

INTRODUCTION

This CAPFAA Policy & Procedures manual consists of:

- The Constitution and By-Laws of the Association
- Special Rules of Order for Executive Council
- General Policy and Procedure statements covering miscellaneous definitions, events and issues that routinely occur in the activities and governance of the Association.
- Policy and Procedure statements regarding the duties of the Officers
- Policy and Procedure statements for the Standing Committees specified in the By-Laws
- Policy and Procedure statements for Ad-Hoc Committees

The following are the standing committees of the Association:

- Training and Networking
- Nominations & Elections
- Scholarship
- Development

All other committees are Ad-Hoc.

The CAPFAA Executive Council has formally adopted the policy and procedural 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 and consult with Executive Council, as needed .

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 individual 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.

Section 5. Lifetime membership shall be limited to those association members who were awarded the CAPFAA Lifetime Member Award. Lifetime members are not entitled to vote on any matters brought before the association, unless they are also the voting member for an institution with active membership.

ARTICLE IV - OFFICERS

Section 1. The officers of this association shall consist of President, President-Elect, Vice-President, 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; excepting if the Nominations and Elections committee is unable to recruit a representatives of an active member institution for an open position other than President-Elect, an associate member may be slated for that position, provided that no more than one open position is slated in this fashion.

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.

b. The term of office for each of the remaining officers shall begin upon election and shall continue through the succeeding two (2) 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 (7) 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. The Nomination and Elections committee will report to Executive Council two months before the regular membership meeting if they wish to slate an associate member per Article IV, Section 1 of the Constitution. 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 Training and Networking Committee.
- 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 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 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.

Special Rules of Order for CAPFAA Executive Council

1. That the committee chairs, comprising a duly appointed advisory committee to Executive Council, have the right to make motions, seconds, and to participate in debate on matters brought before the Council.
2. In interpreting Robert's Rules of Order or these Special Rules of Order, the term "member" applies to both Executive Council and Committee Chairs. The terms "voting members" or "officers" refer exclusively to Executive Council members.
3. That unless the Chair specifically states a more formal arrangement, the following conventions associated with small boards are in effect during meetings:
 - Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
 - There is no limit to the number of times a member can speak to a question
 - The chair can speak in discussion without rising or leaving the chair
 - If a motion is made at the direction of a committee comprising more than one member, it does not require a second.
 - Informal discussion of a subject is permitted while no motion is pending, provided that it is clearly identified as such. Any member, at any time, has the right to request that a motion be made in order to focus the discussion.
 - The chair need not rise while putting questions to the vote
 - Voting is by a show of hands

CAPFAA General Policies and Procedures

I. Association Charitable Giving:

A. Single Charity

1. The Executive Council will choose only one established, locally, regionally or nationally known charitable organization to donate Association funds to each year.
2. Any CAPFAA member can bring a suggestion of a charitable organization to Executive Council for their consideration.
3. Only the approved charity can be promoted to the membership via Association communication channels such as the newsletter, list-serve and Executive Council communiqués.

II. Association Equipment/Property:

- A. **Laptops:** – The Association will provide the Treasurer and Secretary with laptops. Laptops can only be used for Association business. The Association will assume all responsibility for loss, theft or damage of the laptops. When a new Treasurer or Secretary is installed, the prior incumbent will give the laptop to the new incumbent. The Executive Council will determine when and if a laptop needs to be replaced. If the Executive Council determines that a laptop should be replaced, then the Executive Council will ensure that the hard drive is “scrubbed” and the laptop is disposed of in accordance with conventional rules for the disposal of such equipment.
- B. **LCD Projector:** – The Association will provide the Vice President with an LCD projector. The projector can only be used for Association business. The Vice President may sign-out the projector to other Association members for use at Association events. The Vice President will be responsible for tracking who has the projector and having it returned following the event it was used at. The Association will assume all responsibility for loss, theft or damage of the projector. When a new Vice President is installed, the prior incumbent will give the projector to the new incumbent. The Executive Council will determine when and if the projector needs to be replaced. If the Executive Council determines that the projector should be replaced, then the Executive Council will ensure that it is disposed of in accordance with conventional rules for the disposal of such equipment.
- C. **Other:** The Secretary maintains and manages the Association’s stationary supplies. Chairs of Committees which purchase attendee gifts or fundraising items will manage excess items as directed by Executive Council. The Association may purchase other equipment from time to time and will assign and record custody of these items.
- D. **Inventory:** The Treasurer will maintain an inventory of the property owned by CAPFFA, and the Association Member who has custody of each item.

III. Awards

A. Annual Awards:

- i. **Individual:** The Association currently has four individual annual awards, each under the purview of its respective committee and described fully in the Committee Description section of this Policy and Procedure Manual. They are: P. Jerome Cunningham Distinguished

Service Award, Lifetime Membership Award, Henry L. Miller Emerging Leader Award and the Magic of Mentoring Award.

- ii. **Group:** The Association currently has one group annual award, the Committee(s) of the Year. This award is given at the discretion of the President to any committee(s) of the Association determined to have made an outstanding contribution to the activities of the Association within a particular year. There is no committee for this award, but the President may seek input from Executive Council. Presented at the Annual Business Meeting along with the individual awards (including plaques for the committee chairs.).
- B. **President's Award:** On an ad hoc basis, the outgoing CAPFAA president may make the President's Award to a CAPFAA member who has provided exceptional support to the president during their year in office.
 - C. **Proposed Awards:** Any CAPFAA Committee or individual CAPFAA member wishing to propose a new, annual award must submit a full description to Executive Council for vote, including the proposed name, rationale for adding a new annual award, description of the recipient requirements and committee description.

IV. Committees:

- A. **Term of Committee Chairs:** All Committee Chairs (other than those for standing committees) will serve for a one year term, but may be reappointed. Chairs of standing committees are officers, and serve as chair for the term of their office. The President-Elect determines who the new Committee Chairs/Co Chairs/Vice-Chairs will be for his/her term as President. Since the Chair of a standing committee is mandated by the Constitution and By-Laws, the president may appoint a Vice-Chair to assist, as there cannot be co-chairs of those committees.
- B. **Activities:** Committee Chairs will attend the annual Planning Retreat, and provide a report of the planned activities for the year. Chairs should review CAPFAA's Strategic Plan, and be aware of which open strategic initiatives are assigned to their committee, and wherever possible align activities with the Plan.
- C. **Budgets:** Committee Chairs will propose a committee budget at the annual Planning Retreat, sufficient to carry out the duties of the committee, and adhere to the annual budget the Executive Council approves at the annual Planning Retreat. Committee Chairs may not exceed their budgets, nor change figures agreed upon during the Planning Retreat without prior approval of the 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 committee's budget.
- D. **Committee Meetings:** Committee Chairs will establish a schedule of meetings sufficient to ensure successful completion of the duties assigned to their committee. Committees will encourage the use of alternatives to on-site committee meetings, such as conference calls, video conferencing, e-mail communications, or holding meetings in conjunction with other Association events where committee members already plan to be.
- E. **Executive Council Meetings:** Committee Chairs will attend Executive Council meetings and submit a monthly, written committee report to the Secretary. The report should, whenever possible, include reference to Strategic Plan initiatives which fall within their committee's purview. If the Chair is unable to attend, he/she should send the Co-Chair/Vice-Chair or other

committee member in their place. If no member can attend, then the monthly committee report should be electronically 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. Annual Conference) the Committee Chair will prepare and deliver the final committee report to the Council. Following that, the committee Chair's attendance at Council meetings is optional. Continued attendance is encouraged so that the fullest possible spectrum of membership is represented at the meetings.

- F. **Annual Report:** Committee Chairs will provide a written annual report to the Secretary, to be presented at the Annual Business Meeting, which details committee members and committee accomplishments over the prior year.
- G. **Committee Records:** Committee Chairs will keep accurate and complete records of their tenure and pass those records on to the next Chair prior to the Annual Retreat. It is recommended that all records are saved to a DVD or flash drive and that no paper records are passed on to the new Chair. A duplicate copy of the DVD or flash drive should be given to the Constitution, By-Laws and Association History committee for archiving.

V. Duties of Executive Council

- A. **Collective Responsibilities:** Executive Council is charged to:
 - 1. Act on behalf of the Association between meetings and report all actions to the Membership
 - 2. Ensure that the annual transition of leadership for the Executive Council as well as Committee Chairs is responsibly facilitated.
 - 3. Ensure that the provisions of the CAPFAA Strategic Plan are enacted and adhered to by the Council, Committee Chairs and all members of CAPFAA; assess progress of the Strategic Plan on a regular basis.
 - 4. Approve Committee budgets at the Annual Planning Retreat that align with normal operations and achievement of Strategic Planning initiatives.
 - 5. Ensure the fiscal policies and procedures of the Association are adhered to by all who oversee activities that may have fiscal implications for the organization
- B. **Annual Reviews:** Executive Council will review the following at least annually:
 - 1. Constitution and By-Laws to confirm that they facilitate the development of policies and procedures necessary to meet the Association's mission and administrative responsibilities.
 - 2. Policies and Procedures to confirm that they address all of the current responsibilities of the Association, that they reflect current best practices, and that they provide direction for remaining as fiscally responsible as possible.
 - a. Discussion and vote on all proposed policy or procedural adjustments should occur within two months of the proposed revision.
 - b. All updates to the Association Policies and Procedures Manual should occur within two months of the approved revision.
 - 3. At the March Executive Council meeting, determine how the Association is doing financially based on a Year-to-Date (YTD) income and expense report provided by the Treasurer.

