesting information and reference concerning the Association and for Association members requesting information concerning CSAC/EdFund activities. Coordinates CASFAA requests for CSAC/EdFund representatives for CASFAA committees, conferences and other activities. Coordinates CSAC/EdFund requests for CASFAA representation on CSAC/EdFund committees and advisory bodies.
5. Shares CSAC/EdFund activities and committee reports with the Executive Council.
6. Actively works to maintain and increase CASFAA membership among CSAC/EdFund staff, especially those who are not members.



CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

7. Keeps the CASFAA President and Executive Council abreast of CSAC/EdFund actions or decisions that may have an impact upon the state or the region.
8. Provides written input describing CSAC/EdFund activities to the CASFAA Newsletter editor for each issue.
9. Performs other duties as assigned by the President or the Executive Council.

**4.12.2 TERM OF OFFICE**

As assigned by California Student Aid Commission and EdFund

**4.13 CASFAA LIAISON TO CSAC's LOAN ADVISORY COMMITTEE (LAC) (Ex-Officio Member)**

**4.13.1 DUTIES AND RESPONSIBILITIES**

1. Attends Executive Council meetings at the request of the President as well as the annual conference.
2. Communicates the interests and perspective of the Loan Study Advisory Board to Executive Council.
3. Represents CASFAA viewpoints and concerns to the Loan Study Advisory Board.
4. Keeps the CASFAA President and Executive Council abreast of Loan Study Advisory Board actions or decisions that may have an impact upon the state or the region.
5. Performs other duties as assigned by the President or the Executive Council.

**4.13.2 TERM OF OFFICE**

The three-year term of the CASFAA Liaison to CSAC's Loan Advisory Committee (LAC) begins on the first day following the last LAC meeting of the State Fiscal year and concludes on the last day of the last LAC meeting of the State Fiscal year three years hence.

**4.14 CASFAA LIAISON TO CSAC's GRANT ADVISORY COMMITTEE (GAC) (Ex-Officio Member)**

**4.14.1 DUTIES AND RESPONSIBILITIES**

1. Attends Executive Council meetings at the request of the President as well as the annual Conference.
2. Communicates the interests and perspective of the Grant Advisory Committee (GAC) to Executive Council.
3. Represents CASFAA viewpoints and concerns to the Grant Advisory Committee.
4. Keeps the CASFAA President and Executive Council abreast of Grant Advisory Committee actions or decisions that may have an impact upon the state or the region.

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

5. Performs other duties as assigned by the President or the Executive Council.

**4.14.2 TERM OF OFFICE**

The three-year term of the CASFAA Liaison to CSAC's Grant Advisory Committee begins on the first day following the last GAC meeting of the State Fiscal year and concludes on the last day of the last GAC meeting of the State Fiscal year three years hence.

**4.15 CALIFORNIA LENDERS for EDUCATION (CLFE) LIAISON**

**4.15.1 DUTIES AND RESPONSIBILITIES**

1. Attends Executive Council meetings at the request of the President as well as the annual conference.
2. Communicates the interests and perspective of CLFE to Executive Council.
3. Communicates viewpoints and concerns of CASFAA to CLFE.
4. Keeps the CASFAA President and Executive Council abreast of CLFE actions or decisions that may have an impact upon the state or the region.
5. Performs other duties if requested by the President or the Executive Council.

**4.15.2 TERM OF OFFICE**

As assigned by the CLFE Board.

**4.16 CASFAA COMMITTEE COORDINATORS (also called Liaisons)**

The relationship of the Committee Coordinators to the Association is significant. CASFAA has grown at such a rate that it is no longer feasible for the President and Executive Council to coordinate all the efforts of the various committees. The Committee Coordinators also provide support and serve in an advisory capacity to the President. They are responsible for the activities of the committees assigned and for working with their respective committees to ensure that information is communicated in a timely manner between the committee, the President and the Executive Council.

**4.16.1 DUTIES AND RESPONSIBILITIES**

Committee Coordinators are accountable to the President and Executive Council for many facets of CASFAA activities. Each Coordinator is responsible for:

1. Serving as an ex-officio member of the Executive Council;
2. Attending all Executive Council meetings;
3. Assisting Committee Chairs with meeting their goals and objective
4. Monitors Committee Expenditures under their purview.
4. Serving as an advisor to the President;
5. Serving as a liaison between the Committee Chairs and the President
6. Contacting each Committee Chairperson prior to each meeting of the Executive Council and requesting that a written report be forwarded to her/him;

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

7. Ensuring that information from the Executive Council and the President is related to the Committee Chair in a timely manner;
8. Serving as the Committee Chair's voice at Executive Council meeting
9. Overseeing the preparation of committee year-end reports
10. Copies of all important materials are to be sent to the chair of the Archives Committee.
11. Performing other functions as assigned by the President and Executive Council.

**4.16.2 TERM OF OFFICE**

Term begins on the first day following the annual CASFAA Conference and concludes on the final day of the following year's annual CASFAA Conference.

**4.17 EXECUTIVE COMMITTEE of the CASFAA EXECUTIVE COUNCIL**

The Executive Committee of the Executive Council shall consist of the officers of the Association including the President, President-Elect, Vice President, Secretary, and Treasurer, as well as the Immediate Past President, and any Segmental Representatives needed in order to ensure representation of the five California postsecondary educational segments on the Committee.

The Executive Committee shall have full authority over the affairs of the Executive Council and shall perform the functions of the Executive Council during times of exigency between meetings of the Executive Council. Such authority shall not include that of rescinding or modifying any official action taken by the Executive Council.

## SECTION 5: COMMITTEES

### 5.1 COMMITTEE GUIDELINES

CASFAA committees are a vital part of the Association and make many valuable contributions to its success. The following guidelines have been established to assist CASFAA members in better understanding their responsibilities as committee members and chairs.

CASFAA committees function in an advisory capacity to the Executive Council. All committee appointments, issues or positions on issues should be brought before the Executive Council. When appropriate, the Executive Council will ensure that issues are presented to the membership and other interested parties.

According to the CASFAA Bylaws, the role of the committees is as follows:

ARTICLE XI, 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 on committees should include the widest representation possible, ensuring a balance among ethnicity, gender, type of institution, and geographic area.

#### 5.1.1 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEES

A. Committee Chair

The Committee Chair is determined in one of two ways: For some committees, the Bylaws specify that a certain Executive Council member will serve as Committee Chair. The following is a list of those committees:

Past-President	Nominations & Elections Committee and Strategic Planning Committee
Vice President State Issues	State Issues Committee
Vice President Federal Issues	Federal Issues Committee
Member-at-Large	Ethnic Diversity Committee
Member-at-Large	Graduate & Professional Issues Committee
Proprietary Segmental Rep.	Proprietary Issues Committee

For the remaining committees, the Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chairs selected by the President.

B. Committee Members

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

Committee members are appointed to the committee by the Committee Chair. Preference in selection is given to Association members who have an expertise or interest in the committee's activities.

To the degree possible, member selection should be conducted taking into consideration diversity of segmental representation, ethnicity, gender, involvement of new Association volunteers, and geographical location. At the discretion of the Committee Chair, appointees may be selected from:

1. Individuals volunteering for the committee on the CASFAA Committee Volunteer Form collected at the annual conference or from the CASFAA Newsletter or Website (See the CASFAA website at [www.casfaa.org](http://www.casfaa.org) for the Committee Volunteer Form).
2. Individuals volunteering for other committees on the Committee Volunteer Form or from the CASFAA Newsletter or Website.
3. Individuals recommended by members of the Executive Council or other Association members.
4. Individuals solicited by the Chair.

C. Committee Liaisons

It is advisable to appoint liaisons between committees that focus on common issues or areas of interest. This practice has been common in the past with members of the Ethnic Diversity Committee each serving as a liaison to another CASFAA committee. Examples of suggested liaison appointments include: State Issues/Loan Issues; Federal Issues/Loan Issues; Graduate and Professional/all CASFAA Committees; Training/High School Relations.

D. Committee Size

The size of a committee is determined by the Chair depending upon the tasks of the Committee for that year. The Committee Chair shall determine a committee size that best moderates the time commitment required by any one individual. A recommended maximum number of members is listed in most of the individual committee descriptions.

### 5.1.2 COMMITTEE MEETINGS

- A. Committee meetings are scheduled by the Committee Chair at times and locations convenient to the majority of committee members. It is recommended that committees meet on at least a quarterly basis.

**HELPFUL HINT:** If it is not required that the committee members conduct the meeting at the same geographical location, meetings may be conducted via conference call, facsimile, or other electronic means. These alternatives save travel expenses and time for the committee members.

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

- B. The Committee Chair, or an appointed recorder, should develop an agenda and record minutes for each meeting. Meeting minutes should include:
1. Members in attendance,
  2. Decisions made/actions taken at the meeting,
  3. Tasks to be accomplished prior to the next meeting, or on a developed timeline and identification of those individuals responsible for completing the tasks, and
  4. Date, time, and location of the next meeting.

A copy of these meeting minutes must be updated on the CASFAA website at [www.casfaa.org](http://www.casfaa.org) provided to the President, Executive Council Liaison and Secretary prior to the Executive Council's next scheduled meeting, if requested.

### 5.1.3 FINANCIAL RESPONSIBILITY

- A. Budget
- Chairs must submit their Committee Meeting Budget to the Fiscal Planning Committee for review at the next Executive Council meeting. Proposed budgets are submitted to and evaluated by the Fiscal Planning Committee and then approved by Executive Council. Committee Chairs are encouraged to be creative in minimizing expenditures, however, unavoidable anticipated expenditures that can be included in the budget include the costs for:
1. Supplies: stationery, envelopes, copying/printing, postage, telephone and facsimile charges and miscellaneous expenses.
  2. Travel: including mileage and meals for committee members (if reimbursement is required) - *Note: Meals are only reimbursed for meetings that exceed one twenty-four hour period.*
  3. Capital expenditures for equipment the committee may require to complete its task.

