

Bylaws

of the

Wyoming Association of Student Financial Aid Administrators

Article I - Name

The name of the organization shall be Wyoming Association of Student Financial Aid Administrators (WyASFAA), hereafter referred to in these Bylaws as “the Association.”

Article II - Purpose

The purpose of this Association is to facilitate student financial aid services to Wyoming students and schools, principally by:

- a) Promoting, facilitating, and coordinating communication concerning student financial aid issues among institutions of postsecondary education in Wyoming;
- b) Promoting, facilitating, and coordinating communication concerning student financial aid issues between institutions of postsecondary education in Wyoming and the sponsors of student aid funds;
- c) Providing advisory services to other organizations or individuals concerned with student financial aid issues;
- d) Promoting high ethical and professional standards for the preparation, appointment, effectiveness, recognition, and association of student financial aid administrators and counselors in institutions of post-secondary education and other public or private organizations whose activities are related to the support and/or administration of student financial aid.
- e) To serve as a forum and action body to advise and influence programs and policies of related state, regional and national agencies that deal with or have an impact on student financial aid.

Article III - Membership

A. Membership Types

Membership in the Association shall be of two types: Institutional and Affiliate.

1) Institutional Membership

Institutional Membership shall be open to any accredited Wyoming institution of postsecondary education and to any institution licensed or certified by the state to engage in the education or training of students at the post-secondary level.

- a. Each institutional member in good standing shall be entitled to one voting delegate. The voting delegate is the financial aid director-level position of that institution unless otherwise designated by the director. In the case of an open director position at an institution, the next highest level member serves as the voting member.

- b. The institutional voting representative shall be entitled to vote (or to designate in writing a proxy vote), hold office, serve on committees and attend meetings of the Association. Other professional and administrative persons actively engaged in student financial aid at a member institution shall be entitled to attend meetings of the Association, hold office and serve on committees; but shall not be entitled to vote except as a proxy as designated in writing by the voting representative.
- c. Members in good standing are those who are current with their annual Association dues. Since membership is per institution, each member institution may name as many individual members as they wish and each individual member shall be entitled to hold office and to serve on committees.

2) Affiliate Membership

Affiliate Membership shall be open to an individual or association representing public and/or private agencies who are engaged in the support, growth and/or administration of student financial aid.

- a. Each affiliate member in good standing shall appoint one voting representative according to the organization's own procedures.
- b. Affiliate members are entitled to attend meetings of the Association, to serve on committees, to place names in nomination for election, and to vote for Affiliate Member Representative.
- c. The only office that may be held by an affiliate member is Affiliate Member Representative.

B. Application for Membership

- 1) First-time application for membership in the Association shall be made to the Executive Council and must be approved by a simple majority vote of that Council.
- 2) Annual payment of dues is required to remain a member of the Association.
- 3) Lapsed membership may be subject to review and approval by the Executive Council.

C. Membership Dues

- 1) Dues shall be assessed and collected in such amounts and in such manner as may be prescribed by the membership.
- 2) Any proposal to increase the dues of the Association shall be communicated in writing or by electronic means to all members of the Association affected by such proposal at least thirty (30) days before the vote is cast by the voting representatives.
- 3) The membership year shall be on a calendar-year basis (i.e., January 1 through December 31) and payment of dues is required by deadline established by Treasurer each year and prior to the opening of voting in elections.
- 4) Members whose dues have not been paid by the published membership deadline will be subject to loss of membership and voting rights in the Association.

D. Membership Termination

Any Association member institution or individual may be terminated from membership by a simple majority vote of the voting membership for conduct which in any way injures or adversely affects the reputation of the Association or is in any way destructive to its

objectives. No member delegate shall be terminated from membership for conduct-related reasons without written notification of the charges and an opportunity to appear before the membership to appeal such charges.

Article IV - Association Year

The official year runs from the annual spring meeting to the following annual spring meeting, coinciding with the transition of elected officers. The Association Year relates to the term of the Executive Council and does not coincide with the calendar/membership year.

Article V - Governing Body, Officers, and Elections

A. Governing Body

- 1) The Executive Council shall be composed of the Officers of the Association.
- 2) A simple majority vote of the Executive Council is required for the actions of the Executive Council to be binding on the Association.
- 3) Executive Council members begin their terms at the beginning of the Association year.

