

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

## **ARTICLE I. Name**

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

## **ARTICLE II. Mission Statement**

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

## **ARTICLE III. Membership**

- Section 1. There shall be two classifications of membership in this Association: active membership and associate membership.
- Section 2. Active membership shall be limited to Educational Institutions of Postsecondary Education in the State of Vermont and VSAC.
- Section 3. Associate members of the Association shall be those educational associations, government agencies and organizations providing direct services that promote and support the administration of student financial aid to postsecondary institutions located in Vermont.

## **ARTICLE IV. Officers**

- Section 1. The officers of the Association shall consist of the President, Past President, President Elect (who shall serve one year as President Elect, two years as President, and one year as Past President), Secretary and Treasurer.
- Section 2. The Secretary, Treasurer and President shall serve a two-year term. The President-Elect and Past President shall serve a one year term.
- Section 3. Elected Officers must be institution/agency representatives as defined in Article III, Section 2.

## **ARTICLE V. Executive Committee**

- Section 1. The Executive Committee shall consist of the officers of the Association and shall act on behalf of the Association between meetings, reporting all actions to the membership. Newly elected officers shall be ex-officio members of the Executive Committee until duly installed.

## **ARTICLE VI. Meetings**

- Section 1. Meetings of the Association shall be held at least three times a year, in the fall, the spring, and the summer. A fourth meeting may be called in winter at the discretion of the Executive Committee. Notices of all meetings shall be mailed (**for the purposes of this document, the term mailed shall also include emails**) to all members eligible to attend.
- Section 2. For voting purposes, a quorum of one-half of the active members must be present with exception of amendments to the Constitution. Voting electronically shall require a response of at least one-half of the active members.
- Section 3. Each active member institution/agency shall be entitled to one vote on all matters pertaining to the Association.

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

#### **ARTICLE VII. Fiscal Year Budget**

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

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

#### **ARTICLE VIII. Amendments**

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

### **BY-LAWS**

#### **ARTICLE I. Membership & Dues**

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

Section 2. The amount of annual membership dues payable to the Treasurer of the Association by Active and Associate members shall be determined at the summer meeting by an affirmative vote of two-thirds of the voting members present.

Section 3. Bills for annual membership dues shall be sent by the Treasurer no later than August 1, and are due and payable by September 30. Members in arrears for dues may be dropped from the Association by action of the Executive Committee.

#### **ARTICLE II. Election of Officers**

Section 1. Election of the Secretary and the Treasurer will be conducted electronically during odd numbered years. Election for the President-Elect will be conducted electronically during even numbered years. Election results shall be announced at the spring meeting.

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

#### **ARTICLE III. Duties of the Officers**

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

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

Section 3. The President or his/her designee shall also be the official voting representative of the Association to any regional or National Associations.

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

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

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

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

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

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

#### **ARTICLE IV. Duties of the Executive Committee**

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

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

#### **ARTICLE V. Committees**

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

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

#### **ARTICLE VI. Vacancies in Offices**

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

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

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

## **ARTICLE VII. Budget**

- Section 1. The Executive Committee will propose a budget for the succeeding fiscal year to be acted on by the membership at the summer meeting preceding that fiscal year.
- Section 2. The proposed fiscal year budget shall be mailed to the membership along with the notice of the summer meeting.
- Section 3. An affirmative vote of two-thirds of voting members present shall be necessary for adoption of the budget.

## **ARTICLE VIII. Parliamentary Authority**

- Section 1. *Roberts Rules of Order, Revised*, shall govern the Association proceedings in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws.

## **ARTICLE IX. Amendment of the By-Laws**

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

Constitution and By-Laws Amended 11/16/81

Constitution and By-Laws Amended 11/05/87

Constitution and By-Laws Amended 04/12/94

Constitution and By-Laws Amended 01/15/00

Constitution and By-Laws Amended 04/12/06