

Utah Association of Student Financial Aid Administrators
Policy and Procedures Manual

February 2013

1. INTRODUCTION

1.1 Purpose of the Manual

The UASFAA Policies and Procedures Manual has been designed to provide guidance, reference material, and historical continuity for the UASFAA Executive Council and the Committee Chairs. Each member of the Executive Council and Committee Chair is responsible for knowing the content of the UASFAA Policies and Procedures Manual (PPM) and providing changes and updates. The manual is updated annually for distribution to new Board members, Executive Committee members and committee chairs.

The UASFAA Policies and Procedures Manual supplements the Articles of Incorporation, Constitution and By-Laws by:

- a) Providing an overview of the Association's structure;
- b) Describing the responsibilities of members in leadership positions; and
- c) Presenting the Association's approved operating policies and procedures.

1.2 Use of the Manual

It is the responsibility of each board member and Committee Chair to:

- a) Bring their Policy and Procedure Manual (PPM) to all Board/Committee meetings;
- b) Keep PPM current by adding and removing material (e.g. Executive Council membership list, new Association operating policies or forms); and
- c) Pass PPM on to the succeeding member as soon as feasible at/or after the annual transition meeting.

1.3 Mission Statement

- HELPS to provide informational services and activities to assist students in meeting the costs of Higher Education through various sources of financial assistance.

- ENCOURAGES the professional development, effectiveness and recognition of all those concerned with the administration of Student Financial Aid, especially within the state.

- LIAISON to facilitate communication between Educational Institutions, State Agencies and other organizations which support Student Financial Aid Programs.

- SERVES as the state forum for the expression of views on matters relating to the development funding and administration of Student Financial Aid at the State, Regional and National levels.

1.4 Vision Statement

UASFAA advances the Financial Aid Profession in order to be the primary source in Utah for information and guidance regarding the financing of Student Higher Education.

2. Executive Committee

2.1 Composition

The Executive Committee is composed of the elected officers of the Association: President, President-Elect, Secretary/Treasurer, and the Immediate Past-President. Appointed members of the Executive Committee are the Associate Member Vice-President and Special Representative.

2.2 Meetings

The Executive Committee will meet, at a minimum, once annually. One of the meetings will be held in conjunction with the annual conference. Other meetings, as determined by the President, will be held at a time which is most convenient for members.

The Executive Committee may choose to conduct meetings through electronic means.

Committee Chairpersons and/or co-chairpersons shall be invited to meetings as determined by the President.

All meetings shall be conducted according to Roberts Rules of Order

2.3 Meeting Agendas

Meeting agendas will be prepared and distributed at least two weeks in advance of each meeting. This activity shall be performed by the President or designee.

Regular reports are to be made by standing Committee Chairpersons (or their representatives)

2.4 Locations of meetings

Location of the Executive Committee meetings will be determined by the President.

2.5 Meeting Minutes

The Secretary/Treasurer will distribute minutes within eight weeks of the completion of the meeting.

2.6 Responsibilities of Executive Committee

2.6.1 Authority to act as the Executive Committee

When the Executive Committee is not in session, they shall have and may exercise all of the authority of the Board except it shall not amend the Article of Incorporation, adopt a plan of merger or consolidation, recommend the sale or disposition of any assets or property of the corporation, or recommend a voluntary dissolution of the corporation or revocation or amend the bylaws.

2.6.2 Management Responsibilities

The Executive Committee is responsible for the ongoing management of the organization.

2.6.3 Determine the Mission of UASFAA

The UASFAA mission statement should articulate goals, means and primary constituents served. This statement should serve as a guide for organizational planning, decision making and priority setting, as well as developing the long-range strategic plan. The mission statement must be approved by the general membership.

2.6.4 Ensure the Association's Goals are being met

Through effective planning the Executive Committee will ensure the Association's goals are being met. Board members must initiate the planning process that will

implement the Association's objectives.

2.6.5 Manage Resources Wisely

An important part of serving the members is to protect assets and ensure current income is properly managed. UASFAA is tax-exempt under federal law therefore the Executive Committee's obligation goes beyond its members. A well developed annual budget will assist in achieving this goal.

2.6.6 Monitor Association Activities

The Executive Committee must determine that the current and proposed activities are consistent with the UASFAA Mission statement. Given limited resources the Executive Committee must decide priorities.

2.6.7 Leadership Development

It is the Executive Committees responsibility to nurture, encourage and actively solicit those members of UASFAA for positions of leadership, in addition to the formal nominations and elections process. Executive Committee members should encourage all members to be involved at the state, regional and/or national level.

2.6.8 Assess its Own Performance

It is good practice for the Executive Committee to periodically review its performance at meeting its objectives.

