

## **CAPFAA General Policies and Procedures**

### **Banking:**

**Signatories:** The Treasurer and President are the signatories on the CAPFAA checking account.

**Dual Signatures:** Checks over \$2,500 require dual signatures

### **Ballots:**

**Authority:** Association balloting is presided over by the committee holding jurisdiction over the subject of the vote. e.g. Nominations and Elections Committee, Constitution and Bylaws Committee, Budget Committee, Executive Council, etc. A minimum of two committee members will oversee all aspects of the voting, particularly the collecting and tallying of ballots.

**Designated Voter:**

Each institutional member receives one vote, and indicates on the membership application which FAA is their designated voter. If the designated voter cannot be present at the association meeting where a vote will be taken, he/she must contact the secretary PRIOR to that meeting to indicate which FAA from their institution will be voting. ONLY the designated voter may appoint an alternate voter. If the designated voter leaves their institution during the school year, the institution should contact the secretary to indicate a new designated voter.

**Ballots by Web:** Web based balloting will be done through a reputable third party service. The service must be able to provide copies of each completed "ballot" (without identifying information) as well as summary reports. Balloting information will be emailed only to the designated voting member and include a user name and password for accessing the voting web site. Printouts of the ballots are retained until the results have been announced and a motion to destroy the ballots has been made and passed by the general membership.

**Ballots by Mail:** Ballots will be mailed only to the designated voting member on the association's list. The mailing will include a self addressed return envelope with a signature sticker on the back. A mail-in ballot is valid only if the envelope is signed by the designated voting member of an institution. Unsigned ballot envelopes, or envelopes signed by a non-voting member, will be discarded unopened. Valid envelopes will be opened, the ballots set aside, and the envelopes discarded. Votes are then tallied. At least two committee members must be present at the opening and tallying of the ballots. Vote results are presented to the President who announces them to the membership. Ballots are retained until the results have been announced and a motion to destroy the ballots has been made and passed by the general membership.

## **Balloting during a General Meeting:**

In-person balloting may be handled in two ways:

**Paper Ballots:** Paper ballots may be distributed to the designated voting members during the general meeting. After all voting members have been given an opportunity to complete the ballots, they are collected and the votes tallied. At least two committee members must preside over the collection and tallying of the ballots. Vote results are presented to the President who announces them to the membership. Ballots are retained until the results have been announced and a motion to destroy the ballots has been made and passed by the general membership.

**Voting Cards:** Balloting may be conducted through the use of voting cards. During the general meeting, a distinctly colored voting card and a copy of the proposal(s) subject to vote are distributed to each designated voting member. A firm count is kept of the number of voting cards distributed. For the vote, the President reads the proposal to the membership and call for a show of cards from those members voting “yea”. At least two committee members count the voting cards being held up by the members and agree on the count. The President then calls for a show of cards from those members voting “nay”. Voting cards are again counted. The President then calls for a show of cards from those members abstaining from a vote. Voting cards are again counted. The total of the three segments of vote may not exceed the number of voting cards distributed. If it does, a miscount is declared and the procedure is repeated until a valid count is obtained.

## **Candidate Withdrawal:**

If a candidate for office withdraws from contention after the election has commenced, but before the results have been announced to the membership, the election proceeds as usual. If the withdrawn candidate garners the highest number of votes, the candidate with the second highest vote total wins the election.

## **Committee Responsibilities:**

**Budget:** Committee Chairs will act prudently with respect to income and expenditure items over which they exercise control, for the good of the association. Committees will not exceed their budgets nor change figures agreed upon during the budget session without prior approval of Executive Council. Committee Chairs anticipating a shortfall may come before the Executive Council to petition for a budget increase. Committee Chairs anticipating a surplus may volunteer funds to be transferred to another budget item.

### **CAPFAA Council Meetings:**

Committee Chairs will attend monthly CAPFAA Council Meetings and submit a monthly committee report. If the chair must be absent, he/she should send a co-chair or other committee member in their place. If no member can attend, the monthly committee report should be submitted to the Secretary beforehand, so that it may be read into the minutes at the meeting. Once a committee's purpose has been fulfilled (e.g. Winter Conference, CT Fair for Educational Professionals) the Committee Chair will prepare and deliver the final committee report to the CAPFAA Council. Once that report has been submitted, the Chair's attendance at Council meetings is optional. Continued attendance is encouraged so that the fullest possible spectrum of membership is represented at meetings.

**Membership:** All committee chairs and members must be Association members. If membership on, or chairmanship of a particular committee is limited to Institutional Members, that fact will be noted in the "Qualifications" paragraph of the committee description.

