



Virginia Association of Student
Financial Aid Administrators
(VASFAA)

Policies and Procedures
Manual

2020-2021 Version

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Section One: Policies and Procedures Manual

1.1 Purpose and Scope

This Policies and Procedures Manual is designed to be a basic guide to the operations and organizational structure of the Virginia Association of Student Financial Aid Administrators. This guide is in no way intended to be all-inclusive and will be updated and revised as needed at the discretion of the Board of Directors.

1.2 Maintenance

During the year, the Secretary maintains the Policies and Procedures Manual, which consists of updates and changes, approved by Board action. Changes are distributed to the membership as part of the minutes distributed after conclusion of any Board meetings at which changes are made.

The Policies and Procedures are designed to contain the following style features:

- a) Font for Normal text is Times New Roman – 10pt
- b) Font for Headings is Arial – Size based on Heading Level
- c) Numerical outline format is used throughout
- d) Appendices are labeled to match the number of the corresponding section
- e) Attachments follow appendices

During the year, officers, commissioners, and committee chairs review sections of the Policies and Procedures Manual relevant to their activities, and bring recommended changes to the attention of the Secretary. Committee chairs do this via their commissioners. The Secretary prepares a list of any sections of the Policies and Procedures Manual, which appear to be obsolete, no longer appropriate, or in need of amendment and presents these changes for Board action.

Following Board action, the Secretary posts an updated version of the Policies and Procedures on the VASFAA web site and sends notice about the posting to the membership via the List Serve or other acceptable means.

Annual changes to the Manual include the following:

- recipients of VASFAA awards (Appendices 11),
- conference sites (Appendix 2.3),
- membership and conference fees (Appendices 7.7.8),
- VASFAA Presidents (Appendix 2.4).

Section Two: VASFAA History and Documentation

2.1 VASFAA Organization and Incorporation

In February 1968, at the Southern Association of Student Financial Aid Administrators meeting, Mr. Thomas W. Langston of Lynchburg College was asked by the Virginia delegation to help organize a Virginia Association of Student Financial Aid Administrators.

The first meeting was held May 10, 1968, at the Health, Education, and Welfare Regional Headquarters in Charlottesville. Mr. Clem Bess of Bridgewater College presented the constitution and by-laws, which were adopted. See Appendix 2.1a, Minutes of the Organizational Meeting, and Appendix 2.1b, By-Laws.

The first elected officers were Mr. Thomas W. Langston of Lynchburg College, President; Mr. Fred Scott of Hampton Institute, Vice-President; Mrs. Jane Saladin of Mary Washington College, Secretary-Treasurer.

On July 20, 1984, the Virginia Association of Student Financial Aid Administrators (VASFAA) became incorporated. With incorporation, the Association became the Virginia Association of Student Financial Aid Administrators, Inc. (VASFAA, INC). See Appendix 2.1c, the Articles of Incorporation.

The first Board of Directors of the Virginia Association of Student Financial Aid Administrators consisted of:

John D. McRae, Roanoke College President
Marvin R. Ragland, Longwood College President-Elect
W. Steve Stocks, Virginia Wesleyan College Secretary
Karen D. Koonce, Tidewater Community College Treasurer
Rita M. Bodie, George Mason University Past President
H.S. "Buddy" Johnston, Radford University Special Appointee

A comprehensive listing of members of each executive board, committee chairs, and committee members are maintained in the Association's archives.

In 1982-83 the first edition of the Policies and Procedures Manual was researched and authorized by W. Steve Stocks of Virginia Wesleyan College. The Board of Directors of VASFAA, Inc. adopted the original edition in conjunction with the incorporation on January 31, 1985.

2.2 Statement of Practices and Principles

The following Statement of Practices and Principles was adopted by NASFAA in April 1999. It appropriately reflects the goals and principles of VASFAA.

The primary goal of the financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. To this end, this Statement provides the Financial Aid Professional with a set of principles that serves as a common foundation for accepted standards of conduct.

The Financial Aid Professional shall:

- be committed to removing financial barriers for those who wish to pursue post-secondary learning,
- make every effort to assist students with financial need,
- be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels,
- support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school,
- educate students and families through quality consumer information,
- respect the dignity and protect the privacy of students, and assure the confidentiality of student records and personal circumstances,
- assure equity by applying all need analysis formulas consistently across that institution's full population of student financial aid applicants,
- provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status,
- recognize the need for professional development and continuing education opportunities,
- promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession,
- commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof, and
- maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

2.3 Conferences and Annual Business Meetings

The first VASFAA Conference and Annual Business Meeting were held May 10, 1968 in Charlottesville, Virginia. For a complete listing of all VASFAA conferences, see Appendix 2.3, Conference and Annual Business Meeting Listing.

2.4 Presidents

A complete listing of all VASFAA Presidents is included as Appendix 2.4, VASFAA Presidents Listing.

2.5 Member in Good Standing Definition

A member in good standing, otherwise known as an active member, is current in the payment of membership dues or is otherwise eligible for membership privileges.

The VASFAA board reserves the right to deny VASFAA membership to anyone seeking or holding institutional or associate membership at any time for any reason.

VASFAA membership cannot be used to imply endorsement of a company, school or individual and cannot be mentioned on company or individual websites or in marketing materials.

Section Three: Board of Directors – Duties and Responsibilities of Officers

3.1 Board of Directors

The executive body of the Association is its Board of Directors, which is responsible for the business of the Association.

The Board of Directors plans, organizes, and directs the work of the Association and its membership. The Board of Directors must approve committee Chairs, Special Appointees, Commissioner assignments and other appointees that are selected by the President. The Board must be prudent in the use of Association resources to direct its attention to substantive issues and decisions.

The Board of Directors, as authorized by Article VI of the Articles of Incorporation, consists of the following offices:

- President
- President-Elect
- Immediate Past President
- Treasurer
- Treasurer-Elect
- Secretary
- Representative(s)-at-Large
- Special Appointee, as designated by the President
- Fund Manager

The Board of Directors:

- establishes policies for the Association,
- gives direction to all on-going activities and emerging issues of the organization,
- receives reports from Representative(s)-at-Large (Commissioners), Special Appointee(s), and/or Committees, taking any necessary or appropriate action(s),
- acts as a sounding board for discussion of critical issues,
- establishes or modifies all policies and procedures, and
- exercises all powers not specifically delegated
- establishes, institutes and maintains a strategic plan to ensure the Association remains flexible and proactive.

3.1.1 Identify, promote and develop future leaders within VASFAA

The VASFAA Board of Directors maintains responsibility to identify, promote, and develop future leaders within the association. This is necessary to ensure VASFAA's continued growth so the association's mission, goals, and objectives can be met.

One method of developing future leaders is to provide leadership training to school individuals who the Board of Directors feel are good candidates to be future leaders of the association. Ideally this leadership training would take place within the confines of a structured VASFAA event so potential VASFAA leaders would have the opportunity to network with current leaders. However, non-VASFAA leadership training opportunities might also be beneficial to an individual who is a candidate for future leadership positions within VASFAA.

Individuals are selected for sponsorship to a leadership event via two methods:

- a. Sponsorship to a leadership event selected by the Board is part of the benefit given to individuals who are selected for the following VASFAA annual awards:
 - a. New Professional of the Year recipient

To be eligible to receive sponsorship, the recipient must be a paid post-secondary educational institution VASFAA member in good standing and not have held a prior Executive Board position within VASFAA. The recipient must continue to meet these criteria from the time the award is made through the end of the leadership event in order to receive the sponsorship.

- b. Committee(s) of the Year Chair(s) recipient

To be eligible to receive sponsorship, the recipient must be a paid post-secondary educational institution VASFAA member in good standing and not have held a prior Executive Board position within VASFAA. The recipient must continue to meet these criteria from the time the award is made through the end of the leadership event in order to receive the sponsorship.

- b. The VASFAA Board of Directors reserves the right to make "at-large" selections based on the following:
 - a. Each Board member will e-mail the Board a VASFAA Leadership Nomination Form (Appendix 3.1.1) for each candidate to be considered for sponsored attendance at a leadership event.
 - b. At an Executive Board meeting, the Board will discuss each nominated individual and vote (at that meeting) on who will be offered sponsorship to attend the event.
 - c. Candidates must be active (i.e. paid dues) VASFAA members from a post-secondary educational institution.
 - d. The decision regarding how many at-large individuals to sponsor each year will be at the discretion of the Board, with a maximum of five (5) per year.
 - e. A unanimous vote is required to sponsor an individual for the event.

Individuals who attend a leadership event via a sponsorship from VASFAA will be required to provide feedback to the Board regarding the event. The required feedback will be determined by the Executive Board and communicated to the individual receiving the sponsorship prior to the event. Acceptance of the sponsorship signifies agreement of the individual to comply with the reporting requirements.

Suggested methods of providing feedback are:

- Written report to the Board
- Newsletter article
- Concurrent session presentation at a VASFAA conference
- Another method as determined by the Board

Sponsorship of selected individuals includes:

- Payment of the registration fee for the event.
- Travel expenses of the participant to and from the event, to include meals, lodging, and mileage expenses that are reimbursed in accordance with Section 7.5 (Travel Guidelines) of the VASFAA Policy and Procedures manual.
- Materials used during the event.

3.2 President

The President leads the Association's structure and practices. The President is empowered to establish committees and appoint chairs as needed to conduct Association business. Each committee chair must be an 'active' member in accordance with Association By-Laws. The Board of Directors must approve the appointment of committee chairs. The President presides at all meetings of the Association and is an ex-officio member of all committees.

The current President shall transfer all Association records pertaining to his/her position to his/her successor before the commencement of the new President's term of office.

3.2.1 Organizational Plan and Committee Structure

The President develops an organizational plan to include standing and discretionary committees and assign committees and appoint chairs as deemed necessary for the efficient operation of the Association. The President provides direction on developing and submitting committee plans, goals and objectives.

The President shall provide each committee chair with planning guidance including standardized committee goals and objectives that implement the Association's Strategic Plan.

The President and each committee chair may solicit committee members. All committee members shall be selected by the committee chair and must be a member in accordance with Association By-Laws.

Presidential planning shall consist of the following:

- a. developing an organizational chart
- b. establishing Board meeting dates
- c. setting deadlines for submission of reports
- d. orchestrating the year-end evaluation process and communicating the results of the evaluation to the incoming Board of Directors no later than the date of the transitional board meeting.

3.2.2 SASFAA and NASFAA Travel

The President serves as the liaison to the Southern Association of Student Financial Aid Administrators (SASFAA) and the National Association of Student Financial Aid Administrators (NASFAA). As the liaison, the President attends all SASFAA Executive Board meetings or designates an alternate representative in the event he/she cannot attend. The President attends the SASFAA and the NASFAA Annual Conferences on behalf of the Association.

Travel and registration expenses for the President to attend the SASFAA Executive Board meetings, and the SASFAA and NASFAA Annual Conferences are borne by the Association.

Other expenses relative to the President's travel shall be in accordance with the Association's established travel guidelines in Section 7.5, Travel Guidelines.

3.2.3 Annual Report

The President shall submit a written annual report to the membership at the annual business meeting. See Section 5.2, Annual Business Meeting.

3.2.4 Operations Calendar

An operations Calendar is prepared as a guideline for Board members and Committee Chairs to use to conduct Association business.

The current Operations Calendar is included as an attachment to this manual.

3.3 President Elect

The President-Elect prepares for his/her leadership role as President the following year, and develops plans for future Association work and activities, including being the primary person responsible for arranging for the Winter Board Meeting.

In the vacancy of the President, the President-Elect shall assume the role and responsibilities of the President, while also maintaining the duties of the President-Elect.

To help groom individuals for future leadership roles, the President-Elect may select individuals to serve as junior committee chairs.

The current President-Elect shall transfer all Association records pertaining to his/her position to his/her successor before the commencement of the new President-Elect's term of office.

Also refer to Section 7.1.1 VASFAA Registered Agent and Annual SCC Report for additional duties and responsibilities that typically take place every third year.

3.3.1 Site Selection Chair

The President-Elect with members of the Site Selection Committee, if functional, pursues possible sites for the next available unscheduled fall training, annual conference, and Board Transition Retreat to recommend to the Board.

Conference site recommendations should be presented and acted upon no later than the winter meeting of the Board of Directors. When it is in the best interest of the Association, the Board may approve a site contract for more than one year. Site selection recommendation and approval shall be made no later than 18 months prior to the next available unscheduled conference.

The President, Treasurer, and Budget and Finance Committee Chair must review each facility contract prior to making a recommendation to the Board for a decision to commit on behalf of VASFAA. The Board must approve a contract before the Association can be obligated. The President and the President-Elect are the only officers authorized to sign this contract.

Copies of each negotiated contract shall be forwarded to the incoming Conference chair, Treasurer, and Secretary. The original contract shall be forwarded to the Archivist.

(Also refer to Section 4.3.17, Site-Selection, for additional information about responsibilities related to site selection.)

3.3.2 NASFAA and SASFAA Travel

The President-Elect shall attend the NASFAA Leadership Conference preceding the term as President.

The President-Elect shall attend the last SASFAA Board meeting with the President as a transition meeting.

Travel and registration expenses are borne by the Association. Other expenses related to attendance at these meetings shall be in accordance with the Association's established travel guidelines for VASFAA in Section 7.5.

Though not paid by VASFAA, the President-Elect is also encouraged to attend the President-Elect Workshop, if he/she is otherwise attending the SASFAA Conference.

3.3.3 Sector Meetings at VASFAA Conferences

The President-Elect shall chair the Sector Committee. The Sector Committee should consist of one representative from each sector. The primary responsibilities of this Committee are to:

- solicit from the membership their professional concerns, (Reference Appendix 3.3 for samples of forms to assist in accomplishing this task),
- coordinate with the Chair of the Conference Committee to arrange time on the program for sectors to meet,
- arrange for a moderator for each sector meeting,
- report to the Board of Directors during the conference meeting any sector concerns for board action or recommendation, and
- summarize the concerns and recommendations of each sector for the full membership.

The Sectors should be identified as follows:

- four-year public,
- four-year private,
- two-year public,
- private career schools,
- lenders/agencies,
- health professions/graduate schools, and
- secondary education.

3.4 Secretary

The Secretary shall be responsible for maintaining a current version of the Policies and Procedures Manual and for distributing it to the membership.

The Secretary, for Board review and action, prepares proposed changes to the Policies and Procedures. Revisions resulting from Board actions are incorporated into the Policies and Procedures and made available to the membership.

The Secretary shall be responsible for recording the minutes of each board meeting and ensuring that a copy of the minutes and all written reports of board members and committee chairs are maintained as part of the Secretary's permanent files. All original reports and minutes are filed with the Association's Archivist in either hard copy or electronic form. A draft copy of the minutes should be distributed to each board member as soon as possible following the board meeting, and no later than two weeks before the next meeting.

The Secretary shall be in charge of disseminating the electronic template of the Association's stationery

containing a current listing of all Board Officers and distributing the template to each officer and Committee Chair.

The Secretary shall maintain an inventory of all Association property and has primary responsibility for safe keeping of banners, plaques, the corporate seal and other certain properties. In addition, the Secretary has responsibility for ensuring that all banners are displayed at appropriate state, regional and national meetings. (See Appendix 3.4 for a sample of the inventory form.)

Should the Board of Directors wish to copyright publications on behalf of the Association, the Secretary is responsible for accomplishing this through the Copyright Office at the Library of Congress.

In preparation for the Association's annual planning meeting, the Secretary provides copies of the most recent goals and objectives and a history of Board reports for meeting participant use.

It is the responsibility of the current Secretary to transfer all Board records and files related to the business of the

Association, for which the Secretary is accountable, to his/her successor before the commencement of the new

Secretary's term of office. The Secretary assists the President-Elect in preparing for the Planning Retreat (Section 5.3). Both the current and incoming Secretary attend the planning retreat. The current Secretary takes minutes during the meeting of the current Board; the incoming Secretary takes minutes at the incoming Board meeting.

3.5 Treasurer

The Treasurer is charged with the responsibility of overseeing and managing the Association's financial matters and keeping the Board of Directors apprised, on a continual basis, about the Association's financial status. The Treasurer is charged with monitoring the receipt of all funds by the Treasurer-Elect and disbursing all monies of the Association under policies approved by the Board of Directors. See Section 7 for VASFAA's financial policies and procedures.

The Treasurer shall turn over to his/her successor all paper financial records of the Association in good order within sixty days after the close of the fiscal year, unless otherwise requested by the Board of Directors. VASFAA QuickBooks software and related records will be updated/reconciled and then transferred to the succeeding Treasurer by the start of his/her term.

3.6 Treasurer-Elect

The duties and responsibilities for the office of Treasurer-Elect may be the same as those specified for the office of Treasurer in Section 3.5, above.

Primarily, the Treasurer-Elect will be responsible for receiving funds, processing deposits, and recording same online via Quicken. The Treasurer-Elect will update paid membership dues on the VASFAA website and monitor unpaid membership dues. The Treasurer-Elect will work collaboratively with the VASFAA Membership Committee Chair to send periodic reminders to those whose payment has not been received.

To promote ease of deposit reporting, the Treasurer-Elect will adopt the following account methodology

for tracking payment types in QuickBooks (updated each year at the beginning of his/her term):

- Membership
- Conference Registration Fee
- Fall Non-Conference
- Directors' Summit
- Development Partner
- Sponsorship (Misc. items: bags, badges etc.)
- Conference Charity (Event and Designation to be determined)
- Development Registration Comp
- Life Member Registration Comp
- Conference Speaker Comp

3.7 Immediate Past-President

The Immediate Past-President:

- serves as Parliamentarian of the Association,
- serves as Immediate Past-President until a successor is named,
- serves as Chair of the awards, by-laws, and nominations and elections committees,

Following the policies and procedures in Section 11, determines the recipients of the VASFAA Life, Excellence, Service, and New Professional of the Year Awards, as well as those to be given Retirement Recognition.

- serves as VASFAA representative to SASFAA nominations and elections committee,
- oversees selection of Committee of the Year for the previous year's activities
- performs other duties as assigned by the President.

3.8 Representative-At-Large

Representatives-at-Large are elected by the membership and serve a two-year term. The principal purpose of representative-at-large is to be aware of the needs and concerns of the membership without regard to sector affiliation. Representatives-at-Large serve as Commissioners and oversee the work of committees assigned by the President. It shall be the responsibility of the Representative-at-Large to convey membership issues and concerns to the Board of Directors.

Additionally, the responsibilities of a representative-at-large include, but may not be limited to the following:

- serve as a voting member of the Board of Directors,
- attend quarterly (transition, fall, winter, and spring) and/or called Board meetings,
- monitor committee activities,
- submit to the Board of Directors proposed changes to the Policies and Procedures Manual, as necessary,
- issue charges, clarify obligations, and sets goals for the committees under his/her jurisdiction, at the direction of the President when serving in the capacity of Commissioner,
- attend committee meetings, as necessary,
- serve as liaison between President and Committee Chairs,

- develop strategies and schedules to encourage and, when necessary, enforce performance and completion of scheduled committee work; ensure that the responsibilities of Committee Chair and members are carried out,
- report to the Board of Directors the status of Committee activities. Prepare, in consultation with the Committee Chair, newsletter articles on committee activities, and
- oversee preparation of Committee year-end reports and evaluations.

3.9 Special Appointee

The President of the Association may appoint an individual(s) to assist with specific tasks and projects deemed necessary for that President's term of office. This individual's duties and responsibilities are in keeping with those of the officers of the Board, without voting privileges. It is the responsibility of the Special Appointee to transfer all Board records and files related to the business of the Association for which the Special Appointee is accountable, to

the outgoing President at the conclusion of his/her term of office. It is the responsibility of the outgoing President to determine which records, if any, should be passed on to the incoming President for his/her future reference or use.

3.10 Board Liaisons

Due to VASFAA's important relationship with SCHEV it is common practice for the President to appoint a SCHEV Liaison to the Board.

Similarly, based on the Association's dependence on support from the lending, vendor and other business communities, it is common practice for the President to appoint a Liaison specific to these groups.

Section Four: Committees

4.1 Duties and Responsibilities of Committee Chairs

Committees, comprised of any members in good standing, are established to perform specific functions of the organization. These committees may be structured to provide specific services to the membership of the Association or to the financial aid community at large. Committee membership should be constructed to reflect the diversity of the Association, to the extent possible.

The President chooses, and the Board approves, committee chairs. The committee chairs select committee members with guidance from the incoming Board of Directors. A preliminary slate of committee members should be presented to the Board at the planning retreat. All committee members must be members in good standing before they may serve on the committee. The Committee Chair, their Commissioner and the Treasurer or Treasurer-Elect must confirm the eligibility of each committee member.

