

**POLICIES AND PROCEDURES MANUAL**  
**Louisiana Association of Student Financial Aid Administrators, Incorporated**  
**Louisiana Association of Student Financial Aid Administrators,**  
**Incorporated**  
Founded in 1968  
Incorporated 1996

**2016**

**POLICIES AND PROCEDURES MANUAL**



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**Louisiana Association of Student Financial Aid Administrators, Incorporated**  
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# **POLICIES AND PROCEDURES MANUAL**

## **Louisiana Association of Student Financial Aid Administrators, Incorporated**

### **I. Introduction**

#### **A. Purpose**

The Louisiana Association of Student Financial Aid Administrators, Inc. (LASFAA, Inc.) Policies and Procedures Manual has been designed to provide guidance, reference material, and historical continuity for the LASFAA, Inc. executive officers and committee chairpersons. Each executive officer and committee chairperson is responsible for knowing the content of the LASFAA, Inc. Policies and Procedures Manual and providing changes and updates, applicable, to the First Vice President/President-Elect. The First Vice President/President-Elect reviews for legality, consistency, and clarity, and makes appropriate proposals for LASFAA, Inc. executive officers' actions. Upon approval, the First Vice President/President-Elect incorporates changes in the document, and paper copies are distributed to the executive officers and committee chairpersons.

The LASFAA, Inc. Policies and Procedures Manual is distributed by the First Vice President/President-Elect at the beginning of the LASFAA, Inc. year and distributed to each new officer and committee chairperson. The document should be stored in a binder with the materials passed on by the executive officers or committee chairpersons and other documents provided by the incoming executive officers. Committee chairpersons' binders may contain information not incorporated into the LASFAA, Inc. Policies and Procedures Manual that is unique to committee work.

#### **B. Content**

The LASFAA, Inc. Policies and Procedures Manual supplements the Articles of Incorporation and By-Laws by:

- B.1. Providing an overview of the association's structure.
- B.2. Describing the responsibilities of members in leadership positions.
- B.3. Presenting the association's approved operating policies and procedures.

#### **C. Use**

It is the responsibility of each executive officer and committee chairperson to:

- C.1. Bring his/her binder to all council/committee meetings.
- C.2. Keep his/her binder current by adding and removing material (e.g., executive officers' lists, new organization operating policies or forms).
- C.3. Pass his/her binder on to the succeeding officer at or before the time the change occurs.

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### II. Board of Directors

#### A. Membership

A.1. **Chairperson:** President of Association

#### A.2. **Members**

- A.2.a. President
- A.2.b. Immediate Past-President
- A.2.c. First Vice President/President Elect
- A.2.d. Second Vice President
- A.2.e. Executive Secretary
- A.2.f. Treasurer
- A.2.g. All Delegates.

A.3. **Tenure:** Officers (i.e. A-E above) one year; Treasurer two years; Delegates two years.

#### B. Executive Committee of the Board

##### B.1. **Purpose**

This committee is charged with acting for the Board of Directors.

##### B.2. **Duties**

This committee will take emergency action in the absence of the Board. A simple majority of this committee is necessary to conduct business.

##### B.3. **Membership**

B.3.a. **Chairperson:** President of the Board.

##### B.3.b. **Members**

- B.3.b.1. Immediate Past President
- B.3.b.2. President
- B.3.b.3. First Vice President/President-Elect
- B.3.b.4. Second Vice-President
- B.3.b.5. Secretary
- B.3.b.6. Treasurer

B.3.c. **Tenure:** One Year except Treasurer which is two years.

#### C. Meetings

C.1. One of the meetings will be held in conjunction with the association's annual conference and will be held at a time, which is most convenient for members. The time of this meeting will be the decision of the President.

C.2. The President may choose to conduct meetings through use of conference calls.

C.3. Committee chairpersons shall be invited to meetings as determined by the President. Suggestions may be made by members to the President.

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C.4. Notification of meetings shall be e-mailed to all members at least 30 days before the meeting.

C.5. The Parliamentary Procedures Summary is provided in the Appendix.

### **D. Meeting Agendas**

D.1. Meeting agendas will be prepared and distributed. The President may perform this activity or in cooperation with the Executive Secretary.

D.2. Regular reports are to be made by the Treasurer, standing committees, at the discretion of the President, delegate to the Board of Directors, and by committee chairpersons. These reports will be prepared a month in advance and mailed to the President so that they may be included in the agenda.

### **E. Location of Meetings**

Location of executive officers' meetings will be determined by the President.

### **F. Meeting Minutes**

Unofficial minutes will be distributed by the Executive Secretary within 30 days of the completion of the meeting.

### **G. Executive Board/Committee Chair Training - E.L.I.T.E.:**

Prior to taking office the President will conduct training for the Executive Board and Committee Chairs. Members of the Board will attend the Essential Leaders in Training Emerging Institute (ELITE) training leadership training institute. This workshop is used to ensure that all Executive Board members and Committee Chairs are trained regarding Leadership Development and have orientation regarding LASFAA policies and procedures. (See III. T. #4 for more information)

### **H. Planning Retreat**

Prior to assuming the presidency, the First Vice President/President-Elect should plan and coordinate a Planning Retreat. The Planning Retreat would include incoming executive officers, chairpersons and other appropriate members as determined by the President and First Vice President/President-Elect. Each committee chair will identify goals for their committee based on LASFAA Strategic Long Range Plan.

### **I. Detailed Officer Descriptions**

#### **I.1. President**

##### **I.1.a. Basic Functions and Responsibilities**

The President acts as the chief executive officer of the association, present at all meetings of the association and chairing all meetings of the executive officers.

##### **I.1.b. Characteristic Duties and Responsibilities**

I.1.b.1. Provides leadership and direction to all activities of the association, the executive officers, and all committees and task forces of the association.

I.1.b.2. Serves as the official representative of the association or delegates such responsibility to another officer or other members as may be deemed necessary from time to time.

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- I.1.b.3. Serves as the official spokesperson for the association, determines the length of floor debates, manner of voting, and agenda items. Appoints the meeting Parliamentarian.
- I.1.b.4. Appoints all committee chairpersons and task force chairpersons with the exception of the vice chairpersons, and appoints committee members.
- I.1.b.5. Serves as an ex-officio member of all association committees and task forces.
- I.1.b.6. Attends all Southwest Association of Student Financial Aid Administrators (SWASFAA) Board of Directors' meetings to carry forth the feeling of LASFAA membership and report back to LASFAA.
- I.1.b.7. Selects "LASFAA Man and Woman of the Year" recipients and "Committee of the Year" recipients.
- I.1.b.8. Selects the recipient of the "SWASFAA Rookie of the Year" (renamed the "Philo Brasher Rookie of the Year Award"). Each year SWASFAA contributes \$250 and LASFAA contributes \$250 for a \$500 total scholarship award made to the school of the awardees. An award will be given to the member who has been a LASFAA member for 1-5 years and who has made a first significant contribution to LASFAA in the past 1-2 years. The name shall be given to the SWASFAA President each November for awarding at the SWASFAA Conference.
- I.1.b.9. Selects the recipient of the "LASFAA Rookie of the Year". This would be the same person as the "SWASFAA Rookie of the Year". This recipient would receive a plaque from LASFAA in addition to their award from SWASFAA.
- I.1.b.10. Purchases \$50 state gift to bring to SWASFAA Meeting. The SWASFAA meeting would be the one immediately following becoming president.

### **I.1.c. Length of Office**

- I.1.c.1. The President shall serve for one (1) year. The passing of the gavel shall take place at the Fall Conference and the position will commence at the beginning of the membership year which is January 1<sup>st</sup> following the Fall Conference. The President will then become Immediate Past-President the beginning of the next membership year.

## **I.2. First Vice President/President-Elect**

### **I.2.a. Basic Functions and Responsibilities**

The First Vice President/President-Elect is an officer of the association and shall perform the duties of the President in the event of absence or incapacity of the President to serve and shall perform such duties as are assigned by the President.

### **I.2.b. Characteristic Duties and Responsibilities**

- I.2.b.1. Provides assistance to the President of the association in any areas as requested.
- I.2.b.2. Updates the Policies and Procedures Manual.



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I.2.b.3. Plans retreat and Essential Leaders in Training Emerging Institute prior to the Fall Conference.

I.2.b.4. Appoints the vice chairs of committees, as necessary.

I.2.b.5. Attends the NASFAA Leadership Conference.

I.2.b.6. Serves as Chair of the Finance Committee.

I.2.b.7. Serves as chair of the Upper Management Committee when the Past President has to serve two (2) consecutive terms.

### **I.2.c. Length of Office**

I.2.c.1. The First Vice President/President-Elect shall serve for one (1) year and will commence the position at the beginning of the membership year which is January 1<sup>st</sup> following the Fall Conference. The First Vice President/President-Elect will then become President the beginning of the next membership year.

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### **I.3. Second Vice President**

#### **I.3.a. Basic Functions and Responsibilities**

I.3.a.1. The Second Vice President is an officer of the association and shall perform the duties of the President in the event of absence or incapacity of the President and First Vice President/President-Elect to serve and shall perform such duties as assigned by the President.

#### **I.3.b. Characteristic Duties and Responsibilities**

I.3.b.1. Chairs the annual Spring Conference Program. (see Sect. III M. for specific duties) Spring Conference will be a one (1) day conference. Works with Spring Site Chair and Training Committee Chair to coordinate the conference and boot camp. May request a session on diversity awareness/professional development topics.

I.3.b.2. Assists the First Vice President/President-Elect.

I.3.b.3. Assists with the Planning Retreat.

#### **I.3.c. Length of Office**

I.3.c.1. The Second Vice President shall serve for one (1) year and will commence the position at the beginning of the membership year which is January 1<sup>st</sup> following the Fall Conference.

### **I.4. Executive Secretary**

#### **I.4.a. Basic Functions and Responsibilities**

I.4.a.1. Develops conference business meeting, board meeting, and planning retreat minutes and distributes them to the executive officers within 30 days of the meeting.

I.4.a.2. Set up any conference call meetings (currently through accuconference).

I.4.a.3. Coordinates requests for stationery.

I.4.a.4. Functions may be combined with the Treasurer.

I.4.a.5. Performs other functions as assigned by the President.

#### **I.4.b. Length of Office**

I.4.b.1. Appointed by the President for one (1) year commencing at the beginning of the membership year which is January 1<sup>st</sup> following the Fall Conference. This position may be changed by resignation or by action of the association.

### **I.5. Treasurer**

#### **I.5.a. Basic Functions and Responsibilities**

I.5.a.1. The Treasurer is an officer of the association and shall be responsible for developing, distributing, and maintaining the financial records of the association. The

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Treasurer shall be ready whenever required to give the association any funds and financial records as demanded by officials.

- I.5.a.2. A report should be presented at the Spring and Fall Business Meetings.
- I.5.a.3. Functions may be combined with the Executive Secretary.
- I.5.a.4. A stipend of \$100 per month will be paid to the Treasurer. The President shall sign this check.
- I.5.a.5. Must attend the NASFAA Leadership Conference at least once during the term of service.

### **I.5.b. Characteristic Duties and Responsibilities**

- I.5.b.1. Receives and disburses monies of the association.
- I.5.b.2. Maintains adequate and appropriate records of all transactions.
- I.5.b.3. Is responsible for the proper and timely filing of all reports to the association.
- I.5.b.4. Assists with the formulation of financial policies.
- I.5.b.5. Annually submits all financial records to, and cooperates with, auditors.
- I.5.b.6. Performs other functions as assigned by the President.
- I.5.b.7. Serves as an officer of the association.

### **I.5.c. Length of Office**

- I.5.c.1. The Treasurer is an appointed position and shall serve two (2) years. Consecutive terms are allowed if approved by the board.

## **I.6. Delegates-at-Large**

### **I.6.a. Basic Functions and Responsibilities**

- I.6.a.1. Serve as association representative who will serve on the board of directors and vote on issues and concerns being presented before the Executive Board.
- I.6.a.2. Participate in Executive Board meetings and activities, and will contribute to the formulation of LASFAA policies, procedures, and practices.
- I.6.a.3. Submits a written report at each board meeting of updates, issues, concerns associated with the system in which the Delegate represents. Copies should be prepared to distribute to all board members (approximately 35).
- I.6.a.4. There will be seven (7) positions, which will represent: LSU System, University of Louisiana System, LAICU System, Southern System, Louisiana Community and Technical College System, Proprietary System, and Graduate/Professional Schools.

### **I.6.b. Length of Office**

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I.6.b.1. The Delegates-at-Large shall serve for two (2) consecutive years and will commence

at the beginning of the membership year which is January 1<sup>st</sup> following the Fall Conference. If a delegate fails to complete a term, the President shall appoint a replacement for that position.

I.6.c. Three (3) positions were appointed initially during the 1999 – 2000 year and four (4) additional positions added during 2000-2001 year. Each position will follow the nomination and election procedures beginning the 2001 – 2002 year. One additional position was added for the 2003-2004 year for the graduate/professional schools.

I.6.d. **The Election of the Delegates at Large will take place using the following format:**

I.6.d.1.	Louisiana State University System	Election during odd year
I.6.d.2.	University of Louisiana System	Election during odd year
I.6.d.3.	LAICU System	Election during odd year
I.6.d.4.	Southern System	Election during even year
I.6.d.5.	Proprietary Schools	Election during even year
I.6.d.6.	LA Community & Technical College System	Election during even year
I.6.d.7.	Graduate/Professional Schools	Election during odd year

### I.7. Immediate Past President

I.7.a. **Basic Functions and Responsibilities**

I.7.a.1. Assists the Executive Board and officers with administrative responsibilities as stated in the By-Laws (Article II, Paragraph 1).

I.7.a.2. Arranges and Conducts Upper Management Meetings. In the case whereby the Immediate Past President has to serve a second term, he/she does not have to chair the Upper Management Meeting. This will become the responsibility of the President Elect.

I.7.a.3. Chairs the LASFAA Mildred D. Higgins High School Scholarship Program.

