

Oklahoma Association of Student Financial Aid Administrators, Inc.

BY-LAWS

As amended April 2009

ARTICLE I.

Membership and Dues

- Section 1.** Application for membership in the Association shall be made to the treasurer of the Association for processing as instructed by the Directors/Officers.
- Section 2.** The amount of annual dues payable to the Treasurer of the Association shall be determined by the Directors/Officers.
- Section 3. The fiscal year shall be July 1 to June 30. Annual membership dues for fiscal year shall be sent to the Treasurer by each institutional member, and such dues are payable on or before the date of the annual meeting. Membership in the Association is maintained through the payment of annual dues.

ARTICLE II.

Duties of Officers

- Section 1.** The President shall preside at all meetings of the Board of Directors of the Association and perform such other duties as pertain to the office of President. (S)he shall be a member ex-officio of all committees.
- Section 2.** The President-Elect shall assist the President and in all ways prepare himself/herself for his/her term of office. In the absence disability of the President, (s)he shall have all the powers and shall perform all the duties of the President without prejudice to his/her subsequent term of office as President.
- Section 3.** The Treasurer shall represent the Association in, and be responsible for, the receipt and disbursement of funds in accordance with the directives established by the Directors/Officers. The Treasurer shall maintain appropriate and adequate financial records and shall be ready whenever required to give the Directors/Officers all monies and financial records, and shall give the same to the appointed successor upon termination of the term of office. The Treasurer shall submit a duly audited annual financial report to the Association and may be under such bond as determined by the Directors/Officers.
- Section 4.** The Treasurer-Elect shall assist the Treasurer and in all ways prepare himself/herself for his/her term of office as Treasurer. During the one-year term of office, the Treasurer-Elect shall learn procedures for his/her responsible receipt and disbursement of funds in accordance with the directives established by the

Directors/Officers. The Treasurer-Elect shall assist the Treasurer in maintaining appropriate and adequate financial records, will assist in the preparation of the audited annual financial report to the Association and may be under such bonds as determined by the Directors/Officers.

Section 5. The Secretary shall be responsible for keeping, maintaining and making appropriate distribution of the records of the Association and for the mailing of meeting notices and such other communications as provided by the Constitution and By-Laws as directed by the Directors/Officers.

Section 6. The Delegates-At-Large shall solicit views/issues from the membership to present to the Board.

ARTICLE III.

Election Procedures

Section 1. The President will appoint a chairperson and members of the Nominations/Election Committee. Committee work should commence as soon as possible to ensure that deadlines are met for elections of the President-Elect, Treasurer-Elect, Secretary, and the Delegates-At-Large at the next conference.

Section 2. No member of the Nomination/Election Committee will be nominated for office. Nominees must be financial aid professionals with institutional membership at the time of nomination.

Section 3. Nomination/Election Committee members will be instructed by the chairman to submit names of members as recommended for nomination of each of the offices to be filled. These recommendations should be accompanied by a biography to assist the committee in making final selections for the slate.

Section 4. The Nomination/Election Committee Chair will submit the slate of nominees and respective biographies to the Board of Directors for publication at least thirty (30) days prior to the election.

Section 5. An announcement of the voting procedure will be made prior to the election. The announcement will be sent directly to every eligible voter.

Section 6. Only the voting member from each institution will be eligible to vote. The Treasurer will be responsible for maintaining a list of eligible voters.

Section 7. Lost, undeliverable, or unreceived ballots will not be replaced. The institution is responsible for keeping their primary contact information current with the Association.

Section 8. The Nomination/Election Committee Chairperson will privately tabulate and record the votes. The results will then be turned over to the Board of Directors. Winners are determined by a plurality. If there is a tie vote, a run-off election will be held. Results of the election will be announced to the membership.

Section 9. The chairperson of the Nomination/Election Committee will submit a complete file of committee procedures to his/her successor.

ARTICLE IV.