- a. Based on the March review, at the April Executive Council meeting decide if a change to the membership fee amounts for the coming year needs to be proposed at the Annual Business Meeting

VI. Events - Registration:

- A. **Fees:** The registration fees for each activity will be proposed by the Committee Chair and set by the Executive Council either at the Planning Retreat for known activities or at the first appropriate monthly meeting for new activities. Committee Chairs will maintain modest registration fees to allow for maximum member participation. Committee Chairs will not change the agreed upon registration fees without approval of the Executive Council. Committee Chairs will determine if there is a separate registration fee for retired and lifetime members.
- B. **Cancellation:** Cancellation and requests for refunds must be made in writing (including fax and email) to the appropriate Committee 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. These same guidelines will be followed for vendors in regard to their exhibiting fees.
- C. **Deadlines:** The registration information for all events will include deadlines for on-time registration and cancellation. The actual deadline dates will be determined by the appropriate Committee Chair.
- D. **Non-Members:** CAPFAA sponsored events are open to CAPFAA members only, unless a non-member is invited as a speaker or honored attendee. Eligible non-members wishing to attend must pay the membership fee to become a member of CAPFAA, as well as pay the applicable registration fee for the event.
- E. **On-Site Registration:** Each committee will specify in the registration information whether on-site registration will or will not be available for a particular event.
- F. **Registration Fees for CAPFAA Member Speakers/Presenters:**
 1. If a CAPFAA member is invited to speak/present at a CAPFAA sponsored event and the member plans on attending the entire event, then the member must pay the full event fee.
 2. If a CAPFAA member is invited to speak/present at a CAPFAA sponsored event and is attending the event only for the time they are to speak/present, then the member does not have to pay the event fee.
 3. If a CAPFAA member is invited to speak/present during a mealtime during the event, then CAPFAA will pay for the member's meal.
 4. If a member is having their meal paid for by the Association, then the Association will notify the member in writing regarding Section II, A. 1. of the Connecticut Code of Conduct which speaks to the prohibition of certain compensation.

VII. Events - Speakers, Presenters and Moderators (“Speakers”):

- A. **Payment:** Association members are not paid for conducting training for the Association. Financial Aid Professionals, who are not Association members, will not be paid for conducting training for the Association, although their travel expenses may be reimbursed if they are not routinely reimbursed for such expenses by their employer or speakers' bureau. The Executive

Council may authorize payment for trainers/entertainers if they are from outside the profession and require compensation. All requests for payment must be done by invoice.

- B. **Selection:** Committees are responsible for identifying speakers, presenters and moderators (collectively “speakers”) for their committee’s event(s). Chairpersons will share the proposed slate of speakers with the Executive Council for final approval prior to finalizing arrangements with the speaker. Once speakers are approved, substitutions will not be allowed unless a situation arises that prevents the confirmed speaker from performing the task (e.g. illness, work related commitment, etc.)
- C. **CAPFAA Members:** Committees wishing to hire CAPFAA members for NON financial aid purposes (e.g. entertainment, food preparation, etc.) will bring the request to Executive Council for discussion and decision.
- D. **Communication:** Committees will confirm speaking agreements with speakers in a timely fashion. They will provide the speaker with written acknowledgement of the day and time of the meeting, topic and scope of the session, likely number of attendees and any reimbursement arrangements. They will enquire 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.

VIII. Events - Training, Sites, Dates and Topics:

- A. **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, handicap accessibility, room layouts and amenities when choosing a site.
- B. **Timing of Events:** When choosing a date for an event Committees should be sensitive to holidays, the common work schedules of the membership, and to other state, regional and national activities.
- C. **Topic Consideration:** When choosing topics for events, Committees should try to:
 - 1. Provide a diversity of topics that include but are not limited to regulatory and technical knowledge as well as the need for skills in leadership, management, and human relations.
 - 2. Provide open forum opportunities to accommodate timely topics not considered when program agendas are planned
 - 3. Provide experienced aid administrators opportunities for sharing and growing in areas such as leadership and management responsibilities of the financial aid office.
 - 4. Give attention to emerging technologies both as a subject of training and as vehicles for presentation, communications, and administrative advancement.

IX. Fiduciary Responsibilities:

- A. **Authorized Executives:** The President and Treasurer will each be authorized to conduct all banking functions on behalf of the Association.
- B. **Reimbursement:** The Treasurer will reimburse members for expenses paid on the Association’s behalf when presented with a properly completed “Request for Reimbursement of Expenses” form. The corresponding sales receipt or invoice must accompany the completed

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

- C. **Expense Approval:** The Treasurer will approve all reimbursement of expenses, by signature, under \$2,500. The President and Treasurer must both approve, by signature, Association reimbursement of expenses of \$2,500 and above.
- D. **Association Funds:** Association funds will be kept in a minimum of two in-state banks, as determined by the Executive Council, with consideration given to not exceeding the FDIC insured deposit maximum at any one bank.
- E. **Account Verification:** All Association accounts must be accessible on-line, through the bank, by the President, Treasurer and President-Elect. The President or President-Elect must verify the monthly transactions and outstanding balances of all accounts on a regular basis.
- F. **Insurance & Bonding:** On a yearly basis, the Finance Committee will negotiate policies with a credible insurance company, or its agent, on behalf of the Executive Council. The Treasurer will bring the quotes for desired coverage to the Executive Council for final approval prior to purchase the coverage.
- G. **Reserve Funds:** The Association will maintain an investment of reserve funds to support the ongoing work of the Association and use no more than 10% of the existing reserve funds annually to offset any budgetary shortfall when establishing a balanced budget.
- H. **Financial Statements:** The Association will have the financial statements reviewed bi-annually by a third-party professional and act on any suggestions as a result of the review.

X. **Membership and Dues**

- A. **Active Members:** Institutions of higher education which qualify for active membership under the CAPFFA Constitution and Bylaws are defined by their six digit OPEID. Institutions which share a six-digit OPE ID may apply for either a single active (institutional) membership (one voting member for the entire school group) or for individual active (institutional) memberships (one voting member per eight-digit OPE ID). e.g. institutions 99999900 and 99999901 may either apply together for a single, active membership and designate one voting member, or apply separately for two active memberships and designate one voting member for 99999900 and a separate voting member for 99999901.

B. **Dues Structure:**

- 1. Active Members:
 - Tier 1 - 1-5 staff members: \$200.00 annually
 - Tier 2 - 6-8 staff members: \$225.00 annually
 - Tier 3 - 9-11 staff members: \$250.00 annually
 - Tier 4 - 12+ staff members: \$275.00 annually
- 2. Associate Members - \$200.00 annually
- 3. Retired Members - \$10.00 Annually
- 4. Lifetime Members no dues

For purposes of calculating the dues tier for Active Members with a single CAPFAA membership, the financial aid staff at all campuses/divisions shall be included in the count. e.g.

if institution 999999-00 and 999999-01 have applied for a single CAPFAA membership, and 999999-00 has 4 financial aid staff members and 999999-01 has 2 financial aid staff members, the institution falls under Tier 2 for dues assessment with a total of 6 financial aid staff members. All financial aid staff are included in the staffing level count, regardless of full or part time status. Staffing levels are self-reported by member institutions at the time of application for, or renewal of, membership.

- C. **Member Actions:** The following are the actions open to each classification of membership:
1. Active Members (institutional members):
 - a. All representatives engaged in the administration of student financial aid who are representing institutions of higher education in Connecticut may:
 - Run for any open officer position, except for Associate Member Representative
 - Accept appointment to a vacant officer position in accordance with the CAPFAA By-Laws Article VI, Section 3.
 - Serve as Co-Chair, Vice-Chair, or Member of any committee, except those committees where the CAPFAA Constitution and By-Laws or Policy and Procedure manual dictates the committee make-up.
 - Make motions, seconds, and participate in discussion during any general Association Meeting
 - b. Voting Members of Active Member institutions may:
 - Take all of the actions in Policy and Procedure IX.C.1.a (above) AND
 - Vote in annual and ad hoc elections of officers
 - Vote on all other matters brought before the Association at general Association Meetings
 2. Associate Members may:
 - a. Run for Associate Member Representative
 - b. Accept appointment to the Associate Member Representative in accordance with the CAPFAA By-Laws Article VI, Section 3.
 - c. Run for other open officer positions in accordance with CAPFAA Constitution Article IV, Section 1
 - d. Serve as Co-Chair, Vice-Chair, or Member of any committee, except those committees where the CAPFAA Constitution and By-Laws or Policy and Procedure Manual dictates the committee make-up.
 - e. Make motions, seconds, and participate in discussion during any general Association Meeting
 3. Retired Members may:
 - a. Serve as Co-Chair, Vice-Chair, or Member of any committee, except those committees where the CAPFAA Constitution and By-Laws or Policy and Procedure manual dictates the committee make-up.
 - b. Make motions, seconds, and participate in discussion during any general Association Meeting
 4. Lifetime Members may:

- a. Serve as Co-Chair, Vice-Chair, or Member of any committee, except those committees where the CAPFAA Constitution and By-Laws or Policy and Procedure manual dictates the committee make-up.
- b. Make motions, seconds, and participate in discussion during any general Association Meeting
- c. If a Lifetime Member is also employed by an Active or Associate member institution, then the actions open to that member classification prevail

XI. Mission

The mission of the Connecticut Association of Professional Financial Aid Administrators (CAPFAA) is to promote professional growth and development of its members in an atmosphere of collegial support and respect, actively pursue the mentoring of its members and those young professionals who may wish to make Financial Aid their career goal, support an industry-wide spirit of cooperation and communication, and serve as a steward of the profession so as to ensure the ethical administration of student financial aid programs for students, families and the institutions we represent.

