



New Jersey Association of Student
Financial Aid Administrators, Inc.

Policies and Procedures Manual

5/2023

TABLE OF CONTENTS

1.0	INTRODUCTION	1
2.0	MISSION STATEMENT	3
3.0	MEMBERSHIP AND SERVICES	4
4.0	POLICY – USE OF NAME AND LOGO	6
5.0	ELECTED OFFICERS/COMMITTEE CHAIR DESCRIPTIONS	7
6.0	COMMITTEES	18
7.0	MEETINGS	35
8.0	POLICIES	37
	APPENDICES	
A	EXECUTIVE COUNCIL CALENDAR	54
B	TREASURER’S ANNUAL CALENDAR OF EVENTS	57
C	ELECTION PROCEDURES & MASTER CALENDAR	60
D	MEMBERSHIP COMM. CALENDAR OF ACTIVITIES	61
E	CONFERENCE GUIDELINES	62
F	EVENT CONDUCT POLICY	66
G	WHISTLEBLOWER POLICY	67
H	MAINTAINING THE MEMBERSHIP DATABASE	68
I-1	AWARD DESCRIPTIONS	69
I-2	PLAQUES AND AWARD WORDING	72
I-3	LONGEVITY AWARDS	74
J	CONTRIBUTION LETTER TEMPLATES	75

1.0 INTRODUCTION TO NJASFAA POLICIES AND PROCEDURES MANUAL

1.0 Purpose

The NJASFAA Policy and Procedures Manual (PPM) is designed to provide guidance, reference material, and historical continuity for the NJASFAA Executive Council, Committee Chairs, and membership.

Each member of the NJASFAA Executive Council and all Committee Chairs are responsible for knowing the contents of the NJASFAA PPM. The President will distribute the PPM to all Executive Council members and Committee Chairs at the annual retreat. The manual should be reviewed annually by the immediate Past President for updates.

1.1 Content

The NJASFAA Policy and Procedures Manual supplements the Articles of Incorporation and Constitution and By-Laws by:

- providing an overview of the Association's structure
- describing the responsibilities of members in leadership positions
- presenting the Association approved operating policies and procedures.

1.2 Use

It is the responsibility of each Executive Council member and Committee Chair to keep the PPM current by providing appropriate updates (procedural changes, new forms, etc.) to the immediate Past-President.

1.3 Storage

The NJASFAA Policies and Procedures Manual is currently stored on the PPM coordinator's computer.

Rev. 5/2010; 4/2022

OTHER IMPORTANT INFORMATION:

Legal Documents including Incorporation Papers and Trademark Documents:

Loaded to NJASFAA Website under About NJASFAA → Governing Documents

DEFINITIONS:

Voting Member

Of the association – shall be any ‘active’ and ‘associate’ member of the association as defined in the Constitution and Bylaws.

Of the Executive Council – shall be defined as any elected officer for the year in question.

Of the Board of Directors – any Past President in good standing, current President

Quorum

As defined in the NJASFAA Bylaws, Article IV Section 2: “Five members shall constitute a quorum at any official meeting of the Council.”

From the Constitution, Article VI Section 1:

The Executive Council shall consist of:

- the elected officers of the association,
- four councilpersons at large,
- and immediate past president.

Reserve

An amount of funds kept in reserve equal to the largest outstanding financial obligation (commitments for the annual conference plus annual insurance, accounts and other fees) the Association may have in a calendar year. To be used upon the dissolution of the Association to pay for any and all liabilities.

Surplus

Any many excess funds in all accounts owned by the Association.

2.0 NJASFAA Mission Statement

The New Jersey Association of Student Financial Aid Administrators is a non-profit organization dedicated to promoting the effective administration of student financial aid in New Jersey. This is accomplished through the education and training of financial aid administrators and by assisting students and families obtain access to higher education.

The Association is committed to providing professional development activities that:

- embrace the ethical principles and practices of financial aid administration through education and training,
- promote the affordability of higher education
- provide timely and accurate information to the community and public at large,
- advocate at the state, regional and national levels, and
- encourage alliances with other organizations having similar objectives.

2/13/06

3.0 NJASFAA MEMBERSHIP and SERVICES

Purpose:

NJASFAA is a non-profit organization of individuals interested in promoting the effective administration of student financial aid in New Jersey. From the Association's inception, we have sought to ensure access to post-secondary education for the many students wishing to attend New Jersey institutions through a variety of professional efforts.

As stated in Article III of the Constitution and Bylaws, the purpose of the association is to:

1. "...promote, establish, maintain, and operate educational programs;
2. educate and train administrators and counselors of student financial aid programs on issues dealing with the obtaining of financial aid by students and/or by a student's family;
3. educate the community and public at large; and
4. work with and cooperate with other organizations having similar objectives and provisions as stated above..."