B. Duties of the Executive Council

- 1) Responsible for the management and general administration and operations of the Association. Such authority shall not include that of rescinding or modifying any official action taken by the Association;
- 2) Performs the functions of the Association between meetings;
- 3) Makes recommendations regarding policy and procedural matters to the total membership;
- 4) Makes decisions and takes action on urgent matters when immediate submission of such matters to the entire membership is impractical;

C. Officers and Elections

- 1) The Officers of the Association shall be the President, Immediate Past President, President-Elect, Secretary, Treasurer, and Affiliate Member Representative.
- 2) The President, President-Elect, Treasurer and Secretary shall be elected at large from among the institutional members of the Association in good standing. The Affiliate Member Representative shall be elected from the affiliate membership in good standing.
- 3) Election of officers shall take place every year in February. Voting shall be conducted by mail or electronic ballot of the institutional voting delegates.
- 4) Ballots are collected and counted by the President and President-Elect, as members of the Nominations and Elections Committee.
- 5) The President-Elect shall automatically become President of the Association at the installation ceremonies to be held during the next annual meeting after commencement of the term as President-Elect and becomes Immediate Past President the year after serving as President.
- 6) Terms shall be one year in length, except that the Treasurer shall serve a two-year term.

D. Duties of the Officers

1) President

- a) Chief elected officer of the Association;
- b) Organizes, presides and conducts Association and Executive Council meetings;
- c) Appoints committees deemed necessary for the proper functioning of the Association, with the exception of the Nominations and Elections Committee;
- d) Serves with President-Elect on the Nominations and Elections Committee;
- e) Serves with Past President on Association Governance Committee;
- f) Shall be an ex-officio member of all committees;
- g) Reviews all information received as a result of State presidency and relays appropriate information to the membership;
- h) Communicates matters of interest or concern to the membership which have occurred during the President's term of office;
- i) Prepares an Annual Report and presents it to the membership at the Business Meeting at the annual spring conference;
- j) Serves as the Wyoming State Representative on the Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA) Board of Directors, which includes duties of communicating RMASFAA business and events to WyASFAA members, preparing reports of state activities for RMASFAA meetings, attending RMASFAA Board Meetings as a member of the Board of Directors, according to the RMASFAA Association year, and attending the RMASFAA Annual Conference;

2) President-Elect

- a) Assists the President and other Officers;
- b) Serves as Chair of Nominations and Elections;
- c) Performs other duties as assigned.

3) Secretary

- a) Records the minutes of all Association meetings;
- b) Circulates the minutes to all members of the Association;
- c) Facilitates official correspondence of the Association;
- d) Keeps official records of the Association;
- e) Performs other duties as assigned.

4) Treasurer

- a) Maintains complete financial records for WYASFAA;
- b) Assesses and collects membership dues and sets dues submission deadline;
- c) Submits fiscal reports to the membership at each regular Association meeting;
- d) With assistance of the Executive Council, prepares proposed annual budget for discussion and vote at the Business Meeting at the annual spring conference;
- e) Receives and expends funds for the Association in accordance with directions of the Executive Council;
- f) In coordination with other Officers, assists in maintain and updating membership list, based on good standing via payment of membership dues;
- g) Performs other duties as assigned.

5) Immediate Past President

- a) Serves as general advisor to the President;
- b) Chairs Association Governance Committee to review Association Bylaws and Policies & Procedures Manual;
- c) Performs the duties of the President in the event of the vacancy of that office prior to the end of the regular term of that office.
- d) Houses the Association's Historical Archives and creates the annual file of appropriate material to add to the archives for that term of office.
- e) Performs other duties as assigned.

6) Affiliate Member Representative

- a) Is elected to a one-year term by the affiliate member delegates as part of the annual election process and on the same ballot as the Association Officers;
- b) Serves as liaison between affiliate members and Executive Council;
- c) Provides advisory services in the development aspects of the President-Elect's responsibilities.
- d) Is subject to the provisions of the Bylaws regarding compensations, vacancies, and removal as specified for Association Officers.

E. Compensation and Expenses of Officers

- 1) None of the Officers of the Association shall receive any compensation for their services to the Association.
- 2) Payment of expenses shall require prior approval of the President and only if funds are available.
- 3) Approved expense reimbursement *may* include:
 - a) Limited travel (mileage for approved travel will be paid at a rate agreed to by the Association), registration, hotel and meals for officer(s) to attend conferences as a WyASFAA representative as required and if not funded by other sources;
 - b) Limited WyASFAA conference expenses such as printing or decorations.
 - c) Limited state gift expenses for RMASFAA conference;
 - d) Other expenses as approved by the Executive Council;

F. Vacancies in Office

- 1) Vacancies in any office other than President or Immediate Past President shall be filled by an eligible person from an institution holding an eligible membership in good standing in the Association, to be appointed by a majority vote of the Board of Directors from nominations by the President. Such appointment shall be on an interim basis until the next general election of officers, and shall not prejudice the election of the incumbent to a regular term of office.
- 2) If, for any reason, the President does not complete the term of office for which elected, the office shall be filled by the Past President. If the Past President is not able or available to complete this term it shall then be filled by the President-Elect. A President-Elect succeeding to the office of President shall complete the unexpired term of the former President as well as serve as President for the full term to which s/he has been elected.
- 3) At the discretion of the Executive Council, special elections may be called.

