

NCASFAA

POLICIES AND PROCEDURES MANUAL A GUIDE FOR OFFICERS AND OTHER EXECUTIVE BOARD MEMBERS

Approved July 25, 2008

Section 2. DUTIES AND RESPONSIBILITIES OF OFFICERS

2.1 PRESIDENT

Reference: NCASFAA Bylaws, Article IX, and Section 1

The President conducts all business meetings of the Association. The President is also a member of the SASFAA Executive Board.

The President has these responsibilities for conferences:

1. Determine who sits at the head table and notify participants.
2. Coordinate the use of complimentary hotel rooms and/or rooms paid for by the Association with the Program Chair. Suggested priority for assigning the complimentary rooms are:
 - a. Keynote speaker
 - b. President
 - c. Program chair
 - d. SASFAA representative
 - e. Treasurer
 - f. Program chair for other conference that year (if there are two)
 - g. Membership chair
3. Designate individual to present an invocation/blessing.
4. Introduce special guests during sessions.
5. Publicly thank Tier 1 and Tier 2 exhibitors.
6. Present an annual report at the annual spring meeting.
7. Thank officers and committee chairs and members
8. Pass the gavel to the President Elect. Traditionally, this takes place on the last day of the annual business meeting, held in the spring.

When selecting committee chairs, the President might ask himself/herself these questions:

1. Do the chairs represent the various geographic areas of the state?
2. Do they represent a variety of institutional types?
3. Does this help the board be balanced in terms of race, ethnicity, gender, etc.?
4. Has this individual served on the committee previously?
5. Has this individual chaired a similar committee?
6. Does this individual have the experience to chair the committee?
7. Does this individual have the time and level of commitment to be a successful chair?
8. Does he/she have his/her institution's support?

The President is responsible for leading the committee chairs and the Executive Board. He/she should:

1. Meet with committee chairs individually or at a transitional meeting, prior to the beginning of their term.
2. Jointly set committee goals, based on the President's vision and goals for the year.
3. Maintain contact with the chair – telephone, email, in person.
4. Receive reports at each board meeting – and updates in between as necessary.
5. Encourage chairs and officers to post information to the NCASFAA listserv and website.

The President must

1. Establish the calendar for meetings.
2. Notify board members and membership at large about meeting locations, dates, and times. (Remember that board meetings are open to all members.)
3. Establish officer seating arrangement.
4. Prepare the agenda for board meetings (or have the Secretary prepare and distribute the agenda).
5. Outline his/her goals for the year.
6. Conduct meetings according to Roberts Rules of Order.
7. Submit newsletter articles
8. Participate in SASFAA Executive Board meetings as NCASFAs representative.
 - a. Prepare for SASFAA meetings by reading materials, etc. as applicable.
 - b. Prepare and present state report
 - c. Represent the entire NCASFAs membership and not his/her individual institutional perspective
9. Report to the NCASFAs membership about SASFAA Executive Board meetings and decisions.
10. Report to the NCASFAs membership about NASFAA activities as applicable.
11. Use the expertise of the Legislative Advisory Chair and committee members to respond to Notice of Proposed Rulemaking and other federal and state regulatory information as appropriate, always representing the NCASFAs position instead of his/her own institutional perspective.
12. In conjunction with the Treasurer and/or Budget and Finance Chair, the President authorizes expenditures, following all applicable policies & procedures (in this manual and the NCASFAs Guide to Financial Management).
13. Provide notification to the NCASFAs bonding agent of any change in the NCASFAs Treasurer.
14. Keep in close contact with the Treasurer to ensure that the Association remains fiscally sound.
15. Check ledgers, checkbooks, and other financial records.
16. Sign and verify all expense vouchers.
17. Forward his/her expense vouchers to the President-Elect for verification and signature.
18. Work with the budget and finance committee and the treasurer to verify other financial records.
19. Participate in the annual audit as requested.

As the official NCASFAs representative, the President's expenditures for these activities are paid by the Association:

1. Attend NASFAA Conference in July – includes room, travel, meals, conference registration – following NCASFAs travel policies.
2. Attend SASFAA Executive Board meetings – includes only expenses not covered by SASFAA.
3. One night's lodging – if not covered by SASFAA – for the annual SASFAA Conference in February.
4. Other travel to represent NCASFAs – with prior Executive Board approval.
5. Telephone and postage as budgeted

When possible, the President receives a complimentary room for NCASFAs conferences/meetings

2.2 PRESIDENT-ELECT

Reference: NCASFAs Bylaws, Article IX, and Section 3

The President-Elect serves as the Parliamentarian and is the understudy to the President.

The President-Elect must:

1. Sit beside the President at Executive Board meetings.
2. Be familiar with meeting agendas.
3. Keep a copy of Roberts Rules of Order with him/her during business meetings.

4. Plan goals for the following year (when he/she is president of the association).
5. Ensure that sites presented to the Executive Board meet all Association requirements. (See Site Selection Manual)
6. Present goals for upcoming year at annual spring business meeting.
7. Order and present plaque of appreciation to outgoing president at annual spring business meeting.
8. Serve as an ex-officio member of the Program Committee.

The President-Elect should:

1. Observe the President
2. Select committee chairs for the following year, and ask the President to allow them to serve on current year committees as appropriate.
3. Consider what, if any, roles he/she might ask members who run for elected office but who are defeated might serve during his/her year as president.
4. Discuss issues with the President prior to the meeting, in anticipation of questions, etc. from board members or members of the Association.

2.3 VICE PRESIDENT

Reference: NCASFAA Bylaws, Article IX, and Section 2

The Vice President is the liaison between new members and the Association.

The Vice President must:

1. Perform all duties of the President in his/her absence.
2. Succeed to the office of the President in the event of a vacancy in that office.
3. Coordinate mentor relationships essential for new members of the Association.
4. Coordinate materials distributed to new NCASFAA members as appropriate.

2.4 SECRETARY

Reference: NCASFAA Bylaws, Article IX, Section 4

The Secretary records all Association business.

The Secretary must:

1. Take minutes of all Association business meetings.
2. Distribute copies of minutes to board members and all members (from annual business meeting). Distribution can be via the website with an announcement on the listserv.
3. Request written reports from board members.
4. Keep official copies of reports, minutes, etc. from the prior years (which are not yet archived).
5. Assist Immediate Past President with preparing documents and records for archiving.
6. Access archived records as needed. College Foundation, Inc. stores NCASFAA archives as a courtesy to the Association.
7. Update Policies and Procedures Manual as directed by Executive Board.
8. Work with the Technology Committee Chair to ensure that the most accurate and current documents are accessible to members.

The Secretary should distribute minutes and supporting Board reports within one month of an Executive Board meeting, for members' review.

2.5 TREASURER

Reference: NCASFAA Bylaws, Article IX, Section 5

The Treasurer handles financial transactions of the Association.

The Treasurer must:

1. Maintain the Association's checkbook: income and expenses must be recorded in a timely fashion. This includes: membership dues, conference fees, interest earned on account(s), income from agencies, miscellaneous income, expenses paid by the Association.
2. Provide financial reports and information about budget status to the President and the Budget and Finance Committee Chair at least quarterly – and more often as required/requested.
3. Provide written financial report at each Executive Board meeting and conference. Reports should include a balance sheet and actual income & expenses vs. budgeted income & expenses.
4. Have an annual audit conducted within 120 days of the end of the fiscal year. See the NCASFAA Guide to Financial Management (Appendix A) for standards on the preparation of the audit.
5. Allow access to financial records to the President and Budget and Finance Committee Chair as requested.
6. Submit expenditure requests to the President for approval if those expenditures exceed \$5,000.
7. Maintain a current listing of budget codes in the NCASFAA Guide to Financial Management (see Appendix A).

The Treasurer should:

1. Keep financial records current.
2. Write receipts promptly.
3. Write checks to cover expenditures promptly.
4. Require receipts as mandated by the NCASFAA Guide to Financial Management (see Appendix A).
5. Balance the ledger accounts to the bank balance on a monthly basis.
6. Not make any checks payable to "cash."
7. Maintain current license agreement with Broadcast Music Incorporated (BMI).

The Treasurer has additional responsibilities related to the Association's conferences:

1. Prior to the conference, keep a log of all persons paying membership dues, deposit this income promptly, and send the Membership Chair a copy of the membership form/information.
2. Keep a log of all persons paying conference registration fees, deposit this income promptly, and inform the Program Committee Chair about paid registrations.
3. Review bills related to the conference with the Conference Chair. See the NCASFAA Guide to Financial Management for more information. (see Appendix A)

2.6 TREASURER-ELECT

Reference: NCASFAA Bylaws Article IX, Section 7.

The overall function of the Treasurer-Elect is to assist the Treasurer in all duties as outlined in the NCASFAA Policy and Procedures Manual (Section 2.5). This will allow the individual to gain the experience needed to effectively hold the office of Treasurer. The Treasurer-Elect shall have signatory authorization for any checking accounts, CD's or other investments

The Treasurer-Elect must

1. Be available to meet with the Treasurer in order to assist in conference and membership registration, checking account reconciliations (including Quick Book access), and bank deposits. The frequency of these visits shall be determined by the Treasurer and Treasurer-Elect.
2. Assist the Treasurer and Membership Chair with onsite registration during the Fall and Spring Conferences.