**HELPFUL HINTS:** In order to minimize expenditures, consider the following:

1. Can the Committee members' institutions contribute toward the Committee expenditures? (Please note: Failure to contribute should not exclude a potential member from the committee.)
2. Use conference calls and e-mail with the Committee members instead of face-to-face meetings whenever possible to reduce travel expenditures.
3. No fund development should be conducted by individuals. If you need additional financial support, contact the Fiscal Planning Committee Chair.

B. Budget Revisions

The Association recognizes that annual expenditures are estimated in the annual budget preparation process. The Committee Chair is requested to provide the

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

Executive Council with updated expenditure projections when s/he becomes aware that the original budget may be exceeded or reduced.

C. Payments and Reimbursements

Payments are made to vendors and/or reimbursements are made to members by the Association Treasurer. Requests for checks or reimbursements must be accompanied by a Request for Reimbursement (see website at: [www.casfaa.org](http://www.casfaa.org)) and original receipts for expenditures (with those exceptions as outlined on the Request for Reimbursement), and must be signed by both the requesting party and the Committee Chair.

**5.1.4 REPORTING**

It is the responsibility of the Committee Chair, or designee, to make regular reports to the Executive Council and to the Association membership through the CASFAA Newsletter, as appropriate, throughout the year. Committee Chairs are expected to submit at least one article to the CASFAA Newsletter during the year. The schedule of the reporting may be dictated by the level of activity of the committee and its relevance to other Association activities or at the request of the Newsletter editor. At a minimum, the committee should make the following reports:

1. Second Executive Council Meeting: Report to the Executive Council on the composition of the committee, report on the goals of the committee for the year and a timeline for accomplishment of these goals and report of the plans for projects and proposed detailed budgets for each project. The Treasurer-elect/Fiscal Planning Committee Chair will present all committee meeting budgets to the Executive Council for final approval.
2. Subsequent Council Meetings: Provide Committee meeting minutes and report on status of defined goals and projects.
3. Final Executive Council Meeting: Provide Year-End Report for the Executive Council to pass on to the subsequent year Committee Chair.

Additionally, all written communication from a committee chair should be copied to the President and the Executive Council Committee Coordinator.

**5.2 STANDING COMMITTEES**

Standing committees are those committees that are essential to the survival of the Association and which support its main goals and objectives. Usually, these committees remain an integral part of the Association's activities from year to year. Examples of committees that have been active in the Association since its inception in 1972 are the Conference Committee, the Training Committee, the Membership Committee, the Fiscal Planning Committee (formerly known as the Budget and Finance Committee), and the Federal Issues Committee (formerly known as the Federal and Legislative Matters Committee). Throughout the years a number of other Committees have been created which remain as standing committees of the Association.

The following is a list of the current Standing Committees:

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

Archives Committee	Site Selection Committee
Conference Committee	Membership Services Committee
Newsletter Committee	Training Committee
Ethnic Diversity Committee	Nominations & Elections Committee
Federal Issues Committee	Placement Committee
Fiscal Planning Committee	Policies and Procedures Committee
Fund Development Committee	Proprietary Issues Committee
Graduate/Professional Issues Committee	Scholarship Committee
High School Relations Committee	State Issues Committee
Mini Conference Committee	

The following pages provide descriptions of each of the standing committees as of July, 1998.

**5.2.1 AMBASSADORS COMMITTEE**

**5.2.1.1 SCOPE AND PURPOSE**

The CASFAA Ambassadors Committee became a standing committee of the Association at the direction of the Executive Council. The Ambassador Chair reports to the Association Services Coordinator.

**5.2.1.2 CHARGE OF THE AMBASSADORS COMMITTEE**

1. To request volunteers who are interested in promoting the goals and policies of CASFAA.
2. To have a presence available at CASFAA trainings and functions to promote volunteerism in CASFAA Committees, and encourage members to run for office.
  - a. This would involve a short 1-2 minute presentation at the beginning of each training event.
3. To assist the Conference Committee with the Newcomers' Reception at the annual conference and act as Chair of the event.
4. To determine an appropriate gift for the Newcomers and work with the Special Project Conference Sub-Committee to order the gift. The gift to be distributed at the Newcomers' Reception.
5. To recruit Ambassadors who can help members at the Conference with registering on-site, questions, directions and information.
6. To assist the Registration Committee at the annual conference by being available to run errands and help members register on-site.

**5.2.1.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Ambassadors Committee Chair:



The Ambassador Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President. The Chair reports to the Association Services Coordinator.

B. Ambassadors Committee Members:

The number of committee members is determined by the Committee Chair and includes representation from each segment, ethnic diversity balance and regional representation.

(This committee can have as many members as needed to meet its charge.)

C. Committee Size:

Maximum: There is no maximum number of members.

#### **5.2.1.4 COMMITTEE MEETINGS**

There are normally a maximum of four meetings per year that can be accomplished in-person or by electronic or telephonic means. Meetings are normally scheduled prior to the Executive Council meetings for reporting purposes.

#### **5.2.1.5 FINANCIAL RESPONSIBILITY**

1. The committee's reimbursement for attendance at training events (unless the volunteer is already attending the function).
2. Newcomers' gifts (incorporated in the Conference budget)

#### **5.2.1.6 HISTORY OF THE AMBASSADORS COMMITTEE**

CASFAA Ambassador Committee was authorized in 2002. The first chair was Mindy Bergeron, John F. Kennedy University. In 2008, the Ambassadors Committee was made a part of the Membership Services Committee.

### **5.2.2 ARCHIVES COMMITTEE**

#### **5.2.2.1 SCOPE AND PURPOSE**

The CASFAA Archives Committee became a standing committee of the Association at the direction of the 1974-75 Executive Council with the appointment of the first Association Historian. The goal of the Archives

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

Committee is to assemble, organize and maintain the historical documents of the Association.

**5.2.2.2 CHARGE OF THE ARCHIVES COMMITTEE**

1. Solicit Association materials and documents from the past year's committee chairs and Executive Council members, including:
  - Minutes from all Executive Council Meetings.
  - Year-End Reports from all Committee Chairs.
  - Association Budgets, Financial Statements and Reports.
  - Newsletters.
  - Action Items Report(s).
  - Tax Returns.
  - Special Projects and Awards.
  - Bylaws with any Changes.
  - CASFAA Directory.
  - Special Agreements and Contracts.
2. Organize the materials in an orderly manner.

**5.2.2.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Archives Committee Chair:  
The Archives Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.
- B. Archives Committee Members:  
The Archives Committee Chair is usually the only person on this committee.
- C. Committee Size:  
Maximum: 1 member

**5.2.2.4 COMMITTEE MEETINGS**

None.

**5.2.2.5 FINANCIAL RESPONSIBILITY**

None.

**5.2.3 ASSOCIATION SERVICES COORDINATOR**

**5.2.3.1 SCOPE AND PURPOSE**

The relationship of the Association Services Committee Coordinator to the Association is significant. CASFAA has grown at such a rate that it is no longer feasible for the President and Executive Council to coordinate all

the efforts of the various committees. The Committee Coordinator also provides support and serves in an advisory capacity to the President. They are responsible for the activities of the committees assigned and for working with their respective committees to ensure that information is communicated in a timely manner between the committee, the President and the Executive Council.

#### **5.2.3.2 CHARGE OF THE ASSOCIATION SERVICES COORDINATOR**

The Association Services Committee Coordinator is accountable to the President and Executive Council for many facets of CASFAA activities. The Association Services Coordinator is responsible for:

1. Serving as an ex-officio member of the Executive Council.
2. Attending all Executive Council meetings.
3. Assisting Committee Chairs with meeting their goals and objectives.
4. Serving as an advisor to the President
5. Serving as a liaison between the Committee Chairs and the President.
6. Contacting each Committee Chair prior to each meeting of the Executive Council and requesting that a written report be forwarded for delivery to Executive Council.
7. Ensuring that information from the Executive Council and the President is relayed to the Committee Chair in a timely manner.
8. Serving as the Committee Chairs' voice at Executive Council meetings.
9. Ensuring that Committee Chairs write at least one article for the CASFAA Newsletter.
10. Overseeing the preparation of committee year-end reports.
11. Serves on Fiscal Planning and Strategic Planning Committees.
12. Performing other functions as assigned by the President and Executive Council.

The Committees that report to the Association Services Coordinator are:

Ambassador Committee  
Archives  
Membership Services  
Newsletter Committee  
Policies & Procedures Committee  
Scholarships Committee  
Volunteer Coordinator Committee

#### **5.2.3.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

##### Association Services Chair:

The Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association.

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President. The Chair reports to the President of the Association.

**5.2.3.5 FINANCIAL RESPONSIBILITY**

1. Reimbursement for attendance at training events (unless the volunteer is already attending the function).

**5.2.3.6 HISTORY OF THE ASSOCIATION SERVICES COORDINATOR**

CASFAA Association Services Coordinator was authorized in 1976.

**5.2.3.7 TERM OF OFFICE**

Term begins on the first day following the annual CASFAA Conference and concludes on the final day of the following year's annual CASFAA Conference

**5.2.4 CASH FOR COLLEGE COMMITTEE**

**5.2.3.1 SCOPE AND PURPOSE**

The CASFAA Cash for College Committee became a standing committee at the direction of the Executive Council in 2005. The Cash for College Chair reports to the Association Services Coordinator. The Chair is appointed by the President and must be endorsed by the Executive Council.

**5.2.4.2 CHARGE OF THE COMMITTEE**

1. To coordinate with the California Student Aid Commission's designated staff assigned to the project.
2. Serve as a member of the state-wide CSAC California Cash for College (CFC) committee.
3. To assist with organizing, staffing and presenting at multiple events throughout the state.
4. Serve as a resource on financial aid issues. This includes, but is not limited to: reviewing all CFC materials containing financial aid information to ensure the accuracy of such publications. Ensuring that the materials are student-and-parent friendly and include the perspective of financial aid administrators. Assisting in the development and assessment of the CFC activities and publications.
5. To promote access to college to students and parents by presentations about financial aid programs.