I.7.a.4. Assists with the College Goal Sunday event.

I.7.a.5. Chairs the Nominations and Awards Committee.

I.7.a.6. Responsible for archiving LASFAA's pertinent information.

I.7.b. **Length of Office**

I.7.b.1. The Immediate Past President shall serve for one (1) year and will commence the position at the beginning of the membership year which is January 1<sup>st</sup> following the Fall Conference.

### III. Committees- committee chairs are members of the LASFAA Board.

All committee chairs are appointed by the President. The committee chairs/members should review their own purpose and duties as well as the entire Policies & Procedures Manual to be familiar with all policies and responsibilities.

#### A. Cost of Attendance Committee

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### **A.1. Purpose**

Determines the annual cost of attendance budget which can be used by the members of the association to determine student eligibility for Title IV programs.

### **A.2. Duties**

- A.2.a. Researches the U. S. Department of Education requirements, the U. S. Department of Labor-Bureau of Labor Statistics, and the Consumer Price Index to determine the percent of increase in the cost of living.
- A.2.b. Finalizes all elements for the cost of attendance.
- A.2.c. Survey students to cost of attendance elements.
- A.2.d. Make recommendations and approval to membership at Fall Business Meeting. Association members vote for approval or denial at the fall business meeting.
- A.2.e. Makes recommendations to membership at Fall Business Meeting.
- A.2.f. Prints and distributes a copy of the Cost of Attendance Budgets to all LASFAA members at the annual Fall Conference.
- A.2.g. Collect cost of attendance from all Louisiana schools to develop "Guide to College Costs for Louisiana Schools" brochure that is placed on the website. (no longer receive printed copies.)
- A.2.h. Send update to LASFAA web page to include cost brochure and cost of attendance budgets each year. Monitor the web page to ensure the updated information is correct.
- A.2.i. Submits a Committee Report for each LASFAA newsletter.
- A.2.j. Submits a Committee Report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).

## **B. Diversity Awareness/Professional Development Committee**

### **B.1. Purpose**

Coordinates an interest session during each conference which provides for a discussion of issues affecting financial aid professionals. Addresses diversity awareness issues confronting our members.

### **B.2. Duties**

- B.2.a. Addresses sensitivity issues in working with students.
- B.2.b. Schedules a session on diversity awareness/professional development topics at the annual Fall Conference. The Spring Program chairman may request a session for the Spring Conference.
- B.2.c. Request one of your committee members to also serve on fall conference program committee to coordinate a Diversity Awareness and/or Professional Development session.

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- B.2.d. Addresses and recommends to the President any concerns (if any) the committee sees fit.
- B.2.e. Moderates a forum-type discussion to share ideas on better office administration and better student service.
- B.2.f. Encourages discussion on any concerns that may be of group interests.
- B.2.g. Submits a Committee Report for each LASFAA newsletter.
- B.2.h. Submits a Committee Report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).

### **C. Fall Conference Program Committee**

#### **C.1. Purpose**

Designs the program for the Fall Conference that would meet the professional needs of the LASFAA membership.

#### **C.2. Duties**

- C.2.a. Follows through with the program arrangements necessary to conduct the annual conference.
- C.2.b. Design a program for the annual LASFAA Conference which accommodates the needs of the various significant components of the financial aid profession and presents its proposals to the LASFAA President for further review and suggestions.
- C.2.c. Schedules a session on diversity awareness/professional development topics at the annual Fall Conference.
- C.2.d. Work closely with the Site Committee for the annual conference to insure that the fall conference will provide the appropriate accommodations for the programs agenda.
- C.2.e. Work closely with the Exhibitor Liaison to ensure that the needs of the vendors will be provided.
- C.2.f. Prepares and recommends to the President a budget which will adequately cover all of the costs associated to plan, implement, and conclude the program for the annual conference.
- C.2.g. Brings to the attention of the President other items of importance.
- C.2.h. Solicits committee requests if they want to conduct a session at the Fall Conference.
- C.2.i. Specific duties to be performed are:
  - C.2.i.1. Printing of program
  - C.2.i.2. Scheduling of speakers
  - C.2.i.3. Obtain contracts from speakers prior to booking the speakers for the conference. A "Speaker's Contract" is required if the speaker will charge LASFAA a fee. Another contract is required for speakers to specify equipment needs. (See Appendix VII for Speaker's Contract)
  - C.2.i.4. Assigning moderators

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- C.2.i.5. Determine topics of program/sessions
  - C.2.i.6. Determine times of each event
  - C.2.i.7. Determine theme of conference
  - C.2.i.8. Notifying site committee who speakers will be for nametag purposes
  - C.2.i.9. Coordinates with Treasurer before registration forms are printed to determine cost, deadlines to pay, how to pay, late fees, etc.
  - C.2.i.10. Coordinates all pre-conference postings to the website. Conference information and forms should be posted to the website. Reminders may be sent via postcards or e-mail through Member Clicks (registration form, developed by Site Committee, Federal Update Question Sheet, Financial Aid Awareness Committee Project flyer, hotel information, Hospitality Flyer, Social and Welcome Center Flyers, hotel directions, tentative agenda, and letter from program chair)
  - C.2.i.11. Social event to be determined with the site committee
  - C.2.i.12. Develop evaluation forms
  - C.2.i.13. Gather questions for USDE update if necessary
  - C.2.i.14. Written communication of audio/visual equipment needs for speakers to Site Committee
  - C.2.i.15. Collection of door prizes
- C.2.j. Submits a Committee Report for each LASFAA newsletter.
- C.2.k. Submits a Committee Report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).
- C.2.l. LASFAA is not responsible for any lost, stolen, or damaged personal equipment being used at the LASFAA conference.

### **D. Fall Conference Site Committee**

#### **D.1. Purpose**

Coordinates local arrangements for the fall conference.

#### **D.2. Duties**

- D.2.a. Makes hotel room arrangements for the activities and events for the Fall Conference.
- D.2.b. Chairperson serves on the Site Selection Committee.
- D.2.c. Brings to the attention of the executive officers any changes or other items of importance.
- D.2.d. Specific duties performed are:
  - D.2.d.1. Meals during conference
  - D.2.d.2. Room accommodations for conference attendees, general sessions, breakfast sessions, etc.
  - D.2.d.3. Food for breaks
  - D.2.d.4. All equipment needs
  - D.2.d.5. Goody bags
  - D.2.d.6. Door prizes (collection and awarding at conference)

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- D.2.d.7. Decorations
  - D.2.d.8. Centerpieces
  - D.2.d.9. Preparation of name tags
  - D.2.d.10. Ribbons for Officers, Committee Moderators, Committee Members, Presenters, SWASFAA Officers
  - D.2.d.11. Board meeting arrangements
  - D.2.d.12. Social event to be determined with the fall program committee
  - D.2.d.13. Backdrop for head table
  - D.2.d.14. Registration
  - D.2.d.15. Distribution and collection of evaluation forms
  - D.2.d.16. Conference gift (T-shirt, bag, etc.)
  - D.2.d.17. Coordinate with Financial Aid Awareness Committee for community project including labels if necessary
- D.2.e. The Exhibitor Liaison will serve under the Site Committee to ensure that the needs of vendors are provided. Duties of the Exhibitor Liaison include: (The following were moved from Corporate Sponsorship Committee. Some were revised.)
- D.2.e.1. Act as a liaison between all vendors and the association.
  - D.2.e.2. Communicate with exhibitors on application deadlines.
  - D.2.e.3. Encourage vendor participation in LASFAA activities.
  - D.2.e.4. Provide appropriate recognition and thanks for vendors supporting the association and its activities.
  - D.2.e.5. Help vendors set up before and after all conferences/events.
  - D.2.e.6. Provides input to the Fall Conference Program and Site Committees on vendor needs.
  - D.2.e.7. Submit a report for LASFAA newsletter.
  - D.2.e.8. Submit a report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).
- D.2.f. Develop summary sheet after each fall conference to include number of rooms, participants, attendance, etc. To use from year to year to assist in conference planning. Work with Treasurer each year to gather appropriate information.
- D.2.g. Submits a Committee Report for each LASFAA newsletter.
- D.2.h. Submits a Committee Report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).

### **E. Finance Committee**

#### **1. Purpose**

The purpose of this committee is to ensure the association conducts its operations in an economical, efficient, and financially sound manner. This committee is charged with reviewing the ledgers, financial statements and other financial records of the association for accuracy and completeness. The Finance Committee will determine all policy and procedure that relate to financial matters. Final approval will be made by the LASFAA Board of Directors.

#### **2. Duties**



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## **Louisiana Association of Student Financial Aid Administrators, Incorporated**

- a. Develop and implement a system of internal financial and accounting controls for the association. The Association will adopt the use of Quick Books for the Web as its financial accounting system.
- b. The Finance Committee Chair, the President and Treasurer shall review the association's financial records at least quarterly.
- c. Assist the Treasurer with policy issues pertaining to accounting procedures, budget and reviews.
- d. Ensure that an annual review is conducted of the financial records.
- e. Review and/or make recommendations on the association's fiscal operations or review the Treasurer's report and recommend its acceptance or other appropriate action.
- f. Review all committee recommendations with fiscal implications.
- g. Review all contracts which obligate the association for long-term commitments.
- h. Other duties as assigned by the President.

### **3. Membership**

Chairperson: First Vice President/President-elect

Members: President, 2<sup>nd</sup> Vice President, Treasurer, Past-President, Secretary, Chair of Long-Range Planning and other appointees by the President.

## **F. Financial Aid Awareness Committee**

### **A.1. Purpose**

Suggests ideas to provide information to students and families regarding financial aid opportunities.

### **A.2. Duties**

- A.2.a. Determines estimated funding necessary to carry through on ideas.
- A.2.b. Suggests possible sources of funding.
- A.2.c. Follows up on ideas that are approved and accepted by the LASFAA Executive Board.
- A.2.d. E-mail notification to Louisiana high school guidance counselors that the "Guide to College Cost for Louisiana Schools" information is available on the LASFAA website in January of each year. Monitor LASFAA web page to ensure brochure has been posted and updated each year.
- A.2.e. Coordinates the community service project for the fall conference.
- A.2.f. Responsible for any fund raising activities for LASFAA Scholarship Program.
- A.2.g. Coordinates with LOSFA the College Goal Sunday event.
- A.2.h. Submits a Committee Report for each LASFAA newsletter.
- A.2.i. Submits a Committee Report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).

## **G. Legislative Advocacy Committee/Association Governance**

### **A.1. Purpose**

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To monitor legislative activity on a state and national level when financial aid programs are involved.

### **A.2. Duties**

- A.2.a. Keeps the Executive Board informed of legislative activity and how the action will affect students and the profession.
- A.2.b. Organizes letter writing or phone campaigns when contact needs to be made with legislators. All public institutions cannot voice their opinions without prior approval from the Board of Regents. LAICU issues can be voiced publicly.
- A.2.c. Work with regional association on state's views when requested.
- A.2.d. Addresses and recommends to the President any concerns (if any) when the committee sees fit.
- A.2.e. Evaluate and assist in the updating and revising of LASFAA policy and procedure manual.
- A.2.f. Submits a Committee Report for each LASFAA newsletter.
- A.2.g. Submits a Committee Report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).

## **H. Long-Range Planning Committee**

### **A.1. Purpose**

To do a complete overview and evaluation of LASFAA. If necessary, develop a mission statement (this may have been addressed in the Articles of Incorporation).

### **A.2. Duties**

- A.2.a. Addresses current issues and their affect on the association.
- A.2.b. Reviews the financial stability of the association and makes necessary recommendations for its continued growth.
- A.2.c. Assesses training opportunities (if there is sufficient training available and/or provided to LASFAA members).
- A.2.d. Assesses if all segments of the membership are represented (North, South, East, and West - geographically, racially, and by different schools - private, state, proprietary, and vocational/technical).
- A.2.e. Reviews and suggests changes to LASFAA Policies and Procedures.
- A.2.f. Reviews By-Laws and Constitution and advises President of recommended changes.
- A.2.g. Develops a long-range plan for the association.
- A.2.h. Reviews the Articles of Incorporation and ensures compliance.

# **POLICIES AND PROCEDURES MANUAL**

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A.2.i. Submits a Committee Report for each LASFAA newsletter.

A.2.j. Submits a Committee Report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).

### **I. Membership Committee/Mentoring**

#### **A.1. Purpose**

Ensures the continued satisfaction of current members and, identifies and recruits new members.

#### **A.2. Duties**

A.2.a. Prepares a Membership Booklet to be distributed to potential LASFAA members indicating the benefits of membership.

A.2.b. Encourages membership by institutions in LASFAA.

A.2.c. Introduces activities to encourage participation by neophyte financial aid administrators.

A.2.d. Coordinates the compilation of the on-line Membership Directory.

A.2.e. Provides the Membership Report at the annual conference Business Meeting.

A.2.f. Attends annual LASFAA Conferences and assists with Membership Forms.

A.2.g. Keeps track of all name/address changes of LASFAA members.

A.2.h. Coordinates mentoring activities at the Fall and/or Spring Conferences for new financial aid officers.

A.2.i. Submits a Committee Report for each LASFAA newsletter.

A.2.j. Submits a Committee Report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).

### **J. Nominations and Awards Committee/Archives**

#### **A.1. Purpose**

Solicits nominees for LASFAA offices and awards, recommends a slate of candidates to the Board of

Directors, conducts the election of officers, and encourages LASFAA members to participate in SWASFAA and the National Association of Student Financial Aid Administrators (NASFAA) election processes. Chaired by the Immediate Past President. (See Appendix IV for guidelines regarding nominations.)

#### **A.2. Duties**

A.2.a. Prepares a slate of candidates for annual officer elections.

A.2.b. On the requests of the President, nominates members for "LASFAA's Man, Woman, Associate and Rookie of the Year and Committee of the Year."