2.7 Detailed Officer Descriptions

2.7.1 President

2.7.1.1 Basic Function and Responsibility

The President shall be the chief elected officer, shall preside at all meetings of the Association, and shall be the chairperson of and preside at all meetings of the Executive Committee.

2.7.1.2 Characteristic Duties and Responsibilities

- Provides leadership and direction to all activities of the Association, the Executive Committee, and all standing and ad hoc committees of the Association
- Provides guidance to committee planning, including the establishment of committee goals and objectives
- Serves as official spokesperson for the Association and the Executive Committee or delegate such responsibility to another committee member as deemed necessary.
- Calls and presides at all meetings of the Association and Executive Committee
- Serves as an ex officio member of Association Committees
- Serves as the state delegate and voting representative from UASFAA at the RMASAA Board of Directors meetings. If unable to attend, he/she should appoint a state delegate from the Executive Committee to serve in this capacity.
- Executes all contracts for the association
- Submits an annual report to the Association on all matters which may be of interest or concern to the Association members which have taken place during the term of office.
- Provides written article(s) to the RMASFAA and UASFAA Association News Committees upon request
- Ensures the location and conference chair have been identified for the upcoming annual conference. Works closely with the conference chair and on contract negotiations.
- Promotes, receives, and facilitates the selection of recipients of UASFAA awards to be made at the spring conference.

2.7.1.3 Length of Office

The President takes office for one year commencing on May 1st after elections.

2.7.2 President-Elect

2.7.2.1 Basic Function and Responsibility

The President-Elect is an officer of the Association and in the event of death; resignation or removal of the President will automatically become the President of the Association. The President-Elect shall also serve as an ex-officio member on all committees and of the Executive Committee.

2.7.2.2 Characteristic Duties and Responsibilities

- Provides assistance to the President in any areas as requested
- Serves as the Chair of the Nominations and Elections Committee. Soliciting nominations for elections held in November.
- Arranges for President's plaque presentation at the spring conference
- Helps identify locations for future spring conference

2.7.2.3 Length of Office

The President-Elect shall serve for one year commencing on May 1st after elections.

The President-Elect automatically becomes the President one year later.

2.7.3 Associate Member Vice President

2.7.3.1 Basic Function and Responsibility

The Associate Member Vice-President shall represent the associate membership on the Executive Committee and is appointed by Executive Committee.

2.7.3.2 Characteristic Duties and Responsibilities

This VP Serves as the communication link from the Association to the associate members and participates fully in the function of the Executive Committee. He/She shall solicit sponsorships from the associate members for the Association. He/She shall work closely with the Conference Committee to secure vendor participation and shall perform other such duties as assigned by the President and/or Executive Committee.

2.7.3.3 Length of Office

The Associate Member shall serve for one year commencing on May 1st after elections.

To ensure a smooth transition for our associate members, a co-VP will be appointed by the Executive Committee. This individual will not be a voting member of the Executive Committee.

2.7.4 Secretary/Treasurer

2.7.4.1 Basic Function and Responsibility

The Secretary/Treasurer is an officer of the Association and is responsible for recording distributing and maintaining the records for the Association and the Executive Committee. He/She shall be responsible for maintaining financial records of the Association and performing transactions as directed by the Board. The Secretary/Treasurer shall be under bond as determined by the Board. He/She shall be ready whenever required to turn over to the Executive Committee all monies, accounts, record books, papers, vouchers, and other records pertaining to this office, and shall turn the same over to his/her elected successor. He/She shall submit an annual financial report to the Association in conjunction with the spring conference.

2.7.4.2 Characteristic Duties and Responsibilities

- Records and distributes minutes of any Executive Committee meetings and business meeting to appropriate members within eight weeks of any meeting
- Coordinates any printing needs and maintain an inventory record
- Collects and organizes all Association records; deliver to incoming Secretary/Treasurer along with any equipment/software.
- Receives and disburses monies of the Association with the authority of the Executive Committee
- Maintains adequate and appropriate records of all transactions by the Association
- Reconciles funds on a timely basis
- Responsible for the timely and proper filing of all reports including all necessary tax forms and audits and payment of Association bills.
- Responsible to monitor the account receivable billing of sponsorships or registration fees
- Prepares the annual budget for Board approval
- Performs other function as assigned by the President or Executive Committee.
- Ensures that at all times a minimum reserve of \$35000 is maintained in cash and/or securities

2.7.4.3 Length of Office

The Secretary/treasurer shall serve for two years commencing on May 1st after elections.

2.7.5 Immediate Past President

2.7.5.1 Basic Function and Responsibility

The immediate past president (IPP) of UASFAA shall not be considered an officer of the corporation; however, he/she shall serve on the Executive Committee.