Membership:

There are three categories of membership within the Association:

- *Active* – limited to student financial aid administrators in post-secondary educational institutions in New Jersey,
- *Associate* – open to out-of-state student financial aid administrators, representatives of governmental agencies, secondary educational institutions, foundations, private and community organizations interested in student financial aid matters, and
- *Retiree* - open to individuals who previously qualified for either active or associate membership in the Association who have retired from service to the profession.

Privileges of Membership:

All members are eligible for the following benefits/services:

1. Training programs offered by the Association
2. Access to the NJASFAA membership database
3. Participation on NJASFAA Committees

Active members are also entitled to the following additional privileges:

1. Voting on all matters before the general membership, including the yearly elections of officers
2. Entitled to run for and hold elected office in the Association

Associate members are also entitled to the following additional privileges:

1. Voting on all matters before the general membership, including the yearly elections of officers
2. Can hold one seat as Council Person at Large, based on the results of the annual election

Denial of Membership:

NJASFAA reserves the right to refuse membership to any individual who does not embrace and/or adhere to the basic tenets of the Association. Any denial will be determined by the Executive Council.

5.23.20

4.0 NJASFAA Policy on Use of Name and Logo

The name "New Jersey Association of Student Financial Aid Administrators," the initials "NJASFAA," and NJASFAA's distinctive logo are all service marks owned by NJASFAA. These service marks may not be used by anyone (including NJASFAA members) in any manner without written permission from NJASFAA, other than in the limited exceptions detailed below. Moreover, NJASFAA does not allow its members to indicate their affiliation with NJASFAA on any commercial solicitations. The intent of these policies is to avoid giving the impression that NJASFAA is a credentialing organization or endorses a product, service, person, or entity.

Following are the limited exceptions under which a NJASFAA member may use the name "New Jersey Association of Student Financial Aid Administrators" or the initials "NJASFAA" (but not its logo) without prior permission.

- In reference to any NJASFAA conference, workshop, publication, video, or web site.
- In reference to news or information disseminated by NJASFAA (e.g., "NJASFAA reported. . .")
- In Annual Reports, internal documents, and similar noncommercial materials as might be required by the member institution's administrative practices.
- On resumes or similar biographical materials.

Please refer your questions on the above policy or requests for permission to use NJASFAA's name, initials, or logo, to the Chair of Constitution and By-Laws.

6/15/07



**5.0 ELECTED OFFICERS and COMMITTEE CHAIRS
POSITION DESCRIPTIONS**

PRESIDENT
PAST-PRESIDENT
PRESIDENT-ELECT
VICE PRESIDENT
SECRETARY
TREASURER
TREASURER-ELECT
COUNCIL PERSON AT LARGE
COMMITTEE CHAIR

TITLE: PRESIDENT

Basic Function and Responsibility

The President acts as the chief executive officer of the Association presiding at all meetings of the Association.

Characteristic Duties and Responsibilities

Provides leadership and direction to all activities of the Association and all standing and ad hoc committees of the Association.

1. Serve as the official representative and spokesperson of the Association; delegates such responsibility to another council or board member as deemed necessary.
2. Call and preside at all meetings of the Association and the Executive Council, determines length of floor debate, manner of voting, and agenda items.
3. Ensure all committees function appropriately; addresses problems as needed.
4. Serve as an ex-officio member of all Association committees.
5. Submit an Annual Report to the Association on all matters that have taken place during their term of office that may be of interest or concern to the Association members.
6. For the President who begins their term during an even year (e.g. 00-01, or 02-03) and continuing into the subsequent year, acts as the EASFAA representative (this is a two-year position). Can appoint a designee to perform these duties. It is recommended that the designee be the current Past-President or other current member of Council. In the event this position is filled by a designee, the individual is required to attend Council meetings.

Length of Office - One year commencing June 1.

5/18/10

TITLE: PAST PRESIDENT

Basic Function and Responsibility

The Immediate Past President is an officer of the Association, shall serve as a member of the Executive Council and shall perform such duties as assigned by the President.

Characteristic Duties and Responsibilities

1. Participate in the meetings and activities of the Executive Council and contributes to the formulation of policies and procedures of the Association.
2. Serve as Chair of the Board of Directors.
3. Responsible for the annual review and update of the NJASFAA Policy and Procedures Manual and Constitution and By-Laws.
4. Send out ballots to members for any Association action that requires a vote of the membership.
5. Chair of Nominations & Election Committee.
 - a) Solicits nominations for election slate.
 - b) Solicits nominations for the Distinguished Service awards. Conducts conference call to select recipients. [Because these awards represent the highest honor NJASFAA can bestow, standard practice dictates that only one recipient be selected for the Art Richmond and Tom Scott awards.]

NOTE: at least two additional Past-Presidents need to be included in the discussion of the Distinguished Service Awards.

6. Responsible for monitoring and reviewing the Strategic Plan. Works with committee chairs to meet their goals. Provides report to the membership at year's end.
7. For the person who is Past President during an odd year (e.g. 99-00, or 01-02), will continue to serve as the EASFAA representative.

Length of Office - One year commencing June 1.

5/22/13

TITLE: PRESIDENT ELECT

Basic Function and Responsibility

The 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.

Characteristic Duties and Responsibilities

1. Provide assistance to the President of the Association in any area as requested.
2. Attend the NASFAA Leadership conference.
3. Serve on the Board of Directors.
4. Responsible for timely (as soon as possible after elected) selection of site and program conference chairs for the coming year. Regular reports on the conference planning should be made at Executive Council meetings in absence of the Conference Chair.
5. Serve as Parliamentarian of the Association.
6. Member of the Nominations and Elections Committee.
7. Encouraged to attend at least one meeting of every committee in preparation for the presidency.

Length of Office -

The President Elect shall serve for one year commencing June 1. The President Elect automatically becomes President one year later.

5/18/10

TITLE: VICE PRESIDENT

Basic Function and Responsibility

The Vice President is an officer of the Association and shall perform the duties of the President in the event of absence or incapacity of both the President and the President-Elect, and shall perform such duties as are assigned by the President.

Characteristic Duties and Responsibilities

1. Chair of the Finance Committee.

May also include, but is not limited to:

2. Support the conference chairs previously appointed by the President Elect.
3. Facilitate or assist Executive Council Committee Chairs as needed.

Length of Office - One year commencing June 1.

5/18/10

TITLE: SECRETARY

Basic Function and Responsibility

The Secretary is an officer of the Association and is responsible for developing, distributing, and maintaining the official records of the Association.

Characteristic Duties and Responsibilities

1. Develop and distributes NJASFAA meeting minutes to the NJASFAA Executive Council, Committee Chairs and other designated Association members within 2 weeks following any meeting of the Executive Council.
2. Responsible for putting monthly meeting minutes on the website when approved.
3. Responsible for putting the annual business meeting minutes (which occur at the Fall and Spring conferences) on the website when approved.
4. Responsible for ensuring a smooth transition from year to year by documenting computer procedures and training his/her successor.
5. Develop and distribute the list of Executive Council members with addresses, telephone (work, cell and home) and FAX numbers.
6. E-mail notice of regular NJASFAA meetings (with agenda) at least 1 week in advance of the meeting.
7. Notify membership of any rescheduled meetings.
8. Keep the NJASFAA Calendar and updates this as needed.
9. Perform other functions as assigned by the President or prescribed by the Executive Council.

Length of Office - One year commencing June 1.

5/18/10

TITLE: **TREASURER**

Basic Function and Responsibility

The Treasurer is an officer of the Association and shall be responsible for mentoring the Treasurer-Elect, including providing advice and training in the development, distribution, and maintenance of the financial records of the Association and performing transactions as directed by the Executive Council. The Treasurer shall be ready whenever required to provide assistance and guidance to the Treasurer-Elect.

This position provides for a period of transition during which the Treasurer-Elect will shadow and assist the Treasurer in the first half of the year, gradually shifting responsibility to the Treasurer-Elect. By January, the Treasurer-Elect will take full responsibility for all transactions (invoicing, payments, entering into QuickBooks, NJASFAA Website) and for providing the Budget vs. Actuals and Balance Sheet reports at Executive Council meetings.

The Treasurer has fiduciary responsibility to the Association.

Characteristic Duties and Responsibilities

1. Receive and disburse monies of the Association in accordance with the authority provided by the Executive Council.
2. Responsible for invoicing and collection of all fees and past due fees including sending out invoice/payment reminders for any outstanding invoices on a monthly basis.
3. Maintain adequate and appropriate records of all transactions in QuickBooks and on NJASFAA website.
4. Reconcile funds on a monthly basis.
5. Responsible for posting Budget reports on website after the annual business meeting(s).
6. Responsible for ensuring a smooth transition from year to year by documenting and developing computer procedures and training his/her successor.
7. Responsible for the proper and timely filing of all reports including, but not limited to, all necessary tax returns, audits, etc. and maintaining adequate liability and property insurance. Responsible for providing documentation that taxes have been filed in a timely manner for the most recent fiscal year.
8. Attend all conferences and validate and collect conference fees as appropriate.
9. Renew the Music Copyright Licensing Agreements (see **Policies 8.15**).
10. Renew insurance policy on annual basis to ensure adequate coverage.

11. Member of the Finance Committee; assists and recommends financial policies regarding investments and reserves. The Treasurer must seek and receive approval of the Executive Council to move investment accounts and retain or discharge professional persons (e.g. accountant, lawyer, broker) prior to any change. Member of the Board of Directors; assists with the formulation of the Associations' annual budget.
12. Performs other functions as assigned by the President.

Transition Responsibilities:

Treasurer is responsible for training the Treasurer-Elect in all the functions of a Treasurer including but not limited to the following:

13. To receive and disburse monies of the Association in accordance with the authority provided by the Executive Council.
14. To invoice and collect all fees and past due fees.
15. To maintain adequate and appropriate records of all transactions in QuickBooks and on NJSAFAA website