XII. Nominations, Elections and Voting:

A. **Authority:** Association nominations, elections and voting are presided over by the committee holding jurisdiction over the particular process. e.g. Nominations and Elections Committee, Constitution and Bylaws Committee, Executive Council, etc. A minimum of two committee members will oversee all aspects of voting.

B. **Nominations:** Any active member of the Association may nominate themselves as a candidate for an open Executive Council position (except for the Associate Member Representative position). Any member of the Association can nominate an active member as a candidate for an open Executive Council position (except for the Associate Member Representative position), provided the nominating member has received the permission of the member they wish to nominate. Permission should be documented, but does not necessarily need to be in writing.

Associate members can nominate themselves as a candidate for the Associate Member Representative position. Any member of the Association can nominate an associate member as a candidate for the Associate Member Representative position, provided the nominating member has received the permission of the associate member they wish to nominate. Permission should be documented, but does not necessarily need to be in writing.

C. **No Nominees for Open Executive Council Positions:** In the event there are no nominees for a particular office named as the time for the Association vote approaches, the following procedures should be followed:

1. For positions other than President Elect and Associate Member Representative, the procedures in the CAPFAA Constitution Article IV, Section 1 and By Laws Article II, Section 1 regarding the slating of an Associate Member for an open officer position will be followed. If an Active Member candidate is secured prior to the election, the Associate member nomination must be withdrawn.
2. In the event that no nominations were secured, and the vote proceeded with a blank slate for one of the officer positions, then the President asks for nominees at the Annual Business Meeting prior to the announcement of election results. The nomination process will be the

same as stated in this policy. Should an eligible member or members be nominated and agree to the nomination, a vote by voting card will then be held for the particular position(s).

3. Should no nominee(s) be secured at the annual business meeting for any open position other than President-Elect, then Article VI, Section 3 of the Association By-Laws shall be followed.
4. Should no nominee(s) be secured for the open position of President-Elect, then the position shall remain vacant until such time that a nominee(s) is secured. If a nominee(s) is secured at a future date then the Executive Council will follow Article VI, Section 2 of the Association By-Laws.

D. **Write-In Candidates:**

1. For all Executive Council positions, voting members of active institutions can write in nominees on votes taken by paper or electronic ballot. However, the nominee must give the nominator and Chair of the Nominations and Elections Committee written consent, either by email or paper, prior to the vote being tallied.
2. For the Associate Member Representative, the voting member of associate member organizations can write in nominees on votes taken by paper or electronic ballot. However, the nominee must give the nominator and Chair of the Nominations and Elections Committee written consent, either by email or paper, prior to the vote being tallied.

E. **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. Once a candidate withdraws from an election, they are not eligible to be reinstated for that election.

F. **Officer Election Tie Vote:** In the event of a tie vote for any open Executive Council position, the tie will be broken by a secret vote of the sitting members of the Executive Council. Such vote must occur prior to the Association meeting where the election results will be announced.

G. **Active Member Voting:** 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 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, or provide the designated voter with written authorization to be turned in prior to the vote. **Only** the designated voter may appoint an alternate voter. If the designated voter leaves their institution, the institution should go on-line and indicate a new designated voter. This change can be made by the Director of Financial Aid, the Interim DFA or next most senior member of the FA staff. This change must be done at least 30 days prior to the date of any vote.

H. **Associate Member Voting:** Each associate member receives one vote and indicates on the membership application the voting representative from the organization. Associate members can only vote for the Associate Member Representative to Executive Council and may not vote on any other matters brought before the Association. If the designated voter cannot be present at the meeting where the election of the Associate Member Representative will take place, he/she must contact the secretary **PRIOR** to that meeting to indicate which representative from their organization will be voting, or provide the designated voter with written authorization to be turned in prior to the vote. If the designated voter leaves their organization, the organization should go on-line and indicate a new designated voter. This change can be made by the next

most senior member of the organization staff. This change must be done at least 30 days prior to the date of any Associate Member Representative election.

- I. **Ballots by Web:** Web based balloting will be done through a third party service approved by the Executive Council or through the CAPFAA website. The service must be able to provide copies of each completed ballot (minus identifying information), as well as, summary reports. Balloting information will be emailed only to the designated voting member and will include a user name and password for accessing the voting web site. The committee overseeing the vote will printout all ballots and bring them to the event at which the results of the vote will be announced. 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. The oversight committee will be responsible for destroying the ballots by shredding.
- J. **Ballots by Mail:** The committee overseeing the vote will be responsible for mailing out ballots, with a self-addressed return envelope to all designated voting members. A mail-in ballot is valid only if the back of 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 set aside unopened, and destroyed, at the appropriate time, along with all tallied ballots. The ballot will include the voting instructions and a return-by-date. Receipt will be determined by the postmark on the envelope. Ballots received after the return-by-date will be set aside unopened and destroyed, at the appropriate time, along with all tallied ballots. Valid envelopes received by the return-by-date will be opened, the envelopes discarded and the ballots set aside, and the votes tallied, by at least two committee members. 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. The oversight committee will be responsible for destroying the ballots by shredding. Balloting by email will not be used, as email discloses the identity of the voter.
- K. **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. The oversight committee will be responsible for destroying the ballots by shredding.
- L. **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 will be kept of the number of voting cards distributed. For the vote, the President reads the proposal to the membership and calls for a show of cards from those members voting “yea”. At least two committee members count the voting cards being held up. The two committee members must agree on the final count. If the count is in question, then the committee members must recount the cards. The President then calls for a show of cards from those members voting “nay”. At least two committee members count the voting cards being held up. The two committee members must agree on the final count. If the count is in question the committee members must recount the cards. If the total count of “yeas” and “nays” does not equal the total number of cards distributed, then the President must call for a show of cards for those members abstaining from the vote. At least two committee members count the voting cards being held up. The two committee members must agree on the final count. If the total count of “yeas”, “nays” and

“abstentions” does not equal the total number of cards distributed, then a miscount is declared and the entire vote must be retaken.

XIII. Planning Retreat

A. Composition and Timing

1. The annual Planning Retreat is held any time after the Annual Business Meeting but before the end of August.
2. Invited attendees include all Officers, Committee Chairs, Vice-Chairs and Co-Chairs; the President may also invite other guests.
3. The dates, times, and agenda are set by the President and communicated to all invited attendees.

B. Standard Agenda Items:

1. The President describes goals, initiatives and challenges for the upcoming year.
2. The President reviews the need and justification for all committees. Executive Counsel provides monetary support to those committees which serve the mission and purpose of the Association.
3. The Treasurer provides a summary of the past year’s transactions and the Association’s current financial position. Executive Council reviews the Associations fiscal policies and procedures for potential revisions.
4. The Secretary and EASFAA Representative provide updates on their offices. Other Officers provide updates through their Committee reports.
5. Each Committee Chair details the committee’s plans for the upcoming year, and proposes a committee budget sufficient to carry out the duties of the committee.
6. Executive Council establishes a balanced budget that:
 - a. Identifies all non-discretionary Association expenses and the annual amount of such expenses.
 - b. Determines if the annual membership dues amount and projected number of members is sufficient to cover non-discretionary expenses.
 - c. Identifies all discretionary Association expenses (e.g. events) and the annual amount of such expenses.
 - d. Determines if a discretionary expense is self-funded (e.g. break-even cost and income)
 - e. Assesses the appropriate level of charges to the membership for dues, workshops, conferences, etc.
 - f. Uses no more than 10% of the existing reserve funds annually to offset any budgetary shortfall when establishing a balanced budget.

XIV. Political Communications:

- A. **Lobbying:** At no time should any Executive Council member, Federal and State Relations Committee member or Association member act in a lobbying capacity while representing CAPFAA. CAPFAA members, while acting for CAPFAA, can act in an advisory capacity for federal and state issues.

B. Communication:

1. The President and the Federal and State Relations Committee will be the only Association members approved to communicate with federal and state officials on behalf of the Association.
2. All such communications must be approved by the Executive Council prior to release to the intended party.
3. Any communications being sent to federal or state officials must be done in a manner which speaks for all member segments of CAPFAA, except when a particular issue is being addressed which relates to a subset of Association members.

XV. Post Office Box

CAPFAA maintains a post office box in West Hartford. The CAPFAA mailing address is: PO Box 370402, 12 Crossroads Plaza, West Hartford, CT, 06117.