2.7.5.2 Characteristic Duties and Responsibilities

- Participates in the meetings and activities of the Board and contribute to the formulation of policies and practices of the Association
- Chair of the Governance Committee
- Oversees updates to the Policies and Procedures Manual and UASFAA Bylaws
- Forwards all Association historical information to the next immediate past president

2.7.5.3 Length of Office

The Past President shall serve for one year commencing on May 1st after the elections.

2.7.6 Special Representative Vice-President

2.7.6.1 Basic Function and Responsibility

The Special Representative Vice President shall be responsible for presenting the views of that category of school he/she represents to the Executive Committee and to the membership, as well as providing support to the Association as called upon as an officer.

2.7.6.2 Characteristic Duties and Responsibilities

- Participates in the meetings and activities of the Board and contribute to the formulation of policies and practices of the Association
- Surveys the category of school he/she represents and makes recommendations to Conference Committee/Training Committee and/or to the Executive committee.

2.7.6.3 Length of Office

The Special Representative VP shall serve for one year commencing on May 1st after the elections

3. COMMITTEES

3.1 General Responsibilities

Committee responsibilities are specifically outlined below. Committee chairs are responsible for ensuring that their committees perform as outlined. It is important that the chair work closely with the co-chair to adequately prepare that individual for the second year of leadership as chair.

Committee chairs shall develop goals and objectives, plans of action and priorities for the coming year and shall present them to the Executive Committee at its April meeting. The co-chair shall be involved in the planning processes for the smooth development of the committee. This planning shall include a calendar. Since the Board is the final authority for the actions of the various committees, it is important that they review the goals, objectives and priorities of each committee. Individual committee plans should support the mission of the Association.

Committee chairs are responsible for calling all meetings and making physical arrangements, notifying the President of all meetings, setting the meeting agendas, distributing the agenda to all committee members and President prior to the meeting, distributing reimbursement forms and sending Reimbursement Claim Forms to the Treasurer. A Reimbursement Claim Form should be signed by the committee chair and submitted to the Treasurer for reimbursement of expenses by any committee member.

Committee chairs are responsible for providing the members with guidelines as to their responsibilities and tasks for the year and monitoring the performance of the committee and committee members. The co-chair shall be directly involved in assisting the chairperson in the on-going evaluation of the committee.

Committee chairs are responsible for submitting the committee's annual budget to the Executive Council and being accountable for the budget approved by the Executive Council. Chairs shall monitor all expenses to ensure that they are legitimate expenses of the committee.

The chair is responsible for maintaining a written record of activities undertaken and time lines for completing of tasks and for reporting to the Executive Committee at each of its

meetings as to the status of past, current and future activities.

Committees and/or the chairs and co-chairs may have other duties as assigned by the President and/or Executive Council.

Committee Chairpersons will attend Board of Directors meetings if requested by the President. Committee Chairpersons should submit a written report at the Board of Directors Meetings.

3.2 Committee Membership Policy

Committee members must be UASFAA members in good standing as defined in the By-Laws.

All Committees should have “two-deep” leadership with a chairperson and a co-chair. The co-chair succeeds the chair for the second year on the committee. This shall assist in developing continuity on all committees. Co-chairs shall be selected by the President-Elect. The President will select replacements for any vacated chair and the President-Elect will replace any vacated co-chair positions.

Committee chairs are recommended by the President to the Executive Committee for approval and/or dismissal.

After the new President-Elect is determined, he/she will confer with the current committee co-chairs to select new co-chairs. Following that selection, the incoming President, outgoing committee chair, incoming committee chair and new co-chair should confer to establish preliminary committee goals and objectives for the coming year. This will result in the preparation of a preliminary budget request for the Executive Committee.

A member may serve on more than one committee but it is strongly recommended that as many members as possible be invited to participate. The goal is to involve the entire membership.

During the selection process, every attempt will be made to select committee members representing the diversity of the membership.

The above policies are established to best serve UASFAA and its committee structure. The President, with the Executive Committee notification, may make exceptions to these policies when such exceptions are in the best interest of UASFAA.

3.3 Term of Appointment

The term of appointment for Committee chairs and members is one year, except as specified in the By-Laws. The co-chair serves one year and then becomes the chair the following year.

3.4 Committee Meetings and Reports

Committee chairs and/or co-chairs shall generally attend the Executive Committee Meetings, if asked by the President. Committee chairs and co-chairs shall be notified of the specific dates and places in advance of each Board meeting.

Committee chairs shall submit to the President, prior to the Executive Committee meeting, a written report regarding the committees activities.

Each Committee chair reports directly to the President of the Association through quarterly reports.

Committee chairs will prepare an agenda for each committee meeting and distribute to committee members two weeks in advance. Copies are also sent to the President of the Association.