# **POLICIES AND PROCEDURES MANUAL**

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- A.2.c. Conducts a fair LASFAA nominations and election process. (See voting procedures under Section V Miscellaneous Policies and Procedures)
- A.2.d. Encourages LASFAA members to run for offices and fully participates in the LASFAA elections process.
- A.2.e. Assists the current LASFAA President with determining other types of awards for LASFAA members.
- A.2.f. Schedules and supervises the LASFAA election process.
- A.2.g. Coordinates with fall site chairperson to collect years of service on fall registration form to use this information for recognition awards.
- A.2.h. Brings to the attention of the President, suitable nominations for SWASFAA awards, e.g., recognition of "Distinguished Service," "Twenty Years of Service," "Twenty-Five Years of Service," "Retirement," and "Recognition Awards". Years of service is defined as: Years of service in the financial aid profession as full membership. Membership will be recognized 20 years – 50 years in 4 year increments.
- A.2.i. Submits a Committee Report for each LASFAA newsletter.
- A.2.j. Submits a Committee Report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).

Note: If the Chair of the Nomination and Elections Committee, who is the Immediate Past President, wants to run for a position, the Immediate Past President must resign as Chair of the Nomination and Elections Committee and that position would be passed on to one of the committee members. The Chair or members of the Nominations and Elections Committee cannot run for office and Chair the Nomination or be a member of the committee at the same time.

### **A.3. Archives Policy**

- A.3.a. Records should be sent to the archivist on an annual basis or throughout a given year if possible. These records should include all brochures related to training and/or the annual conference, newsletter, photographs, and any other reports the individual may feel would be archival material. If the individual is not sure whether the material is worth keeping, it should be sent and the Archives Committee will decide.
- A.3.b. The chairperson of the Archives Committee, with assistance from the committee members, will review the records and determine which materials should be maintained on a permanent basis.

### **K. Publication Committee**

1. **Purpose**  
To provide a newsletter to the membership two (2) or three (3) times annually. Articles of interests and concerns will be solicited and/or contributed from the association and other entities in order to provide information and knowledge. Costs associated with the publication are covered through advertisements in the newsletter.
2. **Duties**

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- A.1.a. To work, organize, and develop newsletter.
- A.1.b. Work with Technology/Automation Committee to put newsletter on LASFAA website.
- A.1.c. Maintain the Associations digital camera which is used at all LASFAA functions for recognitions and historical purposes.
- A.1.d. Submits a Committee Report for each LASFAA newsletter.
- A.1.e. The newsletter should be published using the following time-line:
  - Fall Newsletter-Published no later than December 1
  - Spring Newsletter-Published no later than May 1
- A.1.f. Submits a Committee Report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).

### **L. Site Selection Committee**

#### **1. Purpose**

This committee is responsible for identifying and recommending appropriate sites for the annual conferences and possible other events hosted by LASFAA.

#### **2. Duties**

- a. Notifies the association whose turn it is to host an annual conference according to the established rotation schedule.
- b. Examines hotels and/or facilities within the selected host city and prepares information on potential in-state locations for final determination by the Board.
- c. Negotiates the best possible contract with the selected hotel and/or facility to insure adequate room blocks and meeting space. LASFAA President is responsible for approving and executing all contracts on behalf of LASFAA.
- d. Maintains the committee binder that is to include but not limited to copies of all contracts signed for conferences, meetings, etc.
- e. Works closely with conference chairs to insure the hotel/facility meet the needs of the association.

#### **3. Membership**

- a. Chairperson: Appointed by the President. Person should be well acquainted with LASFAA conferences and activities.
- b. Members: Comprised of membership from different regions of the state.

### **M. Spring Conference Program Committee (moved from Appendix II)**

#### **M.1. Purpose**

Coordinates the program for the Spring Conference.

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### M.2. Duties

This committee is chaired by the Second Vice President

- M.2.a. Develops an agenda (may use survey used at previous Fall Conference).
- M.2.b. Contacts speakers and arranges for their accommodations.
- M.2.c. Designs and prints programs.
- M.2.d. Works with Site and Exhibitor Liaison for planning rooms, meals, and breaks.
- M.2.e. Develops registration materials and mails them to membership (labels available from Membership Committee chair).
- M.2.f. Decides on conference registration fee with input from Executive Board.
- M.2.g. Responsible for name tags.
- M.2.h. Works with the Treasurer at on-site registration.
- M.2.i. Develops an Evaluation Form for post-conference comments.

### N. Spring Conference Site Committee

#### 1. Purpose

Coordinates local arrangements for the Spring conference.

#### 2. Duties

- A.1.a. Works with Second Vice President and Spring Site Chair to provide the Association with an informative Spring Conference.
- A.1.b. Makes hotel room arrangements for the activities and events for the Spring Conference.
- A.1.c. Brings to the attention of the executive officers any changes or other items of importance.
- A.1.d. Specific duties performed are:
  - A.1.d.1. Meals during conference
  - A.1.d.2. Room accommodations for conference attendees, general sessions, breakfast sessions, etc.
  - A.1.d.3. Food for breaks
  - A.1.d.4. All equipment needs
  - A.1.d.5. Goody bags
  - A.1.d.6. Door prizes (collection and awarding at conference)
  - A.1.d.7. Decorations
  - A.1.d.8. Centerpieces
  - A.1.d.9. Preparation of name tags
  - A.1.d.10. Ribbons for Officers, Committee Moderators, Committee Members, Presenters, SWASF AA Officers
  - A.1.d.11. Board meeting arrangements
  - A.1.d.12. Social event to be determined with the fall program committee
  - A.1.d.13. Backdrop for head table
  - A.1.d.14. Registration
  - A.1.d.15. Distribution and collection of evaluation forms
  - A.1.d.16. Conference gift (T-shirt, bag, etc.)

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- A.1.d.17. Coordinate with Financial Aid Awareness Committee for community project including labels if necessary
- A.1.e. Submits a Committee Report for each LASFAA newsletter.
- A.1.f. Submits a Committee Report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).
- A.1.g. Serves as a member of the Site Selection Committee.
- A.1.h. The Exhibitor Liaison will serve under the Spring Site Committee to ensure that the needs of vendors are provided. Duties of the Exhibitor Liaison include: (The following were moved from Corporate Sponsorship Committee. Some were revised.)
  - N.1.a.1. Act as a liaison between all vendors and the association.
  - N.1.a.2. Communicate with exhibitors on application deadlines.
  - N.1.a.3. Encourage vendor participation in LASFAA activities.
  - N.1.a.4. Provide appropriate recognition and thanks for vendors supporting the association and its activities.
  - N.1.a.5. Help vendors set up before and after all conferences/events.
  - N.1.a.6. Provides input to the Fall Conference Program and Site Committees on vendor needs.
  - N.1.a.7. Submit a report for LASFAA newsletter.
  - N.1.a.8. Submit a report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).

### O. Technology/Automation Committee

1. **Purpose**  
To further advance LASFAA in the area of multimedia technology in ways that would best serve LASFAA — as well as individuals, organizations, etc. — that have interests in the association.
2. **Duties**
  - A.1.a. Works on the development of a LASFAA Home Page for the World-Wide Web.
  - A.1.b. Enhances LASFAA's List Serve and increases awareness.
  - A.1.c. Maintains and ensures the functionality of the membership directory on-line.
  - A.1.d. Provides training to LASFAA members during the Fall and Spring Conferences.
  - A.1.e. Appoint committee member to serve on conference program committee to assist with AV equipment needs for the Fall Conference.
  - A.1.f. Submits a Committee Report for each LASFAA newsletter.
  - A.1.g. Submits a Committee Report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).
  - A.1.h. Submits information for the LASFAA Master Calendar to the Second Vice President for approval and updates the calendar with the events that have been approved.

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### **P. Training Committee**

#### **A.1. Purpose**

Fosters the development and coordination of comprehensive training and other professional development activities. This committee consists of the support staff committee and Decentralized Trainer.

#### **A.2. Duties**

- A.2.a. Coordinates the Spring Boot Camp for new financial aid administrators annually in conjunction with the Spring Conference. Individuals participating in boot camp must have 0-3 years experience in the financial aid office. These participants are considered “new aid officers”.
- A.2.b. Coordinates the support staff the Financial Aid Staff Training (F.A.S.T.) Workshop in November of each year.
- A.2.c. Studies the developments in the financial aid field as they affect the nature of the profession and the needs of the personnel.
- A.2.d. Develops materials, conducts and/or supervises programs of training and professional advancements. Such programs will be designed to meet the needs of financial aid administrators at all levels and should be made reasonably accessible to all financial aid administrators.
- A.2.e. Work with regional association to assist with mid-level training workshop.
- A.2.f. Makes recommendations to the President on additional professional development needs.
- A.2.g. Establishes communication with the NASFAA Training Committee so as to be aware of NASFAA and SWASFAA financial aid training activities.
- A.2.h. Make arrangements for Spring Boot camp registration fee collection. There will be no registration fee. Boot camp materials will not be guaranteed for registrants whose registration forms are received after the deadline date. Each registration form should include the following statement: “Boot camp materials will not be guaranteed for registrants whose registration forms are received after the deadline date.”
- A.2.i. Other duties related to professional development as prescribed by the President.
- A.2.j. Submits a Committee Report for each LASFAA newsletter.
- A.2.k. Submits a Committee Report for each board meeting in writing. Copies should be prepared to distribute to all board members (approximately 35).

### **Q. Amenities Committee**

#### **A.1. Purpose**

To acknowledge illness or death of retired or active LASFAA members.

#### **A.2. Duties**



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A.2.a. The Executive Secretary will follow guidelines as listed:

A.2.a.1. A get well card will be sent to an active LASFAA member for a hospital stay.

A.2.a.2. A \$50 floral spray or memorial in lieu of flowers will be sent at the death of an active LASFAA member or past president.

A.2.a.3. A sympathy card will be sent at the death of an active LASFAA members spouse, parent, or child.

A.2.a.4. A sympathy card will be sent at the death of an inactive LASFAA member.

A.2.a.5. For retired LASFAA members, the appropriate acknowledgment will be determined on a case-by-case basis.

A.2.b. Submits a Committee Report for each LASFAA newsletter.

A.2.c. Submits a written Committee Report at each board meeting of committee's activities. Copies should be prepared to distribute to all board members (approximately 35).

### **R. Committee Reports**

A.1. Committee chairpersons will prepare an agenda for each committee meeting and will distribute it to the committee members. Copies should be sent to the President.

A.2. Minutes should be taken at every committee meeting. Copies should be sent to the President.

A.3. Each committee should submit a written report for each LASFAA newsletter.

A.4. Each committee chairman should prepare a written report for board/planning meetings (approximately 35 copies) and include this report in binder and submit it to the Technology chair to be archived.

A.5. Each committee chairperson should be responsible for completing a final year-end report. This will include a list of accomplishments, suggestions, and/or recommendations for future committees. Committee chairpersons should pass the committee binder and all other related materials to the new chairpersons at the end of their appointment.

### **S. General Responsibilities**

A.1. Committee chairpersons are responsible for seeing that their committees perform as outlined in the Policies and Procedures manual. All committee chairs should review this manual to become knowledgeable of various policies.

A.2. At the beginning of the year, committees should develop their goals and objectives for the coming year. This would also include a calendar. These should generally be submitted in writing to the President.

A.3. Committee chairpersons are responsible for calling all meetings and making physical arrangements, notifying the President of all meetings, setting the meeting agendas, distributing the agenda to members and President prior to the meeting, and distributing reimbursement forms.

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- A.4. Committee chairpersons are accountable for all expenses to be sure that they are within legitimate expenses of the committee. Committee related operational expenses are reimbursable by LASFAA and should be submitted via reimbursement form along with original, faxed or scanned/emailed receipts attached within 30 days of the date of expense or 30 days from the last day of event if charge is associated with a meeting or conference. Reimbursement forms should be signed by the committee chair and submitted to the President for approval prior to submitting to the Treasurer for reimbursement.
- A.5. Committees should make every attempt to coordinate their activities with state and other meetings.
- A.6. Committee chairpersons should maintain the LASFAA Binder and keep it current by adding and removing materials which will help the future chair. Bring binder to all committee and board meetings. Try to meet with the succeeding chair to pass the binder at the time or before the new chair takes over.
- A.6.a. The binder should include the Policies and Procedures manual, all committee reports and correspondence, and any materials passed on by the executive officers or committee chairpersons and other documents provided by the incoming executive officers. Committee chairpersons' binders may contain information not incorporated into the LASFAA, Inc. Policies and Procedures Manual that is unique to committee work.

### T. Miscellaneous Committee Policies

- A.1. **Committee Members** Appointed annually by the President.
- A.2. **Tenure** One (1) year; may be re-appointed to ensure some continuity.
- A.3. **Qualifications** Members of LASFAA who have an interest in serving the association and have some expertise and/or interests in the particular area.
- A.4. **Executive Board/Committee Chair Training - E.L.I.T.E.:** The ELITE Institute, "*Essential Leaders in Training Emerging*", Institute was initiated in July 2006. The purpose was to provide leadership training for Committee Chairs and other designated members of the association. The Executive Board and Committee Chairs are strongly encourage to attend the ELITE leadership training institute. This workshop is used to ensure that all board members are trained and have orientation regarding LASFAA policies and procedures. The institute will take place prior to the President taking office.
- A.5. Ad-hoc committees will be established as necessary.
- A.6. Committee members must be either a regular or associate member in good standing with the association.
- A.7. Committee chairpersons may recommend committee persons to the President after reviewing volunteers.
- A.8. A member may serve only on one (1) standing committee.
- A.9. Diversity in committee membership construction should take into account race, sex, and institution type.
- A.10. Persons considered for committee work should have exhibited some involvement in professional activities.

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A.11. Persons appointed to serve on committees shall be informed of their appointment and responsibilities via letter or e-mail from the President.

#### **IV. Willie Pappas Memorial Scholarship Fund**

**This fund is no longer in use as of spring 2011 all of Mr. Pappas's children have graduated.**

Willie Pappas, Director of Financial Aid at Delgado Community College, was shot to death November, 1987 by an angry student during a financial aid dispute. Spurred by this tragic loss, LASFAA established a scholarship fund to insure that Willie Pappas' two children would have the opportunity to attend college. At the time of their father's death, Monique was twelve years old and Willie III was not yet born.