It is the responsibility of current committee chairs to transfer all committee records and files related to the business of the Association, for which that committee is accountable, and any VASFAA hardware and software to his/her successor before the commencement of the new chair's term of service.

In general, committee chairs have the following responsibilities:

- select committee members,
- attend transition meeting in the summer in conjunction with goal-setting and planning,
- develop Committee Plans, Goals and Objectives and submit them in accordance with the directions of the incoming President,
- submit articles to the editor of the newsletter, The VASFAA Voice, to keep membership abreast of activities,
- prepare and submit to the designated Commissioner, written reports prior to each Board Meeting on the committee's progress,
- prepare and submit an end-of-year report and evaluation by the deadlines established by the President,
- maintain a working relationship with the appropriate Commissioner throughout the year,
- monitor the committee's budget, insure the appropriate use of funds and submit requests for reimbursements according to the Treasurer's guidelines,
- carry out other duties and responsibilities as requested by the appropriate Commissioner and the President, and
- review relevant portions of the Policies and Procedures Manual and submit recommended changes to the appropriate Commissioner.

4.2 Standing and Discretionary/Ad Hoc Committees

Per Article IX of the By-Laws, the President establishes the committees he or she deems necessary to conduct the activities of the Association during the year. Standing committees have been recognized by the Board of Directors as essential to the function of the Association and are maintained from one administration to the next. Discretionary committees may or may not be activated from one administration to the next, at the discretion of the presiding President, and ad hoc committees may be established to address special, short-term projects. All committees have the same general responsibilities to the Board of Directors and the membership of the Association. Specific duties and responsibilities of standing and possible discretionary committees are outlined in Section 4.3.

- Standing Committees
- Budget and Finance
- Membership
- Conference
- Electronic Services
- Development Partners

Discretionary Committees

- Archives
- F.O.C.U.S.
- Government Relations (combined Federal and State)
- Newsletter
- Secondary School Relations
- Sector Coordination
- Strategic Planning & Assessment
- Training
- Communications

Duties, functions and responsibilities of any standing committee(s) may be assigned during a given year to a discretionary committee as deemed appropriate by the President and approved by the Board. In such

a situation, the standardized strategic plan goals and objectives for the standing committee(s) would be assigned to the discretionary committee.

4.3 Duties and Responsibilities of Committees

Following is a listing of duties and responsibilities of the Association's standing committees, as well as for sample discretionary committees and appointments. Please see Section 4.2 above for a current listing of standing committees. Detailed goals and objectives for each committee's activities are established at the time of the Association's Planning Retreat prior to the beginning of the fiscal year. In addition, committee chairs work in collaboration with their respective Representative-at-Large to establish strategies for meeting specific goals and objectives for the upcoming year.

All committees are encouraged to enlist members from all sectors of the Association.

4.3.1 Archives Committee

Maintains the records of the Association in accordance with the Records Maintenance policies in Section 8.1, Records Retention/Records Management.

4.3.2 Awareness Committee

Increases the awareness of financial aid resources and encourages access to higher education in the Commonwealth of Virginia for any persons interested in post-secondary education. This includes the promotion of a "Financial Aid Awareness Month" as proclaimed by the Governor of the Commonwealth, and may also include other early awareness activities.

4.3.3 Budget and Finance Committee

The Budget and Finance Committee shall review the financial management of the Association and make recommendations to the Board of Directors, including review and analysis of VASFAA's fiscal affairs in the following areas:

- Sue Deaton Ross Endowment Fund (Section 7.10.1)
- Insurance (Section 7.90)
- Investments (Section 7.10)
- Reserve Fund Policy (Section 7.11)
- Surplus Revenue Distribution Plan (Section 7.12)
- Bank Card Use Policy (Section 7.13)
- Preparation of the annual budget to include revenue and expenditure projections
- Assist in development of vendors and sponsors activities each year (Section 7.14)
- Long-range planning to promote financial stability

The Committee shall be comprised of 9 VASFAA members in good standing as follows:

- Committee Chair (non-Board member)
- Treasurer
- Treasurer-Elect
- Past Treasurer
- President
- President-Elect
- Funds Manager (non-Board member)
- Assistant Funds Manager (non-Board member)

- One additional member in good standing

4.3.4 By-Laws Committee

The Bylaws Committee shall review the Bylaws governing the Association, recommending necessary changes to the Board of Directors, as needed.

4.3.5 Conference Committee

The Conference Committee will take the lead in planning the Association's conference(s). Depending on the nature of the conference, other committees will have responsibility for conference activities. The Conference Chair must work closely to coordinate activities with a variety of committees, most specifically, the Developmental Partners Committee.

Additional information to aid the Conference Committee can be found in the Conference Planning Guide, included as an attachment to this manual.

4.3.6 F.O.C.U.S Committee

The F.O.C.U.S. Committee serves to promote awareness among VASFAA members and outside audiences on issues relevant to diverse student populations. This committee also serves as a resource to the Association in addressing the concerns of diverse populations. F.O.C.U.S. stands for Fresh Outlook Centering on Unity and Self-Improvement- adopted in 2008-2009.

4.3.7 Electronic Services Committee

This committee reviews the needs of the Association for computer hardware and software applications to ensure their smooth and reliable functioning, including recommending when new equipment or software should be purchased. The Committee is also responsible for coordinating the maintenance of and updates to the VASFAA web site in accordance with the web site policies detailed in section 10.4.

When appropriate, this committee may also facilitate training opportunities for the general membership to enhance understanding of new technologies in electronic media and communications.

4.3.8 Government Relations Committee

The Government Relations Committee advises the membership on any proposed regulations, final regulations, or other activity on the federal or state level that might significantly impact the administration of student financial assistance programs.

This committee analyzes proposals and makes recommendations to the Board of positions it might take including matters of support relative to federal or state proposals that could affect Virginia's students and families served by aid programs.

4.3.9 Membership Committee

The Membership Committee engages in promotional activities to encourage eligible individuals to join the Association, maintains the VASFAA membership database, and maintains the Membership Directory on the VASFAA Web site. The membership Committee Chair should send out notices via the VASFAA Listserv several times throughout the year promoting the value of membership. The first notice should be sent out within 30 days of the transition retreat, additional notices should be sent prior to any VASFAA workshops and again prior to the Annual Conference. In addition, this committee working with the Treasurer and Conference Chair coordinates conference registration. The Committee is expected to work the registration table at the conference, create name badges for conference attendees,

maintain and order (if needed) ribbons for name badges, as well as maintain and order name badge holders for conference attendees. It is also the responsibility of this committee to provide lists of paid members (eligible voters) to the Nominations and Elections Committee, to provide a list of conference attendees to the Development Partner chair immediately following each conference, More detailed guidelines relative to the Membership Database are in Section 10.1.

4.3.10 Newsletter Committee

The VASFAA newsletter, The VASFAA Voice, is to be published based upon a schedule set by the newsletter editor and the President. The newsletter editor sets deadline dates at the beginning of the year. Each issue of the newsletter provides the deadline date for the next issue. The editor sets specific guidelines for articles and photos. Additional policies and procedures related to the VASFAA newsletter are in Section 8.11, Newsletter Advertising, and Section 10.1, Newsletter, The VASFAA Voice.

4.3.11 Nominations and Elections Committee

The Nominations and Elections Committee shall present a Board-approved slate of candidates that meets the criteria for the offices of President-Elect, Secretary, Treasurer, Treasurer-Elect and Representative(s)-at-Large at the annual business meeting.

This committee is also responsible for coordinating and conducting elections to determine a winner from the slate of candidates presented to the membership. More detailed procedures are located in Section 6, Nominations and Elections.

4.3.12 Photography

The photographer(s) is responsible for photographic coverage of VASFAA events as requested, make photos available to state and regional newsletters and other publications as directed by the President.

4.3.13 Public Relations Committee

The primary objective of the Public Relations Committee is to find creative means to inform Virginians about VASFAA and the benefits the Association has to offer. It is to work closely with the Awareness, Secondary School Relations, Government Relations and other committees and the Board of Directors to support any media needs for promotion of VASFAA activities throughout the year.

4.3.14 Secondary School Relations Committee

This committee is responsible for scheduling, planning and coordinating statewide financial aid training workshops for high school guidance counselors. Committee activities include, in a timely manner:

- selection and confirmation of workshop sites,
- provision of information and workshop materials to site coordinators,
- announcing workshop dates and locations to all Virginia high schools via mailings and the VASFAA website,
- if necessary, provision of training on how to conduct high school workshops, and
- completing an assessment of the workshops: number conducted, number in attendance at each, materials presented, evaluation of workshops, and an overall evaluation of the benefits derived from these efforts.

4.3.15 Sector Committee

The primary objective of the Sector Committee is to facilitate meetings of each sector of the Association

by providing a forum for formally expressing concerns and needs to the Board of Directors. The committee shall consist of one representative from each sector. The President-Elect serves as the Sector Chair. Arrangements for sector meetings at conferences are coordinated with the Conference Committee Chair. (Also reference Section 3.3, President-Elect.)

4.3.16 Site Selection Committee

The President-Elect chairs the Site Selection Committee. This committee selects conference sites for the next available unscheduled annual conference. Site Selection recommendations shall be made to the Board no later than 18 months prior to the next available unscheduled conference. The Site Selection Checklist (Appendix 4.3.18) is a tool for the President-Elect for the selection of conference sites and facilities.

Once negotiated, the contract must be reviewed by the President, Treasurer, and Chair of the Budget and Finance Committee, and then approved by the Board before it is signed on behalf of the Association. The President and the President-Elect are the only officers authorized to sign this contract. Copies of the signed contract are retained by the President-Elect, Conference Chair (when appointed for that year's conference), Archivist, and Treasurer.

(Also refer to Section 3.3.1, Site-Selection Chair, for additional information about responsibilities related to site selection.)

4.3.17 Strategic Planning and Assessment Committee

The Strategic Planning and Assessment Committee contribute to the management of the Association by leading the development of long-term goals and objectives that are approved by the Board in a multi-year strategic plan. The Strategic Planning and Assessment Committee supports the Board and its committees in tracking progress toward meeting the goals and objectives, recommending modifications to the multi-year plan and supporting leadership development activities focused on the skills of planning and assessment.

4.3.18 Training Committee

The Training Committee works with the Conference Committee to formulate interest sessions that provide comprehensive and timely training for Association members. The Committee incorporates training opportunities designed specifically for new aid administrators in each conference program, either in the core agenda of the conference and/or in a pre- or post-conference format. This committee may further organize and conduct workshops throughout the year, as deemed appropriate and necessary to provide opportunities for the professional growth and development of its members and/or constituents. At the discretion of the President, specialized training activities may be assigned to ad hoc committees.

4.3.19 Development Partner Committee

This committee is responsible for maintaining current sponsors and cultivating new ones. This committee is also responsible for coordinating and managing relationships with the Association's vendors and sponsors on an ongoing basis in accordance with the policies and procedures set forth in Section 7.14. This committee is responsible for appropriate signage for all VASFAA events, as applicable.

Section Five: Meetings

Meetings are the primary vehicles through which the work of the Association is accomplished. In the

following sections, types of meetings that may exist are explained in detail.

5.1 Board of Directors Meetings and Special Meetings

The Board of Directors schedules regular meetings in conjunction with the annual VASFAA Conference and the transition retreat usually held in May or June. Additional meetings are held in the fall and winter, typically in January or February. The President-Elect makes arrangements for the winter meeting. The purpose of the meeting is to conduct the business of the Association. Committee reports are provided in writing to Commissioners who advise the Board of progress toward the year's objectives. The Board also meets at the annual transition retreat usually held in May or June. See Section 5.3, Transition Retreat. A quorum (two-thirds of the voting members) of Board members must be present to conduct formal business of the Association.

The President notifies Board members in writing or via other verifiable electronic media of the time, date and agenda for the meeting one month in advance. Liaisons are also invited to attend Board meetings. Unless executive session is called, all Board meetings are open to the general membership.

Any officer of the Board of Directors may call a special meeting. It is convened only to consider one or more items of business specified in the notice of the meeting. It usually involves an emergency or is of such a complex nature that an entire meeting is necessary to consider it fully.

Notice of a special meeting must be in writing or via other verifiable electronic media and given by the Secretary or a designee of the President. The notice must include the items of business to be considered at the meeting and be given to all Board members. The announcement must specify the date, time and location of the meeting. It must be postmarked or e-mailed a reasonable time in advance of the meeting, no less than five workdays.

At the discretion of the President, any meeting of the Board of Directors may take place using any acceptable means of technology that allows interaction among the participants.

5.2 Annual Business Meeting

The President shall call a business meeting of the membership annually. The annual meeting shall be announced in writing to all members at least thirty days in advance. The meeting is to be conducted within the Commonwealth of Virginia, and has traditionally taken place at an Association conference.

The annual meeting involves the President's report to the membership that summarizes the activities of the standing and discretionary committees for the year, receiving reports of the officers, electing officers and hearing other business in order.

Samples of reports used to conduct business at the Annual Business Meeting of the Association are located in the Appendices.

- Sample President's Report (Appendix 5.2a)
- Secretary's Minutes (Appendix 5.2b)
- Treasurer's Report (Appendix 5.2c)

5.3 Transition Retreat

Each year the President-Elect schedules a Transition Retreat for the incoming Board of Directors. Invitations are generally given to all Committee Chairs and liaisons to the Board. The current Board of Directors also meets at the onset of the Transition Retreat to conclude business for the current year and to help orchestrate the transition of power to the President-Elect. The meeting is held in an appropriate location and takes place in May or June before the Board officially takes office.

The purposes of the Transition Retreat are to:

- Formally complete the Continuity Statement to allow the incoming Board to act on business before the July 1st effective date of the new Board
- provide an orientation of the Association to the incoming Board,
- define Board and Committee roles, responsibilities, tasks and projects,
- develop Goals and Objectives,
- prepare a Budget for the fiscal year, and
- gain Board approval for the Committee Chairs and Special Appointee(s)
- ensure the review and implementation of the Association's Strategic Plan.

Committee goals and objectives including budget requests should be completed and submitted in accordance with the directions of the incoming President. Copies should be forwarded to the Secretary and Archivist.

Samples of forms useful to conducting the Transition Retreat are contained in Appendix 5.3.

5.4 Committee Meetings

Committee Chairs have the authority to convene meetings of their committees to conduct the business of the Association in accordance with the goals and objectives approved by the Board of Directors. If expenses have been approved by the Board, individuals who have current good standing with the Association may have their meeting travel expenses reimbursed by VASFAA in accordance with the policies in section 7.5.

In order to keep expenses of the Association to a minimum, committee meetings should be held at locations that are central to the majority of individuals attending the meeting. In addition, Committee meetings may be either in person or electronic format (conference call, email, etc.) Chairs are encouraged to hold meetings in conjunction with other Association activities such as conferences and training initiatives whenever possible.

Section Six: Nominations and Elections

6.1 Nominations

The Chair of the Nominations and Elections Committee is the Immediate Past-President. The committee chair selects committee members. To the extent possible, the Committee should consist of members from all sectors of the Association.

Election of officers usually takes place at the annual Business Meeting.

The following is a recommended sequence of actions:

- the Chair convenes an initial meeting of the Committee in the early fall. The purpose of the meeting is to discuss the goals and objectives of the Committee with its members, and to develop

a plan for the solicitation of nominations. The deadline for the receipt of nominations should be early January,

- each Committee member solicits and encourages nominations from the broadest possible range of VASFAA membership,
- nominations could be sought via the VASFAA newsletter, The VASFAA Voice, the VASFAA List Serv, the VASFAA web site, and at sector meetings,
- the Committee must confirm the nominees' willingness to run for office,
- the Committee should meet as soon as possible after nominations are received to discuss the nominations and vote on a recommended slate of nominees for presentation to the Board at its Winter meeting, typically held in January or February. The recommended slate should consist of no more than two nominees for each position, with the exception of Representative-at-large. A single candidate slate is permitted, but not recommended. If only one candidate is nominated for an office, the Committee may nominate another, as long as that individual has been contacted and agrees to run,
- at the Winter Board Meeting, the Committee Chair recommends the slate to the Board for approval. If only one candidate is nominated for an office, the Board may nominate another, as long as that individual has been contacted and agrees to run,
- immediately after the Winter Board Meeting, the Committee Chair informs the approved candidates of the Board's decision. Candidates are requested to submit a photograph and a campaign statement,
- members who are nominated and agree to accept nomination but are not selected to be put on the ballot, are sent written notice from the Nominations and Elections Committee thanking them for their willingness to serve the Association.
- ballots listing the names of the candidates approved by the Board will be prepared and submitted to the membership prior to the Spring Conference,
- at the Annual Business Meeting during the Spring Conference, the Chair of the Nominations and Elections Committee presents the Board-approved slate to the membership, and
- No promotional materials (e.g. buttons, posters, stickers, etc.) are permitted. No campaigning is permitted at the Conference registration tables or the election polls.

6.2 Elections

The time and place of the election polls are announced on the VASFAA Website, the newsletter, the members' list serve and in the Conference program. Voting shall begin no more than 14 days and no less than 7 days prior to opening of the annual conference but must take place by no later than June 1st as described in the VASFAA By-Laws. If the elections are conducted electronically via an online voting platform, then any active member may vote during the election period, whether done remotely (absentee) or on site. An election site may be established at the annual meeting location, and if a polling place is established, it shall be attended by at least one member of the Nominations Committee, a Member of the Board, or a member of the Membership committee at all times. The Nominations committee shall coordinate with the membership committee to ensure that members who have joined at the conference are activated on the web site in order to vote.

The ballot is a secret ballot. The results of the balloting will be available to the Chair of the Nominations Committee. Immediately after the close of the polls, the Nominations Committee convenes to review the balloting. To be elected, the candidate must receive the highest number of votes cast. One ballot equals one vote. Representative-at-Large candidates with the highest number of votes will be elected.

If there is a tie, a run-off election is required. The Chair of the Nominations and Elections Committee determines the procedure for the runoff and announces it at the next general session during the Conference.

When required, the written ballots are usually counted after balloting ends. It is recommended that the Committee Chair request the Conference Committee schedule a general session immediately following the vote count so information about a run-off election, if needed, can be given at that time.

6.3 Candidate Slate

The Chair of the Nominations and Elections Committee presents the candidates for each office separately.

Section Seven: Financial Policies and Procedures

For purposes of this section, Treasurer also means Treasurer or Treasurer-Elect, unless otherwise specified.

7.1 Budgets, Reports and Audit

The Treasurer, consulting with the President and the Budget and Finance Committee, shall submit a proposed budget to the Board of Directors at the retreat.

The Treasurer is responsible for submitting a current financial report at each meeting of the Board of Directors and each Annual Business Meeting. Quarterly detailed budget reports are to be provided to Representatives-at-Large for their committees, and to committee chairs upon request.

The Treasurer shall prepare an annual year-end financial statement of income and expenditures as of June 30. This year-end statement shall be presented to the membership before October 1 of the following fiscal year.

The Treasurer is responsible for arranging for an annual independent audit of the Association's financial records. The audit report is to be presented to the Board of Directors during the first Board Meeting of the next fiscal year.

The Treasurer is responsible for filing IRS Form 990 for each fiscal year he/she holds this office. IRS Form 990 must be sent certified, return receipt requested with a postmark no later than November 15th of each year.

The Treasurer is responsible for maintaining contracts with the American Society of Composers, Authors and Publishers (ASCAP) and with Broadcast Music, Inc. (BMI), for filing appropriate reports with these agencies and for paying required fees for the use of music at any VASFAA conference or meeting.

The Treasurer may utilize a contingency fund which equals ten percent of VASFAA's operating budget with the authorization to increase any budget line item by \$100 or 10% of the line item, whichever is greater.

7.1.1 VASFAA Registered Agent and Annual SCC Report

In accordance with 13.1-833 of the Code of Virginia, the Corporation's Annual Report must be filed

either by an officer or director of the corporation or by a registered agent of the corporation. As such, beginning May 9, 2006, the President-Elect shall assume the responsibility for filing the Annual Report with the Commonwealth of Virginia State Corporation Commission and shall retain the responsibility for such as long as he/she holds an office on the board; after which the responsibility shall be transferred to the then current President-Elect for the duration of his/her term on the Board. Pre-printed forms are mailed to VASFAA's registered agent. Both the report and the registration fee are usually due by July 31st. (This procedure generally means that one person is responsible for the reporting for a 3-year period of time and the responsibility is normally transferred to a new President-Elect every third year.)

When the registered agent is updated with the SCC, the pair NIC WHOIS registrant information for the VASFAA website should also be updated through Wild Apricot (working with the Chair of Electronic Services Committee).

