

Article I - NAME

The name of this Association shall be the IDAHO ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS (IASFAA).

Article II - PURPOSES

The purposes of the Idaho Association of Student Financial Aid Administrators are:

- a. **Training** - Foster and promote standards of professional preparation in the administration of student financial aid to best support the needs of our students, faculties, and staff in higher education related fields.
- b. **Advocacy** - Advise and influence programs and policies of related state, regional, and national agencies relating to student financial aid.

Article III –MEMBERSHIP AND FEES

Section 1. Fee Structure

The membership shall be an annual membership. Fees will be due and payable each year on a date specified in Policies and Procedures.

Section 2. Types of Membership

Membership shall be of three types - active membership, associate membership and honorary membership.

Section 3. Active Membership

- a. Active membership shall be limited to professional persons actively engaged in student financial aid programs at Idaho institutions of post-secondary education. All persons serving in the capacity of professional financial aid personnel regardless of title, are eligible for Active membership in the Association, as determined by the Executive Council and specified in Policies and Procedures.
- b. Each individual active member in good standing shall be entitled to vote as a member of the Association, to attend meetings of the Associations, and to hold office in the Association.

Section 4. Associate Membership

- a. Associate membership shall be open to persons representing public and private agencies and organizations or individuals concerned with or engaged in the support and/or administration of student financial aid. All persons serving in the capacity of Financial Aid support staff, High School counselors, Higher Education personnel, and any other individuals with a direct interest in Student Financial Aid are eligible for Associate membership in the Association, as determined by the Executive Council and specified in Policies and Procedures.
- b. Associate members in good standing shall be entitled to attend all meetings of the Association, but shall not be entitled to vote or hold office in the Association.

Section 5. Honorary (Lifetime) Membership

- a. Honorary membership shall be open to all persons who have made a significant contribution to the Association or the financial aid profession in the State of Idaho. Any active member may nominate a person for honorary membership; this nomination may be posthumous. Nominations must be approved by the Executive Council, and then approved by a majority vote at the annual business meeting.
- b. Honorary members shall be entitled to attend all meetings of the Association, but shall not be entitled to vote or hold office in the Association. Honorary members may serve on committees at the discretion of the President with prior approval of the Executive Council.

Section 6. Dissolution of IASFAA

In the event that the IASFAA organization shall cease to exist, the association's assets shall be distributed in the following manner:

- a. All outstanding IASFAA obligations shall be paid in full.
- b. An equal share shall be allocated to each educational institution represented by individual membership for the three (3) proceeding years. Funds to be used for student scholarships and awarded based on Idaho residency and financial need, as determined by the institution.

Article IV – OFFICERS OF THE ASSOCIATION

Section 1. Executive Council Make-up

The officers of the Association shall be the President, President-Elect, Vice-President, Immediate Past-President, Secretary-Treasurer, Secretary-Treasurer-Elect, and Representative-at-Large.

Section 2. Election of Officers

All officers of the Association, except Representative-at-Large, shall be elected at large from among the active members of the Association, by paper or electronic ballot. The Representative-at-Large shall be appointed by the President-Elect and approved by the Executive Council after the annual election has occurred. Succession and vacancies in office are provided for in the by-laws.

Section 3. Compensation and Expenses of Officers

None of the Elected Officers of the Association shall receive any compensation for their services as such to the Association. Any necessary travel expenses of an elected officer to represent the Association may be paid from the Association funds by approval of the Executive Council.

Article V - MEETINGS

Section 1. Full Membership

The Association shall meet annually and at such other time as is deemed necessary and appropriate by the Executive Council. Notice thereof shall be given to all members of the Association at least thirty (30) days prior to the time so fixed.

Section 2. Quorum

Thirty percent of the active members of the Association shall constitute a quorum at any meeting of the Association.

Article VI - POLICIES AND PROCEDURES

Section 1. Policies and Procedures Purpose and Hierarchy

Policies and Procedures will govern the daily operations of the Association, but may not supersede decisions made by active members of the Association.

Section 2. Amendment of Policies and Procedures

Policies and Procedures consistent with the Constitution shall require a majority vote of the Executive Council for adoption or amendment.

Section 3. Conflict of Interest Policy

If a Council Member, Committee Chair, or official representative of the association has a financial or personal interest in any matter coming before the Executive Council, the affected person shall a) fully disclose the nature of the interest and b) refrain from discussion, lobbying, and voting on the matter. Any decisions regarding the topic at hand should be reached based on established policies and practices by the unaffected members of the Executive Council.

If a member of the association not on the Executive Council has a financial interest in any matter coming before the Executive Council, the interest shall be fully disclosed by the member to the Executive Council. It becomes the responsibility of the Executive Council to ensure that:

- a) No potentially conflicted member may vote or lobby on the matter at hand.
- b) No potentially conflicted member be included in establishing a quorum at the meeting during which such matter is voted upon.
- c) When a transaction involving a member who has a financial or personal interest requires a vote of the general membership, such transactions shall be vetted by the Executive Council before going to a general vote of the membership.
- d) Payments to any potentially conflicted member shall be reasonable and shall not exceed fair market value. Conversely, every effort should be made to ensure members receive just compensation for services rendered.
- e) The minutes of meetings at which such votes are taken shall record any disclosures, abstentions, and the rationale(s) for approval.

Article IV- AMENDMENTS OF CONSTITUTION

Section 1. Amendment Proposal

Proposals to amend this Constitution may be initiated by the Executive Council, a duly constituted committee of the Association, or any member of the Association. Such proposals must be in writing; proposals initiated by an individual member shall be signed by at least 5% of the members in good standing. Copies of such proposed amendments shall be delivered to the Secretary-Treasurer for distribution to all members of the Association; no vote shall be taken until at least thirty (30) days after a copy of such proposed amendments shall have been sent to all members.

Section 2. Amendment Ratification

This Constitution may be amended by an affirmative vote of at least two-thirds of the active members of the Association.

October 9, 1968
as revised March 21, 1975
as revised September 19, 1975
as revised May 30, 1988
as revised April 22, 1992
as revised October 22, 1997
as revised October 23, 2006
as revised November 21, 2018
as revised October 16, 2019