Duties of the Board of Directors

Section 1. The Board of Directors shall have all power and authority over the affairs of the Association during the interim between meetings of the Association, except that of modifying any official action taken by the Association.

Section 2. Regular meetings of the Board of Directors shall be scheduled each year. Special meetings may be called by the President upon request by three or more members of the Board of Directors. At least one half of Board members shall constitute a quorum at any official meeting of the Board of Directors.

ARTICLE V.

Planning and Activity

The Board of Directors may assist in establishing other groups through which members may expand the activities and programs and improve communications with respect to matters of interest to the Association.

ARTICLE VI.

Committees

Section 1. The President may appoint committees as deemed necessary, in addition to the following Standing Committees, to carry out the function of the Association. All such appointments should be subject to approval by the Board of Directors. The President-Elect is responsible for identifying Committee Chairs, with exception of the Chair of the Nomination Committee and the Advisory Committee, to be presented at the spring business meeting. The chairs should be selected from the current year committee members to serve a term of office beginning July 1 through June 30, annually.

Standing Committees:

Conference Committee	Minority Concerns
Membership Committee	Training Committee
Advisory Committee	Finance Committee
Nomination/Elections Committee	Historian/Archivist
Corporate Relations Committee	Long Range Planning Committee

Electronic Initiatives Committee	Conference Site Selection Committee
Community and High School Relations Committee	Legislative Committee

ARTICLE VII.

Vacancies in Offices

- Section 1.** Should the President be unable to assume office or complete the term of office, the President-Elect shall take the presidency.
- Section 2.** A vacancy occurring in any office, other than that of President, shall be filled until the next general election of the Association by the Board of Directors upon nomination by the President. Such appointment shall not prejudice the election of the incumbent to the regular term of office.
- Section 3.** An affirmative vote of a majority of the entire Board of Directors by ballot, which may be conducted by mail or by electronic means, shall be necessary for election to fill a vacancy.
- Section 4.** Should the offices of President and President-Elect become vacant simultaneously; the Nomination/Election Committee will convene and subsequently submit a Slate of Nominees, with biographical and other data, for the vacant offices to the Board of Directors. The secretary shall cause the list of nominees and biographical and other data, with provisions for write-in candidates, to be distributed to the membership within thirty (30) days or less prior to the annual Association meeting. An election shall be called for and completed as soon as possible.
- Section 5.** Should the offices of President and President-Elect become vacant simultaneously thirty (30) days or less prior to the annual Association meeting, the nominating committee shall convene and subsequently submit a slate of nominees, with biographical and other data, for the vacant offices at the first Board of Directors session at the Association meeting. The Treasurer shall assume the duties of the President of the Association until that office is filled.

ARTICLE VIII.

Appointment of Employees

- Section 1.** Provided the necessary funds are available, the Directors/Officers may employ personnel whose titles, duties, and remuneration shall be determined by them.
- Section 2.** Any paid employee with fiscal responsibility must be bonded at the expense of the Association in the amount determined to be appropriate by the Board of Directors/Officers.

ARTICLE IX.

Parliamentary Authority

Robert's Rules of Order, Revised shall govern the Association proceedings in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws.

ARTICLE X.

Standing Rules

Section 1. Standing Rules may be adopted or amended by the Association or by the Board of Directors by a majority vote of those present and voting, provided a quorum is present, at any meeting of either body, except that the Board of Directors may not change a decision of the Association.

Section 2. A record of the Standing Rules of the Association shall be kept by the Secretary and be made available to new Board of Director members and, upon request, to any member of the Association.

ARTICLE XI.

Amendment of the By-Laws

These By-Laws may be amended by a majority of Association members voting after a canvas of the entire institutional membership, provided that each amendment shall have been proposed in writing to the secretary by the Board of Directors or by a committee authorized by the Association or by a petition of any five members of the Association and, provided further, that copy of the amendment shall have been mailed to each member of the Association at least thirty (30) days before the vote is called by the Board of Directors