7.2 Banking

The Treasurer maintains Association funds in a financial institution whose deposited funds are insured by an appropriate governmental agency. Signature cards carry the signatures of the President, President-Elect, Treasurer, and Treasurer-Elect.

The Treasurer issues a receipt for all cash received by the Association or upon request for other types of transactions.

7.3 Payment/Reimbursement

Any request for payment or reimbursement should be submitted to the Treasurer within two weeks of the date of the expense by using a Request for Miscellaneous Expense Reimbursement Form or a Travel Expense Claim Form, as developed by the Treasurer, along with original unaltered receipts for the claim. In situations where no receipt is provided, individuals should attach an explanation for the expense that was incurred. The Treasurer shall review all requests for payment, and acting as the fiduciary agent of the Association, shall make payment expeditiously. Payment requests received later than 30 days after the date of the expense may not be honored.

The President should countersign disbursements in excess of \$5,000.

The Treasurer shall provide to the President and the Budget and Finance Committee chair, a detailed report of all expenditures made. The President shall review all expenditure reimbursements made payable to the Treasurer or the Treasurer-Elect. In the event the Treasurer disputes the propriety of a payment, the Treasurer will consult with the Budget and Finance Committee Chair and may recommend withholding approval pending a review by the President.

7.4 Cash Advance Request

When it is not possible for VASFAA to be invoiced, members may request a cash advance by using the Cash Advance Request Form (Reference Appendix 7.4). Cash advances can be requested for expenditures at a minimum of \$200 and must be approved by the President.

The member receiving the cash advance must provide original written receipts and or unused cash within sixty days of the date of the advance. Reimbursement for expenditures in excess of the cash advance may be obtained by filing a Miscellaneous Expense Reimbursement or a Travel Expense Claim

form. (See Section 7.3)

7.5 Travel Guidelines

Travel expenses will be covered by VASFAA for official VASFAA business only.

Reimbursable items include the following:

Travel:

Vehicle mileage, over the usually traveled route, not to exceed the cost of air coach, is reimbursed at 60% of the IRS federal rate that is in effect as of July 1 each year

Air travel is reimbursed for air coach travel only. A copy of the passenger or ticket receipt must accompany the travel claim.

The cost of taxis and airport transportation, including tip, is reimbursed at a rate not to exceed the lowest cost transportation to and from the meeting site.

Vehicle rental requires the pre-approval of the President or Treasurer. Such expense is normally reimbursable only at a rate comparable with the lowest cost mode of transportation available or at the rate of the vehicle rental, whichever is less.

Lodging:

The actual cost of lodging, not to exceed the standard or conference single room rate at the location of the meeting. Receipts from hotels and/or motels must accompany the travel claim.

Meals:

The cost of meals incurred while traveling on official VASFAA business using the current CONUS Rate at the time of travel to be further defined as: if the travel is greater than 12 hours, the traveler must submit an expense report with receipts, and reimbursement will be made at the CONUS rate for the designated location where the expense occurred; if travel is less than 12 hours, the traveler must submit an expense report with receipts for the actual reimbursement – not to exceed the CONUS rate for the location where the expense(s) occurred.

Committee chairpersons may be reimbursed for meal expenses of the full committee, excluding unofficial guests or non-committee members (unless these persons were invited to take part in the committee activities). When filing such expenses, the committee chairperson shall itemize the names of all persons participating in the meal.

Fees:

Non-VASFAA conference and registration fees are reimbursed at actual cost. A receipt must accompany the claim.

Other miscellaneous expenses, which include the following, are reimbursed (receipts are to be provided, when possible):

1. Vehicle parking required during the meeting date(s).
2. Tips, other than for meals or beverages
3. Printing, facilities charges or other expenses required to conduct the business of the Association.

Unless the President authorizes an advance payment, travel is on a reimbursement basis. Travel claims are reviewed by the President and paid by the Treasurer. The Treasurer, in consultation with the President, is authorized to disallow any travel claims or portions thereof that in his/her judgment are unreasonable. An appropriate travel claim form that shows the complete itinerary of the traveler and the purpose of the trip must be utilized. All claims not submitted within 30 days will be disallowed unless the President approves an exception.

7.6 Bonding

The Treasurer, Treasurer-Elect, Funds Manager, and Assistant Funds Manager are to be bonded at the expense of the Association; the amount of coverage is recommended by Budget and Finance with final approval by the Board of Directors.

7.7 Membership Dues

The Board annually at the Planning Retreat establishes annual dues for VASFAA membership. This rate is subject to change at the discretion of the Board of Directors. Life Members are not charged membership dues. Membership dues are not refundable or transferable.

A record of membership dues for the past five years can be found as Appendix 7.7.8 to this manual.

7.8 Conference Registration Fees

Registration fees, including late registration, are to be established by the Board of Directors. Life Members are not charged conference registration fees, which are instead covered through a line item in the annual budget.

An individual, who wishes to register for an Association meeting and has not paid membership dues, is required to pay a fee equal to the registration fee plus the membership dues. If qualified, the individual will become a VASFAA member.

Any individual who has registered and paid the fees to attend a conference may cancel his/her registration and receive a full refund of the registration fees (not including membership), provided such cancellation is made no less than two weeks before the first day of the conference. Any registration made after that date, is not subject to a refund. Exceptions for extenuating circumstances can be made on a case-by-case basis at the discretion of the Board.

Complimentary registrations are not transferable.

A record of registration fees for the past five years can be found as Appendix 7.7.8 to this manual.

7.9 Insurance

Equipment valued at over \$2,000 will be insured against loss or damage.

7.10 Investments and Special Programs

7.10.1 Sue Deaton Ross Endowed Scholarship Fund

7.10.1.1 Establishment of Scholarship

Introduced in 1989, the Sue Deaton Ross Endowment Fund was created by Virginia's lending sector to supply scholarships to needy Virginia residents attending Virginia schools. The lenders requested, with the approval of the VASFAA Board, that the fund be named for Sue Ross, chairman of the Board of the State Education Assistance Authority (1985 - 1991), President of VASFAA (1980-81) and former director of financial aid at Hollins College. By a vote of the 2018-2019 Board at the October 17, 2018 Fall Board Meeting, the fund was increased to and capped at \$75,000. Though additional contributions can be received from other donors, VASFAA, as an association, intends to make no additional contributions.

7.10.1.2 Selection and Awarding of Scholarship

The scholarship should be awarded to the institution represented by the outgoing President of VASFAA. This is considered a gesture of appreciation for the year of time and support that the institution provided to enable the member to serve as President. The outgoing President must be serving as the VASFAA President at the time of the spring meeting in order for the school to receive the scholarship in the following year. If the President elected for that year is not serving as President at the time of the spring meeting or does not work for the college or university, the scholarship will be awarded to a school represented at our annual Spring Conference by a random drawing overseen by a Budget and Finance committee member(s). If during the course of the year the President changes institutions, the award will be used at the current school employing the outgoing President unless the outgoing President requests that the scholarship be awarded at the previous institution of employment.

7.10.1.3 Award Amount

In no instance will the award be less than or greater than \$1,000 unless specifically approved by the Board. If excess earnings exist, the intent is to roll the excess to principle to allow the principle to grow, per action of the 2018-2019 Board at the October 17, 2018 Fall Board Meeting.

7.10.1.4 Recipient Criteria

The award should be for a "deserving" student and not necessarily a "needy" student who is a Virginia resident. A letter explaining the purpose and intent of the award will accompany the scholarship check when it is presented to the recipient (Reference Appendix 7.10.1a for a sample of the letter.)

7.10.1.5 Investment Strategy

By vote of the Board, the Association moved to using certificates of deposit (CD) as the primary investment vehicle as opposed to government bonds. Only funds that are either government backed or federally insured may be used in order to protect the scholarship fund. The VASFAA Funds Manager is responsible for overseeing the investment activity of the Sue Deaton Ross Endowment and the VERP Fund. The Funds Manager works closely with the VASFAA Board to ensure compliance with the investment strategy set forth in Section 7.10.1.5.

Quarterly statements, for review by the VASFAA Board and the VASFAA Budget and Finance Chair, will be generated by the Funds Manager. The Funds Manager will be a standing member on the VASFAA Budget and Finance Committee and the President's Council. Selection of the VASFAA Fund Manager and length of term will be determined by the VASFAA Board of Directors.

The Funds Manager Position will report to the Budget and Finance Committee and the respective Representative-at-Large:

Investments are made using a “ladder approach” to their maturing dates. As such, a portion of CDs and/or bonds should come due every year. Either a portion of the bond/CD would be used for that particular year’s scholarship, or interest earnings will be held in a money market account for the scholarship payment.

Segregation of the Sue D. Ross and VERP Funds from that of other association accounts is required. For audit and tax purposes, the association should maintain a separate set of books. A report should be prepared and presented to the Board of Directors and the membership at the annual business meeting.

See Appendix 7.10.1b for a listing of Sue Deaton Ross Endowed Scholarship recipients.

7.10.2 New Century Educational Endowment (now included in VERP)

7.10.2.1 Establishment of the Fund

In April 1999, VASFAA created the New Century Educational Endowment Fund (the Fund). The purpose of the Fund is to promote the professional development, preparation and effectiveness of the members of VASFAA through programs of training, community service, systematic studies, research support and other activities in keeping with the stated purpose of VASFAA. The Fund was capitalized with an initial contribution of \$50,000 from VASFAA’s general fund. Awards from the fund shall be known as “Buddy Awards” so named in honor of H.S. “Buddy” Johnston, the proponent for the establishment of the New Century Endowment Fund, a former VASFAA President (1976-1977) and VASFAA Life Member (awarded in 1985).

At its summer 2016 Transition Meeting the Board approved the combining the New Century funds with the VERP funds to ease the burden of managing two separate, yet similarly purposed funds. The Board took this action while remaining committed to providing annual “Buddy Awards” to eligible members in the spirit of the original purpose of the New Century Funds.

7.10.2.2 Advertisement of the Award

The Budget and Finance Committee shall advertise the availability of Buddy Awards by November 1st. An online application shall be posted on the Association’s website. Each year a priority filing date of March 1st shall be used to promote equity in the awards. Applications may be accepted at any time during the fiscal year, but no awards will be made until after the priority filing date and any late applications will only be considered if sufficient funding remains after consideration of all on-time applications.

7.10.2.3 Selecting and Awarding of “Buddy Awards”

Buddy Awards are for the purpose of promoting the greater good and advancing the financial aid profession. Recipients shall be selected by a vote of the Budget and Finance Committee. The Committee may choose to make multiple awards in a fiscal year. Applicants will be selected based on the following criteria:

- Applicant must be an active, paid VASFAA member at the time the award is made and at the time it will be used;
- Activity’s alignment with VASFAA’s mission;
- Applicant’s Professional Development, Preparation, Training, and Effectiveness;
- Community Service Opportunity;

- Studies or Research that advances VASFAA's purpose; and
- Applicant's agreement to provide a report to the membership after the conclusion of the activity or event, to be submitted within 60 days of the close of the activity or event. [The report shall be sufficient to explain the activity, how the funds were utilized in achieving the applicant's goal, and the results or outcomes of the activity or event. The Committee may also require the recipient to present pertinent information obtained as a result of the activity at the following Annual VASFAA Conference.]

Recipients shall be notified by March 31st. If no applications are deemed eligible, VASFAA is not required to make an award; and the budgeted award amount shall be kept in principle for that year.

See Appendix 7.1 for an example of the Buddy Award Application.

7.10.2.4 Award Amount

Awards are at the discretion of Budget and Finance Committee but may not exceed the annual budgeted amount approved by the VASFAA Board, either singly or in combination with multiple awards. Though funds are prioritized for projects or events that advance financial aid and the greater good, an amount of \$500 is deemed to be the maximum that could be approved for expenses related to a state, regional, or federal financial aid conference (e.g. VASFAA, SASFAA, NASFAA, & FSA). Exceptions to these limits may be made by a unanimous vote of the Budget and Finance Committee.

Funds may only be used for costs associated with the activity or event for which they were awarded. Any unused funds by the recipient must be returned within 60 days of the close of the activity or event for which the award was made. Deviations from this policy may occur only upon request of and approval by the VASFAA Board.

7.10.2.5 Recipient Criteria

Individual award recipients must be active, paid VASFAA members during the period in which the award is to be utilized. If needed, the Council shall establish eligibility rules for institutional or consortia applications and subsequent grants to any institution or consortia.

Recipients shall agree to provide a report to the membership after the conclusion of the activity or event, to be submitted within 60 days of the close of the activity or event. The report shall be sufficient to explain the request, how the funds were utilized and the results or outcomes of the activity or event.

Funds may only be used for costs associated with the activity or event for which they were awarded.

Any unused funds by the recipient must be returned within 60 days of the close of the activity or event for which the award was made. Deviations from this policy may occur only upon request of and approval by the VASFAA Board.

7.10.2.6 Termination of the Fund

Should the VASFAA Board of Directors determine that the purpose and mission of the Fund is no longer valid, all monies in the Fund (except any so designated for award recipients) shall be returned to the VASFAA general fund.

7.10.3 VERP Funds (now including New Century Funds)

The VASFAA Enrichment and Reinvestment Program (VERP) was created in 2011 by Board action. The Budget and Finance Committee saw an opportunity to leverage existing savings accounts for enrichment and reinvestment into the Association. Prior to the creation of VERP, excess cash was

deposited into savings accounts with little purpose other than to increase capital. VERP was created for the purposes of increasing VASFAA assets and viability, and for defining a use for these funds. The creation of the fund was announced to members at the 2012 Spring VASFAA Conference.

Initially, the fund was created so that the Board could receive expenditure requests which could then be evaluated by the Budget and Finance Committee. The Board would consider the Committee's recommendation and decide on the expenditure request. The purpose is similar to that of the New Century Educational Endowment Fund since VERP is designed to enrich VASFAA, but differs because it allows the Board the flexibility to support Association-wide initiatives where the New Century Educational Endowment Fund has been used to support selected members (see 7.10.2.1).

Initial VERP expenditures were made to increase the capital of the Sue D. Ross fund at a time when Buddy Award expenditures were outpacing earnings, and for a mid-year increase to the budget of the Membership Committee. Other recommendations for its use in the first year of its existence included bringing guest speakers to the membership, zero-cost workshops for the membership, and hosting SASFAA. In recent history, VERP has been accomplishing these goals indirectly by supplanting the Association's Operating Budget when approved expenditures have been greater than income.

During its June 2016 Transition Meeting, the Board, desiring to simplify the Association's financial management and maximize the investment strength of the combined funds capital, voted to roll the New Century Funds into VERP. In doing so, the Board committed to providing Buddy Awards in perpetuity but sought to make them more viable. Since the strength of these investments has been combined, VERP will no longer be required to capitalize New Century. Greater earnings may be possible by combining the principal.

7.10.3.1 Acceptable Users of VERP

VERP funds should be used judiciously by the Board for the purposes outlined in Section 7.10.3. It is important to remember that the use of VERP is not limited to those examples provided, but VERP was created for the "enrichment and reinvestment" in the Association. Additionally, by combining New Century and VERP funds, the Board had committed to the continued availability of Buddy Awards but not a specific dollar amount. All proposed uses must balance the enrichment activity they provide with the diminished investment opportunity the expenditure creates.

Acceptable uses are intended to be broad to allow the Board maximum flexibility. VERP has historically been used to support the following areas, although none of the following should be considered permanent commitments with the exception of Buddy Awards:

- Buddy Awards (Section 7.10.2)
- To provide for a balanced Association budget when projected annual revenue does not meet actual approved expenses
- For the promotion of non-recurring Association initiatives that further VASFAA's mission as defined in the By-Laws; recent examples include the 2016 Director's Summit and other suggestions outlined in 7.10.3.

7.10.3.2 Maintenance of VERP Funds

VERP Funds shall be maintained at a minimum of 70% of the operating budget at the time of budget approval or \$90,000 whichever is greater, barring any financial catastrophe which would require the liquidation of VERP. VERP funds shall be kept in two parts: Investments managed by the Funds Manager and in liquid assets managed in a checking account by the Treasurer.

Treasurer-Managed VERP: Funds should not exceed \$5,000 at the beginning of a given fiscal year and should be maintained in a checking account of the Treasurer's choosing that may allow for earnings, but must allow for maximum availability in the event that the Association experiences cash flow problems. If these funds are necessary to sustain normal Association operation during brief periods, they should be replaced as soon as financially feasible. No more than the amount of VERP funding approved by the Board via the budget process to balance the annual budget should remain absent this account at the end of any fiscal year. The Treasurer should maintain records of VERP funded transactions to ensure this practice is upheld.

Funds Manager-Managed VERP: The balance of VERP funds shall be maintained by the Funds Manager. The Funds Manager will adopt a "ladder" investment strategy that allows for a staggered approach to fund maturity while maximizing the investment opportunity. This approach should mirror the strategy outlined in the Sue Deaton Ross Scholarship Fund (7.10.1.5). The earnings from these investments will be made available to the operation of the Association annually and considered income for the Board's use. However, if these earnings should represent excess cash not necessary to cover budgeted expenses of the Association, they shall be re-capitalized in the VERP fund.

7.10.3.3 Spending VERP Funds

In keeping with its original intent, VERP funds can be spent by the Board at the request of a VASFAA member or committee. This request is not required to be formalized by any application. Consideration for the Acceptable Uses of VERP can be found in 7.10.3.1. Upon receipt of a VERP expenditure request, the Board shall consult with the Budget and Finance Committee before making such expenditures; the funds are finite and future availability is contingent upon the rate of use and earnings. Additionally, VERP funding may be recommended for use by the Budget and Finance Committee in order to balance the annual operating budget at the time of annual budget adoption. The funds may be made available to the Treasurer at the time of adoption, if necessary, to make immediate payment for outstanding bills or to ensure that Treasurer-managed VERP funds remain at \$5,000. Otherwise, this amount will be infused at the end of the budget year, if necessary. Finally, the Treasurer may request an emergency expenditure of VERP funds at any time in order to maintain continuity of Association operations, but the Board shall first consult the Budget and Finance Committee.

7.11 Reserve Fund Policy

The Board of Directors requires that the Treasurer set aside reserve funding to provide for the continuance of essential projects and activities of the Association in the event of a financial catastrophe. In this manner, Reserve Funds are considered by the Association to be funds of last resort. They shall be used in the event that all other financial resources are exhausted. Prior to October 17, 2018, the amount to be set aside was calculated annually at the time of budget approval to equal not less than one-quarter of the operating budget less income provided by liquidation of VERP assets to balance the budget, the Buddy Award amount, and the Sue D. Ross Scholarship amount.

Such funds may be comprised of both savings and investments, and shall be maintained by the Treasurer separate from other financial resources including checking accounts, Sue D. Ross Funds, and VERP/New Century Funds.

When the annual budget is adopted, the calculation of the Reserve requirement shall be made. If excess funds exist in the Reserve fund at that time, they shall be transferred to the Funds Manager for reinvestment in VERP.

The Board reserves the right to require larger Reserve Fund amounts. At the October 17, 2018 Fall Board Meeting, the Board voted to increase the Reserve Fund to a cap of \$20,000 using excess annual revenue from 2017-2018.

7.12 Surplus Revenue Distribution Plan

In the event that surplus funds remain at the end of the fiscal year, such funds will be carried forward as income for the next budget year to reduce the potential need for VERP assets to be liquidated to balance the budget.

The Board may, at its discretion, choose to reinvest surplus revenue in Funds Manager-managed VERP CDs when the excess is not necessary to support VASFAA's operating budget. Distribution into such funds will be determined by the Board after considering the recommendation of the Funds Manager. A standard approach would be:

50% VERP

50% Carryover to the next year's operating budget

Based on a majority vote, the Board may revise the percentages or accounts to be credited each year, including adding to the Reserve Fund, as need indicates.

7.13 Bank Card Use Policy

The Treasurer may, at the discretion of the Board, issue bank card/debit card(s) to be used by the President, Treasurer, and Treasurer-Elect for VASFAA expenses to be drawn on the Association's checking account to ease the burden of reimbursement processing. Others may be issued a bank card with Board approval. The issued card(s) shall be used by only those members whose name appears on the card for their expenses on behalf of the Association or in the execution of Association business.

- The cards shall be issued by the bank in which the Treasurer maintains the existing VASFAA checking account(s).
- Credit line shall be limited to \$2,500 per card.
- Cards may be issued in the names of the VASFAA President, Treasurer, and Treasurer-Elect.

Expenses charged must be for VASFAA-related business only.

- The cardholder must verify with the Treasurer that the account has sufficient funds for the expense incurred prior to using the card.
- The cardholder must complete and submit a VASFAA expense form, including receipts, for all charges incurred within 10 business days of incurring the expense. Exceptions may be granted by the Board.
- All expenses will be reviewed by the Treasurer. Failure to submit the expense report may result in the cardholder being required to reimburse the Association.
- The cardholder, upon issuance and by acceptance of the card, agrees to reimburse the Association for any expenditures deemed improper in accordance with the procedure outlined in 7.3.