To support this scholarship fund, LASFAA initially transferred \$1,000 from its treasury into the Willie Pappas Memorial Scholarship Fund. The association also accepted donations. The membership voted to add \$300 annually to the fund. Currently (2005-06), the scholarship award is valued at the books and supplies allowance as published by LASFASA.

To receive his/her scholarship, the student must:

- A.1. Submit verification of at least half-time enrollment from his/her school's Registrar's Office.
- A.2. Maintain satisfactory academic progress according to the school's standards.
- A.3. At the end of each semester, forward a copy of his/her grade transcript to the chairperson of the Scholarship Committee (Immediate Past President).

The scholarship will cover only undergraduate attendance and will be for a maximum of five (5) years for a program length normally taking four (4) years to complete, and a maximum of six (6) years for a program normally taking five (5) years to complete. In the event there are funds in the account once both children have received their maximum awards, those funds shall be awarded to needy students, as defined by LASFAA at that time.

Reference should always be made to meeting minutes and committee reports for adjustments/ changes to this scholarship fund.

The Willie Pappas Memorial Scholarship Fund was discussed during a LASFAA Board Meeting, regarding the continued funding of this Scholarship. It was determined and agreed that due to the college educational completion status of the two recipients, it will not be necessary to put any additional funds into this scholarship program. We presently have sufficient funds to cover the remaining semester(s) for youngest child, Willie Pappas III, who is scheduled to graduate May, 2011.

#### **V. LASFAA Mildred D. Higgins High School Scholarship**

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Ms. Higgins was involved with LASFAA and the Louisiana school system for several years. She was most recently Director of Financial Aid at Xavier University of Louisiana, and has been recognized for such LASFAA achievements as the 1990 Woman of the Year and the 2001 Lifetime Achievement Award. Ms. Higgins retired from Xavier in 2012 and this award is given in recognition of a career dedicated to students, families, and colleagues.

Every year LASFAA raises funds for this scholarship program in order to offer to students like those who were fortunate enough to be served by Ms. Mildred D Higgins. Because of her dedication and service to students, in 2010, the LASFAA High School Scholarship was renamed the LASFAA Mildred D Higgins High School Scholarship.

The LASFAA community is very thankful to Ms. Higgins for her unending service to students and the lessons she has taught us all.

- A.3.a.1. LASFAA will award four non-renewable scholarships to high school students for \$ 500 who plans to enroll full-time in a college or university. The number of scholarship recipients and dollar amount will be based the availability of funds in the scholarship fund. Students are required to complete the on-line scholarship application. The recipients will be chosen by random process. The on-line application will be available February 1 of each year with the deadline to apply as April 30. Students will be notified of their award by July 1 by mail. Checks to the award recipients' institutions will be mailed by September 1.

## **VI. Miscellaneous Policies and Procedures**

### **A. Voting Procedures**

(See Appendix III for guidelines regarding nominations and election guidelines.)

- A.1. In order to vote and/or hold office, a member must be a paid member of LASFAA and a practicing financial aid professional at a post-secondary institution. In order to run for First or Second Vice President a member must have served at least one year on the board (as delegate, committee chair or other officer).
- A.2. The Nominations and Awards Committee will prepare a nomination form to be placed on-line and to distribute before and collect during the Spring Conference. Members may use this form to nominate for the offices of First Vice President/President-Elect, Second Vice President and Delegates at Large.
  - A.2.a. The nomination must be submitted to the Nominations and Awards committee no later than one week following the Spring Conference.
  - A.2.b. Beginning fall 2003 voting will be conducted on-line, and the elected officer will be named just prior to the Fall Conference.
- A.3. The Nominations and Awards Committee will e-mail the nomination form to all members two (2) weeks before the Spring Conference. Members will also be allowed to pick up a nomination form at the Spring Conference to turn in.
- A.4. Each member receiving one (1) or more nominations will be asked if he/she wishes to run for the office.
- A.5. The Nominations and Awards Committee will verify that the nominee is a paid member and then request that each candidate who is nominated and who agrees to run for office submit a short resume to put on the LASFAA website.

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A.6. Ballots will be made available to “regular” members under the direction of the chairperson of the Nominations and Awards Committee. Results of the election will be forwarded to the President for review. If the results prove to be valid the Board of Directors will be notified. The chairman of the Nominations and Awards Committee will announce the winners prior to the fall conference via e-mail.

A.7. The number of votes required to an election is a plurality of votes cast.—

### **B. Alcohol Policy**

B.1. For group meals of the conference and LASFAA committees, with one (1) check or master billing, alcohol is to be excluded from the bill (LASFAA will not pay for alcohol). Members are responsible for paying for their own alcoholic beverages. All alcohol at LASFAA functions will be served by the hotel and purchased by individuals. The LASFAA Committee chairperson is responsible for compliance to this policy.

B.2. Reimbursement Claim Forms received without proper documentation and breakdown will be returned to the committee chairperson for further information.

### **C. Membership**

#### **C.1. Membership Dues Payment**

Annual membership dues for LASFAA are established by the association. See Appendix II for current membership dues. The membership year is January 1<sup>st</sup> through December 31<sup>st</sup>. Requests to bill for dues after conferences or workshops should be refused. If, as a result of this policy, dues are paid twice a refund of the amount overpaid will be made promptly by the association’s Treasurer.

#### **C.2. Non-Member Fee**

Membership dues must be paid at least 3 weeks prior to any LASFAA event to avoid paying the non-member fee of \$30 for Fall and Spring conferences and \$15 for boot camp. This non-member fee will be added to the regular registration fee.

C.3. **Membership application-** policies pending

### **D. Conference and Workshop Registration and Complimentary Room Policies**

#### **D.1. Conference Registration Fees**

Fall and Spring Conference registration fees for current members will be determined prior to each conference and are subject to change based on cost of conference meals, location, and budget. Boot camp fees for current members will be free for members with 3 years or less experience and for members with more than 3 years’ experience cost is subject to change and will be determined prior to conference. Associate member registration fee will always be 180% of regular member registration fee. If membership fees have not been paid within 3 weeks of the conference a non-member fee will be assessed. (See previous)

#### **D.2. Late Applicant Conference Registration Fees**

Late registration fees will be added to conference registrations that are submitted after the required deadline dates. The Fall Conference late registration fee will be \$25 in addition to the regular registration cost. The Spring Conference late registration fees will be \$10 in addition to the regular registration cost. The deadline dates will be 30 calendar days prior to 1<sup>st</sup> day of Fall Conference and 15 calendar days prior to Spring Conference.

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### **D.3. Registration Fee Refund Policy for Annual Conference/Workshops**

- D.3.a. All requests for refunds shall be in writing to the Treasurer.
- D.3.b. A 100% refund shall be granted if the request is postmarked 15 calendar days or earlier, prior to the start of the activity. The Treasurer shall confirm that the fee was received, and a refund shall be issued.
- D.3.c. Exceptions for extenuating circumstances to Item #b above may be granted upon approval of the Treasurer and President. Such requests must be postmarked within 15 days after the activity.

### **D.4. Waiver of Registration Fee**

All persons attending the conference will be expected to pay the registration fee with the following exceptions:

- D.4.a. Current LASFAA President
- D.4.b. SWASFAA President
- D.4.c. NASFAA National Chairman
- D.4.d. NASFAA President
- D.4.e. Speakers outside the profession (for the appropriate period)

### **D.5. Reimbursement, Honoraria, and Travel Expenses**

#### **D.5.a. Reimbursement Forms**

Reimbursement form must be completed for reimbursable expenses (within 30 days of expense or event if expense is associated with meeting or conference) and for expenses applied to the LASFAA credit card (within 10 days of charge or event if charge is associated with meeting or conference). Reimbursement forms should be submitted to the Treasurer complete with two original signatures (committee chair or officer and President) and with original receipts.

D.5.b. LASFAA members who serve as conference speakers/presenters may not be reimbursed for any personal expenses related to the conference (i.e., registration, transportation, or room and board) or paid a fee or honorarium. This general policy also applies to individuals who work for agencies whose business is financial aid (e.g., ACT, CSS, CSX, etc.). An exception to this policy may be made by the Conference Program chairperson and the President for those members who are non-practicing financial aid administrators who would otherwise not receive reimbursement for their expenses.

D.5.c. LASFAA members and non-member presenters may be reimbursed for copying materials if the speakers feel this is necessary.

D.5.d. The Program Committee is authorized to pay travel expenses, hotel accommodations, and meals for non-member speakers for appropriate periods. Car rental expenses must include the purchase of optional liability insurance for non-member presenters.

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D.5.e. The Program Committee will ask if the non-member speakers will charge any additional fee(s) (e.g., honoraria, stipends).

D.5.f. Obtain contracts from speakers prior to booking them for the conference. A Speaker's Contract is required if the speaker will charge LASFAA a fee. Another form is required for speakers to specify equipment needs. (See Appendix VII for Speaker's Contract)

D.5.g. LASFAA is not responsible for any lost, stolen, or damaged personal equipment being used at the LASFAA conference.

### **D.6. Complimentary Room Policy**

Future contacts with hotels will provide for the following (to the extent possible):

D.6.a. Suites: Complimentary — One (1) suite for LASFAA President

D.6.b. Standard Rooms: Complimentary for the following:

D.6.b.1. NASFAA President/Chairperson

D.6.b.2. SWASFAA President

D.6.b.3. Conference Guest Speakers (for appropriate period)

D.6.b.4. If a particular property is unwilling or has an insufficient number of rooms to provide for either condition above, LASFAA will provide for appropriate complimentary rooms for the individuals noted in these two (2) items.

## **E. Exhibitor Policy**

### **E.1. Policies**

E.1.a. All LASFAA functions should be sponsored by LASFAA rather than a specific vendor.

E.1.b. All exhibitors must be current associate members and have a completed application and all payments submitted prior to the event in order to set up an exhibit.

E.1.b.1. Associate member fee is per entity not per individual. Any company who wishes to exhibit under their own name should pay a membership fee. See Appendix II for the Membership Fee Schedule.

E.1.b.2. Exhibitor Fee: Each entity wanting to exhibit at a display table must pay the exhibitor fee. The exhibitor fee is subject to change based on conference expenses, conference location, and budget.

E.1.c. The association shall provide a designated vendor display at all conferences.

E.1.d. Exhibitors and vendors will receive visibility only through association channels or by direct association approval.

### **E.2. Procedures**

E.2.a. The Exhibitor Liaison will be responsible for coordinating vendors and their functions at the annual LASFAA Conferences.



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- E.2.b. Each entity wanting to exhibit at a display table must pay the exhibitor fee.
- E.2.c. Vendors should coordinate all exhibiting details with the Exhibitor Liaison.
- E.2.d. Exhibitors are entitled to:
  - E.2.d.1. An exhibit or display space at the annual conferences.
  - E.2.d.2. A listing of institutions that participated as exhibitors in the conference program and the next newsletter.
  - E.2.d.3. Public acknowledgment of the institution's participation as an exhibitor at conference.

### **F. Contract Signing Policy**

- F.1. Purchases, commitments, contracts, etc. require an approval by the President. The President is authorized to sign contracts on LASFAA's behalf.
- F.2. Contracts which involve hotels and/or conference center properties will be reviewed by the conference Site Selection Committee chairperson prior to the President's signature.
- F.3. Contracts which include non-hotel properties (i.e., printing, supplies, entertainment groups, etc.) will be reviewed by the responsible committee chairperson for the activity/event prior to the President's signature.
- F.4. The President signs all contracts. \*\* The First Vice President/President-Elect will sign in the event that the President is unavailable.
- F.5. The Finance Committee reviews all contracts that obligates the association for long-term as defined by the finance committee.

\*\*Contract in this policy statement is meant to include purchase orders, letters of intent, and the like. See Appendix VII for the conference/event Speaker's Contract.

### **G. Officer Travel Policy**

- G.1. At times during the course of the membership year, LASFAA officers may be requested to attend specially-called meetings or regular scheduled board meetings. Members may be reimbursed mileage (at the current state rate) if not in conjunction with a conference and also one half the cost of one night hotel stay to attend these meetings if you do not live in the city where the conference is being held. Which night to be covered (night before or night after the meeting) is at the discretion of the person calling the meeting, with the approval of the current President. If responsibilities warrant a hotel stay the night before the event, hotel reimbursement can be requested by committee chair and approved by the executive board. If the meeting is in conjunction with a conference, mileage will not be reimbursed.
- G.2. LASFAA will pay for the travel of the President to the annual SWASFAA and NASFAA Conference.

### **H. Revenue and Expenditure Policy**

It is essential that the Treasurer manages all LASFAA funds income deposited into a LASFAA account, and all expenses paid from one (1) account. This will simplify and expedite the annual review. It also



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facilitates cash flow and maximizes interest income. The following outline details specific policies and procedures with respect to LASFAA's funds management.

### **H.1. The Treasurer shall have sole responsibility for all of LASFAA's financial transactions including:**

- H.1.a. All check writing.
  - H.1.a.1. Issuance of all refunds.
  - H.1.a.2. Payment of all expenses.
- H.1.b. Receipt of all income.
- H.1.c. Reconciliation of bank statements. Once reconciled, all bank statements will be forwarded to the President for signature.

### **H.2. Checking Accounts**

- H.2.a. LASFAA shall have only one (1) checking account.
- H.2.b. It shall be an interest bearing account at the highest possible rate.
- H.2.c. Signatures will include **all** of the following:
  - H.2.c.1. Treasurer
  - H.2.c.2. President
  - H.2.c.3. President-Elect (Chair of Finance Committee)
- H.2.d. The address of the Treasurer shall appear on the account.
- H.2.e. All LASFAA income and expenses shall pass through this account.
  - H.2.e.1. All deposits will be made in a timely fashion [within three (3) working days.
  - H.2.e.2. Accounts Payable shall be made within 30 days. Every effort will be made to reimburse individual LASFAA members as quickly as possible.
  - H.2.e.3. Purchase Orders do not constitute payment and will not be accepted on-site.
- H.2.f. The Treasurer cannot cash/sign personal checks.