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

6. To recruit CASFAA volunteers who help present at various Cash for College events and be knowledgeable so that questions and answers about financial aid, assistance with completion of forms and dissemination of information about various financial aid programs.
7. Copies of all important materials are to be sent to the chair of the Archives Committee.

**5.2.4.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

1. Using CASFAA volunteer forms, requests for volunteers through CASFAA-L, electronic messages to the CASFAA membership, recruit volunteers sufficient to staff the events throughout the state.
2. Staff designated by the California Student Aid Commission.
3. The Chair of the committee establishes the number of volunteers needed to staff each of the sites.

**5.2.4.4 COMMITTEE MEETINGS**

Committee meetings are conducted by telephone and electronic means.

**5.2.4.5 FINANCIAL RESPONSIBILITY**

There is normally no financial impact to CASFAA as the project is all-volunteer.

**5.2.5 CONFERENCE COMMITTEE**

**5.2.5.1 SCOPE AND PURPOSE**

The CASFAA Conference Committee became a standing committee of the Association at the direction of the 1972-73 Executive Council. The purpose of the annual conference is to assemble the membership at a site designated by the Executive Council during which the annual business meeting of the association is conducted, professional development opportunities with an emphasis on financial aid procedures and current issues are provided, and the community is afforded an occasion and environment to review, evaluate and recommend direction about the critical issues facing the Association and the profession. (The Conference alternates annually between the northern and southern regions of California.)

The annual conference has been held each year since 1972 for a three-day period in late November to mid-December. Since 1980, the newly elected Executive Council has commenced leadership responsibilities on the final day of the annual conference. The Conference Chair of the subsequent year's Conference Committee is appointed no later than the first meeting of the Executive Council following the annual conference.

The success of the annual conference is measured by the written evaluations by conference attendees and by the amount of profit generated by the conference. Historically, excess revenue from the conference has been used to support the training and operational goals of the Association.

#### **5.2.5.2 CHARGE OF THE CONFERENCE COMMITTEE**

1. Secure volunteers to chair conference subsidiary committees.
2. Develop an agenda for the annual conference that is timely, promotes dialogue, and enhances the knowledge of the membership in relation to the administration of the financial aid programs.
3. Inform the membership of the date, time, location, and expense of the annual conference and promote attendance through the CASFAA Newsletter, electronic media, pre-registration materials and individual mailings.
4. Secure presenters, moderators, facilities and equipment necessary to support general meetings and training sessions for the conference.
5. Develop a budget and conference fees, which must be approved by Executive Council in order to secure sponsors for conference events, to ensure that excess revenues from the conference will be available to help support the annual operating expenses of the Association.
6. Direct the activities of the conference.
7. Report to the Executive Council and to the Executive Council Liaison on conference planning and submit a final written report.
8. Copies of all important materials are to be sent to the chair of the Archives Committee.

#### **5.2.5.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Conference Committee Chair:  
The Chair is solicited and appointed by the President of the Association. Preference in selection is given to individuals in close proximity to the conference site who have conference committee experience and/or individuals who have the support of their institutions and demonstrated ability to organize and manage complex functions and large numbers of volunteers. The Executive Council must endorse the Committee Chair selected by the President.
- B. Conference Committee Members:  
The Conference Committee consists of the Conference Chair, Sub-Committee Chairs, a Secretary, the CASFAA Treasurer or Treasurer-elect, and the President-Elect.
- C. Sub-Committee Chairs:  
Sub-Committee Chairs are solicited and appointed by the Conference Chair from individuals in close geographical proximity to the conference site who are interested or experienced in working with conference committees. Preference is given to individuals who have the support of their institutions and specific interest or talent in the area of responsibility of the committee.

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

- D. Sub-Committee Members:  
Sub-Committee Members are solicited by the Sub-Committee Chairs from interested individuals in accordance with committee composition guidelines of the Association. The Conference Committee should be composed of members from each of the five institutional segments.
- E. Committee Size:  
The Conference Committee includes the Chair, a Secretary, the President-Elect, the Treasurer or Treasurer-elect, and all Sub-Committee Chairs. The full Conference Committee size is dependent on the tasks associated with sub-committees that may range in size from one to 20, depending on the requirements of the committee and the preference of the Chair.

**5.2.5.4 COMMITTEE MEETINGS**

- A. The Conference Chair and Sub-Committee Chairs normally meet on a monthly basis throughout the year preceding the conference or more frequently as needed to accomplish planning and confirm arrangements.
- B. Sub-Committees meet at the discretion of the sub-committee chair, as necessary to accomplish planning and confirm arrangements.

**5.2.5.5 FINANCIAL RESPONSIBILITY**

- A. The Conference Committee Chair, in conjunction with the Treasurer, is responsible for the Conference Committee's Budget. The Conference Budget does not include the cost of conference registration fees for any members of the committee, the committee chair, nor any officer of CASFAA. Conference fees are waived for invited guests and lifetime members identified by the President of the Association.
- B. All conference expenditures are authorized by the Conference Chair and paid by the Treasurer. All sessions conducted within the time frame of the conference are paid for by the Conference Committee. The Conference Committee will also pay for one microphone and one podium for each of the Segmental meetings. All other expenditures must have a separate budget approval by the Executive Council. These include, but are not limited to:
  - a. The Graduate/Professional Symposium\*
  - b. The President's Reception
  - c. The Ethnic Diversity Reception
  - d. The Awards Brochure (if applicable)
  - e. Costs associated with the CCCSFAAA Conference
  - f. Costs associated with Segmental meetings except those agreed to by the Conference Chair\*The GPIC Forum was changed to Symposium in 2008.
- C. A final report of revenues and expenditures is prepared for the Executive Council immediately following the conclusion of the conference. This report should be presented at the second Executive Council meeting (usually held in February/March).

### **5.2.5.6 POST-CONFERENCE MEMBERSHIP POLICY**

The CASFAA Bylaws state that the membership year begins January 1 and ends the following December 31. In practice, the year begins at the end of the annual conference that is usually held in early/mid December. Although most people join the Association for the next membership year, at the time they register for the annual Conference, a person may apply for membership after the start of the membership year.

Anyone becoming a member after the annual conference uses the CASFAA website. The Membership Services Chair will receipt the funds and send the check to the Treasurer for deposit. The Membership Services Committee Chair will ensure that the membership information is included in the CASFAA database and will send the new member acknowledgment materials. New member acknowledgment materials include: a copy of the President's letter, a CASFAA Directory (if available in hard copy), and a copy of the latest edition of the CASFAA Newsletter. If the membership application is received late in the year, the Membership Services Chair may contact the individual and suggest that s/he waits until the next year. If the late applicant wishes to wait until the next year, the applicant must be advised that, if s/he waits, s/he will not be able to vote in any upcoming elections. If the person is interested in attending the next CASFAA conference, his or her name and address should be sent to the Conference Committee Chair so that Conference materials are sent.

### **5.2.5.7 REPORTING**

The annual Conference is the largest expense and revenue generating event of the Association, the Conference Chair is in regular communication with the President and the Executive Council regarding planning. The Chair prepares a report for each Executive Council meeting and obtains a report from each Sub-Committee Chair for contribution to a general report to the Executive Council at the conclusion of the conference.

## **5.2.6 ELECTRONIC INITIATIVES COMMITTEE (EIC) (formerly the Automation Issues Committee and formerly the Ad Hoc Committee on FAPS)**

### **5.2.6.1 SCOPE AND PURPOSE**

The Electronic Initiatives Committee became a standing committee at the direction of the 1995 Executive Council.

### **5.2.6.2 CHARGE OF THE ELECTRONIC INITIATIVES COMMITTEE**

1. Identify and analyze issues, concerns and problems with CSAC/EDFUND and the Department of Education financial aid delivery systems.
2. Provide comments and recommendations for improvements to those systems.



CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

3. Provide input in the design and development of CSAC/EDFUND and the Department of Education financial aid delivery systems.
4. Develop and maintain a CASFAA web site (<http://www.casfaa.org>).
5. Support and encourage the use of automation and technology in the delivery of financial aid and the supporting processes.
6. Copies of all important materials are to be sent to the chair of the Archives Committee

### **5.2.6.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

1. **Committee Chair**  
The Committee Chair is appointed by the President of CASFAA from interested members of the Association. Preference in the selection of the Chair is given to an individual who possesses an ability or interest in the Committee's activities. The Executive Council must endorse the Committee Chair selected by the President.
2. **Committee Members**  
Committee members are appointed by the Committee Chair. Every effort should be made to include members who are knowledgeable about technology issues from each of the five institutional segments, the Graduate and Professional Issues Committee and the Ethnic Diversity Committee. It is recommended to include a member appointed by CSAC/EDFUND interested and knowledgeable lender, secondary market, loan servicer, or other appropriate representatives may also be considered.
3. **Committee Size Recommended: 10-12 members**

### **5.2.6.4 MEETINGS**

It is recommended that the EIC meet at least quarterly. The goal of each meeting is to review progress of the projects set up for the committee's annual goals and outline and assign tasks to achieve the goals.

### **5.2.6.5 FINANCIAL RESPONSIBILITY**

The EIC budget of the AIC is based on projected travel costs of members. The Project budget cost includes estimates of approved projects.

### **5.2.6.6 HISTORY OF THE ELECTRONIC INITIATIVES COMMITTEE**

The Electronic Issues Committee was formerly named the Automation Issues Committee and originally called the CASFAA Ad Hoc FAPS committee to help identify and resolve problems with FAPS for both loans and grants. The committee name was changed to the Automation Issues

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

Committee in 1995 to expand its scope to assist CASFAA members, the Department of Education, and CSAC in automation issues.