G. Removal of Officers

- 1) Any officer of the Association, whether elected or appointed, may be removed by a simple majority vote of the Institutional Members when in their judgment the best interests of the Association will be served.

Article VI - Meetings

A. Regular Meetings

The Association shall meet at least once each year in person at the Business Meeting at the annual spring conference, and at such other times as needed and agreed upon by the Membership. Other meetings may be convened via conference call or computer conference. The annual meeting will be held in Wyoming, but joining with neighboring states for other meetings or conferences is encouraged.

B. Executive Council Meetings

The Executive Council shall meet as called by the President or a simple majority of its members.

C. Quorum

- 1) The presence of 25% of the members of the Association at a meeting of the members shall constitute a quorum for the transaction of business of the Association, including meetings by phone or electronic device.
- 2) A simple majority of the Executive Council members shall constitute a quorum at any meeting for that body, including meetings by phone or electronic device.

D. Rules of Order

All meetings of the Association shall be conducted in accordance with the procedural rules set forth in the most recent edition of "Robert's Rules of Order" by Henry Martin Robert.

E. Voting and Proxy

- 1) In any election or matter requiring a vote by the membership or the Executive Council, a majority shall be defined as greater than 50% of those present or voting.
- 2) Written proxies may be used to vote on any matter coming before the membership at any duly constituted meeting of the Association. A voting member may send its proxy to another voting member who will attend the meeting, and who is willing to exercise the proxy. Proxies will be validated by the President-Elect before votes are cast at the meeting.

Article VII - Committees

A. Committee Types

Committees shall consist of two types: Standing Committees and Ad Hoc Committees.

- 1) Standing Committees shall consist of:
 - a) Nominations and Elections Committee
 - i. Consists of the President-Elect as Chair, the President, and any other members designated by the President-Elect;
 - ii. Solicits nominations from the membership for elections in January/early February;

- iii. Assures eligibility of each voting member, assures that appropriate institutional member delegates vote for officers and that appropriate affiliate member delegates vote for Affiliate Member Representative, and tabulates results of ballots.
 - b) Association Governance Committee
 - i. Consists of the Immediate Past President as Chair, the President, and at least one other Association member/delegate appointed by the President-Elect;
 - ii. Reviews the Association Bylaws and Policies and Procedures Manual annually and makes recommendations to the membership for changes when necessary.
 - c) Conference Committee
 - i. Consists of members appointed by the President to organize meetings, retreats, workshops, and conferences
 - d) Wyoming High School Counselor Workshop Committee
 - i. Consists of members appointed by the President to organize and publicize the annual financial aid workshop for state high school counselors.
- 2) Ad Hoc Committees
- Special or ad hoc committees may be created to promote the purposes of the Association or to carry out necessary functions of the Association. Creation of such committees, their jurisdiction, and the number, selection, and tenure of their members shall be the responsibility of the President, subject to the approval of the Executive Council.

Article VIII - Association Funds

- A. All funds from membership dues, conference registration, fees, and other revenue sources shall be placed with the Treasurer and shall be under the control of the Executive Council.
- B. The fiscal year of the Association is the Membership Year, January 1 to December 31.
- C. Association funds will be used to cover the normal expenses of the Association and the various functions it supports.
- D. All expenses not budgeted shall be submitted for approval by a simple majority of the Executive Council.
- E. The financial records of the Association shall be reviewed biennially in a manner approved by the Executive Council.

Article IX - Endorsements

- A. The Association does not endorse any private activity, written or oral presentation by any member or non-member of the Association.

Article X - Amendment of Bylaws

- A. Proposals to amend the Bylaws may be initiated by the Executive Council, a duly constituted committee of the Association, or by any member of the Association. Proposals must be in writing and are to be submitted to the Association Governance Committee. The Association Governance Committee shall review the written proposal and submit it along with its recommendation to the Secretary for distribution to all members of the Association. No vote on proposed changes to the Bylaws shall be taken until at least 30 days after copies of the proposed amendments have been distributed to all members.
- B. Approval of proposed Bylaw amendments may be by mail ballot, by electronic ballot, or by motion at a regular meeting of the Association. Approval shall require a simple majority of the voting institutional members.
- C. Any portion of the Bylaws of the Association may be suspended by a two-thirds majority of institutional members present and voting at a meeting of the Association.

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