### **H.3. Annual Conference/Workshop Income and Expenses**

- H.3.a. **Income** (e.g., registration fees, vendor income, etc.)
  - H.3.a.1. All checks received are to be made payable to LASFAA and shall be forwarded to the Treasurer within ten (10) working days for deposit to the LASFAA checking account. Any unidentified check not reconciled within 30 days of receipt of the check shall be returned to the sender.

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H.3.a.2. Treasurer and Finance Committees shall identify the sources of income (e.g., registration fees, vendor income, membership dues, pre-conference income, etc.).

H.3.a.3. Under no circumstances will an agency/institution be allowed to receive and hold LASFAA funds, deduct LASFAA expenses, and remit the excess income to LASFAA.

### **H.3.b. Expenses**

H.3.b.1. All conference expenses shall be paid from the LASFAA checking account. Completed, signed, and dated reimbursement forms shall be attached to all invoices, contracts, etc. Reimbursement forms should be submitted to the Treasurer complete with two original signatures (committee chair or officer and President) and with original receipts.

H.3.b.2. The Treasurer shall keep petty cash on hand only during conferences in the amounts of: \$250 (Spring) and \$500 (Fall).

### **H.4. Conference and Workshop Accounts Receivable**

H.4.a. Within 30 days after the conclusion of the event, the event coordinator shall submit to the Treasurer a complete list of outstanding accounts.

H.4.b. The meeting set-up with the site shall be controlled by the program chair.

H.4.c. The Treasurer shall be responsible for billing and collecting these funds.

### **H.5. Membership Dues and Income**

#### **H.5.a. Membership Dues**

H.5.a.1. Annual membership dues for LASFAA are established by the association. The membership year is January 1<sup>st</sup> through December 31<sup>st</sup>. Members must pay membership dues by 3 weeks prior to any LASFAA event to avoid paying the non-member fee of \$30 for Fall and Spring conferences and \$15 for boot camp. Requests to bill for dues after conferences or workshops should be refused. If, as a result of this policy, dues are paid twice a refund of the amount overpaid will be made promptly by the association's Treasurer.

#### **H.5.b. Membership Income**

H.5.b.1. Received by the Treasurer with a Membership Form.

H.5.b.2. Deposited in a timely fashion to the LASFAA checking account.

H.5.c. Membership lists shall then be routed to the Membership Committee Chairperson, as necessary.

H.5.d. See Appendix II for breakdown of membership dues.

### **H.6. Donated Funds (other than conference related)**

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**LASF AA POLICY: USE OF FUNDS DONATED TO LASF AA**

**Background:** In Fall of 2005, several financial aid administration associations and related agencies donated funds to LASF AA after two major hurricanes devastation throughout the state of Louisiana. The devastation prompted the Louisiana Governor to issue an Executive Order which prohibited public institutions from spending money on travel and hiring. Each event left the state, colleges/universities, and association financially impaired, thus creating financial hardships for member institutions and prevented LASF AA from providing training to its members. The travel restrictions prevented LASF AA members with commitments to SWASF AA from traveling to the 2005 SWASF AA Board of Directors meeting and 2005 Fall Conference, thereby, prohibiting them from fulfilling those commitments. In keeping with the intent of the donors and the mission of LASF AA, the officers agreed to use these and future funds in a manner which would assistance LASF AA members with expenses related to training and professional development. By providing financial assistance in this area during a time when the majority of Louisiana universities, colleges, and schools are suffering financially will ensure that members of the financial aid community will continue to benefit in the areas of training and professional development. The 2004-05 LASF AA Executive Board developed and adopted the following policy regarding use of those funds.

1. Funds donated to LASF AA for purposes other than support of regular conferences, workshops, and other services normally offered by LASF AA to its memberships shall be used to provide financial assistance to LASF AA members with expenses related to training and professional development that are not paid by the members home institution, SWASF AA, or NASF AA.
  - a.a. All applications for assistance must be approved by the Executive Board of Directors.
  - a.b. These expenses shall include travel, lodging, meals not offered by the conference or workshop, and conference related expenses that are considered reimbursable by the home institution
  - a.c. LASF AA members serving in these positions shall be eligible for financial assistance when their home institutions is unable to pay their expense:
    - a.c.1. Members of the current LASF AA, SWASF AA, or NASF AA Board of Directors who expenses are not normally paid by LASF AA, SWASF AA, or NASF AA.
    - a.c.2. Conference program presenters
    - a.c.3. SWASF AA Boot camp instructors or committee members
    - a.c.4. Others approved by the Executive Board of Directors
  
2. Provide a scholarship for LASF AA members to attend New Aid Officers workshops (Boot-camp) at SWASF AA or LASF AA.
  - a. A scholarship shall be awarded to a representative from each school system, if funds are available.
  - b. The amount of the scholarship will be based on the availability of funds, but can include these expenses: registration, lodging, non-workshop meals, and travel.
  - c. The scholarship recipients will be selected by the Executive Board of Directors

**H.7. NSF checks**

- H.7.a. Any NSF check that is returned to the LASF AA Treasurer will be charged to the person or institution who wrote the check. Charges will include any bank penalties assessed.

**H.8. Credit Balances**

- H.8.a. Any credit balances will be returned to the payer regardless of amount.

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### **I. Credit Card Policy Statements-** a credit card usage letter of understanding coming soon.

- I.1. LASFAA will adopt the use of a credit card, rather than debit card to conduct LASFAA related business.
- I.2. The cards will be made available for the following members of the association on a yearly basis. The card must be renewed annually.
  - I.2.a. President
  - I.2.b. First Vice President/President-Elect
  - I.2.c. Treasurer
- I.3. The current credit card limit is \$8000 per term for all parties. A \$2000 limit per officer is recommended. No cash advances will be permitted by the cardholder.
- I.4. Credit card expenditures will be reported by submitting a reimbursement form to the Treasurer with original signatures and original receipts within 10 days of the charge unless the charge was in conjunction with a meeting/conference. In that case, the reimbursement form with original signatures and original receipts should be submitted to the Treasurer within 10 business days of returning from the meeting/conference. The reimbursement form should be signed by the officer, and sent to the President for their signature of approval prior to submitting to the Treasurer.
- I.5. The association will obtain a credit card with a lender with state and/or national presence.
- I.6. The effective date of implementation will be the 2006-07 year at the Board transition.
- I.7. The First Vice President/President-elect will be added to the signature card by January 1<sup>st</sup> with the change in administration during the transition period.
- I.8. The out-going officers will return the card to the current President at the last business meeting in the fiscal year.
- I.9. Should a change in administration occur before the last business meeting, it shall be the responsibility of the Treasurer or President to de-activate the card within 30 days for the out-going member(s).

### **J. Reserve Fund Policy**

#### **J.1. Purpose**

The Reserve Fund has been established as capital reserve for the association to be set aside for contingencies.

#### **J.2. Fund Levels**

The level of funds to be maintained in the Reserve Fund shall be equal to or greater than 10% of the current year annual operating budget on the expense side. The Reserve Fund shall be subject to annual review by the Finance Committee and by the Executive Board. Any change in the amount of the fund shall require a majority vote of the Board of Directors.

#### **J.3. Use of the Reserve Fund**

The intent of the Reserve Fund is to have the funds available to meet unusual income shortfalls. Any withdrawal from the fund is to be defined as a capital liquidation and

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therefore should be considered an extreme measure. Withdrawals from this fund require a majority vote of the Board of Directors.

J.4. The Reserve Fund shall be so identified and maintained in a separate financial investment policy. A separate report format shall be part of any Treasurer's report detailing the balance of the fund and interest earned. Any adjustments required to maintain the 10% reserve requirement shall be made at least annually.

J.5. Interest from the fund is to remain with the account until the fund is adequate. At that time, the interest will be available as ordinary income to meet association expenses.

### **K. SWASFAA Delegate-At-Large Nominations**

K.1. LASFAA members will nominate a slate of candidates every two years to be sent to SWASFAA for selection of the Louisiana Delegate-at-Large to serve on the SWASFAA Board.

K.2. Nominees must be active SWASFAA members.

K.3. When nominating delegates for the position of Delegate-at-Large, LASFAA strongly encourages that the nominee has served as an active member of LASFAA for at least three (3) years and also as a member of the Board of Directors for at least one (1) year, thus providing a broad spectrum of the state's interests and concerns.

K.4. The SWASFAA Delegate-At-Large will represent SWASFAA at LASFAA's Spring and Fall Conference Board Meetings.

### **L. Web/ListServ Dissemination Policy**

The information that is being disseminated through our LASFAA website including directory e-mails and listserv is directly related to Association business and should not promote the interest of an agency or an institution. Our current contract is with ATAC Corporation whom we pay an annual maintenance fee.

The LASFAA listserv discussion group has been established as a communication tool to allow for the timely exchange of information and problem resolution by LASFAA members.

Topics of discussion might include: automation within the professional community, the use of professional judgment, interpretation and impact of federal regulations, and institutional policies and procedures. The posting of aid-related position vacancies is also permitted. Most topics associated with professional administration are fair game for discussion.

Certain discussion items are NOT appropriate for this discussion list. These include non-administrative related discussions and inappropriate private (personal) business matters. All marketing and advertising for individual businesses is prohibited. Questions regarding the use of this listserv should be directed to the Technology Chair with any further review to the Executive Board. Penalty for misuse of this service is at the discretion of the Technology Chair and the Executive Board.

Parents and students would best be served by directly contacting the administrators at the institution of their choice.

### **M. Record Maintenance Policy**

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- M.1. LASFAA will maintain a Post Office Box which can be used for all LASFAA business. The Treasurer and Executive Secretary will be responsible for checking the box. The mailbox will be established where the treasurer's residency is established.
- M.2. The Treasurer will be allowed to rent a storage place for all previous financial records. The storage facility will be established where the treasurer's residency is established.

### APPENDIX I

## LASFAA'S Strategic Long Range Plan for 2010-15

### Mission

*Enhance the professional development of financial aid administrators.*

### GOAL 1: Training/Professional Development

Provide training and professional development opportunities that are responsive to the needs of the membership.

#### Critical Success Factors and Assessments

- Increase attendance at training opportunities by 3% each year.
- Program/Session evaluations reflect excellent/good approval rating of 90% or more.

#### Objectives and Strategies

**Objective 1.1** Ensure the Fall and Spring Conferences are of high quality and of relevance to the Membership  
(Conference Site, Site Selection, Training, Conference Program, Diversity Awareness/Professional Development, Financial Aid Awareness, Exhibit Liaison, Technical/Automation)

Strategies:

- Offer sessions in the following areas at least once a year:
  - Department of Education
  - Compliance
  - Technical issues
  - Clock hour/credit hour issues
  - 2-year/4-year issues
  - Leadership
  - Graduate/Professional issues
  - Diversity Awareness
  - Professional Development
  - Other topics related to current issues
  - Mid-management development
- Increase marketing
  - Advertising of training/conferences should begin sixty days prior to the event
  - A tentative agenda should be available thirty days prior to the event

**Objective 1.2** Provide for annual NASFAA Decentralized Training (NASFAA/SWASFAA)  
(Training)

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Strategies:

- Provide trainer for SWASFAA committee

**Objective 1.3** Organize and conduct Boot Camps for new/novice aid officers  
(Training, Conference Program, Conference Site Selection)

Strategies:

- Utilize NASFAA CORE or other professionally developed materials
- Solicit experienced trainers

**Objective 1.4** Provide opportunities for professional development for experienced aid officers  
(Training, Conference Program)

Strategies:

- Upper level management meeting
- Participation in SWASFAA Mid-Level Training workshop

**Objective 1.5** Provide training for support staff  
(Training)

Strategies:

- F.A.S.T. – Financial Aid Staff Training offered yearly
- Customer service development

**Objective 1.6** Explore and develop electronic training initiatives  
(Technical/Automation, Training)

Strategies

- Determine economic feasibility of proposed training initiatives
- Yearly examine all training opportunities to determine most effective and economic methods of delivery

### **GOAL 2: Communication**

Facilitate and enhance communication.

#### **Critical Success Factors and Assessments**

- Updates to website will be made and announced via list serve in a timely manner
- Electronic newsletter will be published two to three times yearly

#### **Objectives and Strategies**

**Objective 2.1** Maintain and enhance communication with all state Title IV institutions  
(Technical/Automation, Membership/Mentoring, Delegates-at-Large, Legislative Advocacy)

Strategies:

- Develop and maintain a state database that includes 100% of the institutions in the state:
  - Obtain information for all Title IV participating institutions from the U.S. Department of Education
  - Annually send information to the institutions regarding membership
  - Periodically remind institutions to update institutional membership database

# **POLICIES AND PROCEDURES MANUAL**

## **Louisiana Association of Student Financial Aid Administrators, Incorporated**

- Provide the membership legislative updates on state and federal issues

**Objective 2.2** Maintain and enhance Association website  
(Technical/Automation, All Board Members)

Strategies:

- Maintain a calendar listing of events related to the needs of the membership
- Ensure that the website is a quick reference for members

**Objective 2.3** Maintain and enhance the electronic newsletter  
(Publications, Technical/Automation, All Board Members)

Strategies:

- Editor will request articles thirty days prior to publication of the newsletter from:
  - LASFAA president
  - Committee chairs
- Committee chairs will provide a report of activities to the editor thirty days prior to publication of the newsletter
- Newsletter editor will announce publication of the newsletter to the membership via the list serve and provide a direct link

**Objective 2.4** Support and encourage outreach  
(Financial Aid Awareness, Cost Of Attendance)

Strategies:

- Provide all secondary institutions in Louisiana access to the "Guide to College Costs for Louisiana Schools" brochure
- Organize and encourage participation in the annual community service project
- Participate in other opportunities that become available
- Encourage campuses to have some type of financial aid awareness program annually, if appropriate

### **GOAL 3: Leadership Development**

Develop leadership within the association.