3. If for any reason the Treasurer is unable to perform his/her duties, the Treasurer-Elect will assume all duties and responsibilities of the Treasurer.

2.7 PAST PRESIDENT

Reference: NCASFAA Bylaws, Article IX, Section 6

The Past President is responsible for nominations and elections for the Association. (Refer to NCASFAA Bylaws Article XIII, Election Procedures and NCASFAA Policies and Procedures, Section 3.3.1, Nominations Committee for more information.) He/she also serves as member of the SASFAA Nominations and Elections Committee. The Past President is responsible for coordinating professional recognition activities. (Refer to NCASFAA Policies and Procedures, Section 4, Recognition Programs and Section 5, Awards for more information). The Past President is also responsible for archiving Association records.

The Past President should:

1. Solicit nominations for SASFAA office from Association members. He/she should use all available media to solicit nominations.
2. Discuss nominations with the Executive Board as appropriate.

The Past President must:

1. Archive Association records.
2. These are required records:
 - a. Budget and Finance Audit Report
 - b. Membership List
 - c. Conference Programs
 - d. Newsletters
 - e. Annual Business Meeting Minutes
 - f. Executive Board Meeting Minutes
 - g. Committee Reports
 - h. Financial Aid Week Proclamation
 - i. State & High School Relations Committee Information Services Survey
 - j. Bank Statements
 - k. Bond Documents
 - l. Canceled Checks
 - m. Check Book Stubs
 - n. Deposit Slips
 - o. Expense Vouchers
 - p. Conference Registration Forms
 - q. Invoices
 - r. IRS Forms
 - s. Membership Forms
 - t. Music License Agreements
 - u. Unused Checks
 - v. Current copy of Policies & Procedures Manual
 - w. Current copy of By Laws
 - x. Photographs, Videos, etc.
3. Archived records may be stored in paper format, as long as College Foundation, Inc. has the storage space available. Archived records may be stored in electronic format such as CD, flash drive, etc. The Past President should make every attempt to store records in an electronic format that will be accessible in the future.
4. Archived records are to be packaged securely and the appropriate year should be clearly listed

on the packaging.

Section 3: COMMITTEES

Reference: NCASFAA By Laws Article X, Section 1.

The Association's Standing Committees are:

Agencies
Budget and Finance
Diversity Issues
Legislative Advisory
Membership
Professional Advancement
Professional Recognition
Program
Publicity and Publications
Site Selection
State/High School Relations

All other committees are ad hoc and established by the President on an annual basis.

No one individual should serve as chair of the same committee for more than three (3) years. Mentoring committee chairs and members is an important tool for the Association to use to develop future leaders.

This Section contains information that applies to all committees. Separate sections for each committee list that group's particular responsibilities.

3.1 GUIDELINES AND PROCEDURES FOR COMMITTEE WORK

3.1.1 DUTIES OF THE COMMITTEE CHAIR

The committee chair should:

1. Select committee members well in advance of the first planning meeting.
2. Whenever possible, committee members should reflect the Association membership in terms of institutional types, racial and ethnic backgrounds, gender, experience in the field, etc.
3. Select committee members who are able to commit to doing the work involved and who are able to perform those responsibilities.
4. Select committee members who are not on other committees.
5. Consider the mix of new and experienced committee members.
6. Mentor committee members as appropriate.
7. Attend Executive Board meetings and actively participate in said meetings.

The committee chair must:

1. Develop a proposed budget for all committee activities, including cost of travel, committee meetings, special projects, etc.
2. Develop a plan of action that includes the goals and objectives for the committee and are in sync with the President's goals and objectives.
3. Assume responsibility for implementing the approved plan.
4. Monitor committee expenses.
5. Keep the membership informed of committee activities through the newsletter, listserv and other media as appropriate.
6. Present an annual report at the annual spring business meeting or at another meeting designated

by the President.

3.1.2 GUIDELINES FOR CONDUCTING MEETINGS

1. Always start the meeting on time and with a definite agenda. The whole purpose of an agenda is to save time, of course, so don't waste time by digressing from it without good and sufficient reason.
2. Keep the meeting moving; interest lags when action lags. Get as much participation as you can. Keep responses short; get to the point.
3. Speak clearly. If you can't be heard, you can't exercise control. If you have a low speaking voice, rap for silence before you speak.
4. Insist on order. When general, simultaneous discussions ensue, no one can be heard and nothing can be accomplished.
5. Talk to the group, not individuals; side conversations are rude, disrupt a meeting and accomplish nothing.
6. Make sure each individual who takes the floor talks clearly and audibly. Interrupt if you must have him/her repeat what was said if you have the least suspicion that some might not have heard him/her.
7. Sum up what was said and obtain a decision.
8. Stop aimless discussion by recommending further study.
9. Retain control, but don't stifle free comment. Invite constructive criticism and even disagreement. Ask for support. Clarify issues by obtaining a consensus then move on.
10. Don't argue with the individual who has the floor. Ask questions, but remember as the presiding officer you are to be neutral.
11. If you have a comment, ask for the floor as a participant.
12. Make sure adequate minutes are kept of each meeting and subsequently sent to all committee members.
13. Check at the end of the meetings to see if members feel that particular subjects have been properly covered.

3.1.3 COMMITTEE MEMBER RESPONSIBILITIES

Responsibilities:

1. All committee chairs and committee members must maintain current membership status in the association in order to serve.
2. Attend and actively participate in meetings of the committee. If for any reason a person is unable to attend a committee meeting, notify the Chairperson as much in advance as possible.
3. Arrange travel schedule to be in attendance for the duration of the committee meeting and at such time as designated by the Chairperson.
4. Carry out in a timely manner the assignments or duties assigned by the Chairperson.
5. Seek the input of other financial aid administrators not involved in the committee work. Listen to divergent points of view. Make decisions and recommendations based on what is best for the profession and the students to be served.

3.2 STANDING COMMITTEES

3.2.1 PROFESSIONAL ADVANCEMENT COMMITTEE

President appoints Chair. It is the President's prerogative to split the responsibilities of the Professional Advancement Committee into sub-committees and appoint several chairs to fulfill these responsibilities. In recent years, it has been common practice to have these committees:

Professional Advancement – New Aid Administrators

Professional Advancement – Support Staff
Professional Advancement – Intermediate Aid Officers Training

Responsibilities:

1. Plan and conduct the New Aid Administrator's Workshop – usually held immediately prior to the fall training conference and the spring business meeting.
2. Plan and conduct Support Staff Workshop(s)
3. Plan and conduct Intermediate Aid Officers Training.
4. For workshops, the Chair must
 - a. Advertise the training
 - b. Select faculty
 - c. Update curriculum
 - d. Provide materials
 - e. Work closely with the Conference Chair on facility needs, food, time schedule, etc. if the workshop is immediately prior to a conference.
 - f. Select sites for other workshops that are convenient to large numbers of Association members (and their support staff for support staff workshops) and can accommodate the workshop.
5. Provide training support to other associations or agencies as requested and as deemed appropriate by the Executive Board.
6. Coordinate training with training provided by NASFAA and SASFAA.
7. Coordinate training with training provided by NCSEAA if applicable.
8. Plan and conduct new aid administrator orientations at conferences, if applicable.
9. Keep the membership informed of committee activities through the newsletter, listserv and other media as appropriate.
10. Present an annual report at the annual spring business meeting or at another meeting designated by the President.

3.2.2 BUDGET AND FINANCE COMMITTEE

Reference: NCASFAA Guide to Financial Management
President appoints the Chair.

Responsibilities:

1. Review budget requests and recommend committee and officer budgets to the Executive Board.
2. Present final budget to the Executive Board.
3. Review quarterly report from the Treasurer.
4. Present reports to membership and to the Executive Board.
5. Conduct the Annual Audit and present the findings to the membership.
6. Keep the membership informed of committee activities through the newsletter, listserv and other media as appropriate.
7. Present an annual report to the President and Executive Board after the audit is performed.
8. Standards for preparation of annual audit:
 - _____ Has all revenue been recorded?
 - _____ Have all receipts been written?
 - _____ Are deposits made promptly to the bank?
 - _____ Are voided or spoiled checks voided in a manner which prevents reuse and filed in numerical sequence with paid checks?
 - _____ Are bank statements reconciled monthly?
 - _____ Are accounts payable supported by vouchers, invoices, purchase orders and receiving documents?
 - _____ Are accounts paid within thirty (30) days of invoice or bill? If not, why?
 - _____ Was cash available?
 - _____ Are ledgers posted when bills are paid or are ledgers posted before accounts are

_____ paid?
_____ Check budgeted amounts for each account
_____ If there was a variance from the budget was there a good explanation?

3.2.3 MEMBERSHIP COMMITTEE

The President appoints the Chair. This is a committee chair that benefits from continuity in the position.