In December 1995, the Automation Issues Committee produced the CASFAA Automation Resource Guide. The Guide received the NASFAA Project of the Year Award at the 1996 national conference in Denver, Colorado. This guide was enthusiastically received by the association members and has served as the template for numerous associations and organizations in developing their own publications.

In 1996 the committee was recognized by CASFAA as the outstanding committee of the year for its work in promoting and supporting the use of technology in the financial aid community.

The committee continues to provide comments and recommendations to the U.S. Department of Education and CSAC/EDFUND in the development of their aid delivery systems. Additionally, the committee continues to be actively involved in the promotion of automation issues and has provided training sessions and resources during the annual CASFAA conferences.

The committee is responsible for the creation and maintenance of the CASFAA World Wide Web site (<http://www.casfaa.org>).

**5.2.7 ETHNIC DIVERSITY COMMITTEE (EDC) (formerly known as Minority Affairs)**

**5.2.7.1 SCOPE AND PURPOSE**

The Minority Affairs Committee became a standing committee of the Association at the direction of the 1981 Executive Council. In 1983, the Committee was renamed the Minority Concerns Committee. The name was changed to the Minority Issues Committee in 1985. In 1993, the Committee began to be referred to as the Ethnic Diversity Committee. In 1985, a change was made to the Bylaws authorizing an Ethnic Diversity Issues Member-at-Large as a voting member of the Executive Council. The goal of the Committee EDC is to address issues that affect ethnic minority financial aid administrators and students. The EDC also focuses on the professional development of under-represented ethnic financial aid professionals. (In this context, under-represented indicates those groups who traditionally have not received adequate representation in proportion to the group's size within society in general.)

**5.2.7.2 CHARGE OF THE COMMITTEE**

1. Award Ethnic Diversity Conference Scholarships to attend the Conference (See [www.casfaa.org](http://www.casfaa.org) for Scholarship application forms).
2. Conduct professional development workshops geared toward under-represented ethnic staff.
3. Organize outreach efforts to Native Americans, African Americans, Latino Americans, Asian Americans and other underrepresented ethnic groups. (Examples of projects include Pow-Wows, Young Black Scholar Days,

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

- Puente Project, *Adelanta* Latinos Conference and non-traditional student financial aid workshops.)
4. Assists with coordinating the Ethnic Diversity Reception at the annual conference.
  5. Assist in annual conference workshops which focus on the issues that affect ethnic minorities.

**5.2.7.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Ethnic Diversity Committee Chair: Member-at-Large, Ethnic Diversity
- B. Ethnic Diversity Committee Members

The Committee is made up of representatives from both Northern and Southern California. The members should represent a wide range of ethnic backgrounds, including at least one “majority” member who is from a traditionally well represented ethnic background. The Chair of Ethnic Diversity assigns members of the Association or members of the Committee as Ethnic Diversity liaisons to other Committees, these include:

- a. Federal Issues
- b. State Issues
- c. Loan Issues
- d. Conference Committee
- e. High School Relations
- f. Graduate Professional
- g. Proprietary Issues
- h. Training

The EDC should be composed of members from each of the five institutional segments plus at least one member from a graduate and professional institution.

- C. Committee Size:  
Recommended: 15 members

**5.2.7.4 MEETINGS**

The Ethnic Diversity Committee meets 4-5 times each year. At the first Committee meeting, annual goals are set along with task and project planning.

**5.2.7.5 FINANCIAL RESPONSIBILITY**

The committee meeting budget is based on travel costs. Project budgets are submitted for scholarship distribution, Pow-wows or other professional development events selected by the committee and approved by the Executive Council.

**5.2.7.6 ETHNIC DIVERSITY CONFERENCE SCHOLARSHIPS**

The Minority Conference Scholarship was established in 1985 by the Minority Issues Committee. The scholarship was initially established to

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

provide an opportunity for historically under-represented ethnic minority financial aid personnel who might not otherwise be able to attend the annual CASFAA Conference and to promote their further professional development. Ethnic Diversity Conference Scholarship recipients are encouraged to develop communication networks within the financial aid community and to become actively involved in CASFAA. The scholarships are targeted at those historically under-represented ethnic minority aid personnel who have never attended a CASFAA Conference, and who are typically at the staff level rather than at the administrative level.

Each year the Ethnic Diversity Committee selects recipients for the Minority Issues a.k.a. Ethnic Diversity Conference Scholarship. The awards are given based on the information provided on the application as well as the applicant's personal statement that accompanies the application form. Awards are generally made during October. A rating sheet has been established to assist in the selection process. At a minimum, these guidelines should be followed when making selections:

1. Each applicant selected for the Ethnic Diversity Scholarship should be a historically under-represented ethnic minority.
2. All applicants must be potential first time CASFAA conference attendees.
3. Preference should be given to those at the staff level within the financial aid office instead of those at the administrative or managerial level. Staff positions include: technicians, clerks, advisors and counselors.
4. The scholarship recipients should include a full representation of institutional segments, cultures, and genders.
5. Where practical, priority consideration should be given to those individuals with three or more years of experience in the financial aid field. These individuals have demonstrated a commitment to the profession that should be recognized if other factors in the application warrant such recognition.
6. Scholarship recipients will be expected to participate on CASFAA committees if asked to do so. To reduce the burden on any one institution, it is recommended that recipients be from different campuses. As part of the application process, the applicant must have approval from an immediate supervisor to fulfill this requirement.

The recipients will be notified by mail in an Award Letter outlining the terms and conditions of the award. The individual is given the opportunity to accept or decline the scholarship. Response deadlines are established by the Ethnic Diversity Committee each year. The committee arranges for hotel accommodations, conference registration and travel arrangements for each scholarship recipient. Mileage and/or flight costs will be paid from the Ethnic Diversity Conference Scholarship project budget.

## **5.2.8 FEDERAL ISSUES COMMITTEE**

### **5.2.8.1 SCOPE AND PURPOSE**

The Federal Issues Committee became a standing committee of the Association at the direction of the 1972-73 Executive Council. The general goal of the committee is to gather information about financial aid issues at the federal level and to provide interpretation of these issues to the membership of CASFAA.

### **5.2.8.2 CHARGE OF THE FEDERAL ISSUES COMMITTEE**

1. Review relevant material on federal issues, such as Notice of Proposed Rule Making (NPRM), Reauthorization, pending Congressional bills, and NASFAA comments, to determine their possible impact on the membership.
2. Advise the membership about key federal issues through updates in the CASFAA Newsletter, using electronic media, and special mailings, when necessary.
3. Develop timely positions on federal issues and, upon approval of the Executive Council, communicate these positions to the appropriate federal officials (such as the U.S. Department of Education and Congressional representatives).
4. The Chair of the Federal Issues Committee (the Vice President-Federal Issues) serves as CASFAA representative at hearings, negotiated rule-making and other occasions when CASFAA's positions on federal issues need to be presented.
5. Copies of all important materials are to be sent to the chair of the Archives Committee

### **5.2.8.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Federal Issues Committee Chair:  
Vice President-Federal Issues
- B. Federal Issues Committee Members  
Members should be selected to reflect the diversity of the CASFAA membership. The committee should be composed of members from each of the five institutional segments. In addition, it is recommended that a liaison from the Ethnic Diversity, Graduate and Professional and Loan Issues committees also serve on the Federal Issues committee. Past committees have also found representatives from lenders, EdFund, and CSAC valuable as members of the committee.
- C. Committee Size:  
Recommended: 12 members

#### **5.2.8.4 COMMITTEE MEETINGS**

The Federal Issues Committee may choose to meet every other month instead of quarterly, if needed. The goal of each meeting is to review, analyze and report on new and pending federal issues to the Executive Council and the membership. Goals are set based on current federal issues.

#### **5.2.8.5 FINANCIAL RESPONSIBILITY**

The budget is based on travel expenses, printing, postage, phone and facsimile charges.

### **5.2.9 FISCAL PLANNING COMMITTEE**

#### **5.2.9.1 SCOPE AND PURPOSE**

The Fiscal Planning Committee became a separate, standing committee of the Association at the direction of the 1993 Executive Council. With the development of this committee, fiscal planning was separated from the fund development function. The original goal of the Fiscal Planning Committee was to examine and analyze the financial structure of the Association and recommend a committee structure that would, in conjunction with the Treasurer, oversee and direct the budgeting and long range fiscal planning for the Association. Standing responsibilities of the committee were defined by the original committee in 1993 and approved by the 1993 Executive Council.

#### **5.2.9.2 CHARGE OF THE FISCAL PLANNING COMMITTEE**

The original Fiscal Planning Committee was established to accomplish the following:

1. Analyze the historical expense and revenue patterns of the Association.
2. Review existing policies related to budgeting Association revenues and expenditures and make recommendations for timelines for balancing committee and Association budgets.
3. Examine the Association dues structure and make recommendations for current and long-range uses for dues.
4. Propose a committee structure and responsibilities that define long range fiscal goals of the Association.
5. Copies of all important materials are to be sent to the chair of the Archives Committee

#### **5.2.9.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Fiscal Planning Committee Chair:  
The Treasurer-Elect serves as Committee Chair. The Executive Council must endorse the Committee Chair.
- B. Fiscal Planning Committee Members  
The Fiscal Planning Committee consists of the President, the Past President, the President-Elect, the Fund Development Chair and

the Treasurer. Some Presidents have expanded this group to include the Executive Council Committee Coordinators.

#### **5.2.9.4 COMMITTEE MEETINGS**

It is recommended that the Fiscal Planning Committee meets quarterly. The goal of each meeting is to review progress toward the Committee's annual goals and to outline and assign tasks to achieve these goals. Currently, the Fiscal Planning Committee meets one-half day before each regularly scheduled Executive Council meeting.

#### **5.2.9.5 FINANCIAL RESPONSIBILITY**

The budget of the Fiscal Planning Committee is based on the travel expenses of the Committee members and any costs associated with duplication of materials for the Executive Council.

