

**Vermont Association of Student Financial Aid Administrators
Organized April 22, 1969**

CONSTITUTION

ARTICLE I: Name

The name of this organization shall be "Vermont Association of Student Financial Aid Administrators".

ARTICLE II: Mission Statement

To promote the professional preparation, effectiveness, recognition, cooperation and association of our members to facilitate education, communication and cooperation among educational institutions and other organizations concerned with the support and administration of student financial aid.

ARTICLE III: Membership

Section 1: There shall be three classifications of membership in this Association: active membership, Associate membership, and Retired membership.

Section 2: Active membership shall be limited to postsecondary educational institutions in the State of Vermont and VSAC.

Section 3: Associate members of the Association shall be limited to postsecondary institutions outside of Vermont and those educational associations, government agencies and organizations providing direct services that promote and support the administration of student financial aid to postsecondary institutions located in Vermont.

Section 4: Retired membership is available to former active and/or associate members who were active in the field and are now retired from the field. Retired members are not entitled to vote on any matters brought before the association.

ARTICLE IV: Officers

Section 1: The officers of this Association shall consist of President, President-Elect, Past President, Secretary, Treasurer, and Treasurer Elect.

Section 2: Elected Officers, with the exception of the Associate Members Representative, must be institution/agency representatives as defined in Article III, Section 2. The Associate Member Representative must be a representative of an associate member institution.

Section 3: Terms of Office:

- The term of President-Elect shall begin in July following their election and continue to June of the next year. At the end of that year, the President-Elect shall assume the office of President for one (1) year, and at the end of that year assumes the office of Past-President for one (1) year. The incoming and outgoing Presidents will coordinate the official transition to occur in mid-June every year.

- The Secretary shall begin in July following their election and continue through the two (2) succeeding years.
- The term of Treasurer-Elect shall begin in July following their election and continue to June of the next year. At the end of that year, the Treasurer-Elect shall assume the office of Treasurer through the two (2) succeeding years.
- No individual can hold the same office for more than two (2) consecutive terms.

ARTICLE V: Executive Committee

The Executive Committee shall consist of the officers of the Association and shall act on behalf of the Association between meetings, reporting all actions to the membership. Newly elected officers shall be ex- officio members of the Executive Committee until duly installed.

ARTICLE VI: Meetings

Section 1: Meetings of the Association shall be held at least once per year on the dates and places determined by the Executive Committee. The dates and places of meetings shall be made known at least fourteen (14) calendar days in advance of the date of the meeting.

Section 2: For voting purposes, a quorum of one-half of the active members must be present with the exception of amendments to the Constitution. Voting electronically shall require a response of at least one-half of the active members.

Section 3: Each active member institution/agency and the Associate Members Representative shall be entitled to one vote on all matters pertaining to the Association. The Director of Financial Aid or their designate at active member postsecondary educational institutions and the President of VSAC or their designate shall have authority to vote on behalf of their institution.

Associate member institutions/agencies shall be entitled to vote only in the election of Associate Member Representative with each Associate member institution entitled to one vote only.

Section 4: The Executive Committee shall be empowered to hold such other meetings as it may deem necessary. Meetings must also be called by the Executive Committee upon receipt of a petition of three (3) active members of the Association.

ARTICLE VII: Fiscal Year Budget

Section 1: The fiscal year will begin July 1 and end June 30.

Section 2: A fiscal year budget will be prepared annually and submitted to the membership for approval.

ARTICLE VIII: Amendments

This Constitution may be amended by a two-thirds majority of the current eligible voting members at a regularly called meeting or by a mailed ballot of the entire active membership. Each amendment shall have been proposed in writing to the Secretary, (a) by the Executive Committee or (b) by a committee authorized by the Association or (c) by a petition of any three (3) voting members of the Association; and provide further, that a copy of the proposed amendment shall have been mailed to each voting member of the Association at least fifteen (15) days before the vote is called by the Executive Committee or by petition of any three (3) active members of the Association.

BY-LAWS

ARTICLE I: Membership

Section 1: Application for membership in the Association shall be made to the Secretary for processing as instructed by the Executive Committee. Approval of the application may be granted by an affirmative vote of a majority of the Executive Committee.