Responsibilities:

1. Post information on the Association's website listing the benefits of becoming a member. Maintain a small supply of paper membership "brochures."
2. Update and post current membership form on Association's website. Maintain a small supply of printed membership forms.
3. Solicitation of membership must occur in June each year. Solicitation can be in the form of listserv announcements, letters, emails, etc.
4. Work with Conference Chair and Treasurer to keep registration and membership information up to date for the conference.
5. Assist the Treasurer with conference registration.
6. Prepare Membership Directory information for publication on the NCASFAA website
7. Keep the membership informed of committee activities through the newsletter, listserv, and other media as appropriate.
8. Present an annual report at the annual spring business meeting or at another meeting designated by the President.

Resolution adopted 10/30/94:

WHEREAS the membership chairperson of NCASFAA is responsible for providing address labels of the membership to various NCASFAA committees for the purpose of conducting business;

WHEREAS the current membership of NCASFAA (including honorary members) totals approximately 450 each year;

BE IT RESOLVED THAT NCASFAA membership labels shall be provided to the officers and to the chairpersons of NCASFAA committees upon request for the purpose of conducting NCASFAA business, and the costs for such mailings shall be defrayed by NCASFAA as part of the membership budget;

BE IT FURTHER RESOLVED THAT NCASFAA membership labels may be provided to a member institution or agency at the discretion of the membership chairperson at cost to that institution or agency. Such requests may be honored by NCASFAA, for example, if a member institution or agency wishes to advertise a vacant financial aid position.

3.2.4 STATE AND HIGH SCHOOL RELATIONS COMMITTEE

President appoints the Chair.

Responsibilities:

1. Liaison to High School Counselors Association
2. Obtain the Financial Aid Awareness Week Proclamation from the Governor
3. Assist NCSEAA in updating the financial aid night presentation and materials, as requested by NCSEAA.
4. Collect information and distribute the annual Preference Survey of Colleges and Universities to North Carolina High Schools before November 1 each year.
5. Organize state-wide financial aid awareness activities.

6. Provide support for FAFSA Day.
7. Keep the membership informed of committee activities through the newsletter, listserv and other media as appropriate.
8. Present an annual report at the annual spring business meeting or at another meeting designated by the President.

3.2.5 PUBLICITY AND PUBLICATIONS COMMITTEE

President appoints the Chair.

Responsibilities:

1. Association Newsletter
 - a. There must be at least three (3) newsletters each year.
 - b. Each newsletter should contain
 - i. Letter from the President
 - ii. Committee reports
 - iii. Update from NCSEAA
 - iv. Update about federal programs
 - v. Information of interest to the financial aid community
 - c. Newsletters may be in electronic or paper format.
2. Provide updates to membership as directed by the President.
3. Publicize Association activities, including conferences, committee activities, special events, etc.
4. Keep the membership informed of committee activities through the newsletter, listserv and other media as appropriate.
5. Present an annual report at the annual spring business meeting or at another meeting designated by the President.

3.2.6 PROGRAM COMMITTEE

President appoints the Chair. It is the President's prerogative to have a chair for each conference (fall and spring) or one chair to oversee both conferences.

Responsibilities:

1. Establish agenda for conference that reflects the President's goals and objectives and vision for the Association.
2. Conference agendas should include business sessions (required for spring conference), updates from other associations and the U. S. Department of Education, FISAP training (when appropriate), interest/concurrent sessions, general sessions with topics of interest to the majority of the membership, professional recognition, networking activities, and recognition of exhibitors.
3. The Program Committee is responsible for:
 - a. Theme
 - b. Decorations
 - c. Coordination with Agencies Committee
 - d. Program format
 - e. Presenters
 - f. Speakers/special guests
 - g. Equipment for technology uses
 - h. Menu selection/guarantee deadline
 - i. Head table place cards
 - j. Program portfolios
 1. Pre-program publicity
 2. Entertainment
 3. Evaluation forms

4. Report to the Executive Board on evaluation analysis of the sessions and over-all conference.
5. Keep the membership informed of committee activities through the newsletter, listserv and other media as appropriate.
6. Present an annual report at the annual spring business meeting or at another meeting designated by the President.

See Section 3.2.10 Site Selection Committee for more information.

3.2.7 LEGISLATIVE ADVISORY COMMITTEE

President selects the Chair.

Responsibilities:

1. Review federal and state legislative activities that impact financial aid and higher education.
2. Review regulatory changes in student financial aid programs and other areas of higher education.
3. Keep membership informed about legislative and regulatory changes – via listserv, website, email, etc.
4. Work with President to draft Association responses to NPRM, etc.
5. Keep the membership informed of committee activities through the newsletter, listserv and other media as appropriate.
6. Present an annual report at the annual spring business meeting or at another meeting designated by the President.
7. Serve as a member of/liaison to the SASFAA Federal Relations Committee.

3.2.8 AGENCIES COMMITTEE

President appoints the Chair.

Responsibilities:

1. The Chair serves as ex-officio member of the Conference Committee as a liaison between the Program Chair(s) and agencies.
2. The Chair facilitates communication between the Executive Board and agency representatives.
3. Agencies include:
 - NC State Education Assistance Authority
 - College Foundation, Inc
 - Loan collection firms
 - Billing agencies
 - Consultants
 - Data processing firms
 - All others who can be called exhibitors
4. The Chair works closely with the Budget and Finance Committee Chair, the Treasurer, and the Conference Committee Chair(s) to coordinate activities and funding.
5. Committee members should represent various sectors of membership.
6. Keep the membership informed of committee activities through the newsletter, listserv and other media as appropriate.
7. Present an annual report at the annual spring business meeting or at another meeting designated by the President.

Exhibitor Policy

1. The NCASFAA President shall appoint the Agencies Committee Chairperson. The Chairperson shall work closely with the Budget and Finance Committee Chairperson, the NCASFAA Treasurer and the Conference Committee Chairperson(s) to coordinate activities and funding.

2. Exhibitors shall be established for the NCASFAA fiscal year, July 1 – June 30.
 3. There will be no sponsored activities during any scheduled events conducted by NCASFAA.
 4. Previous and potential Exhibitors will be sent the NCASFAA Exhibitor Form in the summer of each year.
 5. There will be two Tiers of Exhibitors:
 - a. Tier One Exhibitor - \$3000 (Two Conferences, Fall AND Spring): A Tier One Exhibitor is a full fiscal year Exhibitor and will receive :
 - i. An exhibit table at both the fall and spring NCASFAA conference;
 - ii. Recognition in the fall and spring conference programs;
 - iii. Marketing Materials included in the conference packets and other NCASFAA events and activities (i.e. Support Staff Workshops, Leadership Symposium)**;
 - iv. Recognition on the NCASFAA website**;
 - v. A link on the NCASFAA website**;
 - vi. One extra Exhibit Table of the same size for a bigger and extra exhibitor space, if requested by the Exhibitor, for an additional \$1000. ***The extra table and Exhibitor space is based on available space in the Exhibitor area of the conference hotel and is limited to availability and awarded on a first come first serve basis;
 - vii. Half-page Advertisement (8 ½ x5) in the NCASFAA Newsletter**.
 - b. Tier Two Exhibitor - \$1750 (One Conference only, Fall OR Spring): A Tier Two Exhibitor is an Exhibitor for less than the full fiscal year and will receive:
 - i. An exhibit table at one NCASFAA conference, either the fall or spring conference;
 - ii. Recognition in either fall or spring conference program that the company exhibits;
 - iii. Recognition on the NCASFAA website**.
- ** Benefit is optional to Exhibitor, and is not required.
6. NCASFAA membership and Conference Registration is not required to be an Exhibitor. Association membership is required to serve on any type of NCASFAA committee.
 7. All Exhibitors wishing to be an Association Member of NCASFAA must pay the yearly Membership Fee as stated in Article IV, Section 2 of the NCASFAA Bylaws.
 8. All Exhibitors wanting to attend conference sessions, meals, and all other conference functions must complete the NCASFAA Conference Registration Form and pay the NCASFAA conference registration fee.
 9. Registered Tier One Exhibitors must pay the NCASFAA Treasurer their Exhibitor Fee by October 1 unless other arrangements have been made with the Agencies Chairperson. Registered Tier Two Exhibitors must pay their Exhibitor Fee by October 1, if exhibiting at the fall conference, or March 15, if exhibiting at the spring conference.
 10. Registered Tier One Exhibitors, who pay their exhibitor fee by a priority date of September 15, will be placed in a lottery for prime exhibit table location in the Exhibitor area. The remaining Tier One Exhibitors who pay their exhibitor fee after the priority date will be placed in a separate lottery for the remaining Tier One table locations in the Exhibitor area.

Registered Tier Two Exhibitors exhibit tables will be assigned based on the date of their paid Exhibitor Fee on a first come first serve basis for the remaining Exhibit space after the Tier One tables have been assigned.

11. Ads in b/w jpeg (size 8 ½ x5) for the NCASFAA Newsletter will be limited to Tier One Exhibitors.
12. No random drawings for prizes will be allowed during any NCASFAA sponsored event or activity. Items or giveaways of nominal value (\$10 or less) are allowed at the conference Exhibitor's tables.
13. NCASFAA will make available a general student scholarship fund available for corporate donations at the two NCASFAA Conferences. The student scholarships will be awarded to attending institutions at the closing of the fall and spring conferences via random drawing.