Minutes shall be taken at every committee meeting. Copies should be sent to the Executive Committee and posted on the UASFAA website.

Each committee is responsible for submitting written quarterly reports to the UASFAA Newsletter

Committee chairs will pass the Committee Manual and all other related material to the co-chair at the end of their appointment.

3.5 Committee Meeting Expenses

Expenses incurred by committee members attending committee meetings and performing authorized committee activities will be covered according to the policies of the Association.

3.6 Detailed Committee Descriptions

3.6.1 ASSOCIATION GOVERNANCE COMMITTEE

The purpose of the Association Governance committee is to review and recommend to the Board of Directors changes to the Associations By-laws and Policies and Procedures manual to ensure the Association's written statements are consistent with the manner in which it conducts business

Once changes to the Bylaws are indentified, the committee shall draft language for the proposed changes and provide the membership at large with a summary/rationale of the changes. No vote shall be taken until at least thirty (30) days after copies of the proposed changes have been provided to the membership. Approval of the proposed change(s) requires a majority/quorum of the voting representatives.

Once changes to the Policy and Procedural Manual are identified, the committee shall draft language for the proposed changes and provide the Board of Directors with a Summary/rationale of the changes. The Board may recommend revisions as appropriate. Approval of the proposed change(s) requires a majority/quorum of the Board of Directors.

Committee Structure

The Immediate Past President serves as Committee Chairperson. The president-Elect serves as ex-officio. Other members may be recommended by the Committee Chairperson.

3.6.2 ASSOCIATION NEWS COMMITTEE

The purpose of this committee is to facilitate communication within the Association

Duties:

Maintain editorial control over any publications or communication mediums of the

association.

Develop communication policies and procedures to regulate submission to publications and communication mediums

Develops and presents an annual committee calendar to the Board of Directors

Develops an Association Master Calendar inclusive of RMASFAA, NAFSAA and Department of Education Events

Disseminates UASFAA membership information to state, regional, and national associations, as appropriate

Solicit articles and information items of importance for including in an appropriate format. News and reports may include the following:

- Highlights from the Board of Directors Meetings

- Message from the President

- Treasurer's reports

- Committee's Reports

- Sector News

- Opinion Papers

- Calendar of Events and Activities

- Other news Items

- Member spotlights

Set publication dates for the newsletter and deadline dates by which to receive articles. Historically the Newsletter has been posted online in December, March, June and September.

The committee shall perform other duties as assigned by the President or prescribed by the Board of Directors.

Committee Structure

Committee members should be selected in accordance with the Committee Memberships Policy (see Section 3.2)

3.6.3 CORPORATE DEVELOPMENT COMMITTEE

The purpose of this committee is to solicit funds to support the purposes of the Association, except for collection of membership dues.

Support is defined as cash contributed to the Association to help underwrite direct operating expenses included in the Association Budget (i.e., Annual Conference, Training etc)

Duties:

Solicit funds from organizations supporting the mission of UASFAA

Solicit vendors for Annual conference

Coordinate billing and collection of funds with assistance of the Treasurer

Provide a list of supporters and vendors to EIC committee and Conference Committee for appropriate recognition.

Committee Structure

Committee Chair is the Associate Member Delegate. Committee members should be selected in accordance with the Committee Memberships Policy (see Section 3.2)

3.6.4 CONFERENCE PLANNING COMMITTEE

The purpose of this committee is to coordinate the planning of the annual conference, which meets the professional needs of the membership and support the mission statement and long range plans for the Association. The Professional Development/Training Committee will be responsible for the program.

Duties:

Main duties will include, but are not limited to meal planning, securing meeting rooms, providing AV equipment according to speaker needs, securing vendor display area, organizing vendor recognition events in coordinating with Corporate Development Committee, plan entertainment activities, schedule any trainings as appropriate, reserve block of rooms with nearby hotel

Create a Theme

Construct a budget within the resources approved by the Board

Create organizational time line for conference planning committee

Develop, distribute and collect conference registration materials and fees. Ensure dates are posted on website within a reasonable amount of time.

Work with EIC committee to set up online registration for the conference.

Conduct on-site conference registration handing out nametags and registration packets.

Coordinate with all other association committees as needed

In coordination with EIC committee, develop and conduct an online conference evaluation for future committee use

Committee Structure

Committee members should be selected in accordance with the Committee Memberships Policy (see Section 3.2). The President and President-Elect shall also be members of the committee to oversee the planning process

3.6.5 ELECTRONIC INITIATIVES COMMITTEE

The purpose of the Electronic Initiatives (EIC) Committee is to enhance communication among the UASFAA membership through technology. It is the responsibility of this committee up keep the association web site updated throughout the year with accurate information.

