

## **INTRODUCTION**

This CAPFAA Policy & Procedures manual consists of:

- The By-Laws of the Association
- Policy and Procedure statements for the Standing Committees specified in the By-Laws
- Policy and Procedure statements for Ad-Hoc Committees
- Policy and Procedure statements regarding the duties of the Officers
- Policy and Procedure statements covering miscellaneous events and issues that routinely occur in the activities and governance of the Association.

The following are the standing committees of the Association:

- Training
- Nominations & Elections
- Scholarship
- Development

All other committees are Ad-Hoc.

Policies are specific courses of action adopted to achieve certain ends. Procedures are administrative steps put in place to help implement policies.

The CAPFAA Executive Council has formally adopted the policy statements in the attached manual. The procedural steps and all other text constitute approved courses for implementing each policy. Officers, Committee Chairs, etc. should look to the procedural text for guidance in policy implementation but need not be precisely bound by those statements.

Each year the Executive Council adopts a line-item budget for the Association. Because it is a "living document" the budget frequently changes through the year to meet changing needs of the association. Similarly, this Policy and Procedures Manual should provide a reference for governing the activities of the Association and should be a facilitating document, not an inhibitor. It is, therefore, appropriate and necessary for the Executive Council to periodically review and, as necessary, add to, delete from and amend this manual.

The Manual is to be maintained by the Constitution & Bylaws Committee Chair, reporting to the Secretary. The responsibility for its up-to-date accuracy should rest with these offices.

**Constitution of the Connecticut Association  
of  
Professional Financial Aid Administrators**

**ARTICLE I - NAME**

The name of this organization shall be the Connecticut Association of Professional Financial Aid Administrators, Incorporated - CAPFAA., Inc.

**ARTICLE II - PURPOSE**

The purpose of this Association shall be:

- Section 1. to promote the professional preparation, effectiveness, recognition, cooperation, and association of:
- a. student financial aid administrators at post-secondary institutions
  - b. and others in educational institutions, government agencies, foundations, and private and community organizations concerned with the support and administration of student financial aid.
- Section 2. to serve effectively the interest and needs of students, faculties, government agencies, and program sponsors through the coordination of plans and programs pertinent to student financial aid.
- Section 3. to assist educational institutions, foundations, government agencies, and private and community organizations to promote and develop effective programs of student financial aid.
- Section 4. to facilitate communication and cooperation among educational institutions and between these institutions and sponsors of student aid funds.
- Section 5. to 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 III - MEMBERSHIP**

- Section 1. There shall be three classifications of membership in the Association: active membership, associate membership, and retired membership.
- Section 2. Active membership shall be limited to persons engaged in the administration of student financial aid who are representing institutions of higher education in Connecticut. Each dues-paying institution shall have one vote on all matters brought before the Association except the vote for the Associate Member Representative.
- Section 3. Associate institutional membership shall include higher education institutions located outside of Connecticut, government agencies, foundations, and other entities whose primary purpose supports the administration of post-secondary financial aid and is consistent with the purpose and mission of CAPFAA. Each dues-paying associate institution shall have one vote for the Associate Member Representative. Representatives of associate member institutions are not entitled to vote on any other matters brought before the Association.
- Section 4. Retired membership shall be available to individuals members who were formerly active and/or associate members in the field for at least ten years and are now retired. Individuals employed by institutions that qualify for active or associate membership are not eligible for retired membership. Retired members are not entitled to vote on any matters brought before the association.

#### ARTICLE IV - OFFICERS

- Section 1. The officers of this association shall consist of President, President-Elect, Vice-President for Statewide Training activities, Secretary, Treasurer, EASFAA Representative, Associate Member Representative and Past-President, ex-officio. The Associate Member Representative must be a representative of an associate member institution. The other officers must be representatives of active member institutions.
- Section 2. a. The term of office of President-Elect shall begin upon election and continue for one (1) year; at the end of that year, the President-Elect assumes the office of President for one (1) year and, at the end of that year assumes the office of Immediate Past-President for one (1) year. No individual can hold this office for two (2) consecutive terms; a term being equal to three (3) consecutive years
- b. The term of office for each of the remaining officers shall begin upon election and shall continue through the succeeding two (2) years. No individual can hold the same office for more than two (2) consecutive terms, which equals four (4) consecutive years.
- Section 3. The duties of the officers shall be specified in the By-Laws and in the parliamentary authority adopted by the Association insofar as the latter does not conflict with the former.
- Section 4. Vacancies shall be filled as specified in the By-Laws (ARTICLE VI).

#### ARTICLE V - EXECUTIVE COUNCIL

- Section 1. The Executive Council shall consist of the officers of the Association and the immediate Past-President.
- Section 2. The Executive Council shall act in behalf of the Association between meetings and report all actions to the Membership.

#### ARTICLE VI - MEETINGS

- Section 1. Meetings of the Association shall be held at least once a year on the dates and places determined by the Executive Council. The dates and places of meetings shall be made known at least seven calendar days in advance, the day of the meeting included.
- Section 2. The Executive Council shall be empowered to hold such meetings as it may determine. Meetings may be called by the President, by petition to the executive council of at least one-fourth of the eligible voting member institutions, or by a majority vote of the executive council.
- Section 3. Each active member institution shall have one vote.

#### ARTICLE VII - AMENDMENTS

This constitution may be amended or revised by a two-thirds majority of the voting member institutions of the association in attendance at a regularly called meeting, provided that each CHANGE shall have been proposed in writing to the Secretary by the Executive Council, or by a committee authorized by the Association executive council, or by petition of any SEVEN voting members of the Association and provided further that a copy of the proposed CHANGES shall have been mailed to each voting member institution of the Association at least thirty (30) days before the vote on the CHANGE is called.