Acceptable expenses include, but are not limited to:

- Travel, lodging, meals, fees and miscellaneous expenses in accordance with 7.5 or other expenses required to fulfill Association mandated duties as set forth in the Association By-Laws or P & P.

7.14 Development Partner Policies

7.14.1 General Guidelines

1. The VASFAA President shall appoint the Development Partner Committee Chairperson(s). The Chairperson(s) shall work closely with the Budget and Finance Committee Chairperson, the VASFAA Treasurer and the Conference Committee Chairperson(s) to coordinate activities and funding.
2. All development partners shall be paid members of VASFAA.
3. Development Partners shall be established for the VASFAA fiscal year, July 1 – June 30.
4. Previous and potential Development Partners will be sent the VASFAA Development Partner Form in the summer of each year.
5. There will be four levels of support as described below (please note that fees are non-refundable) in Section 7.14.3.

7.14.2 Conference Exhibitor Policy

Prospective exhibitors must agree to the rules and procedures outlined below. A prospective exhibitor who does not agree to these rules and procedures will not be permitted to exhibit, and an exhibitor who violates any of these rules must promptly cease any such action. At the discretion of the VASFAA Board, the violator may be required to remove his or her exhibit. The conference chair will attempt, provided adequate space is available, to ensure that conference breaks will be held in the exhibit area as well as another area not located in the exhibit area.

We have eliminated named sponsorship of most specific Annual Conference activities and events. Contributors will be acknowledged, at the discretion of the contributor, in the Annual Conference program and at appropriate points throughout the year via a listing in alphabetical order by organization name.

Contributors must agree to abide by the following rules and procedures in conjunction with the Annual Conference:

- Contributors are expected not to organize, sponsor or conduct any social activities directed towards Annual Conference attendees, VASFAA leadership personnel and/or workshop/training activity participants throughout the course of the conference.
- Contributors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups. Only non-alcoholic beverages and light snacks may be served. Those contributors will work in conjunction with the VASFAA Development Partner Chair to arrange accommodations with the conference hotel for such events that occur within the scope of the conference dates.
- Gifts or giveaways must be of nominal value (i.e. less than \$10 fair market value). All prize drawings, including scholarships, are prohibited. Exhibitors may not offer conference participants the opportunity to sign up for or enroll in any contests or to receive gifts or giveaways at a later time in excess of the stated nominal value.
- Exhibitors may sell their products and services; however, such sales may include only products and services that are normally marketed by the exhibitor.

7.14.3 Development Partner Fees

Platinum Level \$2,000 Payment Received Prior to 10/31 and \$2,500 after

- Prime location double booth at annual conference based upon receipt of full payment prior to 10/31
- Three comp registrations for annual conference
- Small table for exhibit at two non-conference training events
- Banner Ad
- Newsletter article in all newsletters
- Priority given for present at training events or non-conference workshops, if proposed topic is needed
- Sponsor and/or Present a training webinar for [insert year] (topic to be determined in conjunction with VASFAA Non-Conference Training Committee)
- Online conference support recognition with logo URL and contact info
- Agenda support recognition with logo
- Monthly notice to membership via appropriate format of sponsorship
- Permitted to be at all VASFAA Training Activities by paying general membership registration fee (for example, Non-Conference Training Events and New Aid Officers, etc.)
- May Present/Moderate at the request of the Non-Conference Committee and/or the Conference Committee (submit proposed presentation to conference chair no later than 10/31)
- Special sponsorship recognition at one food activity at annual conference
- Room provided at no charge for lunch and learn at annual conference when offered on conference agenda

Gold Level \$1,250 Payment Received Prior to 10/31 and \$1,500 after

- Booth at annual conference
- Two complimentary conference registrations
- Priority location based on receipt of full payment by October 31
- Sponsor and/or present a training webinar (topic to be determined in conjunction with VASFAA Non-Conference Training Committee)
- Online conference support recognition with logo, URL and contact info
- Sponsorship page including large logo, URL and contact info
- Monthly notice to membership via appropriate format of sponsorship
- Permitted to be at all VASFAA Training Activities by paying member registration fee example, Non-Conference Training Events and New Aid Officers, etc.)
- May present/moderate at the request of the Non-Conference Committee and the Conference Committee (submit proposed presentation to conference chair no later than 10/31)

Silver Level \$1,000

- Booth at Annual Conference
- One Complimentary Conference Registration per conference
- May choose to participate at conference lunch and learn event if offered during the annual Conference for an additional charge (See a la cart options for additional information)
- Online Conference Support Recognition with URL and contact info
- Sponsorship page including small logo, URL and contact info
- May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee (submit proposed presentation to conference chair no later than 10/31)

Non-exhibit Level \$500*

- General Support, no booth
- Online Conference Support Recognition
- May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee

(*Development Partners who choose not to exhibit may attend the conferences, but will be required to participate at this level as well as paying the required conference registration fees)

1. VASFAA membership is required for all Development Partners who choose to attend any event, exhibit or submit media materials.
2. All Development Partners wanting to attend conference sessions, meals, and all other conference functions must complete VASFAA Conference Registration Forms and pay the VASFAA conference registration fees if they are not included as part of the sponsorship level purchased.
3. All priority sponsorship fees must be paid to the VASFAA Treasurer-Elect by October 31st, unless other arrangements have been made with the Development Partners Chairperson(s).
4. Platinum and Gold Level Development Partners who pay their fees by the priority date of October 31st will be given prime exhibit space at the annual conference.
5. All exhibit tables other than Platinum and Gold levels will be assigned based on first-come, first-serve bases claimed during open setup times only.
6. Development Partner Ad sizes in color and jpeg as required by VASFAA for the VASFAA Newsletters and Conference Program:
 - a. Banner ads for Platinum and Gold levels must be 468 pixels wide by 60 pixels high in jif or jpg format. The rotation is 14 seconds.
 - b. Logo size for online and conference programs must be a resolution of 240px x 60 px (scaled to 150px x 40px)
7. No random drawings for prizes will be allowed during any VASFAA sponsored event or activity. Items or giveaways of nominal value (\$10 or less) are allowed at conference exhibitors' tables.
8. Sponsors may attend all training events but general membership registration fees must be paid.
9. In the event of a merger between two or more Development Partners during the VASFAA fiscal year, no refund of the sponsorship or registration fees will be provided to the Development partner that no longer exist.
10. The Executive Board reserves the right to deny a Development Partner the opportunity to pay for exhibitor space at conferences. Generally, this would occur when a Development Partner appears, by action and/or words, to not be in concert with the Association's goals and objectives.
11. In the event that more than one vendor chooses to add one or more a la carte options, the payment received first will designate the selected vendor for the event. Add-on sponsorship items must be paid in full prior to the event or purchase of the item selected.

7.14.4 Refund Policy

Refunds of vendor/sponsor fees may be considered by written request to the VASFAA Vendor/Sponsor

Chair at least sixty calendar days prior to the event. Requests for a refund will be reviewed and voted upon by the President, Budget & Finance Chair and the Treasurer. Approved refunds will be made according to the original method of payment (i.e., by check for payments made by check; by credit to account for credit card payments).

7.15 Music Use Policy

Under the United States Copyright law, the public performance of copyrighted music requires permission from the copyright owner or its licensing agent. This law also includes all Associations that use either live or recorded music at conference or other meetings. The BMI (Broadcast Music Incorporated) and ASCAP (the American Society of Composers, Authors, and Publishers) released license agreements that they enforce with respect to Associations. BMI and ASCAP are the largest licensing agents and together cover about 95% of the copyrights of music currently in use.

For four or fewer events each year, the Association can simply inform ASCAP of the event and submit the appropriate fee within 30 days of the event. BMI requires that for more than one event annually, the Association submit reports quarterly with the appropriate fee within 20 days of each calendar quarter.

The Association submits the licensing agreements and fees in accordance with ASCAP and BMI requirements. When advantageous to the Association, multiple-year contracts are submitted. It is the responsibility of the Treasurer to submit the contracts with the appropriate fees.

Further information on Association licensing agreements may be obtained by calling BMI or ASCAP directly.

BMI: 1-800-225-8451

ASCAP: 1-800-505-4052 (Extension 2)

Section Eight: General Operations

8.1 Records Retention/Records Management

The VASFAA Archives should retain the following from each year:

- A statement of each committee's goals
- A list of committee members and their respective institutions
- Copies of any VASFAA publications
- All minutes of meetings of the VASFAA Board of Directors
- All minutes of VASFAA business meetings
- The President's annual report
- The final report of the Treasurer
- The original annual audit reports
- Completed and signed file copy of the IRS 990
- The Virginia state reports submitted to the SASFAA Executive Board
- Contracts for facilities for conferences
- State Corporation Commission Annual Report

- Music copyright agreements
- Copies of insurance and bonding policies
- Other business and or contractual correspondence which may be needed for future reference, as determined by the Board
- Membership and Conference registration forms (These should be retained for the next full membership year, and then should be discarded.)

The following vital records also must be retained:

- A copy of the By-Laws
- A copy of the Articles of Incorporation
- A copy of the Strategic Plan
- A copy of the Policies and Procedures Manual

The Archives Committee, in cooperation with the Board of Directors, must ensure that all appropriate documents are collected for each year.

8.2 VASFAA Alcohol Policy

Under most circumstances, alcoholic beverages will not be purchased with association funds and will be at the expense of the individual, if purchased. Exceptions could be:

- limited funding for the conference hospitality suite (if beverages can be brought in and not purchased from the hotel), and
- a limit of two drinks per person for celebratory events of the association (e.g., association anniversaries or industry milestones).

8.3 Complimentary Room Policy

Complimentary sleeping rooms are normally assigned according to the following priority:

- President - suite, if possible
- Conference Chair - one guest room
- VIP speakers - one guest room each

8.4 Waiver of Registration Fees Policy

The following individuals may be exempt from registration fees. Such waivers should be documented for audit purposes.

- Guest speakers,
- The SASFAA President or his/her designee
- Life members of VASFAA
- State President(s) participating in the SASFAA Exchange

The President upon the recommendation of the Conference Chair decides any request for an exception to the above policy.

8.5 Honoraria and Travel Expenses Policy

The policy of paying honoraria and/or travel expenses is as follows:

- Honoraria are offered when deemed necessary by the Conference Chair, and/or the President to bring in a speaker from outside the Association who would not otherwise attend such a meeting.
- The Association will offer to reimburse travel expenses for invited speakers from outside the profession if deemed necessary by the Conference Chair and President. Travel arrangements should be made in keeping with the individual's schedule and at the most economic rate to the Association.

8.6 Gifts and Amenities

It is customary and acceptable for VASFAA to provide gifts to special guests of the Association or to persons to whom the Association chooses to pay special tribute. Gifts purchased with VASFAA funds are approved by the Board of Directors or President.

The gift policy excludes awards that are in the jurisdiction of the VASFAA Awards Committee.

8.7 Policy Governing Special Interest Groups at Association Meetings

It has become customary for special interest groups to utilize the conference as an opportunity for group meetings. With increased awareness of travel costs, it has become incumbent upon these groups, such as state agencies, lenders and servicing agencies to use the gathering of aid administrators for the conferences.

Guidelines for Special Interest Group Meetings are as follows:

- Special groups must coordinate schedules of meeting requests with the Conference Chair.
- Assignments of meeting space and time slots are at the discretion of the Conference Chair. Such activities may be scheduled prior to the official opening of the Association's conference schedule or after the adjournment of these activities.
- Assignment of meeting space is determined only after conference activities are accommodated.
- A special activity should not be scheduled which would conflict with a conference function.

8.8 Contract Signing Policy

Hotel contracts for conferences are reviewed by the President, Treasurer, and Chair of the Budget and Finance Committee, and approved by the Board, before the President or the President-Elect signs the contracts on behalf of the Association.

The terms of the contracts which subject the Association to liability or commit the Association financially in an amount of \$750.00 or higher, are reviewed by the Treasurer and Chair of the Budget and Finance Committee. Such agreements should be provided for review as soon as available, but not later than 30 days before the contract requires an approval.

Contracts in excess of \$2000 require board approval.

8.9 Newsletter Advertising

The newsletter editor coordinates with the Development Partner Chair any Newsletter articles and/or advertisements eligible for inclusion in the *VASF*AA Voice Newsletter, based on sponsorship levels.

If a decision is made to solicit advertising and a fee is set, all vendors are invited to advertise for the VASF

AA fiscal year. The number of ads per issue will be based on space availability. Advertisements and articles must be provided in the requested format and must meet the deadline for the specified issue.

Section Nine: Association Identity and Property

Several devices exist that create an identity for the Association. It is important that the Association adhere to standards of use to help ensure that there is consistency in the manner in which the corporate identity is portrayed.

Certain material items are the property of VASF

AA, Inc. and are retained as such. Persons specifically assigned responsibility for these items are to ensure they are maintained in good condition and used solely for the purposes for which they are intended as specified below. The Secretary maintains an inventory of all Association property. The Secretary documents custodianship of VASF

9.1 Logo

AA property, no later than the first Board meeting of the new fiscal year. Awards and recognition banners are listed in Appendix 9. The VASF

AA logo is the design of the Association and is to be used only in conjunction with official business matters and publications authorized by the President or the Board of Directors. The logo is a designated trademark and only camera-ready samples supplied by the Association should be used in reproduction. Any unauthorized use of the logo shall be deemed as misrepresentation of the Association and illegal use of Association property. The logo shall be displayed on all Association stationery and certificates and on other official documents, when practical. For this purpose, the logo shall be retained by the Association's Secretary in electronic format suitable for printing.

9.2 Association Colors

The official colors of the Association are PMS number 555 (green) and 653 (blue). These colors shall be used on Association stationery and certificates to display the official logo of the Association. For other publications, either the official colors or black ink shall be used to reproduce the logo.

9.3 Association Properties

9.3.1 Corporate Seal (VASF

AA no longer uses)

The secretary is responsible for housing the corporate seal. The seal shall be used only at the discretion

of the Board of Directors and only for official Association documents. It is the responsibility of the Secretary to transfer the seal to his/her successor.

9.3.2 Stationery

The stationery of the Association is the sole property of the Association and shall be used only for the purpose of conducting the official business of the Association, as duly authorized by the VASFAA Board of Directors.

An electronic copy of the VASFAA Stationery will be kept on the VASFAA web site with password protection to be used by Board members and Committee Chairs for official VASFAA business purposes.

9.3.3 Gavel

The gavel is kept by the President of the Association and is used at official business and board meetings. It is the responsibility of the President to transfer the gavel to his/her successor.

9.3.4 Banners

The banners are kept by the Secretary of the Association and should be displayed at State and Regional Association meetings. Banners that are the property of the Association include the following:

- Association Flag
- NASFAA Awards Banners (3)

Information on awards and recognition received by VASFAA is available in Appendix 9. Awards and Recognition Banners.

It is the responsibility of the Secretary to transfer the banner(s) to his/her successor.

9.3.5 Plaques and Other Properties

The Association maintains the following plaques that are maintained by the Past President

- ◆ Life Membership
- ◆ Service Award
- ◆ Excellence Award
- ◆ New Professional of the Year
- ◆ Committee of the Year

These items, along with the Articles of Incorporation, are displayed at Board and Association meetings. It is the responsibility of the Past-President to transfer these items to his/her successor.

A Certificate of Appreciation may be presented to committee chairs, Board members, committee members or others as appropriate. The President must approve such recognition. The Secretary of the Association may maintain a supply of certificates.

9.4 Tangible Assets

Certain tangible assets are the sole property of the Association. A complete record of all assets must be retained in safekeeping.

9.4.1 Equipment

The Association maintains computer, software, projectors and peripherals for the sole purpose of conducting Association business. Such equipment and software are the sole property of the Association.

Computer hardware, software, projectors and peripherals are provided to the Treasurer, Secretary, Membership and Electronic Services Chairs for the business of the Association. These items must be promptly turned over to the successors of those that hold them at the end of their terms or appointments, or as otherwise directed by the Board of Directors.

The LCD projectors and computer related equipment, when not in use by the Association, are being stored in a secure place at the discretion of the President. After each use by the Association, it is the responsibility of the user to return the projectors to designated destination for proper storage.

Section Ten: Publications and Communications

The following are various official VASFAA publications.

10.1 Newsletter, The VASFAA Voice

The Association's newsletter, *The VASFAA Voice*, serves as a communication vehicle for the membership for sharing relevant news and information related to the profession. It is published via the VASFAA website on a schedule established each year by the Newsletter Editor and VASFAA President.

Articles should be submitted to the newsletter editor by the deadline date for the particular issue, preferably in electronic format. Articles are subject to editing for both content and length. Photo submission should be with the guidance of the editor, and with consideration of the capabilities of the web site.

10.2 VASFAA's Web Site

The VASFAA web site, which contains web-based information relative to the Association, is located at: [http://: www.vasfaa.com](http://www.vasfaa.com).

The Electronic Services Committee coordinates the maintenance of the web site. Items that are kept available and current on the web site include:

- Vendor information
- Listings of past presidents and life members
- By-Laws and Articles of Incorporation
- Association award recognition
- Current board members, commissions, and committee chairs,
- Membership information
- The Policies and Procedures Manual
- Conference and event information
- Newsletters
- Association forms

10.3 Strategic Plan

To ensure the viability of the Association as change affects it and/or the financial aid community, The

Strategic Planning Committee develops and implements a strategic plan that is maintained on a five-year cycle. The Plan is reviewed and updated to remain flexible and proactive and to ensure that it guides the definition of the Association's annual goals and objectives. A current version of the Strategic Plan is available on the VASFAA web Site.

10.4 VASFAA Listserv

The Association maintains a Listserv for communication among the membership. The Listserv is housed on the VASFAA Website.

Listserv maintenance involves keeping the list of addresses current, disseminating information on how to use the Listserv, and advising on related issues. In addition, list serve groups can be added for specific work groups to facilitate communications among certain groups, such as the Board of Directors, Conference Committee, etc.

Inclusion on the VASFAA Listserv is an automatic benefit of joining the Association. Members may elect to decline this benefit.

Appropriate use of the Listserv includes informational bulletins related to VASFAA, financial aid information, queries to the membership, and other items related to the operation and members of the Association.

10.5 Social Media Policy

- I. VASFAA Mission Statement
 - a. to maintain an organization that promotes the professional growth and collaboration of our members in order to serve fairly the needs of students, families, and institutions in matters related to financial and informational resources that support students' postsecondary education goals.

- II. Social Media Policy
 - a. All social media platforms must be approved by the VASFAA Board prior to development.
 - b. All posts on the VASFAA social media must uphold the integrity of VASFAA's mission statement
 - c. Social media is a conduit in which to communicate with VASFAA's members in reference to, but not limited to the following:
 - i. Upcoming events (conference, non-conference, webinars, etc.)
 - ii. VASFAA and financial aid announcements
 - iii. Financial aid relevant job opportunities
 - d. Confidentiality
 - i. No personal identifying information should be posted via social media
 1. If a person wishes to post a story highlighting a member they may use the name of that person however, the person whom it is about must consent to having their story and/or photo (if applicable) shared.
 - e. Failure to uphold standards
 - i. If a member of the committee posts information and/or images on social media that violates the guidelines set, that person will no longer have access to share on

the VASFAA social media page.

III. Social Media Procedures

- a. Posting to social media should occur at least 2 times monthly.
- b. All social media postings must be approved by the Social Media Committee, if appointed by the President.
 - i. For approval, an email can be sent to the social media committee containing the information in which the individual would like to have posted.
 - ii. If approved, the committee will respond to the individual with a response and post the information to the social media site within 3-5 business days of receipt.
 - iii. If denied, the committee will respond to the individual with an explanation of denial, if corrections or updates are needed the individual may resubmit the content once corrections are made and a committee member will review and send an update within 3-5 business days.
 - iv. VASFAA has the right to re-post content more than once if deemed necessary.
- c. Under no circumstances should the VASFAA social media page be used to meet the personal agenda of a member.
- d. Timeline and tagging filters will be active so that all postings are reviewed and approved by the page administrator(s).
- e. Questions, comments, and/or concerns received on the social media page should be directed to the social media committee chair who will then assure that it is:
 - i. Answered in a timely fashion and/or
 - ii. Directed to the proper committee for response (if applicable)
 - iii. When responding to posts on social media the user must use etiquette and non-offensive language that will uphold the integrity of the organization.

IV. VASFAA Social Media page(s)

- a. Facebook: <https://www.facebook.com/VASFAA/>

Section Eleven: Awards and Recognition

11.1 Life Member Award

11.1.1 Description

The Life Member Award is the highest honor the Association can bestow upon any person.

