

By-Laws  
Of the  
Wyoming Association of Student Financial Aid Administrators

**Article I**

Name of Group

The name of the organization shall be the Wyoming Association of Student Financial Aid Administrators (WyASF AA), hereafter referred to in these By-Laws as “the Association.”

**Article II**

Purpose

The purpose of this Association is to facilitate student financial aid services to Wyoming students and schools, principally by:

- a) Promoting, facilitating, and coordinating communication concerning student financial aid issues among institutions of postsecondary education in Wyoming;
- b) Promoting, facilitating, and coordinating communication concerning student financial aid issues between institutions of postsecondary education in Wyoming and the sponsors of student aid funds;
- c) Providing advisory services to other organizations or individuals concerned with student financial aid issues;
- d) Promoting a high ethical standard of professionalism among all those concerned with the promotion, development, and effective administration of student financial aid programs.

**Article III**

Membership

A. Membership Types:

Membership shall be of two (2) types: Institutional and Affiliate

1) Institutional Membership

Institutional Membership shall be open to any Wyoming institution of postsecondary education. Each Institutional member in good standing shall appoint one voting delegate. Members in good standing are those who are current with their annual Association dues. Institutional delegates shall be entitled to hold office and to serve on committees.

2) Affiliate Membership

Affiliate Membership shall be open to an individual or association representing public and/or private agencies who are engaged in the support and growth of student financial aid programs. Affiliate Members in good standing shall be entitled to serve on committees, to place names in nomination for election, and to vote for Affiliate Member Representative.

## B. Application for Membership

First-time application for membership in the Association shall be made to the Executive Council and must be approved by a simple majority vote of that Council.

## C. Membership Dues

Annual dues for each type of membership shall be recommended by the Treasurer and shall be approved by a simple majority vote of the voting membership at the spring business meeting. Annual dues shall be due and payable by September 1<sup>st</sup> of each year. Members whose dues have not been paid by October 1st will be subject to loss of membership in the Association whose dues have not been paid by October 1st will be subject to loss of membership in the Association”.

## D. Membership Termination

Any Association member may be terminated from membership by a simple majority vote of the voting membership for conduct which in any way injures or adversely affects the reputation of the Association or is in any way destructive to its objectives. No member delegate shall be terminated from membership for conduct-related reasons without written notification of the charges and an opportunity to appear before the membership to appeal such charges.

### **Article IV**

#### Association Year

The Official year shall be a fiscal year of July 1 through June 30.

### **Article V**

#### Governing Body, Officer, and Elections

## A. Governing Body

- 1) The Executive Council shall be composed of the President, President-Elect, Secretary, Treasurer, Immediate Past-President and the Affiliate Member Representative.
- 2) The Executive Council shall be responsible for the management and general administration of the Association; such authority shall no include that of rescinding or modifying any official action taken by the Association.

## B. Duties of the Executive Council

- 1) Responsible for the administration and operations of the Association;
- 2) Performs the functions of the Association between meetings;
- 3) Makes recommendations regarding policy and procedural matters to the total membership;
- 4) Makes decisions and takes action on urgent matters when immediate submission of such matters to the entire membership is impractical;
- 5) A simple majority vote of the Executive Council is required for the actions of the Executive Council to be binding on the Association.

## C. Officers and Elections

- 1) The officers of the Association shall be the President, President-Elect, Secretary, Treasurer, and the Immediate Past-President.
- 2) Officers shall be elected at large form among the Institutional Members of the Association.
- 3) Election of officers shall take place every year during the spring. The President-Elect will solicit nominations from the membership. Voting shall be conducted by mail ballot.
- 4) The President-Elect shall automatically become President of the Association at the end of his or her term of office as President-Elect.
- 5) Executive Council members begin their terms at the beginning of the Association fiscal year.
- 6) Each term shall be one year in length, except that the Treasurer shall serve a two year term.

D. Duties of the Officers

1) President

- a) Chief Executive Officer of the Association;
- b) Organizes, presides, and conducts State meetings;
- c) Appoints committees deemed necessary for the proper functioning of the Association, with the exception of the Nominations and Elections Committee and the Early Planning Committee;
- d) Shall be an ex-officio member of all committees
- e) Reviews all information received as a result of State presidency and relays appropriate information to the membership;
- f) Prepares an Annual Report and presents it to the membership at the spring business meeting;
- g) Attends all RMAFSA Board Meetings as a member of the Board of Directors;
- h) Attends the RMAFSA Annual Meeting;
- i) Maintains the WyASFAA President's activity planning calendar

2) President-Elect

- a) Performs the duties of the President in the event of the absence or incapacity of the President;
- b) Serves as chief development officer
- c) Appoints the Nominations & Elections Committee
- d) Performs other duties as assigned.

3) Secretary

- a) Records the minutes of all Association meetings;
- b) Circulates the minutes to all members of the Association;
- c) Facilitates official correspondence of the Association;
- d) Performs other duties as assigned.

4) Treasurer

- a) Maintains complete financial records for WYASFAA
- b) Assesses and collects membership dues;
- c) Submits fiscal reports to the membership at each regular Association meeting;
  - i. With assistance of the Executive Council, prepares proposed annual budget for discussion and vote at spring meeting
- d) Receives and expends funds for the Association in accordance with directions of the Executive Council
- e) Maintains, produces, and distributes annually an up-to-date membership list, once memberships have been finalized through payment of dues
- f) Performs other duties as assigned.