Duties:

Maintain a flow of information to the UASFAA membership at large, pertaining to the development and use of new and existing technological resources

Support electronic communications among members through the management of electronic mailing lists and a website

UASFAA-L – a non-commercial list created to provide an electronic forum for financial aid administrators in Utah to discuss issues and share information

Subscription is limited to UASFAA members

Subscriber can post a message to the list without prior review

The committee monitors the list for appropriate use and makes recommendations to the UASFAA Board of Directors if inappropriate use is detected

At the Board's request, the committee will remove a subscriber from UASFAA-L for initiating or forwarding any inappropriate messages to the list

WWW.UASFAA.ORG – the organization website. The committee creates and maintains all website pages and links. The committee monitors the website to ensure that information is current, relevant and appropriate.

The EIC website administrator will post information to the website upon request by committee chairs.

Committee Structure

Committee members should be selected in accordance with the Committee Memberships Policy (see Section 3.2)

3.6.6 MEMBERSHIP COMMITTEE

The purpose of this committee is continued development and maintenance of the membership of the Association

Duties:

Manage the membership records of the association

Maintains updated membership list

Develops appropriate communication materials for membership mailings, and ensures membership dues are paid. Inform membership of renewal procedures and follow up on non-renewals.

Identifies and cultivates potential new members on an on-going basis

Submits the names of potential new members to the Board of Directors for Approval

Develops promotional materials advocating UASFAA Membership

Maintains the Membership Directory in coordination with the EIC Committee

Verifies all members on the Membership roster have paid their annual dues and provides a copy of the verified Membership Roster to the Treasurer.

As needed, collects and compiles information about UASFAA membership and provides that information to the EIC committee for dissemination to state, regional, and/or national associations.

Maintain membership database to include years of service to UASFAA

Provide mailing labels upon request to members and non-members. There is a \$10.00 charge for mailing labels that are not used for UASFAA purposes.

Committee Structure

Committee members should be selected in accordance with the Committee Memberships Policy (see Section 3.2). General committee membership should include representation from each Association Sector

3.6.7 NOMINATIONS AND ELECTIONS COMMITTEE

The purpose of this committee is to solicit nominees for elected offices coming vacant.

Duties:

Solicit nominees from the membership to fill upcoming vacant positions, either President and/or Secretary/Treasurer

Collect resumes/bios and a picture from nominees

Work with EIC Chair to post Elections on the UASFAA Website in November

Ballots are posted electronically through ATAC. The current President and President-Elect will have access to view the Ballots. In case of a tie, the Chairperson and the current President will flip a coin to determine the winner. Elected Candidates should be notified first to determine if they accept the position. Non-Elected Candidates will then be notified by the Committee Chairperson.

The Election results should be reported to the President by the committee Chairperson

Election results should be reported by the President to the membership.

Committee Structure

Committee will be made up of only the President-Elect.

3.6.8 PROFESSIONAL DEVELOPMENT/TRAINING COMMITTEE

The purpose of this committee is to provide opportunities for professional growth and development for the UASFAA Membership

Duties:

Plans, coordinates, supervises, and directs all training activities with the state including but not limited to:

1. Program at Annual State Conference
2. Department of Education Training
3. Training initiatives from RMASFAA and/or NASFAA
4. Other training as deemed necessary from the membership

Develops budgets and timetables to implement goals and objectives of the committee as established by the President.

Provides a calendar of Training events to both Association News chair and EIC chair

Conducts evaluation of training events and provides results and recommendations

to the Board of Directors

Conference Program Responsibilities would include, but are not limited to:

- o Plan conference program agenda
- o Create Tentative Agenda to be included in registration information
- o Contact Session Presenters
 - confirm session and time
 - request session description
 - request biographical information
 - request AV equipment needs
 - request expense information
- o Create Conference Program
- o Send names of presenters and moderators to Conference Chair for nametags
- o Coordinate AV needs by presenter/room notifying Conference Chair of needs
- o Contact moderators informing them of date and time of session
- o Create moderator packets including:
 - moderator Chore List
 - presenter Biographical Information
 - session evaluations
- o Review role of moderator at UASFAA with those participating and distribute packets
- o Following UASFAA, send "Thank You" notes to presenters

Committee Structure

Committee members should be selected in accordance with the Committee Memberships Policy (see Section 3.2).

3.6.8 HISTORIAN

The historian is responsible for maintaining the archive history of the association including all records pertaining to the history of UASFAA including written information and photographs. The historian of the association would be the chair of the Association Governance Committee.