#### **Critical Success Factors and Assessments**

- 10% of committee chairs will be new to the board

#### **Objectives and Strategies**

**Objective 3.1** Create a leadership mentoring program  
(Membership/Mentoring, Fall Conference Program, Diversity Awareness/Professional Development, Nominations and Awards)

Strategies:

- Solicit mentors
- Develop a database of mentors and their area(s) of expertise
- Survey members to determine interest in a mentoring program
- Match mentors with interested and job-related members

**Objective 3.2** Encourage committee membership from mentoring program  
(Diversity Awareness/Professional Development)

Strategies:

- Foster future leaders through committee participation



# **POLICIES AND PROCEDURES MANUAL**

## **Louisiana Association of Student Financial Aid Administrators, Incorporated**

### **GOAL 4: Finances**

Secure and enhance the financial viability of the Association.

#### **Critical Success Factors and Assessments**

- 100% of the eligible institutions in the state will be Association members
- Association products and services should be self-sustaining

#### **Objectives and Strategies**

**Objective 4.1** Develop a sound financial plan  
(Finance, Long Range Planning, Membership/Mentoring, Exhibit Liaison)

Strategies:

- Evaluate the dues structure at least every two years
- Evaluate the fall and spring conference fees yearly with the objective of providing a self-sustaining conference from the conference fee only
- Evaluate any other activity of the associate that creates an expenditure
- Each year the 1<sup>st</sup> Vice President will develop a budget for the upcoming fiscal year and present it for approval at the last Board meeting prior to the beginning of the new fiscal year
- Maintain an amount that represents 10% of the annual budget in the reserve fund

**Objective 4.2** Develop a plan to recruit non-member eligible institutions  
(Membership/Mentoring, Delegates-at-Large)

Strategies:

- Survey non-member institutions to determine reason for decision not to join

**Objective 4.3** Develop a plan to retain current member institutions  
(Membership/Mentoring, Delegates-at-Large, Long Range Planning)

Strategies:

- Survey membership to determine if the Association is meeting the needs of participants.

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**APPENDIX II**

**Breakdown of Institutional Membership Dues by Enrollment**

**Membership runs from January 1 through December 31 of each year.**

**Institutional membership dues structure is based on enrollment of students at your institution during the last completed term verifiable as of the date of completion membership renewal.**

<b>Enrollment</b>	<b>Amount</b>
<b>Regular Member</b>	
<b>0 – 7,000</b>	<b>\$ 250.00 per year</b>
<b>7000+</b>	<b>\$ 350.00 per year</b>
<b>Associate Member</b>	<b>\$ 250.00 per year per organization</b>

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### APPENDIX III

#### Nominations and Elections Guidelines

- M.2.a.1. **Nominations for elected officers should be conducted by April 15 of each year with requests for nominations occurring at least 30 days prior to the deadline.**
- M.2.a.2. **To help facilitate nominations, a call for nominations can occur at the Spring Conference.**
- M.2.a.3. **Biographical information of candidates should be available on the LASFAA website by May 30 of each year.**
- M.2.a.4. **There should be a 15 day voting period to begin no later than June 15 and ending no later than June 30 of each year.**
- M.2.a.5. **In the event of a tie, a tie breaker will occur in July with a 15 day voting period to occur no later than July 15 and ending no later than July 30.**
- M.2.a.6. **Election results will be made available to the membership no later than 3 weeks after the election.**
- M.2.a.7. **In the event there is only one candidate running for a position, an election is not required and the sole candidate automatically wins the title.**
- M.2.a.8. **In the event a candidate is elected to office but resigns the position, the following should occur:**
  - c.a) **The President and/or Nominations Chair should inquire with the person next in line to confirm his/her interest in the position (pending the person qualifies).**
  - c.b) **The Board should vote on whether the viable candidate can and should be moved into the vacated position(s).**

**Scenario #1: If the President resigns his/her position, the President-Elect will move into the position as President and serve out the term.**

**Scenario #2: If the President-Elect resigns the position, the board may vote to move the Second Vice President into the vacant position or hold a special election.**

**Scenario #3: If the board votes to move the Second Vice President into the President-Elect position, depending on the number of candidates who competed for the Second Vice President's position during the prior election (i.e., if there were only two candidates in the running), the Board may vote to move the opposing candidate (who was not originally elected) into the Second Vice President's position, or seek to hold a special election.**
  - c.c) **In the event of a special election, the Nominations Chair should make a call to the floor to seek new candidates to run for office in order to fill the vacant position(s).**

# **POLICIES AND PROCEDURES MANUAL**

## **Louisiana Association of Student Financial Aid Administrators, Incorporated**

- The President determines if the election results are invalid.
- The President presents the results to the Board of Directors and recommends that the Board of Directors require a second election for the positions affected.
- If approved by the Board of Directors, the President will notify the association that a new election is necessary
- The new election will process based on the special instructions and time-line determined by the Board of Directors.

### **APPENDIX IV**

#### **Conference Site Rotation Schedule**

**Term**

Fall 2006

**Location**

Lake Charles, LA

# **POLICIES AND PROCEDURES MANUAL**

## **Louisiana Association of Student Financial Aid Administrators, Incorporated**

Spring 2007	Lafayette, LA
Fall 2007	Shreveport, LA
Spring 2008	Alexandria, LA
Fall 2008	Baton Rouge, LA
Spring 2009	Marksville, LA
Fall 2009	New Orleans, LA
Spring 2010	Marksville, LA
Fall 2010	Lafayette, LA
Spring 2011	Monroe, LA
Fall 2011	Baton Rouge, LA
Spring 2012	Alexandria, LA
Fall 2012	Shreveport, LA
Spring 2013	Lafayette, LA
Fall 2013	New Orleans, LA

### **CONFERENCE SITE LOCATIONS**

SPRING 2012	
FALL 2012	
SPRING 2013	Paragon Casino- Marksville
FALL 2013	Isle of Capri Casino- Lake Charles
SPRING 2014	Louisiana State University – Eunice
FALL 2014	Hilton Lafayette, LA
SPRING 2015	Louisiana State University- Alexandria
FALL 2015	Golden Nugget - Lake Charles
SPRING 2016	Louisiana State University- Alexandria
FALL 2016	L'auberge Casino - Baton Rouge
SPRING 2017	Louisiana State University- Alexandria
FALL 2017	Horseshoe Casino – Shreveport

**POLICIES AND PROCEDURES MANUAL**  
**Louisiana Association of Student Financial Aid Administrators, Incorporated**  
**APPENDIX V**

**Past Presidents and LASFAA Award Recipients**

**Past Presidents**

<b>Year</b>	<b>President</b>	<b>Institution</b>
2017	Lauren Jackson	Northwestern State University
2016	Lauren Jackson	Northwestern State University
2015	Anna Daigle	SOWELA
2014	Jacqueline Lachapelle	Louisiana State University-Eunice
2013	Paul Monteleone	Louisiana Community & Tech. College Office
2012	Paul Monteleone	Louisiana Community & Tech. College Office
2011	Denise B. Spellman	University of New Orleans
2010 Center-	Patrick Gorman	Louisiana State University Health Science New Orleans
08-09	Shannon Guillory	McNeese State University
07-08	Ursula Shorty Rosie Toney (resigned) Mary Parker (resigned)	Southern Baton Rouge Southeastern Louisiana University Louisiana State University- Baton Rouge
06-07	Mary Parker Cynthia Thornton (resigned)	Louisiana State University- Baton Rouge Dillard University
05-06	Alvina Thomas	Louisiana Delta Community College
04-05	Sherry Gladney Center-	Louisiana State University Health Science Shreveport
03-04	Jacqueline Lachapelle	Louisiana State University-Eunice
02-03	Cindy Perez	University of Louisiana Lafayette
01-02	Kenn Posey	Louisiana State University- Alexandria
00-01	Taina Savoit	McNeese State University
99-00	Emily London Jones	Xavier University of Louisiana
98-99	Emily London Jones	Xavier University of Louisiana

# **POLICIES AND PROCEDURES MANUAL**

## **Louisiana Association of Student Financial Aid Administrators, Incorporated**

	Melanie Amrhein (resigned)	Louisiana State University- Baton Rouge
97-98	Sandra Spraglin	Delgado Community College
96-97	Pat. F. Cottonham	University of Southwestern Louisiana
95-96	Mary K. Eason	McNeese State University
94-95	Mary Sue Rix	Centenary College
93-94	Gracie Guillory	Louisiana State University-Eunice
92-93	Etienna R. Winzer	Louisiana Tech University
91-92	Kathy Sciacchetano	Louisiana State University- Baton Rouge
90-91	Mattie Calton	Louisiana College
89-90	Esther Hill	Louisiana State University- Baton Rouge
88-89	George Wurz	University of New Orleans
87-88	Terry Faust	Northwestern State University
86-87	Charles McDonald	Northeast Louisiana University
85-86	Curtis Johnson	University of Southwestern Louisiana
84-85	John Sarpy	Commercial College
83-84	Nancy Rodwell	Louisiana State University Medical Center- Shreveport
82-83	Willie Ducote	Delta College
81-82	Dave Weiland	Louisiana Tech University
80-81	Philo Brasher Raymond Boswell	McNeese State University Louisiana State University- Alexandria
79-80	Linda Chapital	Xavier University of Louisiana
78-79	Edward Pratt	University of Southwestern Louisiana
77-78	Ronnie Washington Les Lavergne	Louisiana Tech University Louisiana State University- Baton Rouge
76-77	G. Desmond Jones	McNeese State University
75-76	Edgar Chase	Louisiana State University- Shreveport
74-75	James Comeaux New	Louisiana State University Medical Center-

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 Orleans

73-74	Carol Monahan	Charity Hospital School of Nursing
72-73	Donald Higginbotham	University of Southwestern Louisiana
71-72	James Hawkins	Northeast Louisiana University
70-71	Paul Simon	Xavier University of Louisiana
69-70	J.C. Seaman	Louisiana Tech University
68-69	E. Lee Hoffman	Tulane University
Spring 1968	E. Lee Hoffman	Tulane University

**LASFAA Award Recipients**

**Men and Women of the Year**

2016	Lynette Viskozki
2015	Allison Dering
2014	Shannon Guillory
2013	Anna Daigle and Erica Lejeune
2012	Christopher Moree and Stephanie Battaglia
2011	Patrick Gorman and Ursula Shorty and Allison Dering
2010	Theodis Wright and Lynette Viskozki
2009	John Sarpy and Roslynn Pogue
2008	Alvina Thomas and Shannon Guillory
2007	Patrick Gorman and Sherry Gladney
2006	Sigmund Morel and Kim Dudley
2005	Barry Zerangue and Connie Thibodeaux
2004	Patrick Gorman and Emily London-Jones
2003	Kenn Posey and Taina Savoit
2002	Allen Burrell and Jackie Lachapelle
2001	Barry Zerangue and Cindy Perez
2000	Roger Vick and Mary Genco
1999	DeWayne Bowie and Teresa Compton
1998	Ed Chase and Sherry Gladney
1997	Frank Candalisa and Mary Sue Rix
1996	Gil Gilson and Judith Vidrine
1995	Raymond Boswell and Gracie Guillory
1994	Les Lavergne and Nancy Rodwell
1993	John Sarpy and Kathy Sciacchetano
1992	Willie Ducote and Mattie Calton
1991	Jim Comeaux and Faye Reynolds
1990	Charles McDonald and Mildred Higgins



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**Associate of the Year**

2005	Chris Martin
2004	Judith Vidrine
2003	Johanna Miller
2002	Glenn Chance
2001	Nancy Futch
2000	Janile Rayborn
1999	Kalynda Cook
1998	Tricia Dubroc

**Lifetime Achievement Award**

2014	Denise Spellman
2013	Gail Haydel
2012	Emily London-Jones
2011	Edith Cox
2010	John Sarpy
2009	Roger Vick
2008	Mary Sue Rix
2007	Barry Zerangue
2006	Gil Gilson
2004	Gracie Gulliorly
2003	Raymond Boswell
2002	Les Lavergne
2001	Mildred Higgins

**Rookie of the Year**

2016	Amy Cable
2015	Rebecca Amy
2014	Kristi Waters
2013	Janet Delaine
2012	Erica Lejeune
2011	Raymond Clarke
2010	Stephanie Battaglia
2009	Allison Dering
2008	Jessica Belko Ciufi
2007	Amy Marix
2006	Gloria George
2005	LaCharlotte Clark
2004	Vickie Temple, LASFAA
2003	Anna Diagle, LASFAA
2002	Shelly Jinks, LASFAA
2001	Rebecca McConkey Vessell, SWASFAA
2000	Shannon Guillory
1999	Deanna Cooper
1998	Mike Fuller
1997	Vickie Temple, SWASFAA
1996	Barry Zerangue

# POLICIES AND PROCEDURES MANUAL

## Louisiana Association of Student Financial Aid Administrators, Incorporated

### Committee of the Year

2016	Financial Aid Awareness Committee
2015	Training Committee
2014	
2013	Financial Aid Awareness Committee
2012	Fall 2012 Program Committee
2011	Technology Committee
2010	Fall Conference Program
2009	Fall Conference Program
2008	Training Committee
2007	Training Committee
2006	Diversity Awareness/Professional Development Committee

### President's Choice Award

2011	Ms. Mildred D. Higgins
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### Honorable Mention

2011	John Sarpy
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### Going the Extra Mile

2011	Tiffany Magee, Financial Aid Awareness Chair Ann Lockridge, Training Chair
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## Service Award Recipients

### Years of Service

College	2014	Stephanie Battaglia	30 years	LA State Univ. Health Sciences Cent.- New Orleans
		Sandy Livings-Veals	30 years	Xavier University of Louisiana
		Emily London-Jones	30 years	Xavier University of Louisiana
		Jacqueline Ausbon	25 years	Central Louisiana Technical Community
		Denise Chaisson	25 years	Sallie Mae
		Tricia Dubroc	25 years	Louisiana Education Loan Authority (Lela)
		Sherry Gladney	25 years	LA State Univ. Health Sciences Center - Shreveport
		Kay Harper-Hayes	25 years	Louisiana Delta Community College
		Terry Martin	25 years	River Parishes Community College