The scholarships will be awarded in increments of \$500. Any remaining funds will be carried over until the next scheduled conference.

Scholarship donations and payments will be separate and in addition to the Exhibitor Fee and must be paid to the NCASFAA Treasurer, and should be received no later than 10 working days prior to each conference.
14. In the event of a merger between two or more exhibitors during the NCASFAA fiscal year. No refund of the Exhibitor Fee to the no longer existing exhibitor will occur.
15. The Executive Board reserves the right to deny an Exhibitor the opportunity to pay for Exhibitor space at the association conferences. Generally, this would occur when an Exhibitor appears, by action and/or words, to not be in concert with the Association's goals and objectives.
16. Once yearly Exhibitor Fees have been committed and received by the NCASFAA Treasurer from a Tier One or Tier Two Exhibitor, no refunds will be given.

3.2.9 PROFESSIONAL RECOGNITION COMMITTEE

The Past President serves as the Chair.
The President appoints committee members.

See Section 4, Recognition Programs, and Section 5, Awards, for more details.

3.2.10 SITE SELECTION COMMITTEE

President appoints the Chair.

Responsibilities:

1. Visit potential conference facilities.
2. Present suggested sites to the Executive Board for approval.
3. Sites should be selected as far in advance of the meeting as possible to secure an appropriate site and to take advantage of cost savings.
4. Keep the membership informed of committee activities through the newsletter and listserv and other media as appropriate.
5. Present an annual report at the annual spring business meeting or at another meeting designated by the President.

Site Selection Checklist

Registration and Guest Rooms

1. How many rooms can the hotel make available?
2. What are the room rates?
3. What is the policy on complimentary rooms?
4. Will the hotel provide room reservation forms?
5. Is an advance deposit required with the room reservation?
6. How far in advance of the convention will the hotel release the unreserved rooms in the block?

Meeting Rooms

1. How many meeting rooms are there?
2. Is there any charge for their use?
3. What are their capacities?
4. Are there pillars or obstructions in the rooms?
5. Is the use of audio-visual equipment convenient?
6. Are there any kinds of distraction (open windows, outside noise, etc.) which could cause people to lose interest in the meetings?

Exhibit Area

1. How many square feet of exhibit space are there?
2. Is there easy access for loading and unloading dipoles?
3. Is the lighting adequate?
4. Is the exhibit area located near the meeting rooms?
5. Is there a charge for use of the exhibit area?

Hotel Appearance

1. How would you rate the general condition and appearance?
 - a. Guest rooms
 - b. Meeting rooms
 - c. Lobby area
2. How would you rate the following?
 - a. Hotel furnishings and décor
 - b. Housekeeping services
 - c. Food service
 - d. Check-in and front-desk handling

Hotel Services

1. Is there a parking charge?
2. Is there an area to accommodate convention registration?
3. What type of facilities, technical equipment, etc., will the hotel make available?
4. What type of restaurants, entertainment and sports facilities are available?
5. What types of shops and other services are available on the premises?
6. What types of transportation facilities are available to airports and nearby attractions?

Food Services

1. Are the banquet and luncheon menus varied as to selection and price?
2. Will the hotel change specific items on a given menu?
3. When must a guarantee be given for a meal function?
4. How many additional places, above the guarantee will the hotel set?

Miscellaneous

1. Are there any special features about the hotel which make it unique?
2. Does the hotel have any other major conventions booked for the same dates?
3. Would the hotel facilities be available if we were to begin the convention one day earlier?

than anticipated?

3.2.11 DIVERSITY ISSUES COMMITTEE

The President appoints the Chair.

Responsibilities:

1. Work with Program Chair and committee to ensure that the diversity of the Association is reflected in conference agendas.
2. Plan and coordinate activities that help the Association members develop a sense of inclusion and appreciation for all members.
3. Plan and coordinate activities to help Association members meet the needs of diverse student populations and respond to changing demographics.
4. Keep the membership informed of committee activities through the newsletter, listserv and other media as appropriate.
5. Present an annual report at the annual spring business meeting or at another meeting designated by the President.

3.2.12 NOMINATIONS AND ELECTIONS COMMITTEE

The Past President chairs the Nominations Committee.

Responsibilities:

1. Encourage nominations of interested and qualified candidates for office.
2. Nomination forms may be printed, distributed electronically through email, the listserv and/or posted on the Association's website.
3. Establish a reasonable deadline for nominations, based on the date of the spring business meeting.
4. The Chair must contact nominees and get their agreement to run and serve if selected. This contact must occur prior to the committee meeting.
5. Candidates must be presented to the membership no later than 60 days prior to the spring business meeting.
6. Presentation of candidates may be through printed materials, the listserv, the Association's website, and/or any other appropriate media.

Committee procedures:

1. The committee should engage in active discussion about nominees and potential candidates so that the well-being of the Association is always paramount in their minds.
2. The committee must have a formal meeting to discuss and select candidates. If a committee member is unable to physically attend the meeting, he/she must attend via conference call and be available for the entire meeting.
3. Nominees will be considered for office in this order:
 - a. President Elect (annually)
 - b. Vice President (annually)
 - c. Treasurer (even years)
 - d. Secretary (odd years)
 - e. Treasurer-Elect (odd years)
 - f. Nominations Committee Sector Representative
 - i. 4 Year- Public (odd years)
 - ii. Independents (odd years)
 - iii. Agencies (odd years)
 - iv. 2 Year-Public (even years)
 - v. Proprietary (even years)

4. In the event of a single nominee for an office, the committee may nominate a second individual during the meeting. The chair must immediately contact that individual and get his/her agreement to run and serve if selected.
5. If a member of the committee is presented as a nominee for office then he/she is no longer eligible to participate as a committee member. The President must appoint a replacement committee member from the same sector.
6. If two nominees are presented for an office, both candidates are placed on the ballot.
7. If more than two nominees are presented for an office, each committee member will vote by secret ballot for two of the nominees. The two individuals with the most committee votes will become the candidates. In the event that no candidate receives a plurality, the discussion and voting must continue. If the committee is unable to select two, but has no more than three candidates, all three names should be placed on the ballot. No more than three names should be presented for each office.
8. The Chair shall contact the President and President Elect immediately following the meeting to present the slate of candidates, for informational purposes.
9. The Chair shall present the slate of candidates to the Executive Board as soon after presentation to the President and President Elect as possible, for informational purposes.
10. The Chair shall present the slate of candidates to the membership through all appropriate media, including paper, the Association's website, listserv, etc.
11. The Chair shall obtain from each candidate a brief candidate statement, a short resume listing the candidate's current and past employment and involvement in state, regional and national associations. If possible, pictures of the candidates should also be part of this information. This information may be posted on the Association's website, distributed via listserv, email, or in paper form.

Voting

An electronic ballot shall be made available on the website a minimum of ten (10) calendar days prior to the Spring Business Meeting.

Access to electronic voting will be available on-site during posted times of the Spring Business Meeting. NCASFAA members will, after verification of membership status, be provided an opportunity to vote. Each paid member will have access to an electronic ballot containing the names of the candidates running for office. Provisions for write-in candidates will be available.

During the Spring Business Meeting, the electronic voting site shall be staffed continuously by members or designees of the Nominations and Elections Committee during the posted times. The Nominations and Elections Committee along with the Technology Committee Chair shall verify the election results. The secretary shall be in attendance except in the event that that individual is on the ballot or otherwise unavailable. If that occurs, the president shall designate a substitute.

The nominations and elections chair shall report the results of the election at a business session following completion of voting. Prior to that time, however, the president and each candidate will be contacted and informed of the election results.

Only paid members may vote.

Confidentiality:

Committee discussions are to remain confidential.

Actual vote counts are to remain confidential.

Election results are confidential until announced to the entire membership.

3.2.13 TECHNOLOGY COMMITTEE

The President appoints the Chair.

Responsibilities:

1. Serve as liaison with the company hosting the NCASF AA website (ATAC).
2. Serve as an ex-officio member of the Nominations and Elections Committee.
3. Provide support to the Program Committee and Membership Committee to assist with conference registration and program needs.
4. Serve as a contact for NCASF AA members who have website issues (i.e. job postings, access to the site)
5. Responsible for authorizing website access levels for NCASF AA members, including Executive Board and Committee members.

Section 4: RECOGNITION PROGRAMS

The Association believes it is important to recognize those who have made outstanding contributions to the Association and to the student financial aid field. The Association also believes that it is important to recognize those who “go above and beyond” in performing work for the Association. The Association also believes that it is important to recognize those who have had long-term careers in the student financial aid and related fields.

4.1 RETIREMENT RECOGNITION PROGRAM

The Past President chairs this program.