The Secretary has custody of the mailbox key and is responsible for checking for mail at least once per month. The Secretary may designate an alternate Council member to check the mail, if West Hartford is too far away for the Secretary to visit regularly.

XVI. Professional Conduct:

- A. **Non-Discrimination:** No person shall be excluded from participation in the Association, 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 disability, learning disability and/or physical disability.
- B. **Diversity, Equity and Inclusion:** The Association is committed to promoting diversity, equity, and inclusion across all facets of our organization. Aligned with our mission, CAPFAA actively promotes an environment that embraces and celebrates diversity, fostering an atmosphere of learning and support. We actively seek and welcome members from diverse backgrounds to represent the varied student populations we serve. We advocate for inclusion, engagement, and accessibility irrespective of age, gender, race, ethnicity, religion, nationality, political beliefs, sexual orientation, physical abilities, institution type, professional status, and other unique personal attributes and perspectives. Each member is valued and afforded equal opportunities to contribute to CAPFAA in an environment that encourages the free expression of ideas, free from bias, judgment, or criticism. CAPFAA's diverse membership ensures that voices from all backgrounds are heard and that all opinions are respected. CAPFAA is committed to being a safe space for all members and associates, continuously striving to enhance their experiences and the organization as a whole.
- C. **Sexual Harassment:** Sexual harassment is forbidden by federal and state law and will not be tolerated by the Association. 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.
- D. **Removal of Executive Council Incumbent:**
 1. An Executive Council member can be removed from office due to negligence of duties, willingly failing to adhere to the Association Constitution and Bylaws, theft from the Association, failure to represent the Association in a professional manner, violation of the

Association non-discrimination or sexual harassment policies or instances of verbal or physical abuse.

2. Removal of an Executive Council member will be by secret vote of the Executive Council members who are not in violation of any of the afore mentioned transgressions.

D. Listserv Use:

1. Use of the listserv is limited to CAPFAA members only.
2. Any member posting to the CAPFAA listserv may only post content related to financial aid or higher education: e.g. job postings, trainings, Association news, etc.
3. Associate members cannot use the listserv to promote their company's products or services, other than training open to all members of the Association.
4. All content must comply with the Association's non-discrimination and sexual harassment policies.
5. Violations by Institutional Members:
 - a. First offense – Written warning sent by Executive Council to the particular member.
 - b. Second offense – Written notification to the member and their supervisor and/or voting member, that the member (the individual, not the institution) has lost their membership and listserv access for the remainder of the year.
6. Violations by Associate Members:
 - a. First offense – Written warning sent by Executive Council to the particular member.
 - b. Second offense – Written notification to the member and the voting member, that the member (the individual, not the institution) has lost their membership and listserv access for the remainder of the year.

XVII. Raffles:

- A. **Procedures:** At least two CAPFAA members will preside over the drawing and announcing of a raffle prize winner. All raffle participants will have their name/ticket placed in a common container. The actual drawing may be done by a CAPFAA member, Chairperson, previous raffle winner, guest of honor, etc. The individual so designated pulls the winning name/ticket, reviews it and then passes it on to the two presiding CAPFAA members. One of the presiding members then announces the winning name/ticket to the membership in attendance.
- B. **Winning:** The presiding members will remind the membership of the following guidelines prior to beginning the drawing:
 1. An individual must be present to win a raffle prize. If the first name/ticket pulled belongs to a participant who is not present, the name/ticket is discarded and a second name/ticket is pulled.
 2. An individual can win only one prize during a drawing. If the first name/ticket pulled belongs to a member who has already won a prize, it is discarded and a second name/ticket is pulled.
- C. **Exceptions:** Committees using a raffle as a fundraiser may set rules different from those stated above provided that:
 1. Executive Council approves the proposed raffle rules

2. The distinctive ruled are clearly publicized, and clearly explained prior to beginning the raffle drawing, so that membership is aware that the rules differ from CAPFAA's standard raffle rules.

XVIII. Records, Archiving and Storage:

- A. **Secretary:** The Secretary will be responsible for electronically saving all Association documents and ensuring they are appropriately backed up. Any Association member who creates an Association related document must provide the Secretary with an electronic copy of the document. This would include all monthly committee reports, Treasure's reports and budgets, meeting minutes, meeting agendas, etc. The Secretary will ensure that a complete set of documents from her/his term of office is on the CAPFAA Laptop prior to turning it over to the incoming Secretary. At the end of her/his term, the Secretary will make an electronic copy of all the records from his/her tenure and provide that to the Chair of the Constitution, Bylaws, and Association History committee for archiving.
- B. **Treasurer:** The Treasurer will maintain all financial records of the Association, paper and electronic, in good order. The Treasurer will ensure that a complete set of documents from her/his term of office is on the CAPFAA Laptop prior to turning it over to the incoming Treasurer. At the end of her/his term, the Treasurer will make an electronic copy of all the records from his/her tenure and provide that to the Chair of the Constitution, Bylaws, and Association History committee for archiving. If paper records exist, once they become cumulatively too bulky to pass on to the incoming Treasurer, they will be turned over to the Chair of the Constitution, Bylaws, and Association History committee for archiving.
- C. **Committee Chairs:** Committee Chairs will maintain all records of their Committee activity electronically and in good order and will provide them to the incoming Chair on a DVD or Flash Drive. A duplicate copy of the DVD or flash drive should be given to the Constitution, By-Laws and Association History committee for archiving

XIX. Strategic Planning

- A. **Executive Council:** The Executive Council is charged with the responsibility of ensuring that the provisions of the CAPFAA Strategic Plan are enacted and adhered to by the Council, Committee Chairs and all members of CAPFAA.
- B. **Plan End Reviews by the Committee:** Towards the end of each Strategic Plan period, the Committee will review:
 1. The Association's Policies and Procedures, which incorporates a comparison to those of other state and regional financial aid associations,
 2. The composition of the Executive Council to ensure that:
 - a. Executive Council is structured appropriately to accomplish the goals of the Association: to provide leadership, to facilitate further leadership development, to be fiscally responsible, and to efficiently and effectively administer the Association.
 - b. The terms of office of elected officers are of sufficient length to maintain continuity and to complete official business while providing opportunities for new leadership

- c. All Executive Council position job descriptions reflect the committee reporting structure, duties as defined by the Constitution and By-Laws and this Policy and Procedure manual, and term limits
3. Membership categories and sectors for appropriateness to determine if:
 - a. The membership structure accurately reflects the Association's mission and goals and those member constituencies are appropriately designated
 - b. The membership structure of institutional membership, rather than individual or some other basis of membership, is still best for the Association.
 - c. Additional constituencies (students, high school guidance personnel and/or others) should be considered
4. Opportunities for providing individualized professional support and/or mentoring among the membership
5. Fiscal policies and procedures to ensure they promote fiscal integrity in the operations of the Association

Duties of the President *(not yet reviewed)*

1. Serve a three-year term: one as President-Elect, one as President, and one as Past-President (ex-officio).
2. Set the agenda and chair the annual Planning Retreat meeting for Executive Council and Committee Chairs (collectively the “CAPFAA Council”.)
3. Determine the dates, times, locations and agendas of all General Association and Executive Council meetings; chair/facilitate these meetings, cast the deciding vote, if needed, on motions brought to the floor.
4. Propose the committees for the year for approval by Executive Council; appoint appropriate committee chairs and approve committee members; assign committee oversight to the appropriate CAPFAA Officer
5. Serve as a member, ex-officio, of all committees
6. Serve as a member of the Board of Directors of the Connecticut Association of Professional Financial Aid Administrators, Incorporated
7. As needed, communicate with federal and state officials and the media on behalf of the Association.
8. Monitor all committee and association activity
9. With the President Elect, verify monthly transactions and outstanding balances on all bank accounts on a regular basis.
10. Prepare or approve the cover letters which accompany any association mailings.
11. Compose the “President’s Message” for the newsletters and website, as needed.
12. Represent the Association at NASFAA, EASFAA, and elsewhere, as needed, or designate a member to do so
13. Submit a report to the Association at the Annual Business Meeting
14. Serve as primary contact with the following ad hoc committees:
 - Strategic Planning
 - Annual Conference

Duties of the President-Elect *(not yet reviewed)*

1. Serve a three-year term (one year as President Elect; one as President; one as Past-President)
2. Attend all General Association and Executive Council meetings; vote on motions brought before Executive Council.
3. Serve as a member of the Board of Directors of the Connecticut Association of Professional Financial Aid Administrators, Incorporated
4. Perform all the duties of the President, in the absence or disability of the President
5. Assist the president and in all ways prepare for the Presidency; serve as a member, ex-officio, of all committees, in order understand how the Association operates on an annual basis.
6. With the President, verify monthly transactions and outstanding balances on all bank accounts on a regular basis.
7. Recruit the Annual Conference Committee Chairs and Golf Committee Chairs for your upcoming term of office; recruit committee chairs for all committees for your upcoming term as President.
8. Chair the Scholarship Committee (constitutionally mandated)
9. Chair the Awards Committee and the Henry L. Miller Emerging Leader Award Committee
10. Set the date, time and site for the summer Planning Retreat for your upcoming term as president; notify Officers and Committee Chairs
11. Order award plaques for annual Association award winners.
12. Serve as a member of the Golf Tournament Committee.
13. Serve as primary contact with the following ad hoc committees:
 - Scholarship Committee (Chair, per Constitution)
 - Annual Business Meeting
 - Awards (Chair)
 - P. Jerome Cunningham, Henry L. Miller, Magic of Mentoring
 - Golf Tournament (Member), secondary to the Associate Member Representative