3.6.9 AD HOC (as necessary)

The President is authorized to form Ad Hoc Committees to address specific needs and/or concerns that may not directly fall under the auspices of a standing committee. The President shall nominate a chair and co-chair, if desired, to provide leadership for the ad hoc committee. All such committee and leadership positions are subject to approval by the Executive Committee.

Length of Function

Unless stated otherwise in the formation of the committee, the committee shall not function beyond two (2) calendar years after its creation. There is no limit to the number of ad hoc committees which may be in existence at one time but prudence should be used. There is no limit to the number of times an ad hoc committee can be re-authorized.

4. 4. Miscellaneous Policies and Procedures

4.1 Alcohol Policy

Funds from the Association's Treasury shall not be used to purchase any alcoholic beverages for any Association functions.

4.2 Awards/Acknowledgments

The Association strives to maintain a consistent method of recognizing the many contributions of its members.

4.2.1 Years of Service Awards:

Members of the association who have served in the financial aid profession for at least 10 years shall be recognized and receive a certificate at the annual conference following their completion of the required length of service. They shall receive a certificate for each additional 10 years of service through their 30th year.

4.2.2 State Gifts

The state gift provided by UASFAA to the RMASFAA Annual meeting shall not exceed \$75 and will reflect a product representing the state of Utah. The President and President-Elect are responsible for purchasing the gift.

4.2.3 Outgoing President's Plaque

A plaque will be provided in recognition of the outgoing UASFAA President to be presented by the incoming President at the Awards Banquet.

4.2.4 Distinguished Service Award

This award has been established to recognize the outstanding contribution of an individual in the field of financial aid through contributions to UASFAA. Nominations are requested from the membership and can also come from the Board. A person is eligible to receive this award only once. A plaque is awarded at the UASFAA Awards Banquet.

4.2.5 Rookie of the Year

This award is a special recognition given to a UASFAA member for their first major contribution to UASFAA. Nominations are requested from the membership and can also come from the Board. A person is eligible to receive this award only once. The award is presented at the UASFAA Awards Banquet.

4.2.6 Retirement Recognition

Individuals who have retired from the Profession in the last year will be recognized verbally at the UASFAA Awards Banquet. Solicitation of names should be done via the UASFAA-L by the President prior to the Annual Conference.

4.2.7 Mike Johnson Leadership Scholarship

Subject to availability of funds, this scholarship will be awarded on the even years to an individual interested in participating in the RMASFAA Leadership Pipeline Program. Recipients of the scholarship are required to be a UASFAA and a RMASFAA member. This scholarship will be used to cover the cost of the RMASFAA Fall Conference fee and lodging to attend the Leadership Pipeline Program. Selection of the recipient will reside with the UASFAA Executive Board.

On odd years, the scholarship will be awarded to someone interested in participating in RMASFAA's Summer Institute Program. Recipients of the scholarship are required to be a UASFAA and a RMASFAA member. This scholarship will be used to cover the cost of the Summer Institute Registration. Selection of the recipient will reside with the UASFAA Executive Board.

The Scholarship application will be posted by February 1 of each year with a deadline of March 15th. The recipient will be named and presented with a certificate at the UASFAA Awards Banquet during the Annual Conference. Recipients of the scholarship are

expected to serve on a UASFAA committee in the following year.

4.3 Sponsorships and Exhibit Policy

Sponsorships by outside organizations to underwrite expenses of the Association activities will be encouraged. Sponsorships will be solicited on a yearly basis with the mailing of the Association membership forms in January. The Association shall provide a designated exhibit display area at the annual conference. Exhibit displays will be limited to tablecloths, giveaways, and literature. Exhibits will be limited to table size. Sponsors will be acknowledged at the annual conference in accordance with the level of support received by the sponsor. Conference registration fees will not be waived for exhibitors. Table size will be uniform and will be determined by the conference committee.

4.4 Label Policy

All label and/or roster requests of the Association membership shall be made to the Membership Committee Chair who will approve and coordinate all orders.

4.5 Expression of Condolence

It may be appropriate for the Association to express condolences upon the death of a UASFAA member. These guidelines are provided as a suggested response. At the discretion of the Board, alternative expressions may be approved.

4.5.1 In remembrance of a current or past UASFAA member, a donation may be made in an amount determined by the Executive Committee.

4.5.2 In remembrance of a family member (spouse, parent or child) of a UASFAA member, a sympathy card is suggested.

4.6 Equipment and software owned by the Association

Any equipment owned by UASFAA shall be tagged as such and included on an inventory list held by the Secretary/Treasurer. The Secretary/Treasurer shall be responsible for reviewing all software annually in their possession and make any recommendations to the Executive Committee.