Retirement recognition applies to all currently active Association members – in all membership categories (active, associate)

1. The Past President solicits information about financial aid administrators and other members who have retired within the past twelve (12) months or is retiring within the forthcoming twelve (12) months.
2. The Professional Recognition Committee will designate approved honorees.
3. The Past President provides this information to the Secretary, who prepares a NCASF AA Retirement Recognition Certificate for the President’s signature.
4. Information required for certificate:
 - a. Name
 - b. Title
 - c. Date of retirement
 - d. Current employer
5. The President then sends a Retirement Recognition Certificate to the individual retiring, with a note of appreciation for his/her service to the student financial aid profession and the Association (as applicable).
6. These retirees are recognized at the fall training conference and the spring business meeting. Such recognition may be presentation of the certificate or the President reading the names of the retirees (and other information or comments as appropriate) or by other means agreed to by the President and Conference Chair, after discussion with the Past President.

Note that retiree recognition does not include recognition of those who are leaving the student financial aid profession.

4.2 RECOGNITION OF OUTGOING PRESIDENT

At the annual spring meeting, the President Elect presents a recognition plaque of appreciation to the outgoing President. The plaque should have a gavel and the NCASF AA Logo on it. Wording:

Name of Individual
NCASF AA President

Year of Service
In Recognition of Your Commitment to Leadership and Service to the Association
Location
Date

Immediately following the presentation, the President-Elect takes the gavel; although the official term of office is from July 1 through June 30 of the following year.

4.3 SHINING STAR

The Shining Star Recognition is an on-going recognition program. Any member can award a “Shining Star” to another member or group of members.

This is the recognition to be given to those who, on an on-going or a one-time basis exhibit the qualities and characteristics that contribute to a successful Association. Examples of actions that warrant Shining Star recognition include, but are not limited to:

- being reliable and dependable, no matter what is asked
- acts of kindness and empathy
- exhibits of professionalism
- leadership in committee work
- leadership in association activities
- mentoring others

Members may post a “Shining Star Recognition” to the Association’s listserv. The posting should include the individual’s name and the action(s) that led to the recognition.

The Secretary compiles the list of Shining Stars and presents that information for publication in each newsletter (the Shining Stars recognized since the last newsletter publication).

Shining Star Certificates should be presented at each conference – for those recognitions since the last conference. The presentation can be an announcement in the conference program, a reading of the names during the conference, or through any other method as agreed to by the President and the Conference Chair, after discussion with the Past President.

Section 5: AWARDS

5.1 SELECTION PROCESS AND COMMITTEE MEMBERS

The Past President chairs the Professional Recognition Committee. Committee members are selected by the President. To the extent possible, the President shall name two prior Eleanor S. Morris Distinguished Service Award recipients to the committee if they are still active members of NCASFAA.

Awards are presented at the annual spring business meeting.

5.2 ELEANOR S. MORRIS DISTINGUISHED SERVICE AWARD

This is the highest award given by the Association. The award is named for Eleanor S. Morris, a financial aid administrator of national reputation who served the students at the University of North Carolina – Chapel Hill.

This award is presented to a financial aid administrator who has made important contributions to the Association or to the student financial aid profession. The Past President solicits nominations from the membership at least sixty (60) days prior to the annual meeting. The recipient should have been involved in the Association in a variety of leadership roles: committee chair, elected officer, active member. The

recipient should also have been involved in regional and state associations in a variety of roles: committee member, committee chair, possibly elected officer.

This award is presented only when there is a deserving individual to be recognized.

5.2.1 ELEANOR S. MORRIS DISTINGUISHED SERVICE AWARD RECIPIENTS

1989 Eleanor Morris
1990 Duffy Paul
1991 Stan Broadway
1995 Steve Brooks
1997 Larry Allen
1998 Curtis Whalen
2001 Janet Sain
2003 Barbara McQueen
2004 Bill Cox
2004 Rose Mary Stelma
2006 Joanne Carreras

5.3 AWARD OF MERIT

This award is presented to an individual(s) who has/have made important contributions to the Association or to the student financial aid profession. The recipient may or may not be a member of NCASFAA or may have been actively involved in associations in addition to NCASFAA. This award is presented only when there is/are a deserving individual(s) to be recognized.

5.3.1 AWARD OF MERIT RECIPIENTS

1995 Francine Reeves
1999 Betty Whalen
1999 Dan Klock
2002 Lisa Koretoff
2003 Dave Bartniki
2004 Elizabeth McDuffie
2005 Amy Berrier

5.4 NEW MEMBER AWARD

This award is presented to an individual(s) that are new to the Association (defined as being a member for three years or less) who has/have made significant contributions to the Association during that short tenure. Notable contributions might be organizational, technological, or other innovative improvements invoked at one's office or directly for the organization.

5.4.1 NEW MEMBER AWARD RECIPIENTS

1998 Lisa Koretoff
1998 Ben Carey
2005 Cynthia Grant

5.5 SERVICE AWARD

This award is presented to an individual to recognize years of membership in NCASFAA. Recipients will be listed in the printed spring program and read aloud during the spring conference at a time deemed appropriate by the President.

Section 6: ACKNOWLEDGEMENTS OF BIRTHS AND DEATHS

6.1 BIRTHS

The President sends a card or note, on behalf of the Association, to members when he/she is notified about the member or his spouse giving birth or adopting a child.

6.2 DEATHS

The President sends a sympathy card or other expression of sympathy on behalf of the Association when notified about the death of a current or former member of the Association, or a member of a current Association member's immediate family member (spouse, child, sibling, and parent).

An expression of sympathy may also be sent upon notification of the death of other individuals influential in the student financial aid field. For example: member of a regional or national association.

Section 7: REIMBURSEMENT AND TRAVEL GUIDELINES

7.1 REIMBURSEMENT FOR PRESIDENT

The Association will reimburse the President for these expenses:

1. Registration and all travel expenses to attend the NASFAA Conference, within NCASFAA Guidelines.
2. Travel expenses related to attending SASFAA Board Meetings that are NOT covered by SASFAA.
3. When possible, the Association provides the President with a complimentary room for the fall training conference and annual spring business meeting.
4. Registration and travel to attend the SASFAA Conference ONLY if the President's employer would not usually cover those expenses.
5. Postage, copying and telephone expenses.

7.2 REIMBURSEMENT FOR PRESIDENT-ELECT

The Association will reimburse the President Elect for these expenses:

1. Travel expenses related to attending the SASFAA Board's transitional meeting that are NOT covered by SASFAA, within NCASFAA Guidelines.
2. One night's accommodations to attend President Elect training prior to the start of the SASFAA Conference if the President Elect's employer will not cover those accommodations.

7.3 REIMBURSEMENT FOR VICE-PRESIDENT

The Association will reimburse the Vice-President for these expenses:

1. Postage
2. Copying

3. Telephone

7.4 REIMBURSEMENT FOR SECRETARY

The Association will reimburse the Secretary for these expenses:

1. Postage
2. Copying
3. Stationery

7.5 REIMBURSEMENT FOR TREASURER

The Association will reimburse the Treasurer for these expenses:

1. Postage
2. Copying
3. Receipt books

7.6 REIMBURSEMENT OF COMMITTEE EXPENSES

The Association will reimburse committee expenses that are directly related to the committee's function. The committee is encouraged to use communication methods that do not cost anything – such as postings to the listserv and website. Up to 10% of a committee's budget may be spent for telephone reimbursement, without receipt. A list of phone calls and the purpose of the call must be provided.

7.7 TRAVEL GUIDELINES

Travel performed at the Association's expense will be for no purpose other than official Association business.

Travel on behalf of the Association, to be reimbursed by the Association, must be approved by the President in advance.

The President must approve all reimbursement requests and is required to disallow any requests that are unreasonable or not directly related to Association business.

7.8 ITEMS THAT MAY BE REIMBURSED

1. Coach air fare with reservations made approximately 21 days before departure. Copy of the ticket receipt must accompany the reimbursement request.
2. Mileage reimbursement for private auto travel, in the amount reimbursed by the federal government, over the usually traveled route. Mileage is not to exceed coach air fare (see above).
3. The actual cost of taxis, shuttles, etc., including reasonable tip. Receipt must accompany the reimbursement request.
4. The President must approve a rental car in advance. There must be a valid reason for renting a car.
5. Lodging – The actual cost of lodging, not to exceed the single room rate. Receipt must accompany reimbursement request.

6. Meals - The maximum per diem reimbursement for meals will not exceed \$26.00 per day. The following guidelines apply:
 - a. Breakfast - \$5.00 (Departure before 7:00 a.m. or Return after 8:00 a.m.)
 - b. Lunch - \$7.00 (Departure before 12:00 p.m. or Return after 1:30 p.m.)
 - c. Dinner - \$14.00 (Departure before 5:00 p.m. or Return after 6:30 p.m.)
7. Miscellaneous expenses – Receipts must accompany any expenses over \$10.00
8. Phone calls related to Association business.
9. Tips for baggage
10. Parking – Receipt must accompany reimbursement request for all parking expenses.

7.9 FEE WAIVERS

1. Conference registration fees may be waived for keynote speakers or other invited guests, with the approval of the President and the Conference Chair.
2. One night's accommodations may be provided to the keynote speaker. Additional waivers must be approved by the President and the Conference Chair.
3. Waivers must be noted in the conference budget records.
4. Association members are not eligible for a waiver of the conference registration.