Duties of Vice-President *(not yet reviewed)*

1. Serve a two-year term
2. Attend all General Association and Executive Council meetings; vote on motions brought before Executive Council
3. Chair the Training and Networking Committee (constitutionally mandated)
4. Serve as primary contact with the following ad hoc committees:
 - Training and Networking (Chair, per Constitution)
 - Diversity
 - Graduate and Professional Concerns
 - Boot Camp to FAAC (formerly Comprehensive Training)
 - Conference, secondary to the President

Duties of the Secretary

1. Serve a two-year term
2. Attend all General Association and Executive Council Meetings; vote on motions brought before Executive Council.
3. Record minutes of all Executive Council meetings; distribute minutes to Executive Council and Committee Chairs. Official meeting minutes are to include copies of committee reports and other materials presented during the meeting.
4. Record minutes of all General Meetings of the Association; distribute minutes to all Association members at the next regularly scheduled meeting.
5. Maintain all electronic records of the Association, including monthly committee reports, Officer reports, meeting minutes and agendas, etc. in good order. Upon the election of a new Secretary, transfer all materials related to the office of the Secretary promptly to the new Secretary.
6. Update, order, and maintain supplies of CAPFAA letterhead and envelopes; distribute to committees as needed.
7. Maintain possession of the key to the CAPFAA post office box, and either collect the mail periodically or designate another Council member to do so.
8. Notify all Executive Council members and Committee Chairs of regular and special meetings of the Executive Council; notify all Association members of any regularly scheduled meetings and special meetings of the Association; make cancellation and confirmation calls as necessary, send cards and letters as requested by Executive Council.
9. Receive requests for amendments to the Constitution (Article VII) and By-laws (Article IX) and relay to the Constitution, By-Laws, and Association History Committee.
10. In the absence of an appropriate Committee, assume responsibility for the newsletter.
11. Perform secretarial support functions (type agendas, order supplies, maintain records, etc.) as requested by the president.
12. Assist the Annual Business Meeting Committee with the Annual Meeting reports.
13. Serve as primary contact with the following ad hoc committees:
 - Constitution, Bylaws & Association History
 - Communications

Duties of the Treasurer *(not yet reviewed)*

1. Serve a two-year term.
2. Attend all General Association and Executive Council meetings; vote on motions brought before Executive Council.
3. Maintain all Association bank accounts; coordinate the changing of signatories and online access with new elections. Ensure both the President and President Elect have online access to all bank accounts.
4. Maintain all financial records of the Association and assure they are in good order; coordinate the transfer of records to the next Treasurer.
5. Coordinate the membership mailing regarding annual membership dues; collect dues; invoice Purchase Orders.
6. Receive and disburse all monies of the Association and keep adequate and appropriate records of such receipts, disbursements and reimbursements. Be ready, whenever required, to turn over to Executive Council all monies, accounts, record books, papers, vouchers, and other records pertaining to the office of Treasurer.
7. Attend all Association events where monies might be collected or receipts might need to be issued.
8. Prepare a monthly budget report for each Executive Council meeting; prepare an annual report for presentation to the Association at the Annual Business Meeting.
9. Maintain insurance and bonding as directed by Executive Council.
10. Maintain an inventory of the property owned by CAPFFA, and any Association member who has custody of each item.
11. Chair the Finance Committee.
12. Arrange for a biannual review of CAPFFA's financials. Ensure that the Association has a reviewed financial report done by a third-party professional and act on any recommendations provided by the report in question.
13. File any required state or federal financial reports or tax returns.
14. On July 1, annually, "close out" each year by transferring funds into or out of reserves to reset the Association's checking account to a starting balance of \$15,000.
15. No later than September 1, annually, submit to Executive Council a final year-end accounting of the previous year's income and expenses. The final year-end report must include an accurate accounting of the actual amount of reserve funds the Association spent against the original reserve funds budgeted.
16. Serve as primary contact with the following ad hoc committees:
 - Finance (Chair)
 - Membership and Directory

Duties of the EASF^{AA} Representative *(not yet reviewed)*

1. Serve a two-year term.
2. Attend all General Association and Executive Council meetings; vote on motions brought before Executive Council.
3. Represent the Association at the EASF^{AA} planning retreat and other EASF^{AA} meetings.
4. Respond to requests for information from EASF^{AA} council members.
5. Provide EASF^{AA} with reports highlighting Association activities.
6. Provide EASF^{AA}-related updates to the Executive Council and the Association membership.
7. Keep Association membership informed regarding EASF^{AA} initiatives and activities
8. Coordinate purchase of the State Association Gift for the Vendor Raffle at the EASF^{AA} Conference; present gift during Raffle
9. Submit a report to the membership at the Annual Business Meeting
10. Sere as primary contact for the following ad hoc committees:
 - State and Federal Relations
 - Mentoring

Duties of the Associate Member Representative *(not yet reviewed)*

1. Serve a two-year term
2. Attend all General Association and Executive Council Meetings; vote on motions brought before Executive Council.
3. Chair the Development Committee (constitutionally mandated)
4. Work in tandem with the Conference Committee to attract and retain available and relevant vendors for participation in any Association conferences.
5. Keep Associate Members informed regarding Annual Conference planning.
6. Encourage Associate Member involvement on CAPFAA committees and during the Annual Conference and Training and Networking and fundraising events.
7. Maintain contact with the following ad hoc committees:
 - Development (Chair, per Constitution)
 - Golf Tournament
 - Membership/Directory
 - Annual Conference

Duties of the Past-President *(not yet reviewed)*

1. Serve a three-year term: one as President-Elect, one as President, and one as Past-President (ex-officio).
2. Attend all General Association and Executive Council Meetings; vote on motions brought before Executive Council.
3. Serve as a member of the Board of Directors of the Connecticut Association of Professional Financial Aid Administrators, Incorporated
4. Chair the Nominations and Elections and Lifetime Membership Award Committees and ensure all of the duties of those committees are carried out.
5. Serve as primary contact with the following ad hoc committees:
 - Nominations and Elections (chair)
 - Lifetime Membership Award (chair)
 - FAFSA Day Connecticut

TRAINING AND NETWORKING COMMITTEE (Standing Committee – Constitutionally Mandated)

- Purpose:**
1. To enhance the professional development of the membership
 2. To increase participation by the membership of the Association

- Duties:**
1. Recommend training formats and topics for Executive Council approval.
 2. At the Planning Retreat, recommend meeting fees according to the cost of providing materials, site, refreshments, etc.
 3. Prepare training curriculum and materials.
 4. Schedule training sites and dates following CAPFAA event policies.
 5. Recruit trainers following CAPFAA speaker policies.
 6. Encourage participation in professional development activities by experienced Association members who are capable of motivating and facilitating learning in others and who represent the diversity of the membership
 7. Develop and distribute training registration information to the Communications committee for inclusion on the web site.
 8. Reconcile registrations and payments with the Treasurer.
 9. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
 10. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

- Membership:**
1. Chair: Vice President (Constitutionally mandated)
 2. Vice-Chair(s): One to two vice-chairs, may be selected by the President, or the Chair with the approval of the President.
 3. Members: At least six committee members (additional as necessary), selected by the chair with the approval of the President.

- Tenure:**
1. Chair corresponds to the term of office of the Vice President (normally a two year period).
 2. Vice-chairs and committee members serve one year, but may be re-appointed.

Qualifications: The committee members should be a mix of experienced senior financial aid professionals who know the current issues confronting the profession and motivated newcomers who bring diversity, energy or special skills to the committee. Members should be selected state-wide and reflect sector diversity. Members should be selected with a variety of skills: e.g. printing, organizing, site selection and coordinating, curriculum development, training ability, etc.