5. Financial Policies and Procedures

5.1 Membership Dues

The membership year is May 1st to April 30. Initial reminders will be sent Early February with additional reminders will be sent via UASFAA_L by March 15th payment of dues is required by April 30th. Individuals attending Association activities shall be charged the non-membership fee until dues are paid. All new memberships will need board approval. The UASFAA Executive Board shall have discretion in selecting members that will continue to enhance the mission of the UASFAA Association.

5.2 Sponsorships

Sponsorships shall be solicited to underwrite direct budgeted expense items only once per year. Sponsorship forms will be posted online by January 31st. Sponsors will be acknowledged for their support at the annual conference. The acknowledgment will be determined by the conference committee. Levels of sponsorship will be as follows:

Package Options

- **\$550 Package 1**
 - Advertising
 - Organization name listed on and a link to your website from the Thank You page of the Sponsor Section at www.uasfaa.org
 - Conference Programs
 - ½ page ad in Conference Program
 - Recognition in Conference Program under Thank You Section for Sponsors
 - Logo on PowerPoint during General Sessions and Meals
 - Exhibiting
 - 6' exhibit table at Spring Conference
 - 3 registrations for your company w/meals

- **\$450 Package 2**
 - Advertising
 - Organization name listed and a link to your website from the Thank You page of the Sponsor Section at www.uasfaa.org
 - Conference Programs

- ¼ page ad in Conference Program
 - Recognition in Conference Program under Thank You Section for Sponsors
 - Logo on PowerPoint during General Sessions and Meals
- Exhibiting
 - 6' exhibit table at Spring Conference
 - 2 registrations for your company w/meals
- **\$300 Package 3**
 - Conference Programs
 - Recognition in Conference Program under Thank You Section for Sponsors
 - Logo on PowerPoint during General Sessions and Meals
 - Exhibiting
 - 6' exhibit table at Spring Conference
 - 1 registration for your company w/meals

Ala carte options

- \$75 for each additional conference registration with the purchase of a package
- \$100 for just conference registration
- \$250 for ¼ page ad
- \$350 for ½ page ad

5.3 Conference registration fee refunds

All requests for refunds shall be in writing and sent to the Secretary/Treasurer for approval.

5.3.1 A 100% refund shall be granted if the request is received at least 15 days prior to the start of the conference. The Secretary/Treasurer shall confirm that the fee was received and issue a refund, with notification of the conference chair.

5.3.2 A request for refunds due to extenuating circumstances may be granted upon approval of the Secretary/Treasurer and the President. These requests must be received within 15 days after the conclusion of the conference.

5.3.3 Registration fees may be transferred to another Association member or to a non-UASFAA member when accompanied by the additional non-member fee.

5.4 Late Fees

The Professional Development Committee and/or the Conference Committee will establish a date by which registration for conference and workshops is due.

Registrants received after the date established by the Committee will be assessed a late fee of \$50.00.

5.5 Reimbursement and Travel Expenses for Board Members

5.5.1 The Association will cover expenses incurred by Board members for the following activities:

- For the President-Elect and upcoming President-Elect to attend the NASFAA Leadership Conference. Expenses will include the conference registration fee, travel (including cab fare), lodging, and meals at State of Utah per diem amount. This attendance would occur every other year to allow the attendees to go together
- For the President (or State Delegate to the RMASFAA Board of Directors, if different than the UASFAA President) to attend the RMASFAA annual conference excluding the conference registration fee.
- The Executive Committee may approve other Board member expenses on a case-by-case basis.

5.6 Commitments or Contract Signing

Only the current President or his/her designee may sign a contract binding the Association.

Purchases, commitments, contracts, etc. which are greater than \$1000 require a written contract. Contracts which are greater than \$2,000 require Executive Committee approval before the President is authorized to sign contracts on UASFAA's behalf.

Contracts which involve hotels and/or conference center properties will be reviewed by the appropriate Committee Chairpersons and approved by the Executive Committee.

Contracts which involve non-hotel and/or meeting site properties (i.e. printing, supplies, entertainment groups, etc.) will be reviewed by the responsible Committee Chairpersons for the activity/event prior to contract signature.

NOTE: "Contract" in this policy statement is meant to include purchase orders, letters of intent or similar documents.

5.7 Reserve Funds Policy

A reserve fund has been established by the Board to set aside funds not normally required for general operation expenses. These funds shall be placed in a standard interest-bearing account. The amount in reserves shall be maintained at no less than \$22, 000. The Treasurers Report shall include the current account amount, including interest earned and reserve amount.

5.8 Treasurer's Responsibilities

The Secretary/Treasurer will manage the Association funds. The following outline details specific policies and procedures with respect to funds management.

