

Amendment 5: Correcting Spelling and Grammatical Errors, Providing General Clarity

Purpose: The current bylaws have associated spelling and grammatical errors. In addition, there are sections which require clarification.

Original Text:

Article II, section 8 reads in part:

...there can be no assurances or warranty that its interpretation of any rule, regulation or statute will be in conformance...

Article IV, Section 1, Subpart A reads:

A. All meetings shall be announced in writing to all members at least thirty (30) days in advance.

Article V, Section 1, Subpart A currently reads:

The administrative responsibility of the Association shall be vested in an Executive Board consisting of the officers of the Association (Article VI, Section 1), five Regional Representatives and five Members-at-Large, as appointed by the President of the Association.

Article V, Section 1, Subpart C, Subpart 2 currently reads:

2. Terms of Regional Representatives shall serve for periods of two years; the representatives from one (1), three (3) and five (5) to be elected in odd years and the representatives from two (2) and four (4) in even years.

Article VI, Section 5 (now Section 4) contains a number of grammatical errors and is missing information required for clarity. The current section reads as follows:

Section 5. Duties of Officers

A. President

- is the chief executive officer of the Association and shall preside at all meetings of the Association
- serves as chairman of the Executive Board
- appoints all chairpersons and members of the committees unless otherwise designate
- serves as ex-officio, on all committees
- authorizes expenditures and executes all contracts approved by the Executive Board, and have the authority, in addition to the Treasurer / bookkeeper, to pay bills of the Association
- submits an annual report to the Association
- performs other duties as may be required by the Association

B. President-Elect

- presides at all meetings in the absence of the President
- prepares a proposed Association budget for the ensuing year as President for the consideration of the Association at the meeting
- is responsible for selecting the chair of the conference committee for the annual conference during their year as President
- chairs the nomination and election committee
- performs all duties as designated by the President or required by the Association

C. Secretary

- is the scribe of the Association who shall take or arrange to have taken, and keep in permanent form, the minutes of the Executive Board and of the Association
- is the custodian of its records: (minutes, bylaws, and the policies & procedures manual)
- keeps and updates the permanent file of all other official documents and materials (banners/awards/archives) and publications of the Association and/or Executive Board.
- attends to the giving and serving of all notices required by the bylaws of the Association or at the discretion of the President

D. Chief Financial Officer

- is the finance officer of the Association and shall receive all Association monies and keep the books of the Association
- pay the bills of the Association within thirty (30) days of the authorization of the Executive Board
- arrange for the billing and collection of dues and registration fees for meetings of the Association
- arrange with the Membership Committee chairperson for the issuing of membership confirmation to current members and maintenance of the official membership roster
- provide the Association an account and statement of all transactions at each meeting of the Association and at other times as needed by the Association
- be bonded at the expense of the Association
- allow any member of the Association to examine records upon request
- and prepare and submit the appropriate state and federal records, as required by applicable laws (Article VII)
- supervise hired bookkeeper for the Association in any of the above duties

E. Vice President

- is responsible for all training activities of the Association, including workshops for new aid officers, support staff, lenders, and advanced-level seminars.
- is responsible for ensuring CEU credits issued to members upon request
- oversee the Regional Representatives' training activities

F. Past President

- serves as the FASFAA member of the Southern Association of Student Financial Aid Administrators (SASFAA) Nominations Committee.
- chairs the fiscal concerns committee (Article VIII, Section 1)
- performs all other duties assigned by the President

Article VIII, Section 1 currently reads:

Section 1. The standing committees of the Association shall be a Nominations Committee, Past Presidents' Council/Fiscal Concerns Committee, a Training Committee, and a Cultural Diversity/Minority Concerns Committee.

- The President-Elect shall chair the Nominations Committee and the Regional Representatives or their designees shall serve as its members
- The Executive Board shall function as a budget committee reviewing recommendations from the Past Presidents' Council/Fiscal Concerns Committee chaired by the Immediate Past President
- The Vice President shall serve as the chair of the Training Committee
- The President shall appoint a chair of the Cultural Diversity/Minority Concerns Committee on an annual basis.

Amended Text:

Article II, section 8 is corrected to read:

...there can be no assurances or warranty that its interpretation of any rule, regulation or statute will be in conformance...