# POLICIES AND PROCEDURES MANUAL

## Louisiana Association of Student Financial Aid Administrators, Incorporated

Alvina Thomas	25 years	Louisiana Delta Community College
Shannon Guillory	20 years	McNeese State University

2013	Glenda Despenza	20 years	Nunez Comminuty College
	Teresa Spruill	20 years	USA Funds
	Kimberly Bruno	25 years	LSU HSC
	Bruce Busada	25 years	Ayers Career College
	Mildred Franklin-Hughes	25 years	Southeastern University
	Patti Hendricks	25 years	Louisiana Tech University
	Valarie Hernandez	25 years	University of Louisiana at Lafayette
	Nadine Laurent	25 years	Loyola University
	Rosa McGowan	25 years	Delgado Community College
	Taina Savoit	25 years	McNeese State University
	Gail Haydel	35 years	Northshore Tech College
	Selena Vance	35 years	Xavier University
2012	Kim Andrews	20 years	Central Louisiana Technical
Lafayette	Antoinette Brown	20 years	University of Louisiana at
University	Edoline Caillier-Dillard	20 years	Blue Cliff College
	Mary Ann Farris	20 years	Southeastern Louisiana
College	Kathleen Gayda	20 years	ITI Technical College
	Jacqueline LaChapelle	20 years	LSU-Eunice
	Sharron Robinson	20 years	Louisiana Delta Community
Lafayette	Kim Tanner	20 years	University of Louisiana at
Lafayette	Vicki Weales	20 years	Delta College
	Lisa Caver	25 years	Louisiana Tech University
	Jim Goins	25 years	Pat Goins Beauty School
	Cindy Perez	25 years	Univeristy of Louisiana at
2011	Allen Burrell	20 years	University of New Orleans
	Gwen Hidalgo	20 years	Nicholls State University
	Gwendolyn Perkins	20 years	Southern University – Baton
	Rouge		
	Sandra Scarborough	20 years	Southern University – Baton
	Rouge		
	Meltida Wilson	20 years	South Louisiana Community
	College		
	Katherine Mixon	25 years	Grambling State University
	Mary Sue Rix	25 years	Centenary College
	Betty Saunders	25 years	LSU-A
	Denise Spellman	25 years	University of New Orleans
	Carolina Thompson	30 years	Loyola University
2010	Laurie Davis	20 years	Southeastern University
	Daniel Degeyter	20 years	LTC - Alexandria

# POLICIES AND PROCEDURES MANUAL

## Louisiana Association of Student Financial Aid Administrators, Incorporated

	Germaine Edwards	20 years	Delgado College
	Laurie Farley	20 years	LSU – Baton Rouge
	Patti Hendricks	20 years	Louisiana Technical College
	Carol Hillman	20 years	LTC – Lamar Salter Campus
	Roslynn Pogue	20 years	University of Louisiana at
	Monroe		
	Gloria Price	20 years	Delgado C. College
	Gina Rachal	20 years	Xavier University
	Donald Doffoney	25 years	University of Louisiana at
	Lafayette		
	DeWanna Fontenot	25 years	Delta College/Arts and
	Technology		
	Cathy Simoneaux	25 years	Loyola University
	Teri Smith	25 years	University of Louisiana at
	Monroe		
	Lynette Viskozki	25 years	Centenary College
	Connie Roubique	30 years	ITI Technical College
	Linda Staves	30 years	McNeese State University
	Edith Cox	35 years	Xavier University
	John Sarpy	40 years	Ayers Institute
2009	Jacqueline Ausbon	20 years	LTC- Avoyelles Campus
	Patty Donovan	20 years	American School of Business
	Sherry Gladney	20 years	LSUHS Shreveport
	Kay Harper-Hayes	20 years	Louisiana Delta Community
College			
	Terry Martin	20 years	River Parishes Community
College			
	Alvina Thomas	20 years	Louisiana Delta Community
College			
	Stephanie Battaglia	25 years	LSUHS New Orleans
	Sandy Livings Veals	25 years	Xavier University
	Emily London Jones	25 years	University of New Orleans
	Mildred Higgins	35 years	Xavier University
2008	Kimberly Bruno	20 years	LSUHS New Orleans
	Bruce Busada	20 years	Diesel Driving Academy, Inc.
	Mildred Franklin-Hughes	20 years	Southeastern Louisiana
University			
	Valarie Hernandez	20 years	University of Louisiana at
Lafayette			
	Lisa Lawson	20 years	Baton Rouge Community
College			
	Nadine Lewis	20 years	Loyola University
	Rosa McGowan	20 years	Delgado Community College
	Taina Savoit	20 years	McNeese State University
	Selena Vance	30 years	Xavier University
2007	Patrick Gorman	20 years	LSUHS- New Orleans
	Linda Kennedy	25 years	Louisiana Tech University
	Connie Roubique	25 years	ITI Technical College
	Caroline Thompson	25 years	Loyola
	Sherry Gladney	25 years	LSUHS- Shreveport

## POLICIES AND PROCEDURES MANUAL

### Louisiana Association of Student Financial Aid Administrators, Incorporated

2006	Sharon Reed	20 years	Grambling State University
	Betty Saunders	20 years	LSU-Alexandria
	Cathy Simoneaux	20 years	Loyola
	Carolina Thompson	20 years	Loyola
	Cynthia Thornton	20 years	Dillard University
	Denise Spellman	20 years	UNO
	Lynette Viskozi	20 years	Centenary College
	Linda Staves	25 years	McNeese State University
	Jennifer Hebert	25 years	Nicholls State University
	 John Sarpy	 35 years	 Ayers Institute

#### Retirees

2015			
2014	Denise Spellman		University of New Orleans
	Betty McCrary		Louisiana State University-Shreveport
2013	John Sarpy		Ayers Career College
	Linda Staves		McNeese State University
	Melanie Amrhein		LOSFA
2012	Mildred Higgins		Xavier Univ. & Southern Univ.
	Mary Sue Rix		Centenary College
	Roger Vick		Louisiana Tech University
2011	Daisy Engram		LSU Health Sciences – New Orleans
	Teri Smith		University of Louisiana at Monroe
	Kathy Woods		Southern University – New Orleans
2009	Betty Saunders		LSU-Alexandria
2007	Barry Zerangue		Louisiana Technical College, SOWELA
2007	Raymond Boswell		Louisiana State University- Alexandria
2006	Clemmie Jenkins		Grambling State University

# POLICIES AND PROCEDURES MANUAL

## Louisiana Association of Student Financial Aid Administrators, Incorporated

### APPENDIX VI

#### Conflict of Interest Policy

##### Article I

##### Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization, Louisiana Association of Financial Aid Administrators, interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

##### Article II

##### Definitions

###### 1. **Interested Person**

Any officer or delegate with governing board delegated powers, which has a direct or indirect financial interest, as defined below, is an interested person.

###### 2. **Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement.
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

##### Article III

##### Procedures

###### 1. **Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the officers and delegates with governing board delegated powers considering the proposed transaction or arrangement.

###### 2. **Determining Whether a Conflict of Interest Exists**

# **POLICIES AND PROCEDURES MANUAL**

## **Louisiana Association of Student Financial Aid Administrators, Incorporated**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members or delegates shall decide if a conflict of interest exists.

### **3. Procedures of Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the governing board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested officer whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### **4. Violations of the Conflicts of Interest Policy**

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts or interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **Article IV**

### **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with proceedings.

## **Article V**

### **Compensation**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **Article VI**

**POLICIES AND PROCEDURES MANUAL**  
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**Annual Statements**

Each officer and delegate shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Article VII**  
**Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

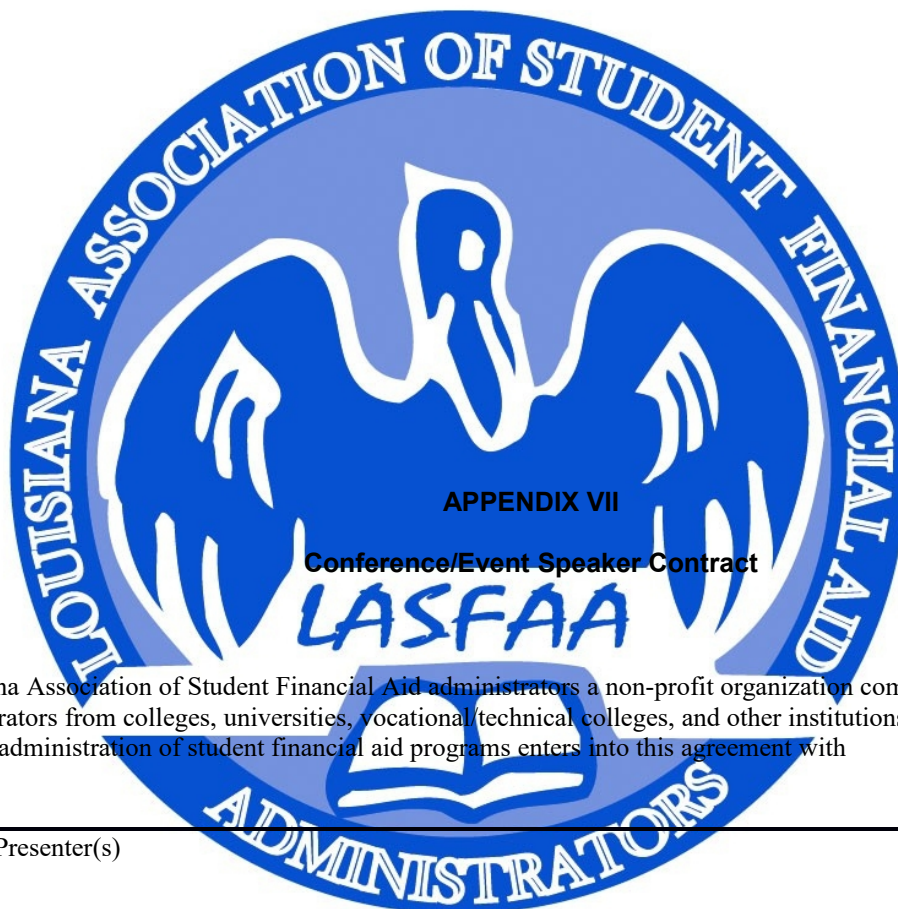
- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Article VIII**  
**Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



**POLICIES AND PROCEDURES MANUAL**  
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The Louisiana Association of Student Financial Aid administrators a non-profit organization comprised of student financial aid administrators from colleges, universities, vocational/technical colleges, and other institutions concerned with the support and administration of student financial aid programs enters into this agreement with

\_\_\_\_\_  
 Name(s) of Presenter(s)

\_\_\_\_\_.Name of Organization

Based on your agreement to present at the LASFAA \_\_\_\_\_ Conference on \_\_\_\_\_, we agree to provide the following:

One night’s lodging, if necessary, to accommodate your presentation.

Meals necessary in conjunction with your travel and stay for your presentation.

Your stated fee of \$ \_\_\_\_\_ and your deposit (if required) \$ \_\_\_\_\_ (to be applied to your total charge). Should you fail to meet your commitment the full deposit and/or any payments made to you in conjunction with your presence at this conference will be required to be refunded back to the association within ten days of date you were scheduled to appear.

**Transportation**

Airfare (if required and/or as agreed upon between you and LASFAA’s representative).

If you are using your own vehicle, mileage will be reimbursed at the current Louisiana state rate. Should you need a rental car, LASFAA - with proper prior approval -will pay for the rental. The association

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requires that you purchase the rental car insurance when renting a vehicle. The rental car insurance will also be paid by the association.

Please note: LASFAA is not responsible for any lost, stolen, or damage to personal equipment used in conjunction with your presentation.

\_\_\_\_\_  
Signature of Presenter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of LASFAA President

\_\_\_\_\_  
Date

**POLICIES AND PROCEDURES MANUAL**  
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**APPENDIX VIII**

**HELPFUL HINTS WHEN MAKING MOTIONS**

**I. To Adjourn/To Recess:** A motion to adjourn is used when the agenda items have normally been completed; usually signals the end of an entire meeting. A motion to recess is used during the course of a meeting and usually includes a time for the meeting to reconvene. The motion would be used at the close of the first day of a two-day meeting.

**II. Question of Privilege:** Seldom used, but a member may seek the floor by indicating, “Mr./Madam President, I rise to a question of privilege.”; at which time the Chair would ask the member to state his/her question. The privilege could be simply to ask a speaker to rise when speaking or to request speakers to speak louder. This motion could also be used to ask visitors to leave the room until a particular item of business is concluded. The Chair usually rules on granting of a privilege.

**III. Rise To A Point of Order:** A Point of Order is also referred to as rising for a parliamentary inquiry and/or rising for information.

**A. Point of Order**

Member: (Speaking, but not waiting to be recognized.) “Mr./Madam President, I rise to a point of order.”

**President:** “**State your point of order.**”

Member: “The motion just proposed is out of order because there is already a main motion before the council.”

**President:** “**Your point is well taken. The motion last proposed is out of order.**” OR “**Your point is not well taken.**”

**B. Rising to a Parliamentary Inquiry:** If the Chair cannot answer the inquiry, the Chair may refer it to the parliamentarian or to some member of the assembly. A parliamentary inquiry may not lead to debate, nor to an appeal.

Member: “Mr./Madam President, I rise to a parliamentary inquiry.”

**President:** “**State your inquiry.**”

Member: “Is it in order to offer an amendment now?”

**President:** “**It is.**”

**C. Rising for Information:** All requests for information are addressed to the Chair even though aimed at another member. All answers to questions are addressed to the Chair. A member rising too often should not be given recognition by the Chair.

Member: “Mr./Madam President, I rise for information,” or “I should like to ask the member a question.”