Executive Council Contact: Vice-President

NOMINATIONS AND ELECTIONS COMMITTEE (Standing Committee- Constitutionally Mandated)

- Purpose:** To prepare a slate of candidates each year for the open offices of the Association.
- Duties:**
1. Solicit nominations from the membership for open positions. At least two committee members should be present for the review of nomination forms.
 2. Establish a slate of candidates for each vacancy for voting members to vote on. If a committee member accepts nomination for an office, that member will excuse themselves from further committee activities. If the chair (Past-President) accepts nomination for an office, he/she will appoint a committee member as co-chair to oversee the remaining committee activities, including the receipt of ballots.
 3. Collect candidate statements from the successful nominees.
 4. Orchestrate the electronic voting set up.
 5. Distribute voting instructions to the voting members of the Association; keeping separate the offices to be voted on by Active (institutional) members and the Associate Member Representative to be voted on by Associate members.
 6. Receive returns from the electronic voting site.
 7. Provide results to the President to announce at the Annual Business Meeting
 8. Adhere to the following schedule:
 - March: - Call for nominations is sent to all members of the Association.
 - April: - Nomination deadline.
 - Committee confers to review committee procedures and nominee credentials; nominees willingness to serve is confirmed and candidate statements are collected.
 - Follow procedures in Bylaws Article II, Section 1 if needed
 - Committee selects a slate of officers - .
 - May: - The electronic voting site is prepared; voting information and candidate statements are distributed to voting members.
 - Acknowledgement made to unsuccessful nominees.
 - Voting deadline is set.
 - June: - Election results reported to Executive Council.
 - Formal election results announced by the President at the Annual Business Meeting.
 - Motion to destroy the ballots entertained and ballots destroyed.
 9. Prepare a budget for annual operations and account to the Treasurer for all expenditures with the necessary supporting documentation.
 10. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual
- Membership:**
1. Chair: Immediate Past President
 2. Vice-Chair: May be selected by the President, or the Chair with the approval of the President.
 3. Members: At least three committee members (additional as needed) selected by the Chair with the approval of the President.
- Tenure:** Chair rotates to the succeeding immediate past president; vice-chair and committee members serve one year, but may be re-appointed.
- Qualifications:** Committee members must be actively participating members of the Association. It is helpful for the committee as a unit to know most of the financial aid professionals in the state.

Executive Council Contact: Past President

SCHOLARSHIP COMMITTEE (Standing Committee- Constitutionally Mandated)

Purpose: To oversee the awarding of the CAPFAA scholarship(s)

Duties:

1. At the beginning of the year, evaluate the current scholarship policies and procedures and determine if any changes are needed.
2. Assist with the CAPFAA Golf Tournament, the major scholarship fundraising event and perform other fundraising efforts to generate funds in support of scholarships.
3. Prepare and distribute literature, guidelines and applications for the scholarship to all institutional members.
4. Evaluate applications and select the recipient(s).
5. Request video clips from the recipients to be used to recognize the scholarship recipients at the Annual Business Meeting. Seek input from Executive Council, if an alternate form of recognition is desired (e.g. invite recipients and a guest, , invite recipients' schools to summarize their qualifications, etc.)
6. Announce or present the award(s) at the Annual Business Meeting.
7. Work to expand the Scholarship program by exploring donation and fundraising options to increase the number and dollar value of scholarships.
8. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
9. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair: President Elect (Constitutionally mandated)
2. Vice-Chair; May be selected by the President, or the Chair with the approval of the President.
3. Members: At least four committee members (preferably one each from a private, state, and proprietary institution, and an associate member), selected by the chair with the approval of the President.

Tenure:

1. Chair: Concurrent with term of office.
2. Vice-Chair and Committee: One year, but may be re-appointed.

Qualifications: Interest in and commitment to the purpose of the Committee.

Executive Council Contact: President-Elect

DEVELOPMENT COMMITTEE (Standing Committee – Constitutionally Mandated))

Purpose: To marshal outside sources of support for the Association

- Duties:**
1. Prepare an annual plan for Associate Member vending at the Annual Conference for Executive Council approval.
 2. Prepare supplemental fund raising plans, if appropriate, given CT Code of Conduct limitations.
 3. Establish a comprehensive listing of potential Associate Member institutions; act as a liaison between the vendors and the Membership Committee
 4. Act as a liaison between the vendors and the Annual Conference Committees.
 5. Act as a liaison between the vendors and the Golf Tournament Committee
 6. Communicate vendor commitments and payments to the Treasurer in a timely manner; follow up on late payments.
 7. Assure that the vendors and donors are thanked for all contributions on behalf of the Association
 8. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
 9. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

- Membership:**
1. Chair: Associate Member Representative (constitutionally mandated)
 2. Vice-Chair; May be selected by the President, or the Chair with the approval of the President.
 3. Members: As necessary, selected by the chair with the approval of the President.

- Tenure:**
1. Chair corresponds to the term of office (normally a two year period).
 2. Vice-chair and committee members serve one year, but may be re-appointed.

Qualifications: Vice-chair and committee members should have experience in fund raising or other development activities and experience working within the governance structure of CAPFAA or another professional association

Executive Council Contact: Associate Member Representative

ANNUAL BUSINESS MEETING COMMITTEE (ad hoc)

Purpose: To coordinate the site and activities of the Annual Business Meeting in June.

Duties:

1. Work with the designated site to plan appropriate menus and activities.
2. Handle the development and distribution of all promotional and registration materials; provide registration information to the Communications committee for inclusion on the web site.
3. With the Secretary, coordinate the creation of the of the Annual Business Meeting slideshow or booklet.
4. With the President, coordinate the scheduling of the Business Meeting portion of the day.
5. With the Training Committee, or the State and Federal Relations Committee, coordinate the Training portion of the day.
6. With the Scholarship Committee, coordinate the scholarship recipient portion of the day
7. With the Awards Committee, coordinate the Association Awards and Executive Council and Committee recognition portion of the day
8. With the Mentoring Committee, coordinate recognition of retirees and “in memoriam” for deceased members
9. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
10. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair or Co-Chairs: Appointed by the President
2. Members: At least two committee members (additional as necessary), selected by the chair with the approval of the President.

Tenure: One year, but may be re-appointed.

Qualifications: Interest in and commitment to the purpose of the Committee.

Executive Council Contact: President-Elect

ANNUAL CONFERENCE COMMITTEE (ad hoc)

Purpose: To plan, organize, and execute all facets of the annual conference.

Duties:

1. Propose a tentative conference budget, site, and registration estimate to the Executive Council in March and firm numbers, including recommended registration fee for Council approval at the summer Planning Retreat.
2. Work in cooperation with the Training Committee to make sure training topics don't overlap.
3. Negotiate meals, breaks, etc. with the hotel, including menu selection and prices.
4. Plan all sessions (breakout and general) including scheduling, room assignments, speakers, presenters, moderators, etc.
5. Plan all social activities.
6. Turn receipts, bills and invoices over to the Treasurer on a timely basis.
7. Produce and distribute all conference promotional and registration materials; provide registration information to the Communications committee for inclusion on the web site.
8. Monitor on-line registration and on-site registration desk activities.
9. Liaison, as necessary, with the hotel, vendors and the Development Chair to promptly address problems that develop throughout the conference.
10. Follow all applicable CAPFAA policies in organizing and overseeing the conference activities.
11. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
12. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Co-Chairs: Appointed by the President during his/her year as President-Elect. Ideally, Chairs should have been a member of the previous year's conference committee. At least one chair should be an active institutional member.
2. Members: At least eight members (additional as necessary), selected by the chair with the approval of the President.

Tenure: One year, but may be re-appointed.

Qualifications: Experience on a conference committee or other similar organizational activities.

Executive Council Contact: President (Secondary, Vice President)

AWARDS COMMITTEE (ad hoc)

Purpose: To provide appropriate awards and recognition to CAPFAA volunteers and special awards recipients.

- Duties:**
1. Send solicitation emails to the membership for the Lifetime Membership Award, P. Jerome Cunningham Award, Henry Miller Emerging Leader Award, and Magic of Mentoring Award
 2. Coordinate with each award committee chair to ensure nominations are received, evaluated, recipients selected (with no duplicate recipients) and present the committee selected candidates to Executive Council for approval.
 3. Prepare all awards for the Annual Business Meeting, unless different timing is specified by Executive Council.
 4. Coordinate with Executive Council what type of award (plaque, certificate, framed certificate, etc.) will be used this year for each category of award.
 5. Coordinate with all committees which committee members will be receiving participation awards.
 6. Order the President's Plaque, and the plaques for the recipients of the Lifetime Membership, P. Jerome Cunningham Awards, Henry Miller Emerging Leader Award, Magic of Mentoring Award, and any other special award plaques approved by Executive Council
 7. For Officers and Committee Chairs, order plaques, print certificates, etc. – whatever the medium Executive Council has designated.
 8. For all committee members, print the Certificates of Appreciation or order whatever the medium Executive Council has designated.
 9. Coordinate with the Scholarship Committee on printing certificate(s) for the CAPFAA Scholarship winner(s).
 10. If applicable, coordinate with the Development Chair on vendor awards.
 11. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
 12. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

- Membership:**
1. Chair: President Elect
 2. Co-Chair (optional): May be selected by the President, or the Chair with the approval of the President.
 3. Members: (Optional) Committee members as necessary to accomplish the duties, selected by the chair with the approval of the President.

- Tenure:**
1. Chair corresponds to the term of office of the President Elect.
 2. Co-chair and members serve one year, but may be re-appointed.

Qualifications: Interest in and commitment to the purposes of the Committee

Executive Council Contact: President-Elect

Boot Camp to FAAC[®] (ad hoc)

Purpose: To provide a platform of comprehensive training for the Association using a tiered approach to training (New Aid Officers; Emerging Leaders; Management and Leadership). Training shall be offered bi-annually at minimum, or more frequently to meet the needs of the membership.

Duties:

1. Survey membership to be aware of needs and preferences; including timing
2. Organize and plan workshops to meet the needs of the three tiers of ability, inclusive of recruiting trainers/presenters.
3. Create, produce and/or obtain sanctioned training materials, as required.
4. Provide registration information to the Communications Committee for inclusion on the web site and advertisement to the membership.
5. Work with the Annual Conference and Training Committees to ensure the interests of the three tiers of ability are met.
6. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
7. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair (or co-chairs): Appointed by the President
2. Members: At least three committee members, selected by the chair with the approval of the President.