ARTICLE II: Election of Officers

Section 1: Officers of the Association, except for President-Elect, shall be elected every two (2) years. A President-Elect shall be elected every year. The Secretary will be elected in odd numbered years, the Treasurer-Elect and Associate Members Representative in even numbered years.

Section 2: Elections shall be conducted electronically and require a response of at least one-half of the active members.

ARTICLE III: Duties of the Officers

Section 1: The President shall preside at all meetings of the Association and the Executive Committee and perform such other duties as pertain to the office of the President.

Section 2: The President is a member, ex-officio, of all committees.

Section 3: The President or their designee shall be the official voting representative of the Association to EASFAA or, if applicable, to NASFAA

Section 4: The Secretary shall assume the responsibility for taking minutes at Association and Executive Committee meetings. In addition, the secretary is responsible for administering the election of officers and any other voting requirements.

Section 5: The Treasurer shall be responsible for receiving and disbursing all monies of the Association under policies approved by the Executive Committee, and shall keep adequate and appropriate record of such receipts and disbursements. All financial statements shall be mailed to the Treasurer for reconciliation and a copy forwarded to the President for review on a monthly basis. The Treasurer shall be ready whenever required to turn over to the Executive Committee all monies, accounts, record books, papers, vouchers, and other records pertaining to the office and shall turn the same over to the successor when elected.

The Treasurer shall submit a financial report at each regular meeting of the Association.

The Treasurer may be bonded at the expense of the Association, the amount to be designated by the Executive Committee.

Section 6: In the temporary absence or disability of the President, the President-Elect shall have all the powers and shall perform all the duties of the President. If there is not a President-Elect in office, these functions shall be performed by the Past-President until the election of a President-Elect.

Section 7: The Past-President shall serve as Chair of the Nominations and Elections Committee.

ARTICLE IV: Duties of the Executive Committee

Section 1: The Executive Committee shall have all power and authority over the affairs of the Association during the interim between meetings of the Association, except that of modifying any official action taken by the Association.

Section 2: Meetings may be called by the President, or by request of any other member of the Executive Committee.

Section 3: All Officers will be voting members on the committee except for the Treasurer-Elect.

ARTICLE V: Committees

Section 1: The Nominating and Elections Committee shall consist of the Past-President as Chair and two additional members appointed by the President. The committee shall include at least two representatives from different active member institutions/agencies, neither of whom shall be a member of the Executive Committee.

Section 2: The President shall appoint such committees as are deemed necessary to carry out the functions of the Association.

ARTICLE VI: Vacancies in Offices

Section 1: Should the President be unable to take office or complete the term of office, a special election shall then be called within 30 days by the Secretary to elect a President, unless the next general election will take place within one year, in which case the Executive Committee shall appoint an interim President.

Section 2: A vacancy occurring in any office, other than that of President, shall be filled until the next general election of the Association by the Executive Committee, upon nomination by the President.

Section 3: An affirmative vote of a majority of the entire Executive Committee shall be necessary for election to fill a vacancy.

ARTICLE VII: Budget

Section 1: The Executive Committee will propose a budget for the succeeding fiscal year to be acted on by the membership preceding that fiscal year.

Section 2: The proposed fiscal year budget shall be submitted to the membership along with the notice of the summer meeting.

Section 3: An affirmative vote of two-thirds of voting members present shall be necessary for adoption of the budget.

ARTICLE VIII: Parliamentary Authority

Roberta's Rules of Order, shall govern the Association proceedings in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws.

ARTICLE IX: Amendment of the By-Laws

These By-Laws may be amended by a two-thirds majority of the current active membership at a regularly called meeting, or by a mailed or electronically submitted ballot of the entire active membership. Each amendment shall have been proposed in writing to the Secretary, (a) by the Executive Committee, or (b) by a committee authorized by the Association, or (c) by a petition of any three (3) voting members of the Association; and provided further, that a copy of the proposed amendment shall have been mailed or electronically submitted to each voting member of the Association at least fifteen

Constitution and By-Laws Amended 11/07/22

Constitution and By-Laws Amended 11/16/81

Constitution and By-Laws Amended 11/05/87

Constitution and By-Laws Amended 04/12/94

Constitution and By-Laws Amended 01/15/00

Constitution and By-Laws Amended 04/12/06

Constitution and By-Laws Amended 10/29/19