7.10 EXPENSE VOUCHER (available on NCASFAA Website)

See Appendix for example of Expense Voucher.

Section 8: NON-DISCRIMINATION STATEMENT

The North Carolina Association of Student Financial Aid Administrators (NCASFAA) views its membership to be an important asset to the community and we are committed to maintaining an inclusive environment at Association functions and activities. NCASFAA does not discriminate against anyone on the basis of gender, age, national origin, ancestry, marital status, medical condition, disability or sexual preference.

Section 9: NCASFAA ELECTRONIC MEDIA

Purpose Statement: The NCASFAA Website shall be developed and maintained on the Internet to provide an additional means of communication with the membership and to be a source of information about North Carolina financial aid for high school guidance counselors.

9.1 ACCESS

General access to the NCASFAA website shall not be password-protected and shall allow access to all interested persons whether or not they are NCASFAA members. Only directory information will be password-protected to insure the integrity of membership data.

9.2 CONTENT:

1. Content should be appropriate and in keeping with the mission and goals of NCASFAA.

2. Graphics and pictures should be kept to a minimum to insure rapid delivery of the pages
3. Content shall include, but is not limited to:
 - a. Names, addresses, phone numbers and e-mail addresses for the Executive Board and committee chair
 - b. By-laws
 - c. Policies and Procedures Manual
 - d. Calendars of training activities, conferences, workshops in the NCASF AA region
 - e. Conference and workshop information
 - f. Election/nomination information
 - g. Executive board meeting minutes
 - h. Long range plan and updates
 - i. Membership database
 - j. NCASF AA newsletter
 - k. Policies and Procedures manual
 - l. Position papers/legislative updates
 - m. State and High school information
 - n. Other information of interest to the membership as determined by the web master or NCASF AA president
4. The useful life span of content should be a maximum of one year (except for position papers/legislative updates which may be archived sooner), and older materials should be archived with the ability to retrieve them if necessary.
5. Posting Material: Material given to the web master shall be added to the site as soon as practical but no later than 30 days after receipt.

9.3 LINKS

The NCASF AA web page shall link to:

1. NCASF AA Member Schools
2. SASF AA Web Page
3. NASF AA Web Page
4. Other pages of general interest to the membership

9.4 WEBSITE LOCATION AND MAINTENANCE

<http://www.ncasfaa.com>

The North Carolina Association of Student Financial Aid Administrators (NCASF AA) owns the website domain names www.NCASF AA.com and www.NCASF AA.org. These domain names are registered through VeriSign, Inc. in Mountain View, California and the website is hosted by ATAC Corporation located in Mill Hall, Pennsylvania.

9.5 NCASF AA LISTSERVE

The NCASFEE listserv has been established as a mechanism for information exchange and problem resolution for use by North Carolina colleges and universities financial aid administrators and related personnel. It is intended to provide a statewide forum for the discussion of all matters relating to the ADMINISTRATION of student financial aid at North Carolina institutions of higher education.

List delivery is available in "immediate" delivery mode, for up-to-the-minute messaging, or in "digest" mode, a collection of the day's communications delivered daily at 12:01 AM to your email address.

Note: There is no official archive for this list.

9.5.1 POLICY STATEMENT

NCASFEE listserv subscription is reserved for current NCASFEE members and those who are interested in North Carolina financial aid administration. This listserv is not for individual student or parent questions about applying for or receiving financial or scholarships. Such questions are better addressed to a specific college. Correspondence is monitored to protect NCASFEE's membership and to ensure proper use of the listserv.

You may post financial aid-related queries and discussion items, NCASFEE organization announcements, aid-related position vacancies, and items that can be considered "public service" in nature to the listserv. Be considerate of NCASFEE's audience. Your message must be appropriate for this listserv. Off-topic posts will be considered SPAM. Any questions as to the appropriateness of a posting should be directed to the list moderator at webmaster@ncasfaa.com

Special note: NCASFEE is a non-profit, professional organization, therefore, listserv postings that promote or advertise goods or services are forbidden.

9.5.2 LISTSERV GUIDELINES

1. "Netiquette" must always be observed. (see Section 9.5.3 Basic Netiquette)
2. When posting humor, the word "humor" should appear in the subject line.
3. NCASFEE's listserv is not a forum for arguments or off-topic discussions. Take arguments and personal discussion to private exchange. Anyone who "attacks" another member on the list will be unsubscribed from the list.
4. Do not reply to digest messages with "Digest #123" in the subject line. Modify the subject line to reflect the content of your message.
5. Do not reply to digest messages with the entire digest quoted. Quote only the part necessary to make your point.
6. Do not post attachments, except by permission of the listserv moderator. Email your request to post attachments to webmaster@ncasfaa.com
7. It is undesirable to post html code. It doubles the message size and does not display properly in many cases.
8. Flaming, spamming and other inconsiderate behavior will not be tolerated. Inconsiderate participants will be unsubscribed from the listserv.
9. Sign your name and institution at the end of your message. Few will know your identity if you sign only bob@NCU.edu.
10. Use of the list for illegal activities is strictly prohibited. Posting of material that may be considered racist, hateful, pornographic, etc., is forbidden.
11. Send all administrative inquiries/requests (i.e. subscription status, delivery issues, etc.) to the list moderator at webmaster@ncasfaa.com
12. Do not post subscription change requests, etc. to the list.

If you have questions regarding the listserv and/or the proper use of the NCASFEE listserv, please contact webmaster@ncasfaa.com Issues not addressed here will be taken under consideration by the NCASFEE Executive Board.

By subscribing to the listserv, you are confirming that you have read and agree to the terms of NCASFAA's listserv policy statement and guidelines.

9.5.3 BASIC NETIQUETTE

NCASFAA's listserv policy is not the final word on Cyberspace Etiquette. We suggest reading and following the guidelines found as: www.albion.com/netiquette/corerules.html

To subscribe or unsubscribe from the NCASFAA listserv:

To subscribe: Send a message to LISTSERV@UNC.EDU
The text of your message should include only the following command:
SUBSCRIBE NCASFAA yourname

To unsubscribe: Send a message to LISTSERV@UNC.EDU
The text of your message should include only the following command:
UNSUBSCRIBE NCASFAA yourname

If you choose to DIGEST your messages: Send a message to LISTSERV@UNC.EDU
The text of your message should include only the following command:
SET NCASFAA DIGEST

Digested messages will be posted to you at 12:01 AM each day.

To post to the list: Merely compose your letter and send it to NCASFAA@LISTSERV.UNC.EDU and your message will automatically be sent to everyone on the listserv mailing list.

9.5.4 SECURITY

You must subscribe with the email address you wish to post from. If you wish to post from multiple email addresses, you will need to subscribe with each individual email address.

Section 10: ALCOHOL POLICY

NCASFAA members are responsible for paying for their own alcoholic beverages at any function. This includes Executive Board members and Committee members. Alcoholic beverages may not be included in direct billing or NCASFAA credit card charges. NCASFAA members should not be reimbursed for any alcoholic beverages with NCASFAA funds.

NCASFAA Executive Board members must make sure members are aware of this policy and maintain compliance with this policy at all NCASFAA functions, including hospitality suites at conferences.'

Appendix A

NCASFAA Guide to Financial Management

June 2, 2006

- I. Introduction
- II. Purpose & Scope
- III. Budget Planning & Preparation
- IV. Cash Balance & Reserve Funds
- V. Banking
- VI. Accounting Software
- VII. Audit & Accountability Standards
- VIII. Investments
- IX. Disaster Recovery
- X. Conferences
- XI. Contracts & Agreements
- XII. Expense guidelines
- XIII. Credit Cards
- XIV. Waived Expenses
- XV. Receipts Processing
- XVI. Meetings Requiring Treasurer Attendance
- XVII. Budget Codes

I. Introduction

The Treasurer, in conjunction with the Budget and Finance Chair, is responsible for overseeing and managing the Association's financial matters and shall keep the Executive Board apprised, on a quarterly basis, about the Association's financial status. The Treasurer receives and disburses funds of the Association under policies and guidelines approved by the Executive Board.

The Budget and Finance Chair is responsible for preparing the annual budget, conducting the annual audit, and preparing recommendations for the Board. The Budget and Finance Chair works closely with the Treasurer to ensure proper oversight of the Association's funds.

II. Purpose and Scope

The NCASFAA Guide to Financial Management addresses the financial management and investment procedures for use by the Association's Board of Directors, committee Chairpersons and committee members, with the following objectives:

- a. To provide guidelines and procedures that help ensure good management and safekeeping of the Association's financial resources and safeguard the Association against financial liability.
- b. To offer guidance to the office of Treasurer and to the Budget and Finance Chair for effective administration of the budget and finances.
- c. To provide investment guidelines to help ensure financial stability.
- d. To describe parameters for planning and developing the operating budget.
- e. To identify ways in which financial practices may be evaluated objectively.
- f. To identify means by which financial practices will be reviewed.

As the Board of Directors has fiduciary responsibility for the Association, the Board is responsible for ensuring the Guide is reviewed and revised, if necessary, on an annual basis.