Tenure: One year, but may be re-appointed.

Qualifications: Senior financial aid professionals with training experience.

Executive Council Contact: Vice-President

COMMUNICATIONS COMMITTEE (ad hoc)

Purpose: To identify, develop, and support resources for financial aid professionals in the use of electronic media and to edit and publish the Associations online communications; to manage the web site in conjunction with our service provider.

Duties:

1. Maintain the CAPFAA website (including membership database) and listserv; determine appropriate content.
2. Oversee layout and organization of the web site
3. Upload content via content management application for all committees and events.
4. Maintain on the website a centralized and readily available master calendar that includes all of the planned Association activities, Executive Council and Committee meetings and regional and national events of interest to the Association.
5. Monitor and assess the training needs of the membership for increased use of electronic delivery of services.
6. Provide effective technical assistance and information on a timely basis using an array of communications modes.
7. Produce available data and reports from the web site, as requested, for Association purposes.
8. When used, solicit and edit articles for the quarterly newsletter; write additional content or articles, as needed;
9. When used, review the Association's Newsletter format annually to determine opportunities which will best encourage contributions and information sharing among the membership.
10. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
11. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair (or Co-Chairs): Appointed by the President
2. Members: As necessary, selected by the chair with the approval of the President.

Tenure: One year, but may be re-appointed.

Qualifications: Experience with and an interest in electronic media, newsletters or web site design.

Executive Council Contact: Secretary

CONSTITUTION, BY-LAWS and ASSOCIATION HISTORY (ad hoc)

Purpose: To monitor the Constitution, Bylaws, and Policies & Procedures and Association activities and needs, to be certain the Association is acting within the Constitution and Bylaws, and to recommend needed changes to same; to record and preserve Association History.

Duties:

1. Review the Constitution and Bylaws and Policy & Procedures manual at least annually to determine if changes are needed to keep the Association functioning efficiently; bring recommended changes to the Council
2. Review the organization, committee structure and functioning to determine that the Association is acting within the Bylaws.
3. When Constitution or Bylaw changes appear necessary, draft proposed text and rationale for the Council to consider.
4. When amendments are needed, oversee the process ensuring the procedures outlined in Article VII (Constitution) or Article IX (By-Laws) are followed.
5. Revise the Policy & Procedures manual as directed by Executive Council; distribute to Executive Council.
6. Maintain the CAPFAA archives.
7. Maintain the Display Unit (CAPFAA Booth) and create appropriate displays for CAPFAA events.
8. Maintain and update CAPFAA's historical plaques and display at the Annual Conference and Annual Business Meeting.
9. Ensure award recipient information is provided to the Communications Committee after the Annual Business Meeting, so that the CAPFAA website can be updated.
10. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
11. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair (or co-chairs): Appointed by the President
2. Members: (Optional) Committee members as necessary to accomplish the duties, selected by the chair with the approval of the President.

Tenure: One year, but may be re-appointed.

Qualifications: Chair should be an experienced financial aid professional with Executive Council or other parliamentary experience. The Historian should be a long time CAPFAA member with an interest in and commitment to the maintaining of records.

Executive Council Contact: Secretary

CUNNINGHAM AWARD COMMITTEE (ad hoc)

Purpose: To receive nominations from the membership and to recommend to the Executive Council names for the P. Jerome Cunningham Distinguished Service Award. (The P. Jerome Cunningham Distinguished Service Award is awarded annually in memory of Jerry Cunningham, one of CAPFAA's founding fathers. The purpose of the award is to recognize a CAPFAA member for distinguished service to the financial aid profession.)

Duties:

1. Coordinate with the President-Elect and Past-President to request nominations for the award from membership at the time officer nominations are requested.
2. Coordinate with all other Award Committees to ensure that there are no duplicate award recipients.
3. Present nominations to all currently active Association members who are past recipients of the P. Jerome Cunningham Distinguished Service Award for voting.
4. Present recipient to Executive Council at May Executive Council Meeting.
5. Coordinate the plaque with the Awards Committee.
6. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.

Membership:

1. Chair: The most recent active, recipient of the P. Jerome Cunningham Award
2. Committee: (optional) Any currently active members who are past recipients of the award, as selected by the chair or appointed by the President.

Tenure: One year, but may be re-appointed if the next recipient is unable to serve.

Qualifications: The committee members must be currently active Association members who are past recipients of the award.

Executive Council Contact: President-Elect

DIVERSITY COMMITTEE (ad hoc)

Purpose: To foster a diverse, equitable, and inclusive (DEI) environment within CAPFAA, ensuring all members feel welcomed, empowered, and secure. Our focus is on enhancing membership, engagement, and leadership opportunities for diverse communities within the association, and to identify and serve the needs of our diverse higher education community, including multi-cultural and non-traditional students. Additionally, we are committed to upholding CAPFAA's pledge to provide a safe space for all members and associates, while also offering ongoing education on DEI matters.

Duties:

1. Develop a comprehensive annual plan to implement the purposes stated above.
2. Make recommendations to Executive Council for best meeting the needs of our diverse membership.
3. Work with the Annual Conference Committee and Training Committee to develop programs or sessions which address the annual plan's objectives.
4. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
5. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair (or Co-Chairs): Appointed by the President
2. Members: Selected by the Chair with the approval of the President.

Tenure: One year, but may be re-appointed.

Qualifications: Committee members should be a mix of financial aid professionals who are committed to diversity and inclusion within the profession.

Executive Council Contact: Vice-President

FAFSA DAY CONNECTICUT COMMITTEE (ad hoc)

Purpose: To facilitate completion of the Free Application for Federal Student Aid (FAFSA) across the state of Connecticut.

Duties:

1. Develop a comprehensive annual plan to implement the purposes stated above; including locations, date(s) and time(s), scholarship opportunities, informational materials and administrative needs.
2. Maintain the FAFSA Day CT website to provide information to high school students and potential volunteers.
3. Identify and train a site coordinator at each site selected.
4. Solicit and place CAPFAA member volunteers to provide FAFSA completion guidance at each site.
5. Work with constituent partners and organizations to facilitate FAFSA completion across the State of Connecticut.
6. Collect feedback from students (and families), volunteers and site coordinators in order to continually improve the program.
7. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
8. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair (or Co-Chairs): Appointed by the President
2. Members: At least three committee members (additional as necessary), selected by the Chair with the approval of the President.

Tenure: One year, but may be re-appointed.

Qualifications: Committee members should have experience assisting students and families with the FAFSA and should be selected state-wide and reflect sector diversity. Members should be selected with a variety of skills: e.g. organizing, coordinating, site selection, marketing, training, etc.

Executive Council Contact: Past-President

FINANCE COMMITTEE (ad hoc)

Purpose: To maintain the financial integrity of the Association by assisting the Treasurer with research and other tasks ; to provide financial oversight for the Association.

Duties:

1. Assist the Treasurer by performing any requested research, such as investment options, insurance or bonding programs, comparison of other State Association financial policies, etc.
2. Assist the Treasurer, as requested, with tasks related to the receipt, disbursement, maintenance, and reporting of all monies of the Association under policies approved by the Executive Counsel.
3. Annually, negotiate insurance and bonding policies as directed by Executive Council.
4. Monitor and review CAPFAA's long term investments and report periodically to the Executive Council
4. In the event that the Treasurer is temporarily or permanently unable to serve, the Co-Chair of the Finance Committee is authorized to perform the necessary duties of the Treasurer until a new Treasurer is appointed for the remainder of the term of office.
5. Present the status of the approved budget at each Executive Council Meeting and at the Annual Business Meeting.
6. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair: Treasurer
2. Co-Chair: Appointed by the President
3. Members: (optional) Selected by the Chair or Co-Chair with the approval of the President.

Tenure:

1. Chair: Corresponds to the term of office of the Treasurer (normally a two year period).
2. Co-chairs and committee members serve one year, but may be re-appointed.

Qualifications: Co-Chairs and committee members should demonstrate commitment, organization, and high ethical standards as well as prior experience on Executive Council or experience with a similar organization.

Executive Council Contact: Treasurer.

GOLF TOURNAMENT COMMITTEE (ad hoc)

Purpose: To plan, organize and execute all facets of the CAPFAA Classic Golf Tournament to raise funds to benefit the CAPFAA Scholarship Fund. The tournament is designed to be a major fundraiser for the CAPFAA Scholarship.

Duties:

1. Choose a date and location for the tournament, being sensitive to school holiday schedules, other tournaments, weather considerations and any other areas of potential conflict.
2. Plan all activities for the day, including tournament format, special contests and prizes, refreshments, meals, photography, a raffle or other fun event, etc.
3. Solicit participants from the school and vendor communities (including associated colleagues, not just those in Aid).
4. Handle the creation and distribution of all promotional and registration materials and activities; provide registration information to the Communications Committee for inclusion on the web site.
5. Organize and manage all on-site activities the day of the tournament
6. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
7. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair (or co-chairs): Appointed by the President
2. President - Elect
3. Members: Selected by the chair(s) with the approval of the President.