Article IV, Section 1, Subpart A is proposed to be amended to provide clarity as to which meetings must be noticed:

A. All meetings of the Association shall be announced in writing to all members at least thirty (30) days in advance.

Article V, Section 1, Subpart A is proposed to be amended as follows to provide clarity that only the members-at-large are appointed by the President of the Association:

The administrative responsibility of the Association shall be vested in an Executive Board consisting of the officers of the Association (Article VI, Section 1), five Regional Representatives and, as appointed by the President of the Association, five Members-at-Large, ~~as appointed by the President of the Association.~~

Article V, Section 1, Subpart C, Subpart 2 currently reads:

2. Terms of Regional Representatives shall serve for periods of two years; the representatives from Regions one (1), three (3) and five (5) to be elected in odd years and the representatives from Regions two (2) and four (4) in even years.

Article VI, Section 5 (now Section 4) is proposed to be amended as follows:

Section 4. Duties of Officers

A. President

- is the chief executive officer of the Association and shall preside at all meetings of the Association
- serves as chairman of the Executive Board
- appoints all chairpersons and members of the committees unless otherwise designated
- serves as ex-officio, on all committees
- authorizes expenditures and executes all contracts approved by the Executive Board, and ~~have~~ has the authority, in addition to the Treasurer and (if engaged) ~~bookkeeper~~, to pay bills of the Association
- submits an annual report to the Association
- performs other duties as may be required by the Association
- serves as a member of the SASFAA (Southern Association of Student Financial Aid Administrators) Board

B. President-Elect

- presides at all meetings in the absence of the President
- prepares a proposed Association budget for the ensuing year as President for the consideration of the Association at the meeting
- is responsible for selecting the chair~~person~~ of the conference committee for the annual conference during their year as President
- chairs the Nominations ~~nomination and election~~ committee
- performs all duties as designated by the President or required by the Association

C. Secretary

- is the scribe of the Association who shall take or arrange to have taken, and keeps in permanent form, the minutes of the Executive Board and of the Association
- is the custodian of its records: (minutes, bylaws, and the policies & procedures manual)
- keeps and updates the permanent file of all other official documents and materials (banners/awards/archives) and publications of the Association and/or Executive Board.
- attends to the giving and serving of all notices required by the bylaws of the Association or at the discretion of the President

D. Chief Financial Officer Treasurer (***title is proposed to be changed in Amendment 3 above***)

- is the finance officer of the Association and shall receive all Association monies and keep the books of the Association

- pays the bills of the Association within thirty (30) days of the authorization of the Executive Board
- arranges for the billing and collection of dues and registration fees for meetings of the Association
- arranges with the Membership Committee chairperson for the issuing of membership confirmation to current members and maintenance of the official membership roster
- provides the Association an account and statement of all transactions at each meeting of the Association and at other times as needed by the Association
- may be bonded at the expense of the Association
- allows any member of the Association to examine records upon request
- and prepares and submits the appropriate state and federal records, as required by applicable laws (Article VII)
- **(this bullet is amended in Amendment 3 above) if a bookkeeper is engaged, supervises hired the bookkeeper for the Association in any of the above duties**

(the following sections are reordered pending Amendment 8 below)

EF. Vice President

- is responsible for the coordination of all training activities of the Association, ~~including workshops for new aid officers, support staff, lenders, and advanced level seminars.~~
- is responsible for ensuring CEU credits issued to members upon request
- oversees the Regional Representatives' training activities

FG. Immediate Past President

- shall serve as the FASFAA member of the Southern Association of Student Financial Aid Administrators (SASFAA) Nominations Committee.
- chairs the Past Presidents' Council/Fiscal Concerns ~~fiscal concerns~~ committee (Article VIII, Section 1)
- performs all other duties assigned by the President

Article VIII, Section 1 is proposed to be amended as follows:

Section 1. The standing committees of the Association shall be a Nominations Committee, Past Presidents' Council/Fiscal Concerns Committee, a Training Committee, Conference Committee, and a ~~Cultural Diversity/Minority Concerns~~ Global Issues Committee.

- The President-Elect shall chair the Nominations Committee and the Regional Representatives or their designees shall serve as its members
- The Executive Board shall function as a budget committee reviewing recommendations from the Past Presidents' Council/Fiscal Concerns Committee chaired by the Immediate Past President
- The Vice President shall serve as the chair of the Training Committee
- The President Elect is responsible for selecting the chair of the conference committee for the annual conference during their year as President

- The President shall appoint a chair of the ~~Cultural Diversity/Minority Concerns~~ Global Issues Committee on an annual basis.