5.8.1 The Secretary/Treasurer shall be solely responsible for all financial transactions including:

- All check writing
- Issuing refunds
- Payment of all expenses
- Receiving and depositing all income
- Reconciling bank statements

5.8.2 Treasurer's Report

The Secretary/Treasurer at each of the meetings of the Executive Committee shall give a report. This report must be reviewed and approved by the Executive Committee. This report shall summarize year-to-date income and expenses incurred by the Association. In addition, the report shall include a summary of the checking and savings account activity since the last approved Treasurer's Report.

5.9 Checking and Savings Accounts

5.9.1 Checking Account

The Association shall have only one checking account. All income and expenses shall pass through this account. The Secretary/Treasurer's address shall be the address on this account. Deposits will be made in a timely fashion and expenses shall be paid within 30 days. Reimbursement to UASFAA members shall be made as quickly as possible. The Secretary/Treasurer will fax the President monthly checking account statements.

5.9.2 Savings Account

The Association may have a separate interest-bearing account. This account will hold the funds for the Association reserves policy.

5.10 Stale Check Policy

All Association checks that are not cashed within 90 days will be considered stale dated. It will be the payee's responsibility to contact the Secretary/Treasurer for a duplicate to be issued. By declaring a check stale, the Association is not relinquishing its obligation to the payee.

Adopted April 2013

Addendum:

Committee Timelines

Professional Development/Training Committee Timeline

- May to September
 - Recruit new committee members, if need be
 - Review evaluations from Fall Training and UASFAA Conference
 - Start planning for NASFAA Fall Training
 - Contact Department of Education for someone to present for the following UASFAA conference
- October
 - Early to mid-October: NASFAA Fall Training Materials become available
 - Review Material
 - Contact potential presenters
 - Secure venue: Fall 2012 the venue was Mountain America H. Floyd Tanner Building
 - Create flyer and forward information to ATAC, and send email to ListServe
 - Last week of October
 - Finalize presenter(s)
 - Send training materials to ATAC to post information at uasfaa.org
 - Email training materials, ListServe
- November
 - Early to mid-November
 - Hold NASFAA Fall Training, before Thanksgiving Holiday
 - After training, review Fall Training evaluations (included with materials)
 - Last week of November
 - Send a follow-up Fall training evaluation survey to attendees
 - Review survey results
- December

- Design survey asking UASFAA members for suggestions on session topics for UASFAA conference
- January
 - Second week of the month
 - Send UASFAA Conference survey to the ListServe
 - Email reminders
 - End of the month
 - Compile survey results, and send information to committee members
- February
 - First week
 - Visit venue for UASFAA Conference
 - Determine agenda (i.e. # of sessions, topics, etc.) for UASFAA Conference
 - Second and Second week
 - Contact potential presenters, and finalize presenters
 - Send "Session Information Sheet" with a three week deadline
 - Last week
 - Create tentative agenda, and email information to ATAC
 - Check with Conference Committee to see when registration will be open
- March
 - Early to mid-March
 - Once conference registration becomes available, send ListServe email with information on registration and tentative agenda
 - Confirm with presenters their availability to present and collect "Session Information Sheets"
 - Mid to end of March
 - Confirm Key Note Speaker
 - Compile "Session Description" document
 - Compile "Presenters' Biographies" document
 - Purchase thank-you cards and gifts for presenters

- Continue to send emails through the ListServe with reminders and important deadlines
- April
 - Two weeks before the conference
 - Finalize Agenda
 - Create session/presentation evaluations
 - Email finalized agenda, session description, session/presentation evaluations, presenters' biographies, and session description documents to Conference Chair
 - Week of the UASFAA Conference
 - Assign moderators for each session
 - Send one final email reminder
 - Prepare thank-you cards and gifts for presenters
 - During Conference
 - Collect session evaluations
- May
 - First part of May
 - Compile results from session evaluations, share results with committee
 - Collect PowerPoint presentations from UASFAA conference, send to ATAC to load on the website

Electronic Initiatives Committee Timeline

April	posting of new board and committee members and their photos
Late April/Early may	posting the conference presentations
June/July	changing committee chair information and access
July	training and posting meeting minutes; changing member information
Based on Assoc News cmte	BLOG "Inside the Beehive and Beyond" created and ready to go live. THE BLOG IS NOT LINKED TO THE WEB SITE FOR GENERAL USE AT THE MOMENT.
October	posting fall training material
January	membership renewal and corporate support renewal; must notify ATAC Corp so the dates can be changed on the web site
February	posting of the RMASFAA Scholarship Form sponsored by UASFAA
Late February/March	communication and training of new Electronic Initiatives Committee Chair; forwarded all PDF files containing website instructions
Late February/March	conference registration forms; posting, review, and approval
March	posting of 'extra' conference information; hotel, maps, parking
March/April	posting of conference agenda
April	finalize last board meeting