## BY-LAWS

### ARTICLE I

#### Membership and Dues

- Section 1. Application for membership in the Association shall be made to the Treasurer for processing as instructed by the Executive Council.
- Section 2. The amount of annual membership dues payable to the Treasurer of the Association by active, associate and retired members shall be established by the membership at the annual meeting.
- Section 3. Bills for annual membership dues shall be sent by the Treasurer at the beginning of the Association's fiscal year, July 1, to each member of the Association. Dues are payable on or before October 1. Members in arrears for dues may be dropped from the Association by action of the Executive Council. Members shall be notified in writing before being dropped from the membership list.

### ARTICLE II

#### Election of Officers

- Section 1. Election of officers shall be held prior to the regular membership meeting every year under the supervision of a Nomination and Election committee appointed by the President and subject to the approval of the Executive Council. Election of the Associate Member Representative shall be by a plurality of the associate members present and voting; or if the ballot should be taken by mail, a plurality of those active members who return ballots shall prevail. Election of all other officers shall be by a plurality of the active members present and voting; or if the ballot should be taken by mail, a plurality of those active members who return ballots shall prevail. Election procedures shall be under the jurisdiction of the Nomination and Election committee.
- Section 2. Election shall be held according to the following schedule:
- a. President-Elect - each year
  - b. Vice-President - each two (2) years in odd numbered years
  - c. Secretary - each two (2) years in even numbered years
  - d. Treasurer - each two (2) years in even numbered years.
  - e. EASFAA Representative – each two (2) years in odd numbered years
  - f. Associate Member Representative - each two (2) years in odd numbered years

### ARTICLE III

#### Duties of the Officers

- Section 1. The President shall preside at all meetings of the Executive Council and of the Association, and perform such duties as pertain to the office of President; shall be a member, ex-officio, of all committees; and shall submit an annual report to the Association. The president shall serve as a member of the board of directors of the Connecticut Association of Professional Financial Aid Administrators, Incorporated.
- Section 2. The President-Elect shall assist the President and in all ways prepare for the Presidency. In the absent or the disability of the President, the President-Elect shall have all the powers and shall perform all the duties of the President without prejudice to his/her subsequent term in office as president. The President-Elect shall chair the Scholarship

Committee and serve as a member of the board of directors of the Connecticut Association of Professional Financial Aid Administrators, Incorporated.

- Section 3. The Vice-President shall be responsible for training and shall chair the state-wide Committee on Training.
- Section 4. The Secretary shall be responsible for the records of the Association and the Executive Council and shall perform such other duties appropriate to the office as the Executive Council may prescribe; shall be responsible for keeping the members informed of the developments in the field of student financial aid and other pertinent information of interest to the professional administrator of student financial aid through the publication of a quarterly newsletter. The Secretary shall notify members of all regular and special meetings.
- Section 5. The Treasurer shall be responsible for receiving and disbursing all monies of the Association under policies approved by the Executive Council, and shall keep adequate and appropriate records of such receipts and disbursements. The Treasurer shall be responsible for notifying members about the payment of annual dues and shall collect dues. The Treasurer shall be ready whenever required to turn over to the Council 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 be bonded at the expense of the Association, the amount to be designated by the Executive Council. The Treasurer shall submit an audited annual report to the Association.
- Section 6. The Past-President shall serve as a member of the Executive Council. The Past-President shall serve as a member of the board of directors of the Connecticut Association of Professional Financial Aid Administrators, Incorporated.
- Section 7. The EASFAA Representative shall be the Association's representative to the Eastern Association of Student Financial Aid Administrators (EASFAA); and shall submit an annual report to the association.
- Section 8. The Associate Member Representative shall be responsible for representing the interests of associate members to Executive Council and shall chair the Development Committee.

#### ARTICLE IV

##### Duties of the Executive Council

- Section 1. The Executive Council shall have all the 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. Regular meetings of the Executive Council shall be scheduled each year. Special meetings may be called by the President upon petition of four or more members of the Council. Four members shall constitute a quorum at any official meeting of the Council.

#### ARTICLE V

##### Committees

The President shall appoint such committees as are deemed necessary to carry out the functions of the Association. All such appointments shall be subject to approval by the Executive Council.

## ARTICLE VI

### Vacancies in office

- Section 1. Should the President be unable to take office or complete the term of office, the President-Elect shall assume the office of President.
- Section 2. A vacancy occurring in the office of President-Elect shall be filled by election by the Association.
- Section 3. A vacancy occurring in any office, other than that of President or President-elect, shall be filled until the next general election of the association by appointment by the Executive Council upon nomination by the President. Such appointment shall not prejudice the election of the appointed person to a subsequent term of office.
- Section 4. An affirmative vote of a majority of the entire Executive Council by ballot, which may be conducted by mail, shall be necessary for election to fill a vacancy.

## ARTICLE VII

### Parliamentary Authority

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 VIII

### Standing Rules

- Section 1. Standing Rules may be adopted or amended by the Association or by the Executive Council by a majority vote of those present and voting, provided a quorum is present, at any meeting of either body, except that the Executive Council may not change a decision of the Association.
- Section 2. A record of the Standing Rules of the Association shall be kept by the Secretary and be made available to new Council members, and upon request, to any members of the Association.

## ARTICLE IX

### Amendment of the By-Laws

These By-Laws may be amended or revised by a two-thirds majority of the voting member institutions of the association in attendance at a regularly called meeting, provided that each amendment shall have been proposed in writing to the Secretary, (a) by the Executive Council, or (b) by a committee authorized by the Association Executive Council, or (c) by a petition of any seven voting member institutions of the Association; and provided further, that a copy of the PROPOSED CHANGES shall have been mailed to each VOTING MEMBER INSTITUTION of the Association at least thirty (30) days before the vote on the CHANGE is called.