**Records:** Committee Chairs will keep accurate and complete records of their tenure, and pass those records on to the next chair in a timely manner. Over time, cumulative committee records may become outdated and unwieldy. Committee Chairs will turn outdated records over to the CAPFAA historian.

### **Non-Discrimination:**

No person shall be excluded from participation in, nor denied the benefits of membership, or otherwise discriminated against on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.

### **Raffles:**

**Procedures:** A team of two individuals will preside over the drawing and announcing of a raffle prize winner: the vendor donating the prize and the assistant (another CAPFFA member). If a vendor is unable to be present at the drawing, he/she may designate a substitute. If no substitute is designated, the appropriate committee chair will serve instead.

The assistant (e.g. committee chair, previous raffle winner, guest of honor, etc.) pulls the winning card and reviews the name or number. The assistant then passes the card to the vendor or his/her representative who then announces the winner. This dual review avoids any controversy regarding improper action.

**Winning:** An individual must be present to win a raffle prize. If the first card pulled belongs to a member who is not present, the card is discarded and a second card is pulled.

Any individual can win only one prize during drawing. If the first card pulled belongs to a member who has already won a prize, it is discarded and a second card is pulled.

The members presiding at the raffle will remind the membership of these guidelines prior to beginning the drawing.

**Exceptions:** Committees using a raffle as a fundraiser may set rules different from those stated above provided that:

- Executive Council approves the proposed raffle rules
- The distinctive rules are clearly publicized, and clearly explained just prior to beginning the raffle drawing, so that the membership is aware that the rules differ from CAPFAA's standard raffle rules

## **Registration:**

**Fees:** The registration fees for each activity will be set by Executive Council, either at the Planning Retreat (for known activities) or at the first appropriate monthly meeting (for new opportunities). Committee chairs will not change the agreed upon registration fees without the approval of Executive Council.

**Cancellation:** Cancellation and requests for refunds must be made in writing (including fax and email), to the appropriate chair, by the deadline specified in the registration information. If these conditions are not met, no money will be refunded and registrants will be responsible for paying any balance still due on their registration.

**Deadlines:** In the registration information for any event, the applicable committee will include deadlines for on-time registration, late registration, and cancellation.

**Late Fees:** Late registrants will be charged a \$10 late fee in addition to the event registration fee.

**Non-Members:** CAPFAA sponsored events are for CAPFAA members only. Non-members wishing to attend must pay the \$100 membership fee to become CAPFAA members as well as pay the applicable registration fee.

**On-Site** Each committee will specify in the registration information whether on-site registration will or will not be available for a particular event.

## **Reimbursement of Expenses:**

The Treasurer will reimburse members for expenses paid on CAPFAA's behalf when presented with a properly completed "Request for Reimbursement of Expenses Form" and the

corresponding sales receipt. A reimbursement form completed by a committee member must be co-signed by the Committee Chair.

**Sexual Harassment:** Sexual Harassment is forbidden by federal and state law and will not be tolerated by CAPFAA. Members and guests are expected to adhere to a standard of conduct that is respectful and courteous to fellow members, guests and the general public.

## **Speakers, Presenters and Moderators**

**Payment:** Professional financial aid trainers are not paid for conducting CAPFAA training, although their travel expenses may be reimbursed if they are not routinely paid for by the speaker's organization (e.g. USDE). Council may authorize payment for trainers if they are from outside the profession and require compensation.

**Selection:** Applicable committees (e.g. Training, Annual Conference, Early Awareness, etc.) are responsible for identifying speakers, presenters and moderators. Chairpersons will share the proposed slate of speakers with the CAPFAA Council prior to confirming with the speaker. Council will review the slate and offer suggestions. The committee will take the suggestions under consideration. Once speakers, presenters and moderators are confirmed, substitutions will not be made unless a situation arises that prevents the confirmed trainer from performing the task (e.g. illness, another professional commitment, etc.)

### **CAPFAA Members:**

Committees wishing to hire CAPFAA members for NON financial aid purposes (e.g. entertainment, food) will bring the request to Executive Council for discussion and decision.

### **Communication:**

Committees will confirm speaking agreements with speakers, presenters and moderators in a timely fashion. They will provide written acknowledgment of the day and time of the meeting, topic and scope of the session, likely number of attendees and any reimbursement arrangements. They will inquire as to the speaker's equipment or copying needs and confirm handout arrangements. A thank you letter and any applicable association feedback will be sent to the speaker following the engagement.

## **Training Sites and Dates for CAPFAA Events:**

**Site Selection:** Training sites should be chosen throughout the state and conveniently located so that most members can make the session. Committees should evaluate cost, parking, room layouts and amenities when choosing sites. Sites should be handicap accessible.

**Timing:**

The dates of training activities should be sensitive to holidays, the common work schedules of the membership and to other state, regional, and national activities.