### **5.2.10 FUND DEVELOPMENT COMMITTEE**

#### **5.2.10.1 SCOPE AND PURPOSE**

The Fund Development Committee was proposed by the Fiscal Planning Committee and became a standing committee of the Association at the direction of the 1993 Executive Council. The general goal of the committee is to act as a clearinghouse/coordinator of funds donated to CASFAA. In addition, the committee is responsible for developing and implementing long-range fiscal and sponsorship plans.

#### **5.2.10.2 CHARGE OF THE FUND DEVELOPMENT COMMITTEE**

1. Identify the fund development needs of CASFAA.
2. Establish fund development long range goals/plan.
3. Survey current sponsors to identify interest level, funding preferences, other potential sponsors, and any current or potential problems.
4. Centralize communication with current and prospective sponsors.
5. Increase the pool of potential sponsors.
6. Coordinate and facilitate fund development activities with all CASFAA committees, including coordination of fund development and sponsorship at the annual conference.
7. Develop professional packet for sponsors identifying full range of sponsorship activities for annual training and including those provided at the Conference. Such information must be approved by Executive Council.
8. Develop written policies and procedures for sponsors.
9. Develop new funding vehicles/plans (i.e., trusts, etc.).
10. Develop consistent and appropriate acknowledgment to sponsors.
11. Centralize reporting of fund development activities.
12. Copies of all important materials are to be sent to the chair of the Archives Committee

**5.2.10.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Fund Development Committee Chair:  
The Fund Development Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President. The Fund Development Chair regularly attends Executive Council meetings as an Ex-Officio Member.
- B. Fund Development Committee Members  
Committee members are appointed to the Committee by the Committee Chair. The Treasurer will serve on the Committee in an ex-officio capacity. Preference in selection of other Committee members is given to Association members who have an expertise, interest, or experience in fund development. The committee should be composed of members from each of the five institutional segments.
- C. Committee Size:  
Recommended: as needed by Chair

**5.2.10.4 COMMITTEE MEETINGS**

The Fund Development Committee meets as needed during the year. The goal of each meeting is to review progress toward the Committee's goals and outline tasks leading to the accomplishment of these goals. Goals are set based on the above listed charges and on the time commitment available from each member.

**5.2.10.5 FINANCIAL RESPONSIBILITY**

The budget of the Fund Development Committee is based on the travel expenses of the Committee members and any costs associated with duplication of materials for the Executive Council



## **5.2.11 GRADUATE AND PROFESSIONAL ISSUES COMMITTEE (GPIC)**

### **5.2.11.1 SCOPE AND PURPOSE**

The Graduate and Professional Issues Committee became a standing committee of the Association at the direction of the 1980 Executive Council. The general goal of the Graduate and Professional Issues Committee is to address graduate and professional issues and to advise the Executive Council and other Committees about Graduate and Professional issues. A change was made to the Bylaws in 1988 to create a Member-at-Large position on the Executive Council to represent Graduate and Professional Issues beginning in 1989.

### **5.2.11.2 CHARGE OF THE GRADUATE AND PROFESSIONAL ISSUES COMMITTEE**

1. Bring issues of relevance to graduate and professional aid administrators and students to the attention of the Association and the Executive Council.
2. Respond with endorsement of the Executive Council, to any State or Federal Issues with a Graduate and Professional perspective.
3. Advise other committees when Graduate and Professional concerns need to be addressed and ensure Graduate and Professional representation on all appropriate committees.
4. Organize the annual Graduate and Professional Symposium.
5. Organize summer "Do Talk Shops" in both Northern and Southern California.
6. Work with the conference committee to ensure interest sessions are presented with graduate and professional aid administrators' needs in mind.
7. Copies of all important materials are to be sent to the chair of the Archives Committee

### **5.2.11.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Graduate and Professional Issues Committee Chair: Member-at-Large - Graduate and Professional
- B. Graduate and Professional Issues Committee Members  
Members should be selected to reflect the diversity of the CASFAA membership. Past committees have also found representatives from the associate membership, guarantors and lenders valuable as members of the committee.

The committee should be composed of members from each of the institutional segments that have graduate and professional students. It is also recommended that a diversity of graduate disciplines be represented (i.e. law, medicine, theology, etc.). In addition, it is recommended that a liaison from the Graduate and Professional

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

membership or members of the GPIC serve on all appropriate committees, and include:

- a. Conference
  - b. Conference Program Sub-Committee
  - c. Loan Issues
  - d. Federal Issues
  - e. State Issues
- C. Committee Size:  
Recommended: No more than 12 members (majority of members from schools)

#### **5.2.11.4 COMMITTEE MEETINGS**

It is recommended that the Graduate and Professional Issues Committee meet at least quarterly. Teleconferencing and electronic meetings are encouraged.

#### **5.2.11.5 FINANCIAL RESPONSIBILITY**

1. Committee Meeting Budget: This budget is based on travel expenses, printing, postage, phone and facsimile charges.
2. Committee Project Budgets: (1) The Graduate and Professional Symposium is usually sponsored by lenders and other agencies who have a direct interest in graduate and professional issues. The sponsorship is obtained in coordination with the Fund Development committee. Since its inception, the event has been self-supporting. A budget is submitted to the Executive Council, however, for its approval. (2) The “Do Talk” Shops are held during the summer. They usually have a budget that covers the costs for printing and mailing of announcements.

### **5.2.12 HIGH SCHOOL RELATIONS COMMITTEE**

#### **5.2.12.1 SCOPE AND PURPOSE**

The High School Relations Committee became a standing committee of the Association at the direction of the 1982 Executive Council. The goal of the committee is to maintain a relationship with high school counselors in order to provide them with training, financial aid awareness, and to assist the high school counseling community with financial aid advising for students seeking post-secondary education. This assistance shall include, but not be limited to, providing reference materials, training workshops and contacts to answer questions.

#### **5.2.12.2 CHARGE OF THE HIGH SCHOOL RELATIONS COMMITTEE**

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

1. Provide reference materials, training workshops and contacts to high school counselors about financial aid.
2. Establish projects and consumer materials to facilitate the financial aid process.
3. Coordinate annual High School Counselor Workshops in coordination with EdFund and CSAC.
4. Copies of all important materials are to be sent to the chair of the Archives Committee

**5.2.12.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. High School Relations Committee Chair:  
The High School Relations Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.
- B. High School Relations Committee Members  
Committee members are appointed to the Committee by the Committee Chair. Preference in selection of other Committee members is given to Association members who have an expertise, interest, or experience in the committee's activities. It is recommended that the committee be composed of members from each of the five institutional segments. It is recommended that some members be appointed for up to an 18-month period in order to provide continuity in the committee's activities from year to year.
- C. Committee Size:  
The Committee size is determined by the Committee Chair.

**5.2.12.4 COMMITTEE MEETINGS**

It is recommended that the High School Relations Committee meet quarterly. The goal of each meeting is to plan and provide special projects and establish new ideas, concepts, and written materials.

**5.2.12.5 FINANCIAL RESPONSIBILITY**

The committee's annual meeting budget is based on the travel expenses incurred by committee members. The project budget is established based on the number and nature of the committee's projects for the year.

**5.2.13 LOAN ISSUES COMMITTEE**

**5.2.13.1 SCOPE AND PURPOSE**

The Loan Issues Committee became a standing committee of the Association at the direction of the 1986 Executive Council. The goal of the Loan Issues Committee is to identify Federal Family Education Loan

Program (FFELP) and Federal Direct Lending issues and problems that might impact the CASFAA membership and to identify appropriate action. The Committee also acts as a liaison to CSAC, the various institutional segments and the Executive Council.

#### **5.2.13.2 CHARGE OF THE LOAN ISSUES COMMITTEE**

1. Review FFELP and Direct Lending forms and processes.
2. Make recommendations/suggestions to CSAC, the U.S. Department of Education, etc. regarding issues involving loan processes, procedures and regulations.
3. Communicate findings to the CASFAA membership through mailings or in the CASFAA Newsletter.
4. Work with the Training Committee on matters of common interest.
5. Copies of all important materials are to be sent to the chair of the Archives Committee

#### **5.2.13.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Loan Issues Committee Chair:  
The Loan Issues Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.
- B. Loan Issues Committee Members  
Members are chosen by the Chair based on the Volunteer Forms and advice of the former Committee Chair. The committee should include a representative from CSAC, CLFE and the five institutional segments, a graduate and professional institution and the CASFAA Liaison to CLFE and the Loan Study Council.
- C. Committee Size:  
The committee size is determined by the Committee Chair.

#### **5.2.13.4 COMMITTEE MEETINGS**

It is recommended that the Loan Issues Committee meet quarterly. The goals of each meeting are to receive updates from the various segmental representatives, to discuss the impact of any FFELP/ Direct Lending changes and, if necessary, to draft position papers/letters on those issues. Short term goals are set at the first meeting of the Committee. Long term goals are set by the Executive Council.

#### **5.2.13.5 FINANCIAL RESPONSIBILITY**

The budget is constructed from the estimated expenses for travel, postage costs, etc.

## **5.2.14 MANAGEMENT INSTITUTE**

### **5.2.14.1 SCOPE AND PURPOSE**

The CASFAA Management Institute has been held annual since 1999. This dynamic institute is both inspiring and rejuvenating. It brings together financial aid administrators from all segments and from throughout the state to explore successes and innovations and to find solutions to problems. This institute is based on the principle that aid administrators learn best from each other. The purposes of the institute are:

1. To analyze problems and to find realistic, creative approaches to their solution;
2. To share innovative ideas that have been put into practice in aid offices;
3. To venture beyond the limits of our offices and segments in search of transferable ideas within financial aid by building an expanding network of colleagues.

### **5.2.14.2 CHARGE OF THE COMMITTEE**

Responsible for planning, scheduling, and facilitating the CASFAA Management Institute.

### **5.2.14.3 SELECTION, COMPOSITION, SIZE**

Two to three volunteer members make up the committee.