The Budget and Finance Committee will be comprised of the past President, President, President-elect, Secretary, Treasurer, Treasurer-elect, and the Budget & Finance Chairperson.

III. Budget Planning and Preparation

- Copies of the prior year budget requests will be distributed to the incoming committee chairpersons at the June Transition meeting, as will copies of the prior year total budget vs. expenses.
- Incoming committee chairpersons and officers, in cooperation with the outgoing chairpersons and officers, should recommend a budget for the upcoming year for their respective committee or office. Budget request forms will be provided to the chairpersons for completion at the June Transition meeting.
- The President, Chairperson of the Budget & Finance Committee, the Treasurer and the Treasurer-elect jointly prepare a budget for the upcoming year to cover Association business. This process begins at the transitional board meeting in June.
- The Budget and Finance Committee Chairperson will complete the draft budget to present to the Board at their first post-transition meeting. At that time, the Board approves an operating budget for the upcoming year (July 1st – June 30th).
- In no instance shall the budgeted expenses exceed the projected income for the budget year.

The prior year budget is the official budget for the Association until the Board approves a new budget. It is not intended, nor recommended, that the prior year budget be used any longer than the date of the first Board Meeting for the fiscal year, when a new budget can be presented for approval.

Budget guidelines:

A \$10,000 cash reserve will be maintained in the operating account at the end of the fiscal year. The balance in the operating account after all expenses for the fiscal year just completed are paid will be invested in the Reserve Fund or for other uses as determined by the Board.

During the budget construction process, a review of existing budget categories should be made to assess the need for additional categories or the change/removal of previously used categories. The previous year's budget and corresponding itemization of expenditures may be used as a guide, with concentration on ways to reduce costs. Spending trends covering multiple years may be used to project funding needs.

When a joint conference is being planned (e.g. NCASF AA & SCASF AA), there will be costs associated with planning the conference in the prior year (e.g. costs in '05-'06 for Fall '06 Conference) for which there should be a line item in the budget.

To ensure adequate and detailed tracking of Association expenses, the Treasurer shall use a coding system to categorize expenses. (Typically the Treasurer works with the President and the Budget and Finance Committee Chairperson to establish budget categories.) To further facilitate tracking and analysis of expenditures, sub-categories may be used to provide greater detail of expenses. For example, the category "President" may have sub-categories of "travel" and "lodging" to help identify specific areas in which expenses are incurred. Standard budget categories and budget codes are illustrated in Attachment A.

IV. Cash Balance and Reserve Funds

The Association should maintain a reserve fund balance of no less than two times the cost of the most recent conference. Such funds may be comprised of both savings and investments, provided the funds are not intermingled with the Association's checking account. The long term goal is to maintain a reserve balance equal to 150% of a typical fiscal year operating budget. A Reserve Fund shall be included in the NCASFAA Budget; the amount to be invested in the reserve fund is established by the Executive Board each year as part of the budget approval process.

- The Budget & Finance Committee should review the cash balances and investments at least annually (quarterly is recommended, if possible) to determine the need for investment changes or whether certain investments should be liquidated.
- Cash balances in excess of \$100,000 shall not be maintained in a single account.
- In any instance in which purchasing a CD is considered, approval of both the President and the Budget & Finance Chairperson must first be obtained to complete the purchase. Authorization may be obtained via e-mail or fax.

V. Banking

The Treasurer shall establish and maintain the Association's primary financial account in a financial institution whose funds are insured by the FDIC. The costs of a checking account, including the costs of using the account (e.g., checks and other banking charges) shall be covered as part of the Executive Board's budget.

By signature on file with the financial institution, the President and Treasurer shall be jointly authorized to complete financial transactions and conduct business. The Budget & Finance Chairperson may also be authorized, if so approved by the President.

A new checking account may be established every two years when the newly elected Treasurer takes office. However, it is recommended that an account be established at a bank with multiple branch offices, so the necessity of opening a new account is minimized. Considerations when opening this account include:

- Is the account interest bearing?
- Is a special checking account offered for non-profit organizations with a higher rate of interest?
- What are the service charge costs to be considered (costs to order new checks, deposit books, monthly service fees, etc)?
- Is it possible for a copy of each monthly statement be provided to the Budget and Finance Chairperson (or is on-line access possible)?

Transfer of Banking Accounts

Coordination of the transfer of banking accounts between the incoming and outgoing Treasurers is important to avoid disruption in operation. Prior to July 1st, the Treasurer should:

- Add the President-Elect and the Treasurer-Elect as signers on the checking account and change the address on the account to the incoming Treasurer's address. The effective date of access to these funds shall be no earlier than July 1st. The Budget & Finance Committee Chairperson may also be added as a signer at the President-Elect's request.
- Pay as many expenses as possible prior to the June 30 year end to reduce the amount of prior year debt to be carried forward to the next fiscal year.
- Prepare a preliminary year end budget summary.

- Send the original accounting software to the new Treasurer and to the incoming Budget & Finance Chairperson.

On or after July 1st:

- The past Treasurer sends an up-to-date copy of the accounting management database to the new Treasurer and to the incoming Budget & Finance Chairperson.
- The new Treasurer receives the first post-July 1st bank statement and reconciles the account, reporting the results to the President and the Budget & Finance Chairperson
- The new Treasurer issues a final year end budget summary based on the data received from the past Treasurer. A copy of the account file for the period ending June 30 is sent to the Budget & Finance Committee Chairperson and to the archivist.

VI. Accounting Software

Computerized account management software must be used to post checking and saving account transactions. Accounting software should be selected that best suits the Association's need to maintain accurate and timely accounting records and complete financial transactions. Accounting software is the property of the Association and should be upgraded as newer versions of the software become available.

A second copy of the software is provided to the Budget and Finance Chairperson to allow that committee to receive copies of account information. The software shall be transferred from the departing Treasurer to the incoming Treasurer; this transfer should occur no later than June 1st, preceding the beginning of the incoming Treasurer's term.

VII. Audit and Accountability Standards:

To ensure the financial stability of the Association, it is imperative that measures exist to verify income and expenditures and to prompt early detection of errors. To provide an adequate audit trail, all income, expenditures and adjustments should be tied to at least one of the following supporting documents:

- Expense (reimbursement) forms including receipts, where appropriate;
- Invoices from vendors and service providers;
- Registration and membership forms;
- Vendor/sponsor contributions;
- Written receipts for cash advances;
- Bank statements indicating interest income;
- Canceled checks.

Proper safeguards should be in place to prevent misuse of funds. These include, but are not limited to:

- Requiring two signatures (President, Treasurer or Budget & Finance Chair) for check amounts over \$5,000.
- Daily cash reconciliation at the Spring and Fall Conferences by both the Treasurer and the Budget & Finance Chairperson.
- An annual audit in June.
- At least twice a year the President or Budget & Finance Chairperson shall perform a periodic review of the investment accounts by contacting the appropriate financial institution(s) to verify the status and balance of each account. Such reviews shall be documented and the results reported to the Board as a part of the Budget & Finance Committee Chairperson's report to the Board.
- Written receipts required for any cash or checks received with a copy of the receipt retained for corporate records.
- Verification that the President or Budget & Finance Chairperson is aware of all expenses reimbursed to or paid on behalf of the Treasurer.
- Requiring signature of the responsible Committee Chairperson for reimbursements made to members of the committee.
- Both the Budget & Finance Chairperson and the Treasurer have a copy of the Association's software. The Treasurer shall provide a monthly back-up copy of the account data to the Budget & Finance Chairperson.

Annual Audit:

The annual audit should be conducted by the full Budget & Finance Committee; however, it may be conducted with three members present. Standards for Preparation of Audit are in section 3.3 of the NCASFAA Policy & Procedures manual. The audit will consist of a sampling of receipts with deposit slips, invoices or reimbursement requests with checks, and a thorough examination of the bank statements and check book to verify the appropriate reconciliations have taken place. In addition, statements of other investment and/or savings accounts should be readily available for review.

VIII. Investments

Proper selection of investments is important to ensure that funds are not placed unnecessarily at risk. The factors to be considered when selecting an investment are protection of principal investment (government insurance), liquidity, minimization of risk, and yield. Additionally, investments that jeopardize the tax-exempt status of the Association must be avoided.

Normally, the Association elects short-term investment opportunities such as a Certificate of Deposit (CD), to provide liquidity of funds with minimal or no monetary loss for early withdrawal. A CD shall be the primary source of short-term investment of NCASFAA. No single CD shall be greater than \$100,000.

CD's are typically selected with either a 6 or 12 month maturity. This helps ensure the necessary liquidity and provides the opportunity to roll over the CD into a higher yield CD, if available. Long-term CD's, which bear maturities of no less than 18 months nor greater than 60 months, may be purchased, but are not recommended due to the loss of liquidity.

The Treasurer shall retain statements from financial institutions, which contain the investment amount and earnings. At least twice a fiscal year the President and Budget & Finance Committee Chairperson shall perform a periodic review of the investment accounts by contacting the appropriate financial institution(s) to verify the status and balance of each account. Such reviews shall be documented and the results reported the Board as a part of the Budget & Finance Committee Chairperson's Report to the Board.