Tenure: One year, but may be re-appointed.

Qualifications: Experience playing in, or organizing a golf tournament; members should be selected with a variety of skills: e.g. organizing, coordinating, site selection, marketing, etc.

Executive Council Contact: Associate Member Representative and President-Elect

GRADUATE AND PROFESSIONAL CONCERNS COMMITTEE (ad hoc)

Purpose: To identify and serve the professional needs of financial aid administrators working with graduate and professional students and to increase their participation in the Association.

Duties:

1. Define the graduate and professional sector(s) and their needs
2. Prepare a plan designed to achieve the committees' purpose.
3. Work with the Annual Conference and Training Committees to ensure that graduate and professional interests are represented during training sessions.
4. If there is sufficient need, sponsor an annual symposium, or other event, that supports the interests of graduate and professional students.
5. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
6. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair (or co-chairs): Appointed by the President
2. Members: At least two committee members (additional as necessary), selected by the chair with the approval of the President.

Tenure: One year, but may be re-appointed.

Qualifications: Experience working with a graduate or professional student population.

Executive Council Contact: Vice-President

Henry L. Miller Emerging Leader Award (ad hoc)

Purpose: To receive nominations from the membership and to recommend to the Executive Council names for the Henry L. Miller Emerging Leader Award (The Henry L. Miller Emerging Leader Award is awarded annually in memory of Henry L. Miller, a longtime CAPFAA member, financial aid administrator, consultant and mentor to dozens of financial aid professionals.) The purpose of this award is to recognize an up and coming leader in both the Association and the financial aid profession.)

Duties:

1. Coordinate with the Past-President to request nominations for the award from membership at the time officer nominations are requested.
2. Coordinate with all other Award Committees to ensure that there are no duplicate award recipients.
3. Present nominations to Executive Council for vote at May Executive Council Meeting.
4. Coordinate the plaque with the Awards Committee.
5. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.

Membership:

1. Chair: President Elect
2. Committee: CAPFAA Council

Tenure: One year, but may be re-appointed.

Qualifications: The committee members must be current members of the CAPFAA Council (Executive Council plus Committee Chairs)

Executive Council Contact: President-Elect

LIFETIME MEMBERSHIP AWARD COMMITTEE (ad hoc)

Purpose: To receive nominations from the membership and coordinate the voting for the Lifetime Membership Award. (This award is given to an individual who has made an outstanding and sustained contribution to the Association and student financial aid profession.)

Duties:

1. Coordinate with the President-Elect to request nominations for the award from membership at the time officer nominations are requested.
2. Coordinate with other award committees to ensure that there are no duplicate award recipients.
3. As a committee, vote on the nominated candidates.
4. Present recipient to Executive Council at May Executive Council Meeting.
5. Coordinate the plaque with the Awards Committee
6. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.

Membership:

1. Chair: Past-President
2. Committee: Chair and the eligible two most immediate past-presidents.

Tenure:

1. Chair corresponds to the term of office of the Past-President.
2. Members may serve as often as called upon to meet the needs of the committee.

Qualifications: The committee members must be the three most immediate past-presidents who are currently active Association members.

Executive Council Contact: Past President.

Magic of Mentoring Award (ad hoc)

Purpose: To receive nominations from the membership and to recommend to the Executive Council names for the Magic of Mentoring award. The Magic of Mentoring Award is awarded annually; the award name is a nod to its inaugural recipient (Bill Mangini) and represents the individual's love of magic and his magical transcendence across all ages and school types. Its purpose is to recognize an individual mentoring others within the profession and within the Association over a sustained period of time.)

Duties:

1. Coordinate with the President-Elect and Past-President to request nominations for the award from membership at the time officer nominations are requested.
2. Coordinate with all other Award Committees to ensure that there are no duplicate award recipients.
3. Present nominations to the Mentoring Committee members for voting. (If there are not a minimum of three, experienced committee members, the Executive Council will vote to select the recipient from the nominations received.)
4. Present recipient to Executive Council at May Executive Council Meeting.
5. Coordinate the plaque with the Awards Committee.
6. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.

Membership:

1. Chair: Chair of the Mentoring Committee
2. Committee: Members of the Mentoring Committee.

Tenure: One year, but may be re-appointed.

Qualifications: The Chair and committee members must correspond to the Mentoring Committee, unless the committee has insufficient, experienced members, in which case the Executive Council will serve as the committee.

Executive Council Contact: President-Elect

MEMBERSHIP AND DIRECTORY COMMITTEE (ad hoc)

Purpose: To maximize the membership of the Association

Duties:

1. Prepare an annual membership solicitation process which is designed to maximize renewal of the membership and to attract new members.
2. Work with the Treasurer to update membership information
3. Work with the Chair of the Development Committee on retaining current and obtaining new Association members.
4. Work with the Communications Committee to update the on-line member directory.
5. Maintain a centralized database of member contact information and ensure that any such database or directory is updated on an annual basis.
6. When directed by Executive Council, research other membership fee models to ensure a competitive and realistic structure to support the Association and its efforts.
7. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
8. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair (or co-chairs): Appointed by the President
2. Members: Treasurer, Development Chair, Communications Chair, and additional members, as necessary, selected by the chair with the approval of the President.

Tenure: One year, but may be re-appointed.

Qualifications: Commitment to the advancement of the Association. Experience in communications or web site maintenance a plus.

Executive Council Contact: Treasurer

MENTORING COMMITTEE (ad hoc)

Purpose: To welcome and acclimate new members to CAPFAA and increase the number of members who participate by volunteering on committees, serving as committee chairs, and running for office. Ensure that the mentoring of CAPFAA members and young professionals wishing to join the profession is accomplished.

Duties:

1. Define the constituencies to be served and their needs.
2. Define the needs of CAPFAA to be served by this committee.
3. Prepare a plan designed to achieve the committee's purpose.
4. Work with the Chairs of the Boot Camp to FAAC (to connect with newcomers), Annual Conference, Diversity, Training and other committees as appropriate to provide mentoring opportunities.
5. Coordinate the "Mentee-for-a-day" program with the Annual Conference Committee; solicit, select, inform, and guide the Mentees.
6. Recognize and encourage the development of informal "networking" opportunities for sharing professional and personal information
7. Encourage participation in professional development activities by experienced Association members who are capable of motivating and facilitating learning in others and who represent the diversity of the membership
8. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
9. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair (or co-chairs): Appointed by the President
2. Members: At least three committee members (additional as necessary), selected by the chair with the approval of the President.

Tenure: One year, but may be re-appointed.

Qualifications: Interest in and commitment to the purpose of the committee and commitment to the advancement of the Association.

Executive Council Contact: EASFAA Representative

STATE AND FEDERAL RELATIONS COMMITTEE (ad hoc)

Purpose: To keep the membership informed of important State and Federal regulatory changes which affect the process of awarding and disbursing state or federal financial aid; to inform and educate membership on the process of legislative advocacy and on issues pertaining to legislation and regulations

Duties:

1. Work in concert with the EASFAA Federal Relations Committee regarding position papers, reports to Congressional officials and NASFAA.
2. Review, analyze, evaluate and or respond to regulatory, legislative and programmatic issues; assist in the dissemination of information as necessary.
3. Identify and develop Association positions on issues.
4. Keep changes in federal legislation in the forefront of member awareness.
5. Focus on state financial aid issues; establish relationships with key state legislators; issue alerts to the membership on changes in state programs.
6. Encourage outreach between membership and the Connecticut Congressional delegation.
7. Serve as a resource for legislators and their aides.
8. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
9. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair (or Co-Chairs): Appointed by the President
2. Members: Preferably at least one committee members from each type of institution (public, private, proprietary, Associate) selected by the chair with the approval of the President.

Tenure: One year, but may be re-appointed.

Qualifications: Interest in reviewing current and proposed policy relating to all aspects of administering financial aid.

Executive Council Contact: EASFAA Representative

STRATEGIC PLANNING COMMITTEE (ad hoc)

Purpose: To create and maintain a long range Strategic Plan for the Association.

Duties:

1. Design and oversee a process which solicits and uses input from all CAPFAA members.
2. Identify and monitor the CAPFAA constituencies which the plan should address and the external conditions which affect the plan.
3. Using Association input, define the association's Goals and Objectives for the Plan years, and the initial Strategic Initiatives to reach those Goals.
4. Assist Committee Chairs in the writing and implementing of Action Plans to accomplish Strategic Initiatives.
5. Take the necessary steps to ensure that the Strategic Plan and CAPFAA's Constitution and By-Laws remain in alignment.
6. With the President, review and update the plan on an annual basis.
7. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
8. Fulfill all general committee responsibilities as outlined in Section IV of the CAPFAA Policy and Procedure Manual

Membership:

1. Chair (or co-chairs): Appointed by the President
2. The Constitution and By-Laws chair should be a full or ad hoc member.
3. Members: At least three committee members selected by the chair with the approval of the President.

Tenure: One year, but may be re-appointed.

Qualifications: Experience on CAPFAA Executive Council, or experience working with similar organizations, or comparable training in this area.

Executive Council Contact: President