11.1.2 Criteria for Selection

The recipient of this award must have rendered truly outstanding service to the Association or the financial aid profession. Outstanding service demonstrated through state, regional, or national Association officer or committee leadership, authorship of professional publications, professional training, efforts to secure financial support for the work of Association goals and objectives for furthering the opportunity of Virginia's post-secondary education population might be used as a basis for identifying life member nominees. This reference does not preclude consideration of those outside the membership of VASFAA.

Life members, with the exception of voting privileges, are granted all rights afforded any member in good standing with the Association. Should the Life Member classification be granted to a member in good standing, that member shall retain his/her voting privilege as long as the membership status is maintained as defined by the Association's By-Laws.

Life members shall be assessed no membership dues and shall be encouraged to participate fully in all Association activities. In recognition of past service, Life Members of VASFAA are entitled to complimentary registration at VASFAA conferences.

11.1.3 Nominations

Nominations may be presented to the Board of Directors at any time so that further information about the nominee(s), if necessary, can be easily obtained.

11.1.4 Solicitation

Solicitation is made through the newsletter The VASFAA Voice, sector meetings, the VASFAA List Serve, and the VASFAA web site. (Reference Appendices 11a and 11b for forms developed to assist the committee in performing this task.)

11.1.5 Presentation

When possible, the award is presented by the President to the recipient at the next Business Meeting.

11.1.6 Format

A certificate describing the contribution(s) and relevant achievement(s) of the recipient or a plaque is presented. The individual's name is added to the Association's Award plaque. Other appropriate forms of recognition, as approved by the Board, may be accorded to the recipient. The recipient's name appears in the Annual Membership Directory in a listing of "Life Member Award Recipients."

See Appendix 11.1 for a listing of VASFAA's Life Members, and 11c for plaque information.

11.2 Excellence Award

11.2.1 Description

Second to Life Membership, the Excellence Award is one of the highest recognitions bestowed by the Association.

11.2.2 Criteria for Selection

The recipient must have made an outstanding contribution that furthers the goals of VASFAA. The nomination must be made by a member in good standing and accompanied by a statement justifying the award (accomplishments, services, etc.) and by three written endorsements of the nomination from three other current members of the association. The endorsements can be in the form of e-mails. The recipient must be a practicing aid administrator who is a member in good standing. Current Board members are excluded from consideration.

11.2.3 Nominations

Nominations should be submitted to the Chair of the Awards Committee. The Chair of the Awards Committee and the President of the Association determine if the nomination is appropriate for consideration by the Board of Directors. If so, the Board decides if the award is to be given.

11.2.4 Solicitation

Solicitation is made through the newsletter The VASFAA Voice, sector meetings, the VASFAA List Serve, and the VASFAA web site (reference Appendices 11a and 11b for forms developed to assist the committee in performing this task).

11.2.5 Presentation

Whenever possible, the award is presented by the President to the recipient at a Business Meeting.

11.2.6 Format

A certificate describing the contribution(s) and relevant achievement(s) of the recipient or a plaque is presented. The individual's name is added to the Association's Award plaque. Other appropriate forms of recognition, as approved by the Board, may be accorded to the recipient. The recipient's name appears in the Annual Membership Directory in a listing of "Excellence Award Recipients."

See Appendix 11.2 for a listing of Excellence Award recipients, and 11c for plaque information.

11.3 Service Award

11.3.1 Description

The Service Award is one of the highest awards bestowed by the Association.

11.3.2 Criteria for Selection

The recipient must have made significant contributions that further the goals of VASFAA or have been responsible for an achievement of momentous importance. The recipient is someone who is not an active aid administrator; e.g., college president, legislator, agency representative, or private citizen. Nominations are accepted only from members in good standing, and must be accompanied by a statement justifying the award (accomplishments, services, etc.) and by three written endorsements of the nomination from three other current members of the association. The endorsements can be in the form of e-mails.

11.3.3 Who Selects

Nominations should be submitted to the Chair of the Awards Committee. The Chair of the Awards Committee and the President of the Association determine if the nomination is appropriate for consideration by the Board of Directors. If so, the Board of Directors decides if the award is to be given to the nominee.

11.3.4 Solicitation

Solicitation is made through the newsletter *The VASFAA Voice*, sector meetings, the VASFAA List Serve, and the VASFAA web site. (Reference Appendices 11a and 11b for forms developed to assist the committee in performing this task.)

11.3.5 Presentation

The President presents the award to the recipient at the next Business Meeting, whenever possible.

11.3.6 Format

A certificate describing the relevant contribution(s) and achievement(s) of the recipient or a plaque is presented as well as adding the recipient's name to the Association's Award plaque. Other appropriate forms of recognition, as approved by the Board may be accorded the recipient. The recipient's name appears in the annual Membership Directory in a listing of "Service Award Recipients."

See Appendix 11.3 for a listing of Service Award recipients, and 11d for plaque information.

11.4 New Professional of the Year Award

11.4.1 Description

The New Professional of the Year Award is presented to select new members within the first four years of membership in VASFAA.

11.4.2 Criteria for Selection

This award is given in recognition of exceptional and enthusiastic service to a person who has been a member of VASFAA from one to four years and to encourage other new members to take leadership roles in VASFAA.

11.4.3 Nominations

Nominations should be submitted to the Chair of the Awards Committee. The Chair of the Awards Committee and the President of the Association determines if the nomination is appropriate for consideration by the Board of Directors. If so, the Board of Directors decides if the award is to be given to the nominee.

11.4.4 Solicitation

Solicitation is made through the newsletter *The VASFAA Voice*, sector meetings, the VASFAA Listserv, and the VASFAA web site (reference Appendices 11a and 11b for forms developed to assist the committee in performing this task).

11.4.5 Presentation

The President presents the award to the recipient at the next Business Meeting, whenever possible.

11.4.6 Format

A plaque with the names of the recipients of the New Professional of the Year Award is displayed at the board meetings and annual conferences. In addition, the award is announced in the newsletter, *The VASFAA Voice*, and via the Listserv and on the VASFAA web page. The recipient receives an engraved plaque.

See Appendix 11.4b for a listing of New Professional of the Year Award Recipients.

11.5 Committee of the Year Award

11.5.1 Description

The Committee of the Year award serves to provide annual recognition of the achievements and accomplishments of a VASFAA committee from the preceding year and to provide public acknowledgment of each committee member's contributions to the Association.

11.5.2 Criteria for Selection

Each committee chair submits a "Committee Evaluation Form (Appendix 11.5a) two weeks prior to the annual planning meeting. The evaluation form is submitted to the appropriate commissioner who then submits them to the President.

11.5.3 Committees may be selected based on the levels to which they have:

- Completed the year's goals and objectives.
- Operated within budget.
- Submitted all required reports, evaluations, and completed assigned tasks on time.
- Responded appropriately to requests from the President, the Board and their Commissioner
- Convened meetings of the committee as appropriate.
- Kept the membership abreast of the committee's activities.
- Designed, implemented or conducted a special project or activity which provided service to the membership, recognition for the Association, etc.

11.5.4 Selection Procedure

The current year Commissioners review their *Committee Evaluation Forms* and submit

recommendations for Committee of the Year to the President. The President compiles a summary report on the recommendations for presentation to the Board.

The Board reviews the summary report provided by the President and selects the Committee of the Year recipient(s).

11.5.5 Timeline

May 1: Committee Chairs submit the *Committee Evaluation Forms* to their Commissioners.

2 Weeks Prior to Transition Retreat: Commissioners submit Committee of the Year recommendations to the President

Transition Retreat: The President submits the summary report to the Board at the transition retreat in June.

The Board discusses and chooses the committee that is recognized as the Committee of the Year.

11.5.6 Recognition

The Committee and committee members are recognized at the Association conference. Each committee member receives a Certificate of Appreciation. A historical listing of the Committee of the Year is listed in the VASFAA Membership Directory and Policies and Procedures Manual. A plaque with the names(s) of the Committee of the Year is displayed at the board meetings and annual conferences. In addition, the committee is announced in the newsletter, *The VASFAA Voice*, following the conference.

See Appendix 11.5b for a listing of Committees of the Year.

11.6 President's Pin

11.6.1 Description

The President's Pin is presented to individuals who have served a full term as President of VASFAA or upon approval by the Board. Hand-engraved pins are forwarded each year from the outgoing Immediate Past-President to the incoming Immediate Past-President for safeguarding and to facilitate award presentation. Pins have been engraved through the year 2008-09. A casting model paid for in 1989 is retained indefinitely at:

Towne Silver and Goldsmith
Tyson's Corner Center
McLean, Virginia 22102
Telephone: 703-893-0340

11.6.2 Criteria for Selection

Service as President of VASFAA.

11.6.3 Presentation

When possible, the award is presented at the last meeting of the membership of the President's term by the Immediate Past President.

11.6.4 Format

The award consists of an attractive lapel pin of standard design as appears below, which identifies the wearer as a former VASFAA Past President.

11.7 Retirement Recognition

11.7.1 Description

This recognition is based on retirement from the financial aid profession.

11.7.2 Criteria for Selection

The person must have served a minimum of fifteen (15) years in a position in the financial aid profession and must be a Professional or Associate member of VASFAA at the time of retirement. The Board may approve Retirement Recognition for those with a shorter period in a financial aid position.

11.7.3 Nominations

Nominations should be submitted to the Chair of the Awards Committee. The Awards Committee determines if the nomination is appropriate for consideration by the Board of Directors. If so, the Board of Directors decides if the award is to be given to the nominee.

11.7.4 Solicitation

Solicitation is made through the newsletter *The VASFAA Voice*, sector meetings, the VASFAA Listserv, and the VASFAA web site (reference Appendices 11a and 11b for forms developed to assist the committee in performing this task).

11.7.5 Presentation

The recipient receives an engraved plaque at a time approved by the Board. An active VASFAA member, approved by the Board, may present the award to the recipient.

11.7.6 Format

The award is announced in the newsletter, *The VASFAA Voice*, and via the Listserv and on the VASFAA web page. The recipient receives an engraved plaque.

See Appendix 11.4b for a listing of Retirement Recognition recipients.

APPENDICES

Appendix 2.1a: Minutes of Organization Meeting

**MINUTES OF ORGANIZATION MEETING
OF
BOARD OF DIRECTORS
OF
VIRGINIA ASSOCIATION OF STUDENT FINANCIAL**

AID ADMINISTRATORS, INC.

The organization meeting of the Board of Directors of the above-captioned Corporation was held on the date, time and at the place set forth in the written Waiver of Notice signed by all the Directors, fixing such time and place, and prefixed to the minutes of this meeting.

There were present the following:

John D. McRae
Karen D. Koonce
Rita M. Bodie
Marvin L. Ragland, Jr.
W. Steve Stocks
H. S. Johnston

being all the members of the Board of Directors.

The meeting was called to order by John D. McRae. It was moved, seconded and unanimously carried, that

John D. McRae act as Temporary Chairman, and that
W. Steve Stocks act as Temporary Secretary.

The Chairman reported that the Articles of Incorporation were filed in the Office of the State Corporation Commission and that the incorporation was effective as of July 20, 1984. The Secretary was then instructed to insert the duplicate original of the Articles of Incorporation together with the Certificate of Incorporation in the corporate minute book.

The Secretary then presented a form of By-Laws governing the business affairs of the Corporation. After review, upon motion duly made, seconded and unanimously carried, it was

RESOLVED, that the form of By-Laws submitted to this meeting is, and it hereby is, approved and adopted as the By-Laws of this Corporation, and that the Secretary is hereby instructed to cause the same to be inserted in the corporate minute book immediately following the Articles of Incorporation and the Certificate of Incorporation.

The meeting then proceeded to the election of officers. Upon nomination duly made and seconded, the following were elected and qualified:

President: John D. McRae
Treasurer: Karen D. Koonce
Secretary: W. Steve Stocks

Upon motion duly made, seconded and unanimously passed, the standard form of resolution of Atlantic Permanent Federal Savings & Loan with respect to checking accounts at said Bank were adopted, and a copy thereof ordered to be filed with the minutes of this meeting. The proper officers were authorized and directed to file the necessary papers with said Bank, including the signature authorization card, with respect to said checking account.

Upon motion duly made, seconded and unanimously passed, the Corporation adopted a fiscal year beginning July 1 of each year.

The President then announced that the officers and agents of the Corporation had entered upon certain contractual relationships and taken other actions on behalf of and in the name of the Corporation, including financial guarantee for housing accommodations for the members of the Corporation for the fall meeting to be held in Fredericksburg, Virginia.

Upon motion made, seconded and unanimously carried, it was

RESOLVED that the Corporation does hereby ratify and confirm acts of its officers and agents done on its behalf and in its name prior to the date of this meeting, and does hereby adopt such acts as its own, including financial guarantee for housing accommodations for the members of the Corporation for the Fall meeting to be held in Fredericksburg, Virginia.

There being no further business to come before the meeting and a motion to adjourn having been duly made, seconded and unanimously carried, the President declared the meeting adjourned.

W. Steve Stocks, Secretary

Attest:

John D. McRae, Director

Karen D. Koonce, Director

Rita M. Bodie, Director

H. S. Johnston, Director

Marvin L. Ragland, Jr., Director

Special Note: The original, signed copy of the Minutes of Organizational Meeting is retained in archives as part of the Association's permanent records.

Appendix 2.1a: Minutes of Organization Meeting (Continued)

**WAIVER OF NOTICE OF ORGANIZATION MEETING
OF
BOARD OF DIRECTORS
OF
VIRGINIA ASSOCIATION OF STUDENT FINANCIAL
AID ADMINISTRATORS, INC.**

We, the undersigned, being all of the Directors of the Corporation, hereby agree and consent that the organization meeting of the Board of Directors of the Corporation be held on the date and time, and at the place designated hereunder, and do hereby waive all notice whatsoever of such meeting and of any adjournment or adjournments thereof.

We do further agree and consent that any and all lawful business may be transacted at such meeting, or at any adjournment or adjournments thereof, as may be deemed advisable by the Directors present thereat. Any business transacted at such meeting or at any adjournment or adjournments thereof, shall be as valid and legal and of the same force and effect as if such meeting or adjourned meeting were held after notice.

Place of Meeting: Roanoke College, Salem, Virginia

Date of Meeting: August 2, 1984

Time of Meeting: 10 o'clock A. M.

Date: August 2, 1984

John D. McRae, Director

Karen D. Koonce, Director

Rita M. Bodie, Director

Marvin L. Ragland, Jr., Director

W. Steve Stocks, Director

H. S. Johnston, Director

Special Note: The original, signed copy of the Waiver of Notice of Organization Meeting is retained in archives as part of the Association's permanent records.

Appendix 2.1b: By-Laws

**BY-LAWS OF THE VIRGINIA ASSOCIATION OF
STUDENT FINANCIAL AID ADMINISTRATORS
(Revision - Effective May 23, 2007)**

ARTICLE I - NAME

The name of this corporation is the Virginia Association of Student Financial Aid Administrators, Inc.

ARTICLE II - PRINCIPAL OFFICE

The principal office of the Association, a nonprofit corporation incorporated under the laws of the Commonwealth of Virginia, shall be in Richmond, Virginia.

ARTICLE III - PURPOSE

The purposes for which the corporation is organized, subject to the limitations of Article XV, hereof, are to:

- (a) Promote the professional competency and Association of student financial aid administrators in colleges, universities, proprietary institutions, governmental agencies, and foundations, and others associated with private and community organizations concerned with the support and administration of student financial aid programs.
- (b) Assist educational institutions, foundations, governmental agencies, and private and community organizations to promote and develop effective programs of student financial aid.
- (c) Facilitate communication between educational institutions and sponsors of student financial aid funds through an exchange of ideas, information, and experience.
- (d) Promote such systematic studies, cooperative experiments, conferences, and other related activities as may be desirable or required to fulfill the purpose of this Association.

ARTICLE IV - MEMBERSHIP

There shall be four (4) categories of members of the Association: Active, Life, Emeritus and Student.

Active - Persons employed as practicing financial aid administrators in post-secondary institutions which are located and conducting business in the Commonwealth of Virginia. Persons employed by governmental agencies, lending institutions, guarantors, and servicers/secondary markets which is located and/or conducting business in the Commonwealth of Virginia and which are concerned with the support and/or administration of student financial aid programs. Persons who are involved with the administration of student financial aid, such as, but not limited to, individuals employed by foundations, the secondary school system (public and private), community or civic organizations, agencies and programs, and post-secondary personnel, other than practicing financial aid administrators, and/or conducting business in the Commonwealth of Virginia and which are concerned with the support and/or administration of student financial aid programs.

Life - All those deemed by the Board of Directors as having rendered truly outstanding service to the Association or the profession. Life members who also meet the definition of an active member are eligible to vote without paying annual member dues.

Emeritus - Persons who are former Active members and are no longer eligible for those membership categories but want to maintain a relationship with the Association. These persons would receive VASFAA mailings, but would not be considered "active" members.

Student - Persons who are enrolled full time in an institution of higher education.

All members are those, including membership of individuals not specifically identified by the above categories, approved by

the Board of Directors who has paid the annual dues in accordance with the amount and regulations of dues payment as established by the Board of Directors. Membership is individual rather than institutional and is not transferable. A change in employment may affect one's membership category and its privileges. Members with full voting privileges are Active.

ARTICLE V - FINANCE

The fiscal year of the Association shall be from July 1 to June 30. Income shall be derived from sources approved by the Board of Directors. Dues shall be assessed and collected in amounts and in such manner as may be prescribed by the Board of Directors. The fiscal records of the Association shall be audited at the conclusion of each of the Association's fiscal years in a manner prescribed by the Board of Directors.

ARTICLE VI - OFFICERS

The elected officers of the Association shall be the President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Immediate Past President, and Representative(s)-at-Large. The President, President-Elect, Treasurer, and Treasurer-Elect will serve for a period of one year. The Secretary, and Representative(s)-at-Large will serve for a period of two years. All terms will coincide with the Association's fiscal year as defined in Article V.

The President-Elect, Treasurer, Treasurer-Elect, Secretary, and Representative(s)-at-Large shall be elected by a majority vote of the total votes cast by the active membership.

There shall be four (4) Representatives-at-Large officers of the Association. A Representative-at-Large Officer shall not serve in consecutive two-year terms. Notwithstanding, a member elected to fill a vacant Representative-at-Large officer position that has less than a full two-year term of service remaining, may be eligible for nomination and re-election to a regular two year term immediately following the end of the non-standard term served. There will be no limit on the number of non-consecutive two-year terms a member can serve.

Upon the completion of the term as President-Elect, that individual shall become President of the Association until a successor President-Elect assumes office as President. Upon completion of the term of the President, he or she shall become Immediate Past President and shall serve until a successor is named. Upon completion of the term as Treasurer-Elect, that individual shall become Treasurer of the Association until a successor Treasurer-Elect assumes office as Treasurer.

In the event of a vacancy in the office of the President, the President-Elect shall assume the duties of the President without prejudice to his/her term of office. In the event of a vacancy in the office of Treasurer, the Treasurer-Elect shall assume the duties of the Treasurer without prejudice to his or her term of office. In the event of a vacancy in the office of Treasurer-Elect, Secretary or Representative-at-Large, the President shall appoint a replacement, with approval of the Board of Directors, whose term will end with the end of the current fiscal year. In the event of a vacancy in the office of President-Elect, it shall be filled by the method of the original selection. Once elected, an officer may serve for the duration of his or her term so long as his or her membership classification continues to meet the requirements of an elected officer, as specified in Article XI.

ARTICLE VII - DUTIES OF OFFICERS

The duties of the elected officers are as follows:

President - The President shall preside at all meetings of the Association, shall serve as Chairman of the Board of Directors, shall appoint all chairmen with the approval of the Board of Directors, and shall be a member ex-officio of all committees. He or she shall submit a written annual report to the Association. The President must maintain his or her status as specified in Article XI.

President-Elect - The President-Elect shall perform all the duties of the President in his or her absence, or at his or her request, and shall perform such duties as may be required by the Association.

Immediate Past President - The Immediate Past President shall serve as an active member of the Board of Directors, and as Parliamentarian of the Association.

Secretary - The Secretary shall be responsible for maintaining and providing the official minutes and records of the Board of Directors, shall notify the members of any regularly scheduled meetings, shall keep a current and accurate list of members of the Association, shall provide the minutes of any business meeting, and shall, in general, perform all the duties incident to his or her office as the Association may require. He or she shall keep and update the Policies and Procedures. Upon the completion of a term of office, he or she shall turn over to his or her successor within thirty (30) days after the close of the fiscal year all the Association's secretarial records.