### **5.2.14.4 MEETINGS**

The project is accomplished with very little meeting time scheduled. Usually the committee works together by telephone or through electronic communication.

### **5.2.14.5 FINANCIAL RESPONSIBILITY**

The budget is based on the estimated expenses for travel, postage costs, etc.

### **5.2.14.6 HISTORY**

Rob Parisi submitted the request for this project in 1999. He chaired the committee from 1999 through 2003. His co-chair during those years was Beth Asmus. In 2004, 2005, and 2006 Sherrie Padilla assumed the chair with Darryl Cox and Rob Parisi as co-chairs. From 2007 the Chair has been selected by the President and endorsed by Executive Council.

## **5.2.15 MEMBERSHIP COMMITTEE**

### **5.2.15.1 SCOPE AND PURPOSE**

The Membership Committee became a standing committee of the Association at the direction of the 1972 Executive Council. The goal of the Membership Committee is to review the policies and

methods for promoting membership in the Association. Over the course of the years, two distinct functions have been identified:

1. Committee activities which may include membership surveys and statistical reports; and
2. Membership services such as the maintenance of the membership database and creation of the membership Directory (see Section 6: Membership Services).

**5.2.15.2 CHARGE OF THE MEMBERSHIP COMMITTEE**

1. Solicit membership.
2. Communicate the benefits of membership in CASFAA.
3. Conduct surveys and membership drives directed by the Executive Council, on an as needed basis.
4. Send marketing packets of information about the Association to members who join the Association after the annual Conference.
4. Provide statistical membership reports and analysis, as needed.
5. Submit an article about membership to the CASFAA Newsletter.
6. Copies of all important materials are to be sent to the chair of the Archives Committee

**5.2.15.3 SELECTION, COMPOSITION AND SIZE OF THE MEMBERSHIP COMMITTEE**

- A. Membership Committee Chair: The Membership Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.
- B. Membership Committee Members  
The committee members are normally Segmental Representatives and both Members-at-Large.
- C. Committee Size:  
As noted above.

**5.2.15.4 CHARGE OF THE MEMBERSHIP SERVICES CHAIR**

1. Maintain the membership database.
2. Provide labels to appropriate committees. Upon approval by the Executive Council, make the labels available for a fee to other postsecondary associations or organizations.
3. Create the Membership Directory.

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

4. Provide a membership application form to former members, to the CASFAA Newsletter for publication, to postsecondary educational institutions and to other individuals at their request. This should be done in coordination with the Membership Committee.
5. Liaison with Membership Committee.

**5.2.15.5 SELECTION OF THE MEMBERSHIP SERVICES CHAIR**

- A. Membership Services Chair: The Membership Services Chair is intended to be more than a one-year appointment. Therefore, selection of the Membership Services Chair should be undertaken carefully by the President to ensure that the Chair will have adequate resources, both technological and human resources, to effectively serve in this position. The Executive Council must endorse the Committee Chair selected by the President.

**5.2.15.6 COMMITTEE MEETINGS**

There are typically no membership committee meetings.

**5.2.16 MINI-CONFERENCES COMMITTEE**

**5.2.16.1 SCOPE AND PURPOSE**

The Mini-Conference committee was established in 1999 by CASFAA President Toni DuBois. It became a standing committee in 2000 at the direction of the Executive Council. The goal of the Mini-Conferences Committee is to establish up to 10 sites throughout the state to train members who would not normally be able to attend the annual Conference. The chair of the annual project establishes the theme and direction of each year's training.

**5.2.16.2 CHARGE OF THE COMMITTEE**

1. Provide one-day training opportunities throughout the state to CASFAA members and non-members who can benefit by training in addition to or instead of the annual Conference.
2. Work with the Proprietary Committee to combine at least two of the Mini Conferences with the Proprietary Summer Certification Workshops alternating north and south for their advanced and beginner training. The advanced training is normally scheduled for one day prior to **or** following the Mini-Conference selected. The beginner training is scheduled for one day prior to and one day following the Mini-Conference selected.
3. Work with Fund Development chair to solicit sponsorships for materials, food, speakers, and travel expenses.
4. Coordinate with the Membership Services chair and the Webmaster to publicize the Mini Conference as widely as

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

- possible.
5. Limit expenses without compromising a quality experience for the attendees.
  6. Appoint committee members from each segment; the three geographic areas of the state; ethnically and gender diverse, to ensure a balance of membership. In addition, try to include members who have volunteered and not served before with a mix of seasoned volunteers. Limit lender participation to one or two members.
  7. Work with the California Student Aid Commission to get Proprietary Certification status for the general and breakout sessions.
  8. To the extent possible, taking into account the theme selected by the committee, to offer breakout sessions of interest to front-line as well as seasoned financial aid professionals. Offer sessions that appeal to beginner, mid-level and advanced ranges of experience.
  9. Advertise and publicize the Mini Conferences in the CASFAA Newsletter and on the CASFAA website.
  10. Send out notices periodically updating the membership on the content offered, either by mail or electronic means
  11. Copies of all important materials are to be sent to the chair of the Archives Committee.

**5.2.16.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

**5.2.16.3.1** Mini-Conference Chair: The chair of the Mini-Conference is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association or from volunteer forms. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.

**5.2.16.3.2** Mini-Conference Committee Members: Members of the committee are selected by the chair based on volunteer forms, advice of the former chair, and indication of interest. The committee should be composed of members from each segment, ensuring a balance among ethnicity, gender, type of institution and geographic location. It is recommended that there be at least two volunteers who are volunteers for the first time.

**5.2.16.3.3** Committee Size: At least 5 members



**5.2.16.4 COMMITTEE MEETINGS**

Most meetings can be conducted electronically and by telephone. At least two meetings should be scheduled:

1. to select a theme and develop sessions to be offered;
2. to discuss the attendance of a committee member to serve as the on-site person in charge for the North and for the South.

**5.2.16.5 HISTORY OF THE MINI CONFERENCES COMMITTEE**

See History on the CASFAA website at [www.casfaa.org](http://www.casfaa.org).

**5.2.16.6 FINANCIAL RESPONSIBILITY**

The Committee budget is based on projected travel costs of the members. A project budget is submitted for the cost of the nominee solicitation mailing and mailing of the ballots.

**5.2.17 NEWSLETTER COMMITTEE**

**5.2.17.1 SCOPE AND PURPOSE**

The Newsletter Committee became a standing committee of the Association at the direction of the 1979-80 Executive Council. The goal of the Committee is to inform the membership of the activities of CASFAA through the CASFAA Newsletter.

**5.2.17.2 CHARGE OF THE NEWSLETTER COMMITTEE**

Charge of Editor:

1. Provide the membership with a CASFAA Newsletter issue on at least a monthly/bi-monthly basis. Each issue shall include accurate and complete information about the activities of the Association. The CASFAA Newsletter is a vehicle used to disseminate information about Association business and purposes as indicated in Article III of the Bylaws.
2. Create a work schedule for each issue.
3. Solicit advertisements, provide invoices to advertisers, and submit funds to Treasurer. Work closely with Fund Development.
4. Coordinate with the Membership Services Chair to have membership database information sent to the Newsletter's printer for mailing purposes.
5. Update Membership Services Chair with corrected mailing information as received from the issues returned by the post office.
6. Mail newsletters to the membership.

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

7. Limit expenses as much as possible and try to create a self-supporting publication.
8. Appoint committee members from a wide range of the CASFAA membership, ensuring a balance among ethnicity, gender and type of institution. An attempt should be made to include members who have volunteered their services.
9. Include the following information in the appropriate issues of the newsletter:
  - a. Results of the Election for Executive Council positions.
  - b. A List of the Committee Chairs.
  - c. The Schedule of Executive Council meetings.
  - d. The Condensed Minutes of the Executive Council meetings.
  - e. The CASFAA Volunteer Form.
  - f. A Solicitation for Award Recipients.

Charge of Committee:

1. Assist Editor in all aspects of preparation of the CASFAA Newsletter,
2. Determine content of articles for each issue, request articles from Executive Council members and Committee Chairs, edit articles, arrange for typesetting, design each issue, review/modify and determine appropriateness of each article for publication. Solicit articles and/or write articles of interest to members or professionals in the state. Each Segmental Representative and each Member-at-Large as well as each Committee Chair are expected to submit articles that report on their issues and activities that are newsworthy and of general interest to the membership.
3. Ensure that required articles written by elected or appointed members are accurate reports of the Committee activities or Association actions.
4. Accurately label editorials that are submitted for publication. Any member of the Association may submit an editorial.

IF AN ARTICLE, REPORT, OR EDITORIAL IS DETERMINED TO BE INAPPROPRIATE

1. Committee will refer it to the Newsletter Editor.
2. The Newsletter Editor will confer with the author. If the author is unavailable or a resolution cannot be reached, the editor should consult with the President to make a decision about publication.

**5.2.17.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Newsletter Committee Chair:

CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

The Newsletter Editor is the Committee Chair. The Newsletter Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.

B. Newsletter Committee Members

Members are chosen by the Chair based on the volunteer forms and advice of the former Committee Chair. The committee should be composed of members from each of the five institutional segments, if possible.

C. Committee Size:

The committee size is determined by the Committee Chair.

Generally one person is assigned to solicit and organize advertising. Other members help with generating ideas for articles, solicitation/writing of articles, computing, etc.

**5.2.17.4 COMMITTEE MEETINGS**

The Newsletter Committee meets as needed for the publication of at least six issues per year. Short-term goals are set at the first Committee meeting.

**5.2.17.5 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 telephone 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.*

**5.2.17.6 FINANCIAL RESPONSIBILITY**

The budget is projected from the prior year's expenses and based on the current year's goals. Travel costs are determined from the location of the members and the meeting sites. The newsletter costs include design, printing, photography, supplies, training, postage and envelopes. Generally, costs should be covered by advertising to the extent possible.