**IV. Appeal:** A member who believes the decision of the Chair may be in error may request an appeal. An appeal should be handled in this way:

Member: “Mr./Madam President, I appeal from the decision of the Chair.”

**President:** “**There is an appeal from the decision of the Chair.** (If debatable, Is there any discussion?) **Those in favor of sustaining the decision of the Chair say ‘Aye’.** (Pause) **Those opposed to sustaining the decision of the Chair say ‘No’.**”

# POLICIES AND PROCEDURES MANUAL

## Louisiana Association of Student Financial Aid Administrators, Incorporated

**V. To Suspend the Rules:** Used when the normal procedures of the Association prevent the speedy resolution of an issue, suspending the rules may be needed. This motion may not overturn a provision of the By-Laws or Constitution. Motion is reserved for special occasions and should not be used unless there is a compelling reason to expedite an item of business.

**VI. To Withdraw (or Renew) a Motion:** To withdraw a motion is made by the mover and stops all further consideration of that item of business.

Member: (who made the original motion) "Mr./Madam President" (Pause for recognition) "I desire to withdraw my motion."

**President: "Mr./Ms. X asks to withdraw his/her motion. If there is no objection, the motion will be withdrawn."**

*If any member objects to the withdrawal, some other member should rise, be recognized, and move.*

Other Member: "Mr./Madam President" (Pause for recognition) "I move that Mr./Ms. X be allowed to withdraw his/her motion."

**President: "It is moved that Mr./Ms. X be allowed to withdraw his/her motion. Those in favor say 'Aye'. (Pause) Those opposed say 'No'."**

**VII. Voting — "Division" — Motion to Ballot:** When a vote may be too close for either the Chair or a member to determine the outcome, a "division" may be requested. A division is requested like this:

Member: "Mr./Madam President, I call for a division!" or, without being recognized the member may simply call out "DIVISION!"

**President: "A division is called for. Those in favor of the motion please raise their right hand (After counting). Those opposed same sign." If the president is in doubt as to an 'Aye' and 'No' vote, he/she should say, "The Chair is in doubt. Those in favor of this motion please raise their right hand."**

*A motion to ballot may be ordered by a motion to that effect, provided it is not already required by the Constitution or By-Laws.*

Member: "Mr./Madam President" (Pause for recognition) "I move that the vote on this question be by ballot."

**President: "It is moved and seconded that the vote on this question be by ballot. Those in favor of voting by ballot say 'Aye'. (Pause) Those opposed to voting by ballot say 'No'."**

**VIII. To Lay On The Table (Take from Table):** To table means to postpone further discussion or a vote. To take from the table is to take up an item of business which has been postponed.

### A. To Table:

Member: "Mr./Madam President" (Pause for recognition) "I move that we table the main motion."

**President: "It is moved and seconded that we table the motion (state the motion). Those in favor of the motion to table say 'Aye'. (Pause) Those opposed say 'No'."**

### B. To Take From the Table:

Member: "Mr./Madam President" (Pause for recognition) "I move that we take from the table the motion to (state the motion that was tabled)."

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**President:** "It is moved and seconded that we take from the table the motion to (state motion that was tabled). Those in favor of taking this motion from the table say 'Aye'. (Pause) Those opposed say 'No'."

**Aye Vote:** "The 'Ayes' have it, and the motion to take from the table is carried. You now have before you the motion to (state motion taken from the table). Is there any discussion on this motion?"

**No Vote:** "The 'Noes' have it and the motion to take from the table is lost. Is there any other business?"

- IX. Close Debate (I Move the Previous Question):** When members of the assembly call out informally, "Question! Question!" it means only that they as individuals are ready to vote on the pending question or motion. It is their informal answer to the president's query, "Are you ready for the question?" This informal "call for the question" by members of the assembly must be clearly differentiated from the formal motion "to close debate and vote immediately on the pending question," or (what is exactly the same thing) the formal "I move the Previous Question."

### A. Close Debate:

**Member:** "Mr./Madam President" (Pause for recognition) "I move that we close debate and vote immediately on the pending question." (Note: - If there are several motions pending a member may "move to close debate and vote immediately on all pending questions").

**President:** "It is moved and seconded that we close debate and vote immediately on the pending question. Those in favor of closing debate say 'Aye'. (Pause) Those opposed say 'No'."

**Aye vote:** "The 'Ayes' have it by a two-thirds vote, and the motion to close debate is carried. The next business is the vote on the (original motion or amendment or whatever it is), which reads that we (read the immediately pending motion). Those in favor of the (original motion, amendment, or whatever it is) say 'Aye'. Those opposed say 'No'."

**No vote:** "The 'Noes' have it by more than a one-third vote and the motion to close debate is lost. Is there any further discussion on the (original motion, amendment or whatever is immediately pending)?"

### B. Limit Debate:

**Member:** "Mr./Madam President" (Pause for recognition) "I move that debate be limited (to twenty minutes or to five minutes for each speaker or to three speakers on each side) or (that debate close at ten o'clock)."

**President:** "It is moved and seconded that debate be limited to (twenty minutes). Those in favor say 'Aye'. (Pause) Those opposed say 'No'."

**Aye vote:** "The 'Ayes' have it by a two-thirds vote, and the motion to limit debate to (twenty minutes) is carried. Discussion is now on the (original motion, amendment, or etc.)."

**No vote:** "The 'Noes' have it by more than a one-third vote and the motion to limit debate is lost. Is there any discussion on the (original motion, amendment or etc.)?"

- X. To Postpone to Certain Day:** A motion to simply postpone discussion on a vote on an item of business. A motion to postpone must specify a time and day.

### XI. To Refer (or Recommit):

**Member:** "Mr./Madam President" (Pause for recognition) "I move that we refer this question (or resolution) to (state the committee or person to which it is being referred)."

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**President:** “It is moved and seconded that we refer this pending motion (or motions) to (state the committee or person to which it is being referred). **Is there any discussion on the motion to refer?”**

**To Amend the Motion to Refer:**

**Member:** “Mr./Madam President” (Pause for Recognition) “I move that we amend the motion to refer by (adding the words) (state the words to be changed).”

**President:** “It is moved and seconded that we amend the motion to refer by (state the amendment) **so that the motion to refer if amended, will read that we** (state the motion to refer as it would be changed by the amendment). **Is there any discussion on the amendment to the motion to refer?”**

**PUT TO VOTE:** “The vote is on the amendment to the motion to refer which reads (state the amendment to the motion to refer). Those in favor of the amendment to the motion to refer say ‘Aye’. (Pause) Those opposed say ‘No’.”

**Aye vote:** The ‘Ayes’ have it, and the amendment to the motion to refer is carried. The next business is the motion to refer as amended which reads that we (state motion to refer as amended). **Is there any discussion on the motion to refer as amended?”** **No vote:** “The ‘Noes’ have it and the amendment to the motion to refer is lost. **Is there any discussion on the original motion to refer?”**

## XII. To Amend:

**Member:** Mr./Madam President” (Pause for recognition) “I move that we amend the motion by (adding, striking out, inserting) the word(s)

**President:** “It is moved and seconded that we amend the motion by (state the amendment), **so that the motion, if amended, will read that we** (state the motion as it would be changed by the amendment). **Is there any discussion on the amendment?”**

**PUT TO VOTE:** “The vote is on the amendment that we (state the amendment). Those in favor of the amendment say ‘Aye’. (Pause) Those opposed say ‘No’.”

**Aye vote:** “The ‘Ayes’ have it, and the amendment is carried. The next business is the motion as amended which reads that we (state motion as amended). **Is there any discussion on the motion as amended?”**

**No vote:** “The ‘Noes’ have it and the amendment is lost. **Is there any further discussion on the original motion?”**

### Amendment to the Amendment

**Member:** “Mr./Madam President” (Pause for recognition) “I move that we amend the amendment by (adding, striking out, inserting, substituting) the word(s) \_\_\_\_\_

**President:** “It is moved and seconded that we amend the amendment by (state the amendment to the amendment), **so that the amendment, if amended, will read that we** (state the amendment as it would be changed by the amendment to the amendment). **Is there any discussion on the amendment to the amendment?”**

**PUT TO VOTE:** “The vote is on the amendment to the amendment that we (state the amendment to the amendment). Those in favor of the amendment to the amendment say ‘Aye’. (Pause) Those opposed say ‘No’.

**Aye vote:** “The ‘Ayes’ have it, and the amendment to the amendment is carried. The next business is the amendment as amended which reads that we (state the amendment as amended). **Is there any discussion on the amendment as amended?”**

**No vote:** “The ‘Noes’ have it and the amendment to the amendment is lost. **Is there any further discussion on the original amendment.”**

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**XIII. To Reconsider:** To reconsider permits the body to review again a previous item of business. Special rules apply to this motion:

- A.1. Must be moved by one who voted with the prevailing side (unless vote was by ballot).
- A.2. It is in order at the same meeting or during the next succeeding legislative day **ONLY** after the vote to which it applies was taken.

**Member:** "Mr./Madam President" (Pause for recognition) "I move that we reconsider the vote on the motion (state the motion)."

**President:** "**It is moved and seconded that we reconsider the vote on the motion** (state the motion). (If debatable) **Is there any discussion on the motion to reconsider?**"

**PUT TO VOTE:** "The vote is on the motion to reconsider the vote on the motion (state the motion to be reconsidered). Those in favor of the motion to reconsider say 'Aye'. (Pause) Those opposed say 'No'."

**Aye vote:** "The 'Ayes' have it, and the motion to reconsider is carried. You now have before you the motion to (state the motion being reconsidered). Is there any discussion on this motion?" (If motion being reconsidered is not debatable, it is put to a vote without discussion.)

**No vote:** "The 'Noes' have it and the motion to reconsider is lost. The next business is (consult secretary as to next business). Or, is there any further business?"

**XIV. To Rescind (or Repeal):** To rescind is to reverse the previous action or to withdraw approval of an item of business.

**Member:** "Mr./Madam President" (Pause for recognition) "I move that we rescind (or repeal) the motion that (state motion to be rescinded)."

**President:** "**It is moved and seconded that we rescind the motion that** (state motion to be rescinded). **Is there any discussion?**"

**PUT TO VOTE:** "The vote is on the motion to rescind the motion that (state the motion to be rescinded). Those in favor of the motion to rescind say 'Aye'. (Pause) Those opposed say 'No'."

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### APPENDIX IX A GUIDELINE FOR PROPER PARLIAMENTARY PROCEDURES

The motions or points listed below, 1 through 9, are in order of precedence. In other words:

(A) When any one of them is pending, you cannot introduce one that is listed BELOW it. (B) You can introduce one that is listed above it.

YOU WANT TO:	YOU SAY:	May you interrupt speaker to make this motion?	Is a second necessary?	Is the motion debatable?	Can this motion be amended?	Is vote required? What percent required?
1. Adjourn	I move we adjourn	No interruption permitted	A second is necessary	Not debatable	Not amendable	Majority vote required
2. Recess	I move we recess until . . .	No interruption permitted	A second is necessary	Not debatable		Majority vote required
3. Register a complaint	Point of privilege, Mr. Chairman . . .	May interrupt speaker		Not debatable any (RESULTING motion is debatable)	Not amendable	No vote required (Chair decides)
4. Suspend further consideration of matter (to table)	I move we table this matter	No interruption permitted	A second is necessary	Not debatable	Not amendable	Majority vote required
5. End discussion or further debating of a matter	I move the previous question	No interruption permitted	A second is necessary	Not debatable	Not amendable	Two-thirds vote required
6. Postpone consideration of a matter	I move we postpone this matter until . . .	No interruption permitted	A second is necessary	Not debatable	Not amendable	Majority vote required
7. Have further study on a matter	I move we refer this matter to a committee	No interruption permitted	A second is necessary	Not debatable	Not amendable	Majority vote required
8. Amend a motion	I move this motion be amended to read . . .	No interruption permitted	A second is necessary	Not debatable	Not amendable	Majority vote required



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9. Introduce a matter of business (a primary motion)	I move that . . .	No interruption permitted	A second is necessary	Not debatable	Not amendable	Majority vote required
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### APPENDIX IX (continued) A GUIDELINE FOR PROPER PARLIAMENTARY PROCEDURES

These are general points, proposals, and motions and have no order of precedence over one another. You may introduce any one of them at any time except: (A) When Motion to Adjourn is pending; (B) When Motion to Recess is pending; (C) Point of Privilege is pending.

YOU WANT TO:	YOU SAY:	May you interrupt speaker to make this motion?	Is a second necessary?	Is the motion debatable?	Can this motion be amended?	Is vote required? What percent required?
1. Object to error in procedure or personal affront	Point of order	May interrupt speaker	No second is necessary	Not debatable	Not amendable	No vote required (Chair decides)
2. Requests for information	Point of information	May interrupt if urgent and to the point	No second is necessary	Not debatable	Not amendable	No vote required
3. Verify voice vote by taking actual count	I call for a decision of the house	No interruption permitted BUT division must be called by Chairman before new motion can be made	No second is necessary	Not debatable	Not amendable	No vote required UNLESS someone objects THEN majority required
4. Object to the consideration of a matter you consider improper or undiplomatic	I object to consideration of	May interrupt speaker	No second is	Not debatable	Not amendable	Two-thirds vote required against consideration

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	this question		necessary			
5. Take up a matter previously tabled	I move we take from the table	No interruption permitted	A second is necessary	Not debatable	Not amendable	Majority vote required
6. Reconsider something disposed of	I move we reconsider our action relative to . . .	May interrupt for record only (business at hand takes precedence)	A second is necessary	Debatable IF original motion was debatable	Not amendable	Majority vote required
7. Consider something out of its scheduled order	I move we suspend the rules and consider . . .	No interruption permitted	A second is necessary	Not debatable	Not amendable	Two-thirds vote required
8. Vote on a ruling of the Chair	I appeal the Chair's decision	May interrupt speaker	No second is necessary	Debatable IF original motion was debatable	Not amendable	Majority vote required