Treasurer - The Treasurer shall be responsible for receiving and disbursing all monies of the Association under policies approved by the Board of Directors and shall keep adequate and appropriate records of such receipts and disbursements; shall deposit all monies, checks and other credits to the account of the Association in a financial institution(s) approved by the Board of Directors, whose deposited funds are insured by the appropriate governmental agency, shall sign all receipts and vouchers for payments made to the Association; shall sign all checks for payment made by the Association; shall submit to the membership statements concerning dues; shall, on receipt of dues from approved members, issue receipts and/or membership cards; must be bonded at the expense of the Association, the amount to be determined by the Board of Directors; shall submit an estimated budget to the Board of Directors; shall submit an audited annual report to the Association; and shall, in general, perform all the duties of this office required by the Association. He or she shall turn over to his or her successor all financial records of the Association in good order within sixty (60) days after the close of the fiscal year.

Treasurer-Elect – The duties and responsibilities for the office of Treasurer-Elect may be the same as those specified for the office of Treasurer in the preceding paragraph.

Representative-at-Large - The Representative-at-Large shall become fully acquainted with the needs and concerns of the membership and communicate those to the Board of Directors. Special assignments and duties may be required as directed by the President. The Representative-at-Large shall not be assumed to be representing any particular Association constituency.

ARTICLES VIII - BOARD OF DIRECTORS

The administrative responsibility of the Association shall be vested in a Board of Directors. The Board of Directors shall function as an Executive Board of the Association and shall consist of the President, President-Elect, Immediate Past President, Secretary, Treasurer, Treasurer-Elect, and Representative(s)-at-Large.

The Board of Directors, in the management of business, property and assets of the Association, shall be vested with all powers possessed by the Association itself, including the power to appoint and remunerate agents and employees, insofar as such delegation of authority is not inconsistent with or repugnant to the laws of the Commonwealth of Virginia or any other laws, the Articles of Incorporation of the Association, or these By-Laws.

The required quorum of a Board of Directors meeting shall be two-thirds (2/3) of the current membership of the Board.

ARTICLE IX - COMMITTEES AND COMMISSIONERS

The President shall establish committees as he or she deems necessary to conduct the activities of the Association. All committee chairs, commissioners and other appointees shall be selected by the President, and approved by the Board of Directors. All committee members shall be selected by the committee chair.

ARTICLE X - MEETINGS

The President shall call at least one business meeting of the membership annually. All business meetings shall be held within the Commonwealth of Virginia. All business meetings shall be announced in writing to all members at least thirty (30) days in advance.

Any members of the Board of Directors or any committee designated by such Board may participate in a meeting of the Board of Directors or committee by means of telephone conference or similar communications equipment by which all persons participating in the meeting can communicate with each other. Such participating shall constitute presence in person at the meeting.

Any meeting of the Board of Directors may take place using any acceptable means of technology as they pertain to the holding of said meeting i.e., members in attendance, quorums met, etc.

Acceptable means of technology for the purposes of being present at a meeting may include but is not limited to any medium currently acceptable in the workplace such as telephone conference calls, audio or video conferences, electronic mail, facsimile transmissions, and interactive video. The use of any means of technology to conduct the business of the organization shall be at the discretion of the President.

ARTICLE XI - NOMINATIONS AND ELECTIONS; VOTING

President must be a voting member in good standing. The Secretary, Treasurer, Treasurer-Elect and Representative(s)-at-Large must be Active members of the association as specified in Article IV.

Nominations of officers must be approved by the Board of Directors of the Association. Elections must be conducted by June 1 of the fiscal year preceding the beginning of the term of office.

A vote of Active membership is required for all elected officers, amendments to the By-Laws of the Association, dissolution or final liquidation of the Association, and as otherwise deemed appropriate by the Board of Directors. Unless otherwise specified, a majority vote is required to approve action of any vote of the Association.

ARTICLE XII - CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

The Board of Directors may authorize any officer or officers of the Association to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association and such authority may be general or confined to specific instances.

All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by an officer or officers and in the manner determined by resolution of the Board of Directors. In the absence of such determination, such instruments shall be signed by the Treasurer or by the President.

All funds of the Association shall be deposited to the credit of the Association in banks, trust companies, or other depositories approved by the Board of Directors. All financial institutions where Association funds are deposited are to be insured by an appropriate governmental agency.

The Board of Directors may accept on behalf of the Association any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the Association.

ARTICLE XIII - DISSOLUTION OR FINAL LIQUIDATION

Dissolution or final liquidation of the Association shall take place upon vote of the Active in Article XI. An official audit of Association financial records shall be required within thirty (30) days of this action.

Upon acceptance of the audit by the Board of Directors, all outstanding liabilities will be paid and any remaining assets will be distributed to one or more of the categories of recipients listed in Article X of the Association's Articles of Incorporation.

ARTICLE XIV - SHARES OF STOCK, DIVIDENDS, AND CERTAIN LOANS PROHIBITED

The Association shall not authorize or issue shares of stock, and shall not obtain any dividends nor make loans to any of its members, officers, agents, or employees.

ARTICLE XV - LIMITATION OF ACTIVITIES

The Association shall not be operated for profit (except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purpose as set forth in Article III, hereof). The Association shall not directly or indirectly participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any provisions in these By-Laws or in the Association's Articles of Incorporation, the Association shall not carry on any activities not permitted to be carried on by an organization exempt from federal income taxation under Section 501(a) of the Internal Revenue Code of 1954 as an organization described in Code Section 501(c)(6), (or

corresponding provisions of any future United States internal revenue laws). No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, except that the corporation may elect to have provisions of Section 501(h) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law) apply with respect to such activities.

ARTICLE XVI - PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Roberts' Rules of Order shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with the Articles of Incorporation, these By-Laws, and special rules of order the Association may adopt.

ARTICLE XVII - AMENDMENTS OF BY-LAWS

These By-Laws may be amended or revised upon the recommendation of the Board of Directors and a majority vote of the votes cast by those Active members present and voting at any business meeting and/or by those Active members returning ballots within thirty (30) days of the mailing date of votes taken by mail. Active members must be notified in writing of proposed amendments thirty (30) days in advance of voting at any business meeting.

ARTICLE XVIII – NONDISCRIMINATION BY-LAW

The Virginia Association of Student Financial Aid Administrators (VASFAA) views its membership to be an important asset to the community and to the Commonwealth of Virginia. In respecting the individuality of each member, we are committed to maintaining an inclusive environment at association functions. It is important to VASFAA that its members participate in activities free from all forms of discrimination and harassment on the basis of race, sex, gender identity, gender expression, color, religion, creed, national or ethnic origin, ancestry, age, marital status, sexual orientation, disability, veteran status, and socioeconomic status.

Appendix 2.1c: Articles of Incorporation

**ARTICLES OF INCORPORATION
VIRGINIA ASSOCIATION
OF
STUDENT FINANCIAL AID ADMINISTRATORS, INC
(A VIRGINIA NON-STOCK CORPORATION)
(Adopted January 31, 1985 and Last Amended January 1, 1993)**

We hereby associate to form a non-stock corporation under the provisions of Chapter 2 of Title 13.1 of the Code of Virginia, and to that end set forth the following.

ARTICLE I

The name of this corporation is the Virginia Association of Student Financial Aid Administrators, Inc. (herein referred to as "the Corporation").

ARTICLE II

The Corporation shall have perpetual duration.

ARTICLE III

This corporation is organized for the following purposes:

- A. Promote the professional preparation, effectiveness, and Association of student financial aid administrators in colleges, universities, proprietary institutions, governmental agencies, and foundations, and other associated with private and community organizations concerned with the support and administration of student aid programs.
- B. Assist educational institutions, foundations, governmental agencies, and private and community organizations to promote and develop effective programs of student financial aid.
- C. Facilitate communication between educational institutions and sponsors of student aid funds through an exchange of ideas, information, and experience.
- D. Promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or required to fulfill the above-stated purposes.
- E. The Corporation shall have the power to do any and all lawful acts and things which may be necessary, useful, suitable or proper for the furtherance or accomplishment of the purposes and powers of the Corporation, and shall exercise all power's possessed by Virginia Corporations of similar character, including the power to own, lease, contract for the purchase and sale of, and to mortgage or otherwise encumber, real and personal property.

ARTICLE IV

Membership in the Corporation shall consist of persons employed by colleges, universities, proprietary institutions, governmental agencies, and foundations, or associated with private and community organizations which are located and/or conduct business in the Commonwealth of Virginia and which are concerned with the support and/or administration of student financial aid programs. Qualifications for membership and voting privileges shall be determined by the Board of Directors in accordance with the By-Laws.

ARTICLE V

The Corporation shall not be operated for profit (except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes as

herein above stated), and no part of the net earnings of the Corporation is organized as an exempt organization under Section 501(c) (3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on by a Corporation exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, or cognate sections thereof.

ARTICLE VI

The affairs of the Corporation shall be managed by a Board of Directors.

(a) The number of directors of the Corporation shall be no less than five (5), but may be increased or decreased from time to time by amendment to the By-Laws.

(b) The elected officers of the Association shall be the President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Immediate Past President, and Representative(s)-at-Large. The President, President-Elect, Immediate Past President, Treasurer, and Treasurer-Elect will serve for a period of one year. The Secretary and Representative(s)-at-Large will serve for a period of two years. The President-Elect, Treasurer, Treasurer-Elect, Secretary, and Representative(s)-at-Large shall be elected by a majority vote of the total votes cast by the active membership.

ARTICLE VII

Private property of the directors, officers and members of this Corporation shall be forever exempted from all corporate debts and liabilities according to the provisions set forth herein.

(a) The Corporation shall indemnify any person who was or is a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (including any action of suit by or in the right of the Corporation to procure a judgment in its favor) by reason of the fact that he or she was a director or officer of the Corporation, against judgments, fines, amounts paid in settlement and expenses (including attorney's fees) actually and reasonably incurred by him or her in connection with such action, suit or proceeding except only in relation to any claim, issue or matter as to which such person shall have been finally adjudged to be liable for his or her gross negligence or willful misconduct. Each such indemnity shall inure to the benefit of the heirs, executors and administrators of such person.

(b) Any indemnity under subsection (a) above shall (unless authorized by a court) be made by the Corporation only as authorized in the specific case upon a determination that the director or officer was not guilty of gross negligence or willful misconduct in the performance of his or her duty and, in the case of a settlement, that such settlement was, or if still to be made, is consistent with such indemnity and the best interests of the Corporation. Such determination shall be made (i) by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit or proceeding, or (ii) if such quorum is not obtainable, or, even if obtainable, a quorum of disinterested directors so directs, by independent legal counsel in a written opinion.

If the determination is to be made by the Board of Directors, it may rely, as to all questions of law, on the advice of independent counsel.

(c) Expenses incurred in defending an action, suit or proceeding, whether civil, administrative or investigative, may be paid for by the Corporation in advance of the final disposition of such action, suit or proceeding as authorized by vote of the persons provided in subsection (f) of this section, upon receipt of any undertaking by or on behalf of the director or officer to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation as authorized by this section.

(d) The right of indemnification provided by this section shall not be exclusive of any other rights to which any director or officer may be entitled, including any right under policies of insurance that may be purchased and maintained by the Corporation or others, even as to claims, issues or matters in relation to which the Corporation would not have the power to indemnify such director or officer under the provision of this section.

(e) The Corporation may purchase and maintain at its sole expense insurance against all liabilities or losses it may sustain in consequence of the indemnification provided for in this section, in such amounts and on such terms and conditions as the Board of Directors may deem reasonable.

ARTICLE VIII

The initial registered office of the Corporation is to be located at 104 Wadsworth Street, Radford, Virginia 24141, and mailing address at Post Office Box 826, Radford, Virginia 24141. The name of the City in which the initial registered office is located is Radford, Virginia. The name of the registered agent is John D. Buck, a member of the Virginia State Bar, whose business office is the same as the registered office of the Corporation.

ARTICLE IX

The names and addresses of incorporators are:

H. S. Johnston
1901 Ninth Street
Radford, Virginia 24141

John D. McRae
1509 Terrace Road, SW
Roanoke, VA 24015

ARTICLE X

On dissolution or final liquidation of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all lawful debts and liabilities of the Corporation, distribute all of the assets of the Corporation to a non-profit organization which may have been created to succeed the Corporation for a non-profit organization or organizations having similar aims and objectives as the Corporation and which may be selected as an appropriate recipient of such assets, as long as such organizations shall act as an exempt organization pursuant to the Internal Revenue Code. In the event that for any reason upon the dissolution of the Corporation, the Board of Directors of the Corporation shall fail to act in the manner herein provided within a reasonable time, the Judge of the Circuit Court of the City where the Corporation has its principal office shall make such distribution as herein provided upon the petition of one or more persons.

IN WITNESS WHEREOF, the undersigned executes these Articles of Incorporation this sixth day of July, 1984.

H. S. Johnston, Incorporator

John D. McRae, Incorporator

Special Note: The original, signed copy of the Articles of Incorporation is retained in the archives as part of the Association's permanent records.

Appendix 2.3: Conference and Annual Business Meeting Listing

Fall Conferences

May 10, 1968 Charlottesville

November 18, 1968 Charlottesville

September 10, 1969 Richmond (Special Meeting)

October 14-15, 1970 Charlottesville

October 7-8, 1971 Charlottesville

October 9-11, 1972 Charlottesville

Fall 1973 Charlottesville

Fall 1974 Charlottesville

September 17-18, 1975 Richmond

September 22-23, 1976 Richmond (*10th Anniversary*)

September 27-29, 1977 Charlottesville

September 26-28, 1978 Charlottesville

September 25-27, 1979 Charlottesville

September 24-26, 1980 Charlottesville

October 8-10, 1981 Springfield (*15th Anniversary*)

October 6-8, 1982 Wintergreen

September 28-30, 1983 Charlottesville

September 24-27, 1984 Fredericksburg

September 24-26, 1985 Roanoke

Sept. 29-October 1, 1986 Richmond

October 11-14, 1987 Fairfax (*20th Anniversary*)

October 23-26, 1988 Roanoke

October 22-25, 1989 Fredericksburg

October 21-24, 1990 Wintergreen

November 3-6, 1991 Williamsburg

October 25-28, 1992 Roanoke (*25th Anniversary*)

Spring Conferences

May 5, 1969 Fredericksburg

April 15-16, 1971 Lynchburg

April 12-13, 1972 Roanoke

May 10-11, 1973 Richmond

May 9-10, 1974 Virginia Beach

May 8-9, 1975 Fredericksburg

May 6, 1976 Virginia Beach

May 11-12, 1977 Staunton

May 11-12, 1978 Fredericksburg

April 30-May 2, 1979 Virginia Beach

April 30-May 2, 1980 Bryce Mountain

April 29-May 1, 1981 Hampton

April 20-22, 1982 Roanoke

April 13-15, 1983 Williamsburg

April 24-27, 1984 Lynchburg

April 24-26, 1985 Virginia Beach

April 28-30, 1986 Wintergreen

April 6-8, 1987 Williamsburg

April 17-20, 1988 Charlottesville

April 30-May 3, 1989 Virginia Beach

April 22-25, 1990 Richmond

April 29-May 1, 1991 Virginia Beach

April 26-29, 1992 Virginia Beach

April 25-28, 1993 Virginia Beach

Oct. 31-Nov. 3, 1993 Richmond	May 1-4, 1994 Virginia Beach
October 23-26, 1994 Charlottesville	April 30-May 3, 1995 Virginia Beach
Oct. 29-Nov. 1, 1995 Tyson's Corner	May 5-8, 1996 Norfolk
November 10-13, 1996 Charlottesville	May 4-7, 1997 Virginia Beach
October 12-15, 1997 Roanoke (<i>30th Anniversary</i>)	April 19-22, 1998 Williamsburg
October 25-28, 1998 Richmond	April 25-28, 1999 Virginia Beach
October 10-13, 1999 Charlottesville	May 7-10, 2000 Virginia Beach
October 15-18, 2000 Roanoke	May 6-9, 2001 Virginia Beach (Ramada Oceanfront)
October 14-17, 2001 Richmond (Sheraton Richmond West)	April 21-24, 2002 Norfolk (Waterside Marriott)
November 13-15, 2002 Roanoke (<i>35th Anniversary</i>) (Hotel Roanoke)	May 11-14, 2003 Virginia Beach (Ramada Oceanfront)
October 12-15, 2003 Richmond (Downtown Marriott)	May 2-5, 2004 Virginia Beach (Founders Inn)

Annual Conferences

May 22-25, 2005 Virginia Beach (Hilton Oceanfront Resort)

May 22-25, 2005 Virginia Beach (Hilton Oceanfront Resort)

May 20-23, 2007 Virginia Beach (Hilton Oceanfront Resort)

May 19-21, 2008 Newport News (Marriot City Center)

April 25-29, 2009 Roanoke (Hotel Roanoke and Conference Center)

May 23-26, 2010 Hampton (Embassy Suites)

May 18-20, 2011 Richmond (The Westin)

May 20-23, 2012 Norfolk (Waterside Sheraton)

May 13-15, 2013 Hampton (Embassy Suites)

May 19-21, 2014 Richmond (The Omni)

May 3-6, 2015 Norfolk (Waterside Marriott)

May 22-24, 2016 Williamsburg (KingsMill Resort)

April 23-26, 2017 Virginia Beach (Hilton)

April 29-May 2, 2018 Norfolk (Hilton Main)

May 5-8, 2019 Norfolk (Hilton Main)

Appendix 2.4: VASFAA Presidents Listing

1968-1970 Thomas Langston Lynchburg College
1970 Fred Scott Hampton Institute
1970-1972 Pricilla M. Light Randolph-Macon Women's College
1972-1993 Jim N. Humphreys Clinch Valley College
1973-1974 E. A. (Duke) Eldridge University of Virginia
1974-1975 Gary Groneweg Longwood College
1975-1976 Allen Fredd University of Richmond
1976-1977 H.S. (Buddy) Johnston Radford University
1977-1978 Alvin Lomax Norfolk State University
1978-1979 William Miller Old Dominion University
1979-1980 Ron Ballance Electronic Computer Programming Institute
1980-1981 Sue D. Ross Hollins College
1981-1982 Wayne T. Garvin Old Dominion University
1982-1983 Marie A. Bennett Northern Virginia Community College
1983-1984 Rita M. Bodie George Mason University
1984-1985 John D. McRae Roanoke College
1985-1986 Marvin R. Ragland Longwood College
1986-1987 W. Steve Stocks Virginia Wesleyan College
1987-1988 Karen Koonce Tidewater Community College
1988-1989 Charles ("Bud") Kinder Virginia Commonwealth University
1989-1990 Mary Neal Randolph-Macon College
1990-1991 Marvin Hensley (7/90-3/91) Old Dominion University
Carol A. Mowbray (3/91-6/91) Marymount University
1991-1992 Carol A. Mowbray Marymount University
Northern Virginia Community College
1992-1993 Roderick B. Moore Southwest Virginia Community College
1993-1994 Helga Greenfield Old Dominion University
1994-1995 Sidney P. Dugas Christopher Newport University
1995-1996 Michael W. Barree Virginia Commonwealth University
1996-1997 Lisa L. Tumer Longwood College
1997-1998 Estherine J. Harding Norfolk State University
1998-1999 Guy F. Gibbs Northern Virginia Community College
1999-2000 Zita Barree J. Sargeant Reynolds Community College
2000-2001 Nancy Roberts Virginia Intermont College
2001-2002 Tim Freeman Hampton Roads School of Technology
2002-2003 Barry Simmons Virginia Polytechnic Institute
2003-2004 Sherwin Hibbets Regent University
2004-2005 Tom Morehouse Thomas Nelson Community College
2005-2006 Brad Barnett James Madison University
2006-2007 Erik Melis George Mason University
2007-2008 Patricia Kelly College of William and Mary
2008-2009 Brenda Burke Virginia Commonwealth University
2009-2010 Sheila Nelson- Hensley Bluefield College
2010-2011 Heather Hollandsworth Ferrum College
2011-2012 Melissa Barnes Norfolk State University
2012-2013 Margaret Murphy Eastern Virginia Medical School
2013-2014 Ashley Reich Liberty University
2014-2015 Tarik Boyd ECPI, Virginia Beach
2015-2016 Michael Farris Central Virginia Community College
2016-2017 Chad Sartini Virginia Western Community College
2017-2018 Biz Daniel Great Lakes Higher Education Corp.
2018-2019 Joan Zanders Northern Virginia Community College
2019-2020 Brad Scaggs Virginia Polytechnic Institute

Appendix 3.1.1: VASFAA Financial Aid Leadership Development

VASFAA Leadership Nomination Form

This form is to be submitted to the Board. Board members are responsible for submitting a Board of Directors Nomination Form for each candidate being considered for sponsored attendance at a leadership event.