**5.2.18 NOMINATIONS AND ELECTIONS COMMITTEE**

**5.2.18.1 SCOPE AND PURPOSE**

The Nominations and Elections Committee became a standing committee of the Association at the direction of the 1976-77

Executive Council. The goal of the Committee is to nominate and administer elections for the following year's Executive Council.

**5.2.18.2 CHARGE OF THE NOMINATIONS AND ELECTIONS COMMITTEE**

1. Solicit nominations from the membership within 90-180 days before the annual meeting of the Association.
2. Submit the final ballot (with approval from the Executive Council) to voting membership of the Association no later than 30 days prior to the annual meeting.
3. Distribute election materials.
4. Count ballots.
5. Report results to Executive Council for ratification.
6. Notify the membership of the results.
7. Seek authority from Elections Committee and destroy ballots once election results have been published, certified and approved by the Executive Council.

**5.2.18.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Nominations and Elections Committee Chair: Past-President
- B. Nominations and Elections Committee Members  
The members of the Nominations and Elections Committee are the Past-President, President-Elect, all Segmental Representatives, and both Members-at-Large.
- C. Committee Size:  
As noted above.

**5.2.18.4 COMMITTEE MEETINGS**

The Nominations and Elections Committee meets once each year in June. The meeting is to assemble the ballot and to designate at least two members who will be charged with counting the ballots.

**5.2.18.5 REPORTING**

The Committee must submit three articles to the CASFAA Newsletter: (1) Outline of the nomination calendar, (2) Solicitation of nominees, (3) Outcome of the election.

**5.2.18.6 FINANCIAL RESPONSIBILITY**

The Committee budget is based on projected travel costs of the members. A project budget is submitted for the cost of the nominee solicitation mailing and mailing of the ballots.

## **5.2.19 PLACEMENT COMMITTEE**

### **5.2.19.1 SCOPE AND PURPOSE**

The Placement Committee became a standing committee of the Association at the direction of the 1981 Executive Council. The goal of the Committee is to gather and distribute information about financial aid job openings to the membership. The information is disseminated in a monthly placement bulletin and a Job Hotline that is also available for interested applicants.

### **5.2.19.2 CHARGE OF THE PLACEMENT COMMITTEE**

1. Gather job opening information.
2. Prepare information for the CASFAA website.
3. Maintain billing and collections for ad placement.
4. With the assistance of Executive Council/Treasurer, determine cost of advertising in the job bulletin.

### **5.2.19.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

#### **A. Placement Committee Chair:**

The Placement Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.

The Placement Committee Chair is normally the only person on this Committee.

### **5.2.19.4 FINANCIAL RESPONSIBILITY**

To the extent possible, the Placement Committee should be self-supporting.

## **5.2.20 POLICIES AND PROCEDURES COMMITTEE**

### **5.2.20.1 SCOPE AND PURPOSE**

The Policies and Procedures Committee became a standing committee of the Association at the direction of the 1993 Executive Council. The goal of the original committee was to assemble and document the existing policies and procedures of the Association in a format that provided historical perspective, ensured continuity of purpose, and facilitated training for new Executive Council Members, committee chairs, and committee and Association members.

The CASFAA Policies and Procedures manual is intended to be reviewed and revised annually and distributed to members of the

Executive Council, committee coordinators, liaisons, and committee chairs to assist individuals and committees in the performance of their responsibilities to the Association. Each Executive Council member and committee chairperson is responsible for passing on his/her copy of the manual to his/her successor. The only exception to this rule is that the President retains his/her copy and passes it on only if s/he leaves the financial aid profession. A copy of the manual is available to all members on the CASFAA website at: [www.casfaa.org](http://www.casfaa.org).

**5.2.20.2 CHARGE OF THE POLICIES AND PROCEDURES COMMITTEE**

1. Document policies and procedures of the Association when new structures or functions arise.
2. Review existing policies and procedures and update them to reflect current structures and functions of the Association as they change.
3. Review, analyze, and revise policies and procedures to ensure conformity with changes in the Association's Bylaws.
4. Ensure retention of current policies and procedures with Association's Archivist in both hardcopy and electronic formats.
5. Provide copies of the policies and procedures manual on a limited time basis to Association members upon request. Any member may request a copy of the manual for the cost of copying the contents of the manual. The member must furnish the binder and the tabs.
6. Copies of all important materials are to be sent to the chair of the Archives Committee.

**5.2.20.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Policies and Procedures Committee Chair:  
The Policies and Procedures Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.
- B. Policies and Procedures Committee Members  
The Secretary shall be considered a committee member.

Committee members are appointed to the Committee by the Committee Chair. Preference in selection is given to Association members who have an ability or interest in writing or editing, or who have prior experience in the development of policies and procedures. Knowledge of the history of the Association should also be considered.

C. Committee Size:

In years when the Committee's charge is predominantly to revise and update the current policies and procedures and development is minimal, the Council recommends a Committee size of no fewer than two members and no more than four members. In years when development of new policies and procedures requires a greater time commitment, the Committee Chair shall determine a Committee size that best moderates the time commitment required by any one individual. The committee size should not exceed eight members.

**5.2.20.4 COMMITTEE MEETINGS**

It is recommended that the Policies and Procedures Committee meet quarterly. The short and long term goals are defined at the first meeting.

**5.2.20.5 FINANCIAL RESPONSIBILITY**

The meeting budget is based on the travel expenses incurred by the committee members. The project budget is based on the cost of the annual revision, including printing and distribution costs.

**5.2.21 PROPRIETARY COMMITTEE**

**5.2.21.1 SCOPE AND PURPOSE**

The Proprietary Committee became a standing committee of the Association at the direction of the 1982 Executive Council. The general goal of the committee is to address issues that affect financial aid administrators and students in the proprietary sector.

**5.2.21.2 CHARGE OF THE PROPRIETARY COMMITTEE**

1. Organize workshops and training activities for proprietary financial aid administrators, paying particular attention to Certification Requirements.
2. Bring issues of relevance to proprietary aid administrators and students to the attention of the Association and the Executive Council.
3. Advise other committees when Proprietary concerns need to be addressed and ensure Proprietary representation on all appropriate committees.

4. Work with the conference committee to coordinate the Proprietary Certificate Workshop and to ensure interest sessions are presented with proprietary aid administrators' needs in mind.

#### **5.2.21.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Proprietary Committee Chair: Proprietary Segmental Representative
- B. Proprietary Committee Members:  
Members should be selected to reflect the diversity of the CASFAA membership. The committee should be composed of members from the institutional segments that have proprietary aid administrators. It is strongly recommended that new members of the profession serve on this committee and mentored to become chair in the future. In addition, it is recommended that a liaison from the Proprietary Committee serve on all appropriate committees.
- C. Committee Size:  
Recommended: 10 members

#### **5.2.21.4 COMMITTEE MEETINGS**

It is recommended that the Proprietary Committee meet at least 4 times per year. The short and long term goals are defined at the first meeting. The committee monitors its training events by evaluations received at the workshops. The evaluations are then used to make changes in the next year's activities.

#### **5.2.21.5 FINANCIAL RESPONSIBILITY**

The meeting budget is based on the travel expenses incurred by the committee members. The project budget is based on the cost of the workshops and training activities. All workshops should be self-supporting, to the extent possible.

### **5.2.22 SCHOLARSHIP COMMITTEE**

#### **5.2.22.1 SCOPE AND PURPOSE**

The Scholarship Committee became a standing committee of the Association at the direction of the 1991 Executive Council. The general goal of the committee is to review and select recipients for the following annual awards:

1. **CASFAA Student Scholarships** (one scholarship per segment, one for a transfer student and one for a graduate and professional student). \$1,000 scholarships are awarded to deserving students based on criteria determined by the



CALIFORNIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
(CASFAA) Policies and Procedures Manual

Scholarship Committee. The CASFAA Student Scholarships were established from a donation by Educaid in 1987. From time to time, sponsors may donate funds which enable CASFAA to provide additional scholarships.

*These scholarships were discontinued in 1998*

2. **CASFAA Scholarships for the WASFAA Summer Institute.** Scholarships are awarded to Financial Aid Administrators to attend the Summer Institute. The award amount is based on the cost of the recipient attending the WASFAA Summer Institute.
3. **CASFAA Newcomer Scholarships.** Scholarships are awarded to Financial Aid Administrators to attend the annual CASFAA conference. One scholarship is awarded per institutional segment and the award amount is based on the cost of the recipient attending the annual conference. When budget constraints reduce the number of scholarships and are not sufficient to provide one scholarship per segment, recipients will be selected based on other qualifications. These awards are in addition to the scholarships awarded by the Ethnic Diversity Committee.
4. **CASFAA Management Institute Scholarships.** Scholarships are awarded to Financial Aid Administrators to attend the CASFAA Management Institute. The award amount is based on the cost of the recipient attending the Institute.  
*This scholarship was discontinued by the 2007 Executive Council.*
5. **CASFAA Mini-Conference Scholarships.** Scholarships are awarded to Financial Aid Administrators to attend one of the CASFAA Mini-Conferences. The award amount is based on the registration fee and mileage to the site nearest to the awardee

**5.2.22.2**

**CHARGE OF THE SCHOLARSHIP COMMITTEE**

1. Coordinate the application, delivery and selection process for scholarships, including:
  - A. Design and distribution of the CASFAA Mini-Conference Scholarship applications.
  - B. Design and distribution of WASFAA Summer Institute applications.
  - C. Design and distribution of Newcomer Scholarship applications.
  - D. Review of applications and selection of scholarship recipients.
  - E. Announcement of scholarship recipients.

- F. Arrangements for scholarship recipients to attend the annual Conference and the WASFAA Summer Institute.
  - G. Distribution of award letters to recipients' campuses.
  - H. Distribution of certificates to award recipients.
2. Make recommendations on the level of funding based on CASFAA's annual operating budget.