1) Immediate Past-President

- a) Serves as general advisor to the President
- b) Chairs Association Governance Committee to review Association By-Lays and Policies & Procedures Manual
- c) Performs other duties as assigned

E. Compensation and Expenses of Officers

- 1) None of the Officers of the Association shall receive any compensation for their services to the Association
- 2) Payment of expenses shall be on a funds available basis as follows:
  - a) Approved travel expense reimbursement for the President shall consist of registration fees for the NASFAA Annual Conference
  - b) Approved travel expense reimbursement for the President-Elect shall consist of:
    - i. Travel, registration, hotel and meals to the NASFAA Leadership Conference
    - ii. Travel, hotel and meals to attend the RMASFA Board of Directors Meeting(s)
  - c) Other expenses as approved the Executive Council

- d) Mileage for approved travel will be paid at the rate agreed to by the Association

#### F. Vacancies in Office

- 1) If, for any reason, the President does not complete the term of office for which elected, the office shall be filled by the President-Elect. A President-Elect succeeding to the office of President shall complete the unexpired term of the former President as well as serve as President for the full time to which s/he has been elected.
- 2) A vacancy in any office, other than President, shall be filled by an Institutional Delegate of the Association selected by a simple majority vote of the Executive Council. Such appointment shall be until the next election of officers.
- 3) At the discretion of the Executive Council, special elections may be called.

#### G. Removal of Officers

- 1) Any officer of the Association, whether elected or appointed, may be removed by a simple majority vote of the Institutional Members when in their judgment the best interests of the Association will be served.

#### H. Duties of the Affiliate Member Representatives

- 1) Is elected to a one-year term by the Affiliate Member delegates, as part of the annual election process and on the same ballot as the Association Officers.
- 2) Maintains communication with Affiliate members so as to reflect their interests to the Executive Council and the membership
- 3) Is subject to the provisions of the By-Laws regarding compensations, vacancies, and removal as specified for Association Officers
- 4) Provides advisory services in the development aspects of the President-Elect's responsibilities
- 5) Serves as the liaison to the Early Planning Committee

### **Article VI** **Meetings**

#### A. Regular Meetings

The Association shall normally meet twice annually and at such other times as needed and agreed upon by the Membership. Although joining with neighboring states for joint state meetings is encouraged, at least one of the regular annual meetings should be held independently within the State of Wyoming.

#### B. Executive Council Meetings

The Executive Council shall meet as called by the President or a simple majority of its members.

#### C. Quorum

1. A simple majority of Institutional Members shall constitute a quorum at any meeting of the Association, including meetings by electronic device.
2. A simple majority of the Executive Council members shall constitute a quorum at any meeting of that body, including meetings by electronic device.

D. Rules of Order

All meetings of the Association shall be conducted in accordance with the procedural rules set forth in the most recent edition of “Robert’s Rules of Order” by Henry Martin Rober.

E. Proxy

A proxy will be made available to a Member Institution which is unable to send a delegate to an Association meeting. The Proxy will be included with the registration materials for each Association conference or meeting. A voting member may send its proxy to another voting member who will attend the meeting, and who is willing to exercise the proxy. Proxies will be validated by the President-Elect before votes are cast at the meeting.

**Article VII**

**Committees**

A. Committee Types

Committees shall consist of two types:

1. Standing Committees shall consist of :

a. Nominations and Elections Committee

Consists of a minimum of two Association member delegates appointed by the President-Elect. Solicits nominations from the membership for elections during the spring. Assures eligibility of each voting member, assures that appropriate Institutional Member delegates vote for officers and that appropriate Affiliate Member delegates vote for Affiliate Member Representative. Tabulates paper or electronic ballots and reports results to President-Elect.

b. Governance Committee

Consists of the Immediate Past President, as Chair, and at least one other Association member/delegate appointed by the President-Elect. Shall review the Association By-Laws and Policies and Procedures Manual annually, and makes recommendations to the membership for changes when necessary.

c. Early Planning Committee

Consists of the Affiliate Member Representative as liaison. Carries out the responsibilities of the Early Planning project.

- d. Conference Committee  
Consists of members appointed by the President to organize meetings, retreats, workshops and conferences.
- 2. Ad Hoc Committees  
May be created to promote the purposes of the Association; to be appointed by the President.

**Article VIII**  
Association Funds

- A. All funds from membership dues, fees and other revenue sources shall be placed with the Treasurer and shall be under the control of the Executive Council.
- B. Association funds will be used to cover the normal expenses of the Association and the various functions it supports.
- C. All expenses not budgeted shall be submitted for approval by a simple majority of the Executive Council.

**Article IX**  
Endorsements

- A. The Association does not endorse any private activity, written or oral presentation by any member or non-member of the Association.

**Article X**  
Amendment of By-Laws

- A. Proposals  
Proposal to amend the By-Laws may be initiated by any member of the Association. Written proposals must be submitted to the Association Governance Committee. The Association Governance Committee shall submit the written proposal along with its recommendation to the President. No vote on proposed changes to the By-Laws shall be taken until at least 30 days after copies of the proposed amendments have been mailed to all members.
- B. Approval  
Approval of proposed By-Law amendments may be by mail ballot, by electronic ballot, or by motion at a regular meeting of the Association. Approval shall require a simple majority of the voting Institutional Members.
- C. Suspension of the By-Laws  
Any portion of the By-Laws of the Association may be suspended by a two-thirds majority of all the Institutional Members.

Adopted July 27, 2002