Board of Directors Member: _____

VASFAA Member Being Nominated: _____

Name of Suggested Leadership Event: _____

Date of the Suggested Leadership Event: _____

Is the nominee currently employed in a post-secondary institution, public or private located within the Commonwealth of Virginia? Yes No

Position: _____

Employer: _____

Is the nominee a paid VASFAA member in good standing? Yes No

Explain what leadership potential you see this person having for VASFAA (e.g. Committee Chair, Board of Directors member, etc.): _____

What leadership qualities do you see in this individual? _____

Please provide a summary of why you are nominating this individual: _____

Appendix 3.3: Sector Interest Forms

SECTOR INTERESTS

The sector leaders request your input in advance of our next Conference. They would like to know of any issues or concerns that you may have. This form should be completed and returned to me at the address and by the date indicated below. This should expedite and enhance our sector meetings.

GROUP TYPE

- Four-year public Private Career
 Four-year private Lenders/Agencies
 Two-Year Public Health Professions/ Graduate Schools
 Secondary Schools

Issue: (attach extra sheets if necessary)

1. Related in particular to your sector:

2. Related to VASFAA as an association:

3. On the state scene:

4. On the federal scene:

5. Other:

Return this form to:

Return By:

(Appendix 3.3 Continued)

VASFAA SECTOR MEETING

DATE

SECTOR TYPE _____

COORDINATOR _____

Briefly state problem/concern/statement

Please state action you would like the VASFAA Executive Board to take (e.g., write letter, research, bring before the membership).

Appendix 5.2a: Sample President's Report

The Annual Report summarizes the entire year for the membership – this report gives a good idea of topics to cover, but it is a report to the Executive Board at a Fall Meeting.

President's Report **VASFAA Executive Board** **[Date]**

[Welcome and Introduction]

Below are updates on those areas that I believe will be of most interest to you:

SASF AA News

[Conference]

[Special Events]

[Insert Text]

[Conference]

[Special Events]

[Insert Text].

VASF AA

[Special Events or Features]

[Committee Reports/Summary]

[Insert Text]

•

[Closing and Thank You Statement]

[Name], VASF AA President [Term]

Date

Appendix 5.2b: Sample Minutes

MINUTES
VASFAA
BOARD OF DIRECTORS
[Meeting Name]
[Date]
[Location]

Members Present: [List Names]

Guests Present: [List Names]

[Confirmation of Quorum Statement]

President Guy Gibbs called the meeting to order on April 25, 1999 at 9:05 a.m. President Gibbs welcomed the Board and guests to the Spring Conference.

The Board reviewed the agenda. **Motion was made by Paul Martin and seconded by Christy Scott to approve the agenda.** *Motion was carried by acclamation.* (Attachment A)

Corrections were made to the Winter Board Meeting minutes. **Motion was made by Melissa Ellyson and seconded by Christy Scott to approve the minutes as corrected.** *The motion was carried by acclamation.*

PRESIDENT'S REPORT: Guy Gibbs

President Gibbs presented his Annual Board report. (Attachment B) President Gibbs reviewed the committee evaluations with the Board and discussed the procedures for electing the Committee of the Year. He also reminded the Board of the New Members Breakfast on Tuesday morning and asked that all Board members make an effort to attend this function.

President Gibbs informed the Board that the NASFAA Carnival of Learning project for this year is requesting T-Shirts from Virginia Schools for the children. Several Board members indicated that they would donate a T-shirt from their college for this cause.

President Gibbs reminded the Board that there would be an appreciation breakfast for Board members and Committee Chairs for the 1998-99 year on Tuesday morning.

Motion was made by Tom Morehouse and seconded by Zita Barree to designate the new Educational Foundation Award as the H.S. Johnston Grant, lovingly referred to as the "Buddy Award". *Motion carried by acclamation.*

Zita Barree discussed changing the VASFAA Logo for 1999-2000. She and Melissa Ellyson presented several samples to the Board. The Board was asked to review the proposed changes and to be ready to make a decision at the Tuesday Board Meeting.

SECRETARY'S REPORT: Nancy Roberts

It was reported by the Secretary that copies of all minutes had been given to the Archives for storage.

Secretary Roberts presented the annual report for the photographer. (Attachment C) Liz Vikmanis has been very active in providing services to the association by taking photos and being available to work any functions that were in need of publicity. She requested input from the Board as to whether to contact NASFAA for submitting photos to the NASFAA Newsletter for publication. The Board discussed the request and decided to not contact NASFAA.

The meeting recessed at 10:30 a.m.

The meeting reconvened at 10:45 a.m.

TREASURER'S REPORT: Thomas Morehouse, III

Treasurer Morehouse showing that the financial condition of VASFAA is in extremely good condition gave an itemized annual report. (Attachment D)

IMMEDIATE PAST PRESIDENT'S REPORT: Estherine Harding

Immediate Past-President Harding reported on the plaques to be presented at the Spring Conference opening luncheon and gave her annual report. (Attachment E)

BY-LAWS:

The By-Laws Committee had no action during this year.

NOMINATIONS:

Past President Harding presented the following slate of candidates to the Board for election for the 1999-2000 year.

President-Elect: Sherwin Hibbets
Nancy Roberts

Secretary: Sharon Clough
Melissa Ellyson

Representative-at-Large: Joanne Carreras
Jevita deFreitas
Elizabeth ("Biz") Daniel
Robert Parker
Leslie Thomas
Timothy Wolfe

These candidates will be presented to the membership and will give their speech during the Spring Conference luncheon on Monday.

LENDER LIAISON:

Due to a conflict in conferences, Elizabeth "Biz" Daniel was unable to attend the Spring VASFAA Conference and did not provide a report.

SCHEV LIAISON:

Lee Andes was present and presented a SCHEV Update to the Board. (Attachment F)

INFORMATION SERVICES: Melissa Ellyson, Representative-at-Large

Commissioner Ellyson presented annual reports from her committees to the Board. (Attachment G).

The meeting recessed for lunch at 11:40 p.m.

The meeting reconvened at 1:30 p.m.

PRESIDENT ELECT'S REPORT - Zita Barree

President-Elect Zita Barree submitted her report to the Board. Attachment H)

Sherwin Hibbets, Committee Chair for the Strategic Planning Committee presented the proposal for approval.

Motion was made by Zita Barree and seconded by Christy Scott to adopt the 1999-2004 Strategic Planning Committee proposals. Motion was carried by acclamation.

SECTOR COORDINATION:

President-Elect Barree reported the sector coordinators for the Spring Conference.

SITE SELECTION:

President-Elect Barree reported that the site selections for 1999-2000 were on target for the New Year.

BOARD PLANNING RETREAT FOR 1999:

President-Elect Barree announced that the Board Planning Retreat would be held at the Peaks of Otter Lodge in Bedford, Virginia, June 21-23, 1999. She announced there were meetings set prior to the retreat to accomplish pre-planning activities for 1999-2000.

VASF AA WEBSITE:

President-Elect Barree announced that she was working with Robert Dennis and Virginia Networks in developing a website for VASF AA.

PROFESSIONAL DEVELOPMENT: Christy Scott - Representative-at-Large

Commissioner Scott presented her annual report for Professional Development to the Board. (Attachment I)

ORGANIZATIONAL SERVICES: Paul Martin, Representative-at-Large

Commissioner Martin presented his report to the Board. (Attachment J)

Buddy Johnston, Chair of the Budget and Finance Committee presented a follow-up to the Budget and Finance Report and talked about the creation of the Educational Foundation Award. The check will be presented to the membership during the Wednesday session.

PROFESSIONAL SERVICES: Tim Freeman - Representative-at-Large

Commissioner Freeman presented the report to the Board for the Professional Services Commission. (Attachment K)

OLD BUSINESS:

There was no old business to be brought before the Board.

NEW BUSINESS:

President-Elect Zita Barree reminded the Board that volunteer forms are included in the Registration Packets and to encourage members to complete these and return to her.

President-Elect Barree expressed her appreciation to the Board for their work and support through this year.

Motion was made by Tom Morehouse and seconded by Melissa Ellyson to recess until the scheduled Tuesday Board Meeting.

The meeting recessed at 2:40 p.m.

The meeting reconvened at 12:35 p.m., Tuesday, April 27, 1999.

President Gibbs announced the winner of the *Best Booth Award*, which was ECMC.

President-Elect Zita Barree reported on issues and concerns from the Sector Reports. There was no action to be taken by the Board.

The proposed logo was presented to the Board for 1999-2000. The Board discussed several samples presented by President-Elect Barree and Melissa Ellyson. The Board selected a new logo for VASFAA beginning with the 1999-2000 year.

Immediate Past-President presented the Election Results to the Board for the 1999-2000 year.

The results are as follows:

President-Elect: Nancy Roberts

Secretary: Melissa Ellyson

Representative-at-Large: Paul Martin

Tim Wolfe

Elizabeth Daniel

Leslie Thomas

There being no further business, **a motion was made by Tom Morehouse and seconded by Nancy Roberts to adjourn.**

Motion carried by acclamation.

The meeting adjourned at 1:25 p.m.

(Appendix 5.3 Continued)

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

(Add additional objectives and status reports as needed)

Committee:

Commissioner/Board Position:

Year (e.g., 2008-09):

Committee Members:

Standard Goal 1:

Objective 1 (*HOW the committee plans to achieve the stated goal*):

Status Reports of Objective 1 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date:

Report:

Date:

Report:

Date:

Report:

Objective 2 (*HOW the committee plans to achieve the stated goal*):

Status Reports of Objective 2 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date:

Report:

Date:

Report:

Date:

Report:

Standard Goal 2:

Objective 1 (*HOW the committee plans to achieve the stated goal*):

Status Reports of Objective 1 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date:

Report:

Date:
Report:

Date: **Report:**

Objective 2 (*HOW the committee plans to achieve the stated goal*):

Status Reports of Objective 2 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Report:	Date:
Date:	Report:
Date:	Report:

Standard Goal 3:

Objective 1 (*HOW the committee plans to achieve the stated goal*):

Status Reports of Objective 1 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date:
Report:

Date:
Report:

Objective 2 (*HOW the committee plans to achieve the stated goal*):

Status Reports of Objective 2 (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

Date:

Report:

(Appendix 5.3: Continued)

BUDGET

Item (*Broad general categories*) **Cost**

Board Approved Amount: \$

Date:

(Use separate sheet, if necessary)

VASFAA PLANNING RETREAT

Lunch: 12:00 Noon

AGENDA

I. Call to Order 1:00 p.m. President

II. Approval of Agenda President

III. President's Report President

IV. Secretary's Report Secretary
Approval of Minutes of previous meeting

V. Treasurer's Report Treasurer
Report on budget and audit

VI. Discussion of goals, directions for (new year)

VII. Commission Breakouts

Commissioners and Committee Chairs establish goals, strategies and budget requests.

VIII. Commissioners' presentation and discussion of goal, strategies and budget requests.

A. Organizational Commission Immediate Past President

1. Bylaws
2. Nominations/Elections
3. Awards - Service, Excellence, Life
4. Archives Archivist

B. Planning Commission President-Elect

1. Site Selection (succeeding year)
 2. Sector Coordinator
 3. Membership Relations
-

(Appendix 5.3 Continued)

C. Treasurer

1. Budget and Finance Committee
2. Sue Ross Endowment Fund

D. Federal/State Relations Commission Commissioner

1. Federal Legislative Relations
2. Federal Regulatory Relations
3. Lender/School Issues
4. State Relations
5. Strategic View

E. Professional Development Commission Commissioner

1. Training
 Drive-In Training Coordinator
2. Vendor/Sponsor
3. Conference
4. Calendar Coordinator

F. Professional Services Commission Commissioner

1. Journal
2. Newsletter editor
3. Awareness
4. Automated Services
5. Secondary School Relations
6. Ethnic Minority Relations

G. Special Appointee

1. Research

IX. Unfinished Business

X. New Business

1. Adjust 1991-92 Goals and Budget
 2. Review Annual Calendar
 3. Consider gift for Alumni House, Longwood College

XI. Closing Remarks and Adjournment

Liaisons from SCHEV and VSAA will join us during the Retreat.

(Appendix 5.3 Continued)

BOARD CONTINUITY STATEMENT

It was moved by _____ that the Board of Directors for 20__ -
(President-Elect)
approve all the business of the same body at the _____ VASFAA Planning
(Dates)
Retreat at _____ as the official business of the corporation.
(Place)

MOTION CARRIED.

_____	_____
President	Date
_____	_____
President-Elect	Date
_____	_____
Secretary	Date
_____	_____
Treasurer	Date
_____	_____
Treasurer-Elect	Date
_____	_____
Immediate Past-President	Date
_____	_____
Representative-at-Large	Date
_____	_____
Representative-at-Large	Date
_____	_____
Representative-at-Large	Date
_____	_____
Representative-at-Large	Date

Appendix 6.1a: Nominations Guidelines

Appendix 7.1: Sample Buddy Award Application



2017-2018 BUDDY AWARD APPLICATION

VASFAA’s Budget and Finance Committee invites award proposals for the 2017-2018 fiscal year. The application deadline is March 1st, 2017. Recipients will be notified by March 31st and funds will be payable on or after July 1st, 2017.

The purpose of the Buddy Award is to promote professional development, preparation, and effectiveness of VASFAA members by supporting programs of training, community service, systematic studies, research and other activities that align with the stated purpose of VASFAA. The funds are named in honor of H.S. “Buddy” Johnston, former VASFAA president, Life Member, and proponent for this program.

Proposals for the 2017-2018 fiscal year should include this form and any supplemental information the applicant wishes to supply. **Supplemental information should be limited to 2 pages.**

Applicants will be selected based on the following criteria:

- ◆ **Applicant must be an active, paid VASFAA member at the time the award is made and at the time it will be used.**
- ◆ **Activity’s alignment with VASFAA’s mission.**
- ◆ **Applicant’s Professional Development, Preparation, Training, and Effectiveness.**
- ◆ **Community Service Opportunity.**
- ◆ **Studies or Research that advances VASFAA’s purpose.**
- ◆ **Applicant’s agreement to provide a report to the membership after the conclusion of the activity or event, to be submitted within 60 days of the close of the activity or event. The report shall be sufficient to explain the activity, how the funds were utilized, and the results or outcomes of the activity or event. The Committee may also require the recipient to present pertinent information obtained as a result of the activity at the following Annual VASFAA Conference.**

Awards are subject to the VASFAA Board’s annual budget approval, but no single award greater than \$500 will be made for state, regional, or federal financial aid conferences (e.g., VASFAA, SASFAA, NASFAA, & FSA). Funds may only be used for the costs of the activity for which they were awarded. Any unused portion of the award must be returned to VASFAA by the recipient.

2017-2018 Buddy Award Applicant Information	
Applicant's Name:	
Other Researcher(s) (if applicable):	
Title/Role in Financial Aid:	
Employing Institution/Agency:	
Work Address:	
Work Phone:	
Work Email:	
Date of VASFAA Membership:	

Explanation of Buddy Award Activity	
Title or Purpose of Activity:	
Period of Activity:	
Amount Requested (attach budget):	
Are you willing to present at the VASFAA Spring Conference regarding this activity?	
How will this activity align with VASFAA's mission and your professional development, training, preparation, effectiveness, or community service?	

Certification: I certify that the information in this application and proposal is true and correct to the best of my knowledge. I certify that I am a member (in good standing) of VASFAA and that my employer knows of and agrees to this request for outside funding.

In response to receiving this award, I agree to provide a report to the membership after the conclusion of the activity or event, to be submitted within 60 days of the close of the activity or event. The report shall be sufficient to explain the request, how the funds were utilized and the results or outcomes of the activity or event.

I understand that the funding amount is subject to the Annual Budget approval process completed by the VASFAA Board in June.

I understand that any unused funds must be returned within 60 days of the close of the activity or event for which the award was made, and that funds may only be used for costs associated with activity or event for which they were awarded.

Signature

Date

Please submit completed application to either:

Brad Scaggs
Budget & Finance Committee Chair
bscaggs@vccs.edu

or

Vern Fairchilds
VASFAA Fund Manager
jvfairchilds@gmail.com

Appendix 7.4: Cash Advance Request

VASFAA

CASH ADVANCE REQUEST

Name: _____

Address: _____

City State Zip

Make Check Payable to: _____

Description of Purposes of Expense

Amount

- | | |
|----------|-------|
| 1) _____ | _____ |
| 2) _____ | _____ |
| 3) _____ | _____ |

I certify that the cash advance will be used for authorized expenditures on behalf of VASFAA. I agree to provide, within sixty days of the advance, original copies of receipts and/or return unexpended cash equal to the amount advanced. (Reimbursement for expenditures in excess of this advance can be obtained by submitting a Miscellaneous Expense Claim form or a Travel Expense Claim form.)

Signed

Date

After completion, send this form to:

For President's Use For Treasurer's Use

Payment Approved for \$ _____ Date Paid _____

Budget Category _____ Check # _____

Signature _____ Journal # _____

Appendix 7.7.8: Conference Registration Fees and Membership Dues

Conference
Regular Status:

Year(s)	Registration Fees		Membership Dues
	Early	Late	
87-88	\$50	\$55	\$20
88-89	\$50	\$55	\$20
89-90	\$60	\$80	\$20
90-91	\$60	\$80	\$20
91-92	\$60	\$80	\$20
92-93			
93-94			
94-95			
95-96			
96-97			
97-98	\$90	\$105	\$30
99-00	\$90	\$105	\$30
00-01			\$30
01-02			\$30
02-03			\$30
03-04			\$30
04-05			\$30
05-06	\$125	\$175	\$30
06-07	\$155		\$30
07-08	\$160	\$190	\$30
08-09	\$210	\$250	\$35
09-10	\$210	\$250	\$35
	flex fee rate: \$210/ 4 people		

Emeritus Status:

<u>Year(s)</u>	<u>Conference Fees</u>	<u>Membership Dues</u>
99-00	\$30	\$10

Appendix 7.10.1a: Sample Sue Deaton Ross Endowed Scholarship Letter

Dear (Name of Scholarship Recipient):

On behalf of the Virginia Association of Student Financial Aid Administrators (VASFAA), I am pleased to announce that you are the 20____ - 20____ recipient of the Sue Deaton Ross Scholarship in the amount of \$_____.00.

In 1989, this scholarship fund was established through the efforts of numerous lending institutions and other student financial aid agencies and associations. The scholarship was created to help deserving students and to honor one of the most respected professionals in the financial aid community: Mrs. Sue D. Ross.

A native of Salem, Virginia, Mrs. Ross is a graduate of James Madison University and was a dedicated educator at Hollins College, serving as Director of Financial Aid. This scholarship is meant to personify her personal, professional, and educational values. Mrs. Ross demonstrated a commitment for advancing the pursuit of higher education and devoted her energies to help students realize their potential.

As a recipient of the Sue Deaton Ross Scholarship, I challenge you to exemplify the professional characteristics and qualities demonstrated by Mrs. Ross.

Again, congratulations and best wishes in your future endeavors.

Sincerely,

(Name)
Immediate Past President
VASFAA

Appendix 7.10.1b: Sue Deaton Ross Endowed Scholarship Recipients Listing

<u>Recipient Name/Institution</u>	<u>Award Year</u>
Irene V. Ocampo Northern Virginia Community College	1992-93
Cynthia Rhudy Southwest Virginia Community College	1993-94
Kimberly Conrad Old Dominion University	1994-95
Melanie Hodges Christopher Newport University	1995-96
Lewis O. Charles Virginia Commonwealth University	1996-97
Rodney Morris Longwood College	1997-98
Norfolk State University	1998-99
Northern Virginia Community College	1999-00
J. Sargeant Reynolds Community College	2000-01
Virginia Intermont College	2001-02
Hampton Roads School of Technology	2002-03
Virginia Tech	2003-04
Regent University	2004-05
Thomas Nelson Community College	2005-06
James Madison University	2006-07
Patricia Bruckenthal George Mason University	2007-08
College of William and Mary	2008-09
Virginia Commonwealth University	2009-10
Bluefield College	2010-11
Ferrum College	2011-12
Norfolk State University	2012-13
Eastern Virginia Medical School	2013-14
<u>Recipient Name/Institution</u>	<u>Award Year</u>

Liberty University	2014-15
ECPI, Virginia Beach	2015-16
Central Virginia Community College	2016-17
Virginia Western Community College	2017-18

Appendix 7.14a: Development Partner Policy



VASFAA Development Partner Policy [INSERT YEAR]

GENERAL GUIDELINES:

1. The VASFAA President shall appoint the Development Partner Committee Chairperson. The Chairperson shall work closely with the Budget and Finance Committee Chairperson, the VASFAA Treasurer and the Conference Committee Chairperson(s) to coordinate activities and funding.
2. Development Partners shall be established for the VASFAA fiscal year, July 1 – June 30.
3. There will be no individually sponsored activities during any scheduled events conducted by VASFAA.
4. Previous and potential Development Partners will be sent the VASFAA Development Partner Form in the summer of each year.
5. There will be three levels of support as described below for [INSERT YEAR] (please note fees are non-refundable):

Platinum Level \$1000

- Booth at Annual Conference
- Two Complimentary conference registrations
- Priority location based on receipt of full payment by Sept 30, [INSERT YEAR]
- Sponsor and/or Present a training webinar for [INSERT YEAR] (topic to be determined in conjunction with VASFAA Non-Conference Training Committee)
- Online Conference Support Recognition with logo, URL and contact info
- Sponsorship page including large logo, URL and contact info
- Monthly notice to membership via appropriate format of sponsorship
- Permitted to be at all VASFAA Training Activities for [INSERT YEAR] at no additional charge (for example, Non-Conference Training Events and New Aid Officers, etc.)
- May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee

Gold Level \$750

- Booth at Annual Conference
- One Complimentary Conference Registration per conference
- Online Conference Support Recognition with URL and contact info
- Sponsorship page including small logo, URL and contact info
- At least quarterly notice to membership via appropriate format of sponsorship

- May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee

Silver Level \$500*

- General Support, no booth
- Online Conference Support Recognition
- May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee

(*Development Partners who choose not to exhibit may attend both conferences, but will be required to participate at this level as well as paying the required conference registration fees)

6. VASFAA membership is not required to be a Development Partner. Association membership is required to serve on any VASFAA committee.