**5.2.22.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. **Scholarship Chair:**  
The Scholarship Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.
- B. **Scholarship Committee Members:**  
The Committee consists of the five segmental representatives and the Members-at-Large. The Committee Chair may appoint additional members who volunteer to serve on the Committee. Interest, expertise, and representation will be considered in making the appointments.
- C. **Committee Size:**  
Recommended: No more than 13 members. Meeting costs will be taken into consideration when deciding the additional number of members that can be added in any year.

**5.2.22.4 COMMITTEE MEETINGS**

The Scholarship Committee meets as needed to select scholarship recipients.

**5.2.22.5 FINANCIAL RESPONSIBILITY**

The meeting budget is based on the travel expenses incurred by the committee members. The project budget is based on the total cost of the scholarships plus the cost of the mailings.

## **5.2.23 SITE SELECTION COMMITTEE**

### **5.2.23.1 SCOPE AND PURPOSE**

The Site Selection Committee became a standing committee of the Association at the direction of the 1982 Executive Council. The goal of the Committee is to recommend sites for future CASFAA conferences and training activities to the Executive Council.

### **5.2.23.2 CHARGE OF THE SITE SELECTION COMMITTEE**

1. Research locations that can accommodate Association training activities, the annual meeting of the membership, and Executive Council meetings.
2. Negotiate contracts with appropriate hotel staff and management.
3. Request CASFAA Executive Council and CCCSFAAA Board approval of the annual conference contract.
4. Coordinate Executive Council meetings and Leadership Retreats with the Secretary.

### **5.2.23.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Site Selection Committee Chair:  
The Site Selection Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Committee Chair selected by the President.

The Site Section Chair, General Counsel, and Association Archivist retain copies of all hotel contracts and the guidelines used to construct the contracts. These materials, however, will only be made available upon request because they may contain proprietary information to certain hotels which might compromise negotiations.

- B. Site Selection Committee Members  
Usually the Site Selection Chair, the current CCCSFAAA President or his or her designee, a Past CASFAA Conference Chair, CASFAA General Counsel, the Current CASFAA President and President-elect serve as members of this committee.

- C. Committee Size  
Recommended: 6 members

**5.2.23.4 FINANCIAL RESPONSIBILITY**

The budget is based on the cost to travel to 4-5 sites for potential future conferences, the cost of an annual hotel guidebook, and the printing of business cards for introductions at potential sites. (The Committee usually reviews 4-5 hotels per site visit).

**5.2.24 STATE ISSUES COMMITTEE**

**5.2.24.1 SCOPE AND PURPOSE**

The State Issues Committee became a standing committee of the Association at the direction of the 1973-74 Executive Council. The goal of the Committee is to identify all financial aid issues that arise from state legislation or CSAC action, which might impact or affect the membership.

**5.2.24.2 CHARGE OF THE STATE ISSUES COMMITTEE**

1. Research state issues to determine their impact on the membership of CASFAA.
2. Review relevant materials on all state issues.
3. Draft comments and position papers on behalf of the Association.
4. Submit letters to the Legislature to help promote change.
5. Communicate findings to the membership through the CASFAA Newsletter and special mailings, as needed.
6. Provide representation at all Commission meetings.
7. The Chair serves as the CASFAA representative on the CSAC Grant Advisory Committee.
8. Coordinate the annual Day at the Capitol.
9. Review CSAC Publications

**5.2.24.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. State Issues Committee Chair: President-Elect
- B. State Issues Committee Members  
This committee consists of at least one member from each segment, the Ethnic Diversity Committee, the Graduate and Professional Issues Committee, the lending community, and CSAC.
- C. Committee Size  
Recommended: 15 members

**5.2.24.4 MEETINGS**

This Committee meets up to four times per year or by telephone conference call. The goal of each meeting is to review new state bills that impact the membership, determine possible positions for CASFAA on each bill, and review updates of CPEC and CSAC activities.

**5.2.24.5 FINANCIAL RESPONSIBILITY**

The Committee budget is based on projected travel costs of the members, and the expenditures for the annual DAY AT THE CAPITOL project.

**5.2.24.6 REPORTING**

The Committee publishes articles in at least four issues of the CASFAA Newsletter and also publishes “Alert Letters” (or electronic message) to the membership, as needed.

**5.2.25 TRAINING COMMITTEE**

**5.2.25.1 SCOPE AND PURPOSE**

The Training Committee became a standing committee of the Association at the direction of the 1972-73 Executive Council. The goal of the Committee is to assess the information and training needs of the CASFAA membership and to encourage, develop, coordinate and/or deliver responses to those needs. Some members may be asked to extend beyond the normal 12-month appointment to ensure consistency.

**5.2.25.2 CHARGE OF THE TRAINING COMMITTEE**

1. Identify information and training needs of the membership.
2. Design training workshops.
3. Coordinate training activities with CSAC, other CASFAA committees, and other organizations and associations.

**5.2.25.3 SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

A. Training Committee Chair:

The Training Committee Chair is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee’s activities. The Executive Council must endorse the Committee Chair selected by the President.

B. Training Committee Members

This committee should consist of members from each of the five institutional segments, a member from CSAC and Ethnic Diversity Committee.

**5.2.25.4 MEETINGS**

This Committee meets four to five times per year. The goals of each meeting are to plan and evaluate training events and other committee activities.

**5.2.25.5 FINANCIAL RESPONSIBILITY**

The meeting budget is based on projected travel costs of the members. The costs to develop the training events are considered in the project budgets and include site expenses, trainer's expenses, material expenses, mailings, and printing.

**5.2.25.6 REPORTING**

The Committee publishes articles in three issues of the CASFAA Newsletter and also organizes special mailings to the membership, as needed.

**5.2.26 WEBMASTER**

**5.2.26.1 SCOPE AND PURPOSE**

The Webmaster provides technical assistance to Executive Council and members of CASFAA with issues regarding the CASFAA website. The Webmaster reports to the Electronic Initiatives Coordinator/Liaison.

**5.2.26.2 CHARGE OF THE WEBMASTER**

1. Update the CASFAA website with relevant information as it becomes available.
2. Respond to inquiries by the CASFAA membership when assistance is needed with the CASFAA website.
3. Forward requests to relevant CASFAA member when questions are directed to specific CASFAA committees or events.
4. Publish the CASFAA Newsletter on the CASFAA website when received from the Editor.
5. Work with the Membership Chair to prepare reports for Executive Council.
6. Work with the Registrars of CASFAA events (including the annual Conference) to ensure accurate information and payment of fees are up-to-date and accurate.
7. Work with the Treasurer to ensure accurate accounting of fees for events and the annual Conference.
8. Help Committee Chairs disseminate information to the membership as requested.
9. Serve as a member of the Electronic Initiatives Committee.
10. Copies of all important materials are to be sent to the chair of the Archives Committee.

**5.2.26.3 SELECTION, COMPOSITION and SIZE OF THE COMMITTEE**

The webmaster is a committee of one person only. The Webmaster should be selected to reflect an interest and expertise in Electronic Issues.

#### **5.2.26.4 COMMITTEE MEETINGS**

There are no committee meetings.

#### **5.2.26.5 FINANCIAL RESPONSIBILITY**

There is no financial impact to the CASFAA budget.

### **5.3 DISCRETIONARY COMMITTEES/PROJECTS/TASK FORCES**

See History on the CASFAA website.

## **SECTION 6: MEMBERSHIP SERVICES / PUBLICATIONS**

### **6.1 MEMBERSHIP SERVICES**

Membership in CASFAA provides financial aid administrators with access to a number of educational, social and professional opportunities. CASFAA offers free workshops, lectures and seminars held at the annual conference, as well as the CASFAA Newsletter, a monthly/bimonthly publication that provides detailed information about issues in financial aid. Members also receive the CASFAA Directory (if available in hard copy)\* each year that lists all current CASFAA members by last name and also by institution. Membership in CASFAA allows for the development of a network with other financial aid professionals who share common goals, concerns, and interests. CASFAA operates a placement service that assists members in finding professional employment in the field of financial aid within the state of California. CASFAA also offers its members the opportunity to serve as a committee member on one of the many Association committees, taskforces, and projects. We welcome potential members to join and participate in CASFAA.

CASFAA encourages members to volunteer their services at Association activities including serving as moderators and presenters at the annual conference. Any fees associated with conference activities for which CASFAA members volunteer are not waived. CASFAA members who participate in association activities are to pay the requisite registration fee regardless of their volunteer involvement. *Approved by the 2001 Executive Council on June 14, 2001.*

\*The CASFAA Directory is now available on the website at: [www.casfaa.org](http://www.casfaa.org).

## 6.2 PUBLICATIONS

### 6.2.1 MEMBERSHIP DIRECTORY (no longer a printed document)

A membership directory listing each member with address, his/her institution, telephone, fax number, email address and ethnicity (optional), is to be published annually at the end of each calendar year.

The Directory will be published and distributed no later than the December conference. The directory may include the following:

1. Table of Contents
2. Letter from Previous Year's CASFAA President
3. Statement of Ideals
4. Listing of Past Presidents and Lifetime Members
5. Executive Council Members
6. Committee Chairs
7. Membership Application
8. Membership Correction Form
9. Alphabetical Listing of Members (Active and Associate)
10. Alphabetical Listing of Institutions by Segment
11. Bylaws
12. Congressional Information

The Membership Directory is available at [www.casfaa.org](http://www.casfaa.org) and is no longer published.

### 6.2.2 CASFAA NEWSLETTER

A newsletter detailing the Association's activities is published at least on a bimonthly basis. The CASFAA Newsletter is a vehicle used to disseminate information about Association business and purposes as indicated in Article III of the Bylaws. The CASFAA Newsletter is distributed to all members of the Association.

Each issue includes as accurate and complete information as possible about the activities of the Association. The cost of publication is offset by advertising sold to Association vendors.

#### 6.2.2.1 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 telephone number must be included with the article. It may not be possible to publish all items submitted. Opinions expressed in the 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.*