Safekeeping Investments

The following practices should be observed in order to protect the assets of the Association.

- All NCASFAA accounts should be held in institutions guaranteed by the FDIC.
- Certificates of Deposit must be kept in a lock box leased by the Association with signatory power of either the Treasurer or the President.
- Copies of CD's should be given to the Budget & Finance Committee Chairperson, the President and the Treasurer-Elect.

IX. Disaster Recovery

Proper controls must be in place to facilitate the recovery of financial records in case of a natural disaster, computer hardware failure, or incapacitation of the Treasurer. Some of these include:

The Treasurer provides a monthly backup of the account file to the President and/or Budget & Finance Committee Chairperson. The Treasurer keeps a backup copy of the file in a secure location separate from where the primary data resides. The Treasurer shall make a backup of the account file any day on which new activity on the file has occurred.

The Treasurer informs the President and the Budget & Finance Committee Chairperson at the beginning of the fiscal year of the checking account and savings account balances, account numbers and the amount of each investment. The Treasurer will update this information on at least a quarterly basis or

when a Certificate of Deposit matures and/or when a new Certificate of Deposit is opened. The Treasurer shall also include a contact name, address and telephone number at the financial institution for each investment.

X. Conferences

Conferences are a major financial obligation of the Association and, as such, include many areas in which cooperation of and coordination by the Treasurer are needed.

General Preparation

Preparing for any conference or special meeting of the Association requires active participation on the part of the Treasurer. This includes, but may not be limited to, the following:

- Receive a copy of the contract from the hosting facility; this contract is to be reviewed by the Treasurer, the President, the President-Elect, the Budget & Finance Committee Chairperson, and the Chairperson of the Committee directly involved with the meeting prior to presenting it to the Board. The President's signature, or his/her designee's, is required on all contracts.
- Obtain and complete an application for credit (where available) with the facility to allow direct billing for expenses incurred during the meeting. This should be completed at least 30 days prior to the meeting.
- If the meeting is taking place in a state in which tax exemption has been approved, the Association's tax exemption form should be filed with the facility. The tax exemption certificate should be filed with the facility a minimum of 30 days in advance of the meeting.
- Review the contract with the facility for an understanding of all financial obligations and facilities requirements for billing and payment of charges requirements.
- Review conference expenses to ensure the Association is appropriately charged for lodging expenses for NCASFAA sponsored members. Typically, expenses are covered for the following individuals: President, Treasurer and Conference Chairperson.

Registration Management

The Treasurer normally assumes responsibility for coordinating on-site conference registration. Members of the Budget & Finance Committee may assist the Treasurer with these duties. These duties include:

- Coordination with the Membership Chairperson to establish procedures for the handling of both pre-paid and balance due registrations
- Establish procedures for the handling of on-site registrations
- Forward all registration forms to the membership chair to maintain a database of all registrants, including address and contact information, fee(s) paid, and record of check number and payment date
- Reconcile the Treasurer's database of total fees paid with information tracked by the Membership Chairperson
- Coordinate registration information with the Conference Chairperson
- Establish procedures for the receipt of cash and checks at the conference site, including the safe keeping of funds.
- Reconcile receipts daily with the assistance of Budget & Finance committee members
- Establish procedures for the purchase of additional event/meal tickets for the conference
- Deposit daily receipts in a safety deposit box at the hosting facility

XI. Contracts and Agreements

The Treasurer may be responsible for negotiating and obtaining certain contracts and agreements on behalf of the Association necessary for NCASF AA business, planned activities and meetings. The Treasurer, the President, the Budget & Finance Committee Chairperson and the chairperson of the committee responsible for the function should review all contracts prior to signing. All contracts and agreements financially obligating the Association require the signature of the President or of his/her designee.

Music Contracts

Public performance of copyrighted music requires permission from copyright owners or their licensing agents. To legally cover the Association from copyright infringements and liabilities for the use of live or recorded music, NCASF AA will submit licensing agreements and fees as required by the American Society of Composer, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI). Such agreements are normally filed with ASCAP and BMI during January of each year to cover Association activities for the full calendar year.

Information and/or agreements can be obtained by contacting:

ASCAP	1-800-669-4264	www.ascap.com
BMI	1-800-627-9805	www.bmi.com

Bonding of Officers

The positions of President and Treasurer shall be bonded at NCASF AA expense, in an amount determined by the Executive Board. Such bonding normally takes place in June of each year, covering the incoming officers. If any other Board members are authorized to sign checks (e.g. Budget & Finance Committee Chairperson or Treasurer-Elect) they are also to be bonded.

Bonding is currently contracted through:

Mimosa Insurance Company
207 North Sterling Street
Morganton, NC 28655
828-437-5357

XII. Expense Guidelines – General

The President may authorize expenses that exceed any budget line item by \$500. The President may authorize the Treasurer to exceed line item expenses for Professional Advancement and Program in an amount needed to cover outstanding expenses.

It is the responsibility of the Treasurer to report all instances where expenses exceed budget at the next Executive Board meeting following the date the excess occurred.

The President's approval is required for:

- Any expense in excess of \$5,000
- Any expense that exceeds the approved budget limit for the corresponding expense category to which the expense is to be posted.

A conference registration fee is not charged for the President, the Conference Chairperson or the Treasurer. All conference related expenses are normally charged to the budget of the Conference Committee.

XIII. Credit Cards

The Treasurer shall secure major credit cards for official NCASF AA business for use by the elected officials. The number of cards to be obtained will be determined by the President, but should not exceed six cards. The limit on such cards shall be \$5,000 per card.

All expenses charged to a credit card must be reported by the user using an expense claim form and must be submitted to the Treasurer within ten (10) days from the date charges were incurred. Normally credit cards are surrendered in June for members of the outgoing Board and are distributed at the first Executive Board meeting in July for the members of the incoming Executive Board.

Each cardholder shall surrender his/her card to the Treasurer within ten days of the expiration of his/her term of office or at the request of the President or the Treasurer. Each credit card user shall sign an agreement of understanding outlining the obligations of the user and an understanding of potential liabilities. (Attachment B) In NO instance may an Association credit card be used to pay non-Association related expenses. To do so may jeopardize the Association's non-profit status with the IRS.

XIV. Waived Expenses

In certain occasions, it is appropriate to waive expenses of members or guests of NCASF AA. Following are specific instances in which expenses may be waived:

- Membership dues for honorary members of NCASF AA.
- Membership dues or registration fee to individuals who serve as invited guests of the Association, provided authorization to waive expenses is documented and provided by the President. Examples of this include, but not limited to, guest speakers at conferences and/or workshops.
- Late registration fees for the annual conference and the New Aid Officer Workshop or other functions requiring a registration fee, at the discretion of the Treasurer.

Any waiver of expenses should be documented explaining the expenses being waived and the reason for granting the waiver. The responsible committee chairperson and the President or Treasurer should approve all waivers.

XV. Receipts Processing

To ensure prompt and accurate processing of funds received to be deposited to the NCASF AA checking account, the following procedures are recommended:

- All checks received are stamped "For Deposit Only" immediately upon receipt.
- For checks received with an invoice or Membership/Registration form, the check number and date should be recorded on the form. Receipts should be provided upon request.
- Batch deposits on a regular basis. It is recommended that a separate deposit be made for different types of receipts, e.g. registration payments and vendor payments. If combined, appropriate notations should be made on the receipt for future reference and ease of sorting for posting to appropriate ledger categories.
- It is recommended that each deposit be assigned a sequential number and the accompanying form (member registration, etc.) have the deposit number noted on it along with the date of the deposit.
- Post deposits to the NCASF AA accounting ledgers based on the appropriate income category.

XVI. Meetings Requiring Treasurer Attendance

To facilitate the financial obligations of the office of Treasurer, and to serve the needs of NCASFAA, the Treasurer is required to attend certain meetings. Exception to the Treasurer's attendance may be granted by the President, provided circumstances warrant non-attendance. Following is a list of required and suggested meetings that the Treasurer should attend:

- Executive Board
- Conference Committee (as directed by President)
- New Aid Officer Workshop planning sessions (suggested)
- Annual conferences
- Leadership symposium
- Others, as needed or determined by the President or the Board.

XVII. Budget Codes

Income Categories	
400	Annual Meeting
401	Fall Conference
402	Vendor Sponsor
410	Membership Dues
411	Leadership Symposium 0708
Expense Categories	
500	Agencies
501	Budget Finance
502	Diversity Issues
503	Executive Committee
504	Intermediate Aid Officers
505	Leadership Training
506	Membership
508	New Aid Officers
509	Nominating
510	President
511	President-Elect
512	Professional Recognition
514	Publicity Publications
516	Support Staff
517	Technology Chair
518	ATAC Expenses
519	Treasurer
520	Vice President
522	Secretary
523	State High School Relations
524	Legislative Advocacy
531	Special Project – Scholarship
534	Leadership Symposium
535	Spring Conference
536	Fall Conference
537	California CC Exchange
538	Treasurer-Elect
539	Graduate/Professional Concerns
540	Policies and Procedures
541	NASFAA Training