7. All Development Partners wishing to be an Association Member of VASFAA must pay the yearly Membership Fee.

8. All Development Partners wanting to attend conference sessions, meals, and all other conference functions must complete the VASFAA Conference Registration Form and pay the VASFAA conference registration fee if it is not included as part of the sponsorship level purchased.

9. All fees must be paid to the VASFAA Treasurer-Elect by October 15th, unless other arrangements have been made with the Development Partners Chairperson.

10. Platinum Level Development Partners who pay their Fee by a priority date of September 30th, will be placed in a lottery for prime exhibit table location in the Exhibitor area during the Annual Conference.

All other exhibit tables will be assigned based on the date of their paid Fee on a first-come, first-serve basis for the remaining Exhibit space after the Platinum Level tables have been assigned.

11. Ad sizes in b/w jpeg for the VASFAA Newsletters and Conference Program will be determined by the level of support paid.

12. No random drawings for prizes will be allowed during any VASFAA sponsored event or activity. Items or giveaways of nominal value (\$10 or less) are allowed at the conference Exhibitor's tables.

13. In the event of a merger between two or more Development Partners during the VASFAA fiscal year. No refund of the Fee to the no longer existing Development Partner will occur.

14. The Executive Board reserves the right to deny a Development Partner the opportunity to pay for exhibitor space at the association conferences. Generally, this would occur when a Development Partner appears, by action and/or words, to not be in concert with the Association's goals and objectives.

Revised 8/27/14

Appendix 7.14b: Letter to Sponsors



VASFAA [INSERT YEAR] Development Partner Form

Development Partner Information (please print legibly or type)

Organization Name: _____

Primary Contact Name: _____

Title: _____

Mailing Address: _____

Telephone #: _____ Fax #: _____ E-Mail: _____

Names and e-mail addresses of associates you want on the Development Partners Committee mailing list:

Development Partners [INSERT YEAR] VASFAA Sponsorship Options

(Please place an X next to the Level you are purchasing)

_____ **Platinum Level \$1000**

- Booth at Annual Conference
- Two Complimentary conference registrations
- Priority location based on receipt of full payment by Sept 30, [INSERT YEAR]
- Sponsor and/or Present a training webinar for [INSERT YEAR] (topic to be determined in conjunction with VASFAA Non-Conference Training Committee)
- Online Conference Support Recognition with logo, URL and contact info
- Sponsorship page including large Logo, URL and contact info
- Monthly notice to membership via appropriate format of sponsorship
- Permitted to be at all VASFAA Training Activities for [INSERT YEAR] at no additional charge (for example, Non-Conference Training Events and New Aid Officers, etc.)
- May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee

_____ **Gold Level \$750**

- Booth at Annual Conference
- One Complimentary Conference Registration per conference

- Online Conference Support Recognition with URL and contact info
- Sponsorship page including small logo, URL and contact info
- At least quarterly notice to membership via appropriate format of sponsorship
- May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee

_____ **Silver Level \$500***

- General Support, no booth
- Online Conference Support Recognition
- May Present/Moderate at the request of the Non-Conference Committee and the Conference Committee

(*Development Partners who choose not to exhibit may attend both conferences, but will be required to participate at this level as well as paying the required conference registration fees)

Please e-mail a copy of the VASFAA [INSERT YEAR] Development Partner Form by September 30, [INSERT YEAR] or earlier to:

[INSERT NAME], VASFAA Development Partner Chair

E-mail at: [INSERT EMAIL]

Please make a copy of your VASFAA [INSERT YEAR] Development Partners Form and mail it along with your check payable to VASFAA by the PRIORITY DATE OF September 30, [INSERT YEAR] to:

[INSERT VASFAA TREASURER INFORMATION: Name, Address, Phone, and Email]

Payment Information: Check enclosed____ Check will follow____ Invoice required____

Organization _____

Name _____

Signature _____

Date _____

Appendix 7.14c: Sponsor Conference Letter

(Date)

Dear Sponsor:

I write to you concerning the upcoming VASFAA conference in _____ on _____. On behalf of the state association, I look forward to your participation in the conference.

I'd like to draw your attention to two particular issues: conference registration and display space.

1. Registration materials will be mailed to you in the near future. If you are a Platinum, Gold, Silver, or Bronze, you are entitled to four, three, two, and one complimentary registration, respectively. If you qualify, be sure to write "complimentary" on the registration form(s) before mailing.

2. All other wishing to display must remit \$750 no later than (date). Payment should be made to VASFAA and sent to: (name and address of current treasurer)

If you plan to display (this includes vendors and sponsors who are entitled to a complimentary display space), please complete the enclosed display questionnaire and fax/mail it to (designated committee member) no later than _____. Please note that display space is limited and will be made available on a first come/first served basis as questionnaires are returned.

If you have questions regarding conference registration or display space, please call me or (designated committee member).

Sincerely yours,

Chair
VASFAA Vendor/Sponsor Committee

RETURN NO LATER THAN (DATE)

This form should be faxed (*number*) or mailed to:
(*designated committee member*)

(Appendix 7.14c Continued)

DISPLAY QUESTIONNAIRE

A display space will consist of a 6' x 2 1/2' covered table with two chairs. Several trash cans will be located in the exhibit room. The room must be vacated no later than 5:00 p.m. on (*date*). Hopefully, those arriving on Sunday will be provided access to the room from noon to 5:00 p.m. that day. (More on this later.)

Please check the appropriate response.

YES NO

___ ___ I will need access to an electrical outlet.

___ ___ I plan to ship my display and other materials to the hotel.

___ ___ I plan to ship my display from the hotel after the conference.

___ ___ Do you plan to set up your display between noon and 5:00 p.m. on Sunday (assuming the room is available)?

Name(s) of vendor(s) to be present in the exhibit room:

Other comments/suggestions:

Appendix 9: Awards and Recognition Banners

VASF AA has received the following awards and recognition banners from NASF AA:

1986 – VASF AA received the NASF AA Sate Award for Service to Constituents for its loan indebtedness project and manual, *Restoring Balance in Student Aid Programs in Virginia*. The VASF AA Student Aid Research Committee developed this project. The committee chair was Rita Bodie. Committee members included Dave Carr, Gene Cattie, Sid Hollowell, Ed McCormick, Moo Murray and Mary Neal. Marvin Ragland was VASF AA President.

1988 – VASF AA received the NASF AA State Award for Service to Student and Parents for its project designed to provide information about early financial planning for families of middle school students. The project included the publication of a booklet *Movin' On Down the Road – Preparing for College in Virginia*. The project was the work of the VASF AA Financial Planning Committee that was chaired by Rita Bodie. Other members of the committee were Jennifer Douglas, Kathy Leavitt, Carol Mowbray, Nancy Pearson, Kathy Porterfield, Jerry Rogers, Steve Stocks and Gina Williams. Karen Koonce was VASF AA President.

1995 – VASF AA received the NASF AA Sate Award for Service to the Financial Aid Profession. The project, *Best Practices*, was conceptualized by the 1993-94 VASF AA President, Helga Greenfield who envisioned a formal sharing of ideas and practices among VASF AA's members and their represented institutions, agencies and organizations. The Research Committee that was chaired by Michael Barree in 1993-94 and Barry Simmons in 1994-95 developed the project. Helga Greenfield was VASF AA President in 1993-94 and Sid Dugas was President in 1994-95.

2007 – VASF AA received the NASF AA State Award for Service to Other Constituents. The project, *VASF AA Association Business Cards*, was conceptualized by the 2005-06 VASF AA Board under the leadership of President Brad Barnett. The concept of the business cards was that they would allow VASF AA board members to provide contact information when making visits to legislators and other constituents that identified them as representatives of VASF AA and not of their individual institutions or organizations. The development of the business cards was spearheaded by then Past-President Tom Morehouse. After using the business cards successfully during the 2005-06 and 2006-07 VASF AA years, 2006-07 President Erik Melis worked with Treasurer-Elect Zita Barree to prepare the award nomination submission. 2007-08 President Pat Kelly and other VASF AA representatives attending the 2007 NASF AA Conference in Washington, DC accepted the award banner on behalf of VASF AA.

VASF AA also received the following award and recognition banner from SASF AA:

1986 – The Southern Association awarded the Outstanding Membership Banner to Virginia for its outstanding growth of membership in SASF AA. This was a new award and Virginia was its first recipient. SASF AA President-Elect, Dan Miller, at VASF AA Spring Meeting in Wintergreen, Virginia, made the presentation of the banner. The banner is kept for one year and then passed on to the next recipient. Marvin Ragland was VASF AA President.

Appendix 11c: Sample Award Plaques

(Sample Life Membership Plaque)

THE VIRGINIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

PRESENTS THIS LIFE MEMBERSHIP WITH ALL OF ITS PRIVILEGES TO

(Name of Recipient)

IN RECOGNITION OF _____ YEARS OF SERVICE TO THE FINANCIAL AID PROFESSION AND THIS ASSOCIATION, CHARACTERIZED BY OUTSTANDING LEADERSHIP IN THE DEVELOPMENT AND IMPLEMENTATION OF NUMEROUS PROJECTS, CREATIVE THOUGHT, A KEEN AWARENESS OF THE ISSUES, AND UNTIRING SUPPORT OF (*HER/HIS*) COLLEAGUES, THE BOARD OF DIRECTORS PROUDLY BESTOWS THIS HIGHEST HONOR THIS (*THIRTEENTH DAY OF APRIL, NINETEEN HUNDRED AND NINETY-ONE*).

(Sample Excellence Award Plaque)

VASFAA EXCELLENCE AWARD

AWARD YEAR

PRESENTED TO

(Name of Recipient)

FOR (*HIS/HER*)

DISTINCTIVE CONTRIBUTION

TO THE

VIRGINIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

(Appendix 11c: Continued)

(Sample Service Award Plaque)

VASF AA SERVICE AWARD

Award Year

PRESENTED TO

(Name of Recipient)

FOR *(HIS/HER)*

**OUTSTANDING CONTRIBUTION
TO *(TYPE OF CONTRIBUTION)***

AND SERVICE TO

THE VIRGINIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

(Sample New Professional Plaque)

VASF AA NEW PROFESSIONAL OF THE YEAR AWARD

PRESENTED TO

(Name of Recipient)

For exceptional and enthusiastic service to the Virginia Association of Student Financial Aid Administrators

(Sample Retirement Recognition Plaque)

THE VIRGINIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

PRESENTS THIS RETIREMENT RECOGNITION

AWARD TO

(Name of Recipient)

IN RECOGNITION OF _____ YEARS OF SERVICE TO THE FINANCIAL AID PROFESSION AND THIS ASSOCIATION; THE BOARD OF DIRECTORS EXPRESSES OUR DEEPEST GRATITUDE FOR YOUR DEDICATION TO THE VOCATION. AS SUCH, WE PROUDLY BESTOW THIS HONOR TO YOU

ON THIS *DAY OF* _____ , _____,

_____ *AND*).

Day

Month

Year

Appendix 11.1: VASFAA Life Members Listing

1972 Priscilla Light Randolph-Macon Woman's College

1976 Don Sutton Roanoke College

1977 Jim Humphreys Clinch Valley College

1980 Allen Fredd University of Richmond

1983 Wayne Garvin Old Dominion University

1984 E. A. ("Duke") Eldridge University of Virginia

Sue D. Ross Hollins College

1985 H. S. ("Buddy") Johnston Radford University

1986 John D. McRae Wachovia Services, Inc.

1990 Eugene G. Cattie Virginia Education Loan Authority

1991 Rita M. Bodie George Mason University

Marie A. Bennett Northern Virginia Community College

1992 Paige Johnson John Tyler Community College

1994 Helga Greenfield Old Dominion University

1998 Sidney P. Dugas Christopher Newport University

2002 Vern Fairchilds, Jr Bridgewater College

2002 Estherine Harding Norfolk State University

2003 Faye Becker First Union Bank

2006 Michael Barree Longwood College

2006 JoAnn Carreras SunTrust Bank

2006 Gail Catron Wytheville Community College

2008 Marvin Ragland Chase Bank

2008 Guy Gibbs Northern Virginia Community College

2009 Carol Mowbray Northern Virginia Community College

2009 Karen Koonce Wachovia

2010 Barry W. Simmons, Jr. Virginia Tech

2011 Lisa Tumer James Madison University

2012 Jeannie Holmes Suntrust

2013	Rod Moore	Southwest VA Community College
2014	Pat Kelly	The College of William and Mary
2015	Bobby Clemmer	Blue Ridge Community College
2016		
2017		

Appendix 11.2: Excellence Award Recipients Listing

Rita M. Bodie - 1986-1987 George Mason University

Marie A. Bennett - 1987-1988 Northern Virginia Community College

Bob Morrison - 1987-1988 Tidewater Community College

Marvin R. Ragland, Jr. - 1988-1989 Longwood College

Charles ("Bud") Kinder - 1990-1991 Virginia Commonwealth University

Mary Neal - 1992-1993 Randolph-Macon College

Carol A. Mowbray - 1993-1994 Northern Virginia Community College

H.S. "Buddy" Johnston - 1994-1995 Radford University

Wayne M. Sparks - 1995-1996 University of Virginia

Gary Brewer - 1996-1997 Virginia Tech

Karen Koonce - 1999-2000 Tidewater Community College

Michael Barree - 2001-2002 Virginia Commonwealth University

Lisa Tumer - 2002-2003 James Madison University

Melissa Collum-Wyatt - 2003-2004 Virginia Commonwealth University

Guy F. Gibbs- 2007-2008 Northern Virginia Community College

Brad Barnett 2010-2011 James Madison University

Bobby Clemmer 2011-2012 Blue Ridge Community College

Zita Barree 2012-2013 Hampden-Sydney College

Donna Taylor 2012-2013 Virginia Tech

Appendix 11.3: Service Award Recipients Listing

Eugene G. Cattie - 1984-1985 Virginia Education Loan Authority

Barry M. Dorsey - 1986-1987 State Council of Higher Education for Virginia

Muriel "Moo" J. Murray - 1988-1989 State Education Assistance Authority

James "Jim" Swanson - 1989-1990 The College Board/CSS

Dan A. Woods - 1990-1991 State Education Assistance Authority/Virginia Education Loan Authority

Randy Craig - 1996-1997 Educational Credit Management Corporation

Gordon Davies - 1996-1997 SCHEV

Steve Merritt - 1997-1998 SCHEV

Mike Hawkes - 1999-2000 Educational Credit Management Corporation

Peter Blake - 2004-2005 Deputy Secretary of Education for the Commonwealth of Virginia

Lee Andes - 2004-2005 SCHEV

Joann Carerras- 2005-2006 Suntrust

Elizabeth "Biz" Daniels- 2008-2009 Great Lakes Higher Education Corporation

Elizabeth "Liza" Bruce- 2009-2010 ECMC

Linda Woodley – 2011-2012 SCHEV

Mike O’Grady – 2014-2015 Financial Aid Services

Appendix 11.4: New Professional of the Year Award Recipients Listing

Zebulun Davenport 1995-1996 Lord Fairfax Community College

Melissa Ellyson 1996-1997 Educational Credit Management Corporation

Thomas F. Morehouse, III 1997-1998 Thomas Nelson Community College

Denise Oliver 1998-1999 Virginia Intermont College

Elizabeth Vikmanis 1999-2000 Educational Credit Management Corporation

Pat Kelly 2000-2001 The College of William & Mary

Brad Barnett 2001-2002 James Madison University

Dennis Moy 2002-2003 Chase Bank

Daniel Hewitt 2004-2005 Edward Via College of Osteopathy

Paula Rafferty 2005-2006 Randolph-Macon College

Ashley Reich 2011-2012 Liberty University

Daniel McClanahan 2012-2013 Liberty University

Kathleen Garlow, 2013-2014, Liberty University

Appendix 11.4b: Retirement Recognition Recipients Listing

Eugenia (Deannie) Hickman 2007 Virginia Wesleyan University

Phenie Golatt 2007 Virginia Union University

Perry Carroll 2007 Mountain Empire Community College

Larry Ewing 2007 Virginia Western Community College

Beth Parker 2008 ECMC

Christine Davis 2008 Averett University

J Vern Fairchilds 2008 Bridgewater College

Guy Gibbs 2008 Northern Virginia Community College

Pamela Rambo 2009 Thomas Nelson Community College

Joe Sheffey 2011 New River Community College

Veronica Finch 2012 Old Dominion University

Rod Moore 2013 Southwest Virginia Community College

Karen Schinabeck 2013 Longwood University

Susan Basil 2015 Richard Bland College

Appendix 11.5a: Committee Evaluation Form

COMMITTEE EVALUATION FOR _____ (Year)

Please review the Goals and Objectives developed by your committee for the 1991-92 year. Consider these objectives in light of your activities as well as reactions from your committee and other VASFAA members. Respond to the questions below and return this survey to your commissioner. Your comments offer insights for planning the future endeavors of the Association.

Name of Committee: _____

Reported to: _____

1. How frequently did your committee meet? Was this level of activity sufficient to complete your goals for the year? Would you recommend increased activity? If yes, please explain.
2. What was your approved budget for the year? Was this adequate? If not, please explain.
3. Did you use the fall and spring conferences to meet with your commissioner and committee members? Is this a convenient time for committee meetings? Was the level and type of interaction and the availability of your commissioner satisfactory? Please explain.
4. Did membership on your committee reflect the diversity (institutional type, ethnicity, gender, experience) within the Association? Is this of particular importance to the work of your committee? Please comment on the level of interest and participation of your committee members.
5. Would you recommend any changes to the structure of this committee? If changes are recommended, specifically cite which changes would enable this committee to more successfully accomplish its task, role, etc.
6. What recommendations would you make regarding the future role, activities, tasks, etc., of this committee?
7. Did you accomplish the objectives you defined at the Planning Retreat? What did you feel was particularly successful? What fell short of your expectations? Please explain.
8. Did you feel that the Association recognized your accomplishments? Did you submit articles for the newsletter to keep the membership abreast of your activities? What more could be done to recognize the importance and value of this committee's work within the Association?
9. What additional assistance could you have used from the Board?
10. Please comment on any other observations you feel would improve this committee's work.

Please return this evaluation to your Commissioner by (date).

Name of individual completing this form: _____

Date: _____

Appendix 11.5b: Committees of the Year Listing

Committee Name/Award Year

Awareness 1992-1993

Public Relations 1993-1994

Awareness 1994-1995

Newsletter 1995-1996

Public Relations 1996-1997

Anniversary 1997-1998

Budget and Finance 1998-1999

Strategic Planning 1998-1999

Electronic Services 1999-2000

Federal and State Relations 2000-2001

Conference 2001-2002

Newsletter 2001-2002

Public Relations 2002-2003

Federal and State Relations 2002-2003

Newsletter 2003-2004

Training 2004-2005

Awareness 2004-2005

State Relations 2004-2005

Public Relations 2005-2006

Conference Committee 2006-2007

Conference Committee 2007-2008

Support Staff 2008-2009

Non-Conference Training 2009-2010

F.O.C.U.S. 2009-2010

Electronic Services 2010-2011

Non Conference Training 2011-2012

Conference Committee 2011-2012