

NEW HAMPSHIRE ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

CONSTITUTION AND BYLAWS

ARTICLE 1: NAME

The name of the organization shall be the New Hampshire Association of Student Financial Aid Administrators, and shall herein be referred to as “NHASFAA” or the “Association”.

ARTICLE II: PURPOSE

NHASFAA is established and will operate within the meaning of IRS Publication 557 Section 501(c)(3) Organization of the Internal Revenue Code of 1986, as amended (the ‘Code’) or the corresponding section of any future federal tax code.

NHASFAA engages, educates, and empowers New Hampshire’s financial aid professionals to encourage student access to, and completion of, post-secondary education.

ARTICLE III: MEMBERSHIP AND DUES

Section 1: Application for regular or associate membership shall be made through the NHASFAA website. Membership shall be accorded upon confirmation of eligibility by the Membership Committee and the payment of annual dues.

Section 2: Dues shall be in an amount recommended by Executive Committee and approved through a majority vote of the Council.

Section 3: Membership in the Association shall be individual rather than institutional (effective July 1, 2008).

Section 4: Regular membership shall be limited to persons professionally engaged in the administration of student financial assistance programs at New Hampshire post-secondary institutions.

Section 5: Associate membership shall be limited to persons doing business within the State of New Hampshire interested in student financial assistance matters as representatives of educational institutions, or as representatives of public, private, and community organizations or institutions.

Section 6: Annual membership in the Association shall be for the period of January 1 through December 31 and shall be maintained through the payment of dues. Non-payment of annual dues within one month of online registration will cause forfeiture of membership.

Section 7: The Association reserves the right to cancel a membership due to misconduct through a majority vote of the Executive Committee. Any paid membership fee is forfeited upon cancellation. The decision of the Executive Committee is final.

ARTICLE IV: MEETINGS

Section 1: The Association shall convene an annual membership meeting, to be held at a time and place, within the State of New Hampshire, prescribed by the President.

Section 2: Special meetings of the membership may be called by the President at his/her discretion or upon receipt of a written request signed by five regular members.

Section 3: Notice of Council meetings, with the exception of special meetings, shall be given at least fourteen (14) days before said meeting.

Section 4: At all meetings each regular and associate member shall have one vote, except in matters related to the amendment of the constitution and bylaws, thereon only regular members shall have a vote.

Section 5: Votes from one fourth (1/4) of the membership will constitute a quorum.

ARTICLE V: OFFICERS AND EXECUTIVE COMMITTEE

Section 1: The officers, also known as the Executive Committee, of the Association shall consist of a President, Past-President, President-Elect, a Secretary, a Treasurer, and any others deemed necessary by the membership. The Executive Committee shall act as the Association's Board of Directors.

Section 2: The President shall preside at all meetings of the Association, shall serve as the Association's chief administrative officer, shall represent the membership at local, regional, and national meetings of interest to the student financial assistance community, shall have the authority to appoint committees for special projects, shall make other interim appointments as needed, shall sign warrants in excess of \$500 with the Treasurer, shall serve as ex officio member of all committees, and shall call special meetings when necessary or when appropriate requests from the membership are made. The President shall serve a term of 1 year.

Section 3: The President-Elect, in the absence of, or disability of the President, shall exercise the powers and perform the duties of the President. He/she shall assist the President and perform other duties as prescribed by the Executive Committee. The President-Elect shall serve a term of 1 year.

Section 4: The Past President, who successfully completed the term of President in the prior year, shall advise the President about the Constitution and Bylaws of the Association.

Section 5: The Secretary shall be responsible for the Minutes of all proceedings of the Association, correspondence of the Council, and shall assist the Executive Committee as needed. The Secretary shall serve a term of 2 years.

Section 6: The Treasurer shall receive and disburse all funds of the Association, shall be responsible for the receipt of dues, shall make an annual report to the membership and shall issue and sign all warrants. The President must countersign warrants in excess of \$500. The Treasurer shall chair the Finance Committee. The Treasurer shall serve a term of 2 years.

ARTICLE VI: STANDING COMMITTEES

Section 1: The Technology Committee is responsible for the planning and executing of all activities associated with the Association's web page—www.nhasfaa.org. The Administrator is appointed by the President.

Section 2: The Government Relations Committee is responsible for formulating and communicating Association positions on federal and state legislation, policy, proposals, and initiatives affecting student financial aid programs. Members of the committee will include both regular and associate members of the Association. The chair is appointed by the President. The chair of the committee should sit on the EASFAA Government Relations Committee.

Section 3: The Membership Committee is responsible for the promotion of both regular and associate membership in the Association in accord with Article III of the by-laws. The committee will also be responsible for the recording of applications for membership, active recruitment of members to ensure involvement in the organization, and the maintenance of an up-to-date roster of the paid members. Membership dues will be forwarded to the Treasurer. The chair is appointed by the President. Members of the committee are selected by the chair and should include both regular and associate members of the Association.

Section 4: The Conference Committee is responsible for the planning and execution of all activities associated with the conference of the Association in consort with the Development Committee and consistent with existing partnership agreements. The committee chair is appointed by the President. Members of the committee are selected by the chair and should include both regular and associate members of the Association.

Section 5: The Training Committee is responsible for the planning and execution of all activities associated with providing professional and support staff training to institutions of higher education in New Hampshire. The chair is appointed by the President. Members of the committee are selected by the chair and should include both regular and associate members of the Association.

Section 6: The Communications and Outreach committee is responsible for written and electronic communications to membership for updates, trainings, and events. The chair is appointed by the President. Members of the committee are selected by the chair and should include both regular and associate members of the Association.

Section 7: The Development Committee is responsible for establishing sponsorship levels and raising revenues consistent with the needs of the Association. The chair works in consort with the Council and assures the efforts of the committee are consistent with existing partnership agreements. The committee chair is appointed by the President. Members of the committee are selected by the chair and should include both regular and associate members of the Association.

Section 8: The Finance Committee is responsible for formulating the annual budget of the Association and monitoring the financial activities of the Association. The committee is chaired by the Treasurer and includes the President-Elect and Past President. Members of the committee are selected by the chair and should include both regular and associate members of the Association.

ARTICLE VII: ELECTION OF OFFICERS

Section 1: A Nominations and Elections Committee, with the Past President as chair, shall be created near the end of the President's term and in advance of the annual meeting, to nominate candidates for officers for the succeeding administration. Members of the committee are selected by the chair and will include regular members only.

Section 2: A slate of candidates, including written statements from the candidates, shall be distributed to the membership by the Nominations and Elections Committee at least one month prior to the annual business meeting of the Association. Candidates for President and President-Elect must be regular members. Candidates for Secretary and/or Treasurer may be either regular or associate members.

Section 3: The election shall be made by electronic ballot. The election is completed after both a quorum of $\frac{1}{4}$ of the membership has voted and the date set by council has been reached, a formal announcement will be made.

Section 4: Officers shall be elected by majority vote of regular and associate members of the Association through a quorum.

Section 5: The President, President-Elect and Past-President shall not serve more than one one-year term each. The Secretary and Treasurer may not serve more than two consecutive two-year terms each.

Section 6: When elected officers who are unable to take office or complete a term of office, the President shall appoint a replacement until a special election is held. In the event the President is unable to take office or complete a term of office, the President-Elect will assume the responsibilities of President for the remainder of that term.

Section 7: Special elections for replacements shall be exempt from the provisions of Sections 1 and 2 of this Article. Replacement officers will serve from their election through the balance of the current term.

Section 8: An officer may be removed for misconduct, failure to perform the duties of the office, or for other just causes determined by the Executive Committee. A majority vote of the Executive Committee is necessary for removal. The decision of the Executive Committee is final.

Section 9: Upon the commencement of the term of office, all appropriate Association records are to be turned over to the new President, who then becomes the presiding officer.

ARTICLE VIII: COUNCIL

Section 1: The Council shall consist of the Executive Committee, the Website Administrator, and the chairpersons of the Association's seven standing committees:

Executive Committee:

1. President
2. President-Elect
3. Past President
4. Treasurer
5. Secretary

Administrator and Chairpersons, Association Standing Committees:

1. Website Administrator
2. Government Relations Committee
3. Membership Committee
4. Conference Committee
5. Training Committee
6. Communications and Outreach Committee
7. Development Committee
8. Finance Committee

Section 2: Selection and term of office of the website administrator and seven chairs shall be at the discretion of the President.

Section 3: The Council shall act on behalf of the Association between annual meetings and report all actions to the membership.

Section 4: The President of the Association shall preside at all meetings of the Council.

Section 5: Committee chairs and the website administrator may be removed from their position if absent from two consecutive quarterly meetings of the Council.

ARTICLE IX: PARLIMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern the Association proceedings in all cases not otherwise provided for in the Constitution and Bylaws.

ARTICLE X: AMENDMENTS

The Constitution and Bylaws of this organization may be amended by an affirmative vote of two-thirds of the regular members present at an annual meeting or by an affirmative vote of two-thirds of the regular members responding to an electronic ballot within thirty (30) days. Copies of proposed amendments shall be given to the regular members at least thirty (30) days prior to the recording of the vote.

ARTICLE XI: CONFLICT OF INTEREST POLICY

Section 1: Duty to Disclose and Voting Requirements. Any possible conflict of interest on the part of any member of the Executive Committee of the Association, shall be disclosed in writing to the entire Executive Committee and made a matter of record through an annual procedure and also when the interest involves a specific issue or transaction before the Executive Committee. Where the transaction involving an Executive Committee member exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5,000) in a fiscal year, a two-thirds vote of the Executive Committee approving the transaction is required. Where the transaction involved exceeds five thousand dollars (\$5,000) in a fiscal year, then a two-thirds vote of the Executive Committee approving the transaction and publication of a legal notice in the required newspaper is required, together with written notice to the Director of Charitable Trust, Attorney General's Office. The minutes of the meeting shall reflect that a disclosure was made; that the interested officer and all other members of the Executive Committee with a pecuniary transaction with the Association during the fiscal year were absent during both the discussion and the voting on the transaction; and the actual vote itself. Every new member of the Executive Committee will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging, understanding of an agreement to this policy.

Section 2: Other Statutory Requirements. The Executive Committee will comply with all requirements of New Hampshire laws dealing with pecuniary benefit transactions (RSA 7:19,II and 292:6-a) and all such laws are incorporated in full into and made a part of this policy statement. These requirements include, but are not limited to, (i) absolute prohibition on any loans to any Executive Committee member of the charitable trust; and (ii) prohibition of any sale or lease (for a term greater than five years) or conveyance of real estate from an Executive Committee member without the prior approval of the probate court. These requirements extend to both direct and indirect financial interests, as defined by the attached statutes.

ARTICLE XII: DISSOLUTION

This Association may dissolve itself pursuant to an affirmative ballot vote of two-thirds of all regular members, unless prohibited by law. In the event of dissolution of the Association,

remaining assets after the satisfaction of all obligations of the Association shall be distributed for purposes within the scope of the Internal Revenue Code 501(c)(3), or amendments thereof.

Adopted 4/78; Revised 12/92; 4/97; 7/99; 6/05, 8/07, 2/08, 04/14, 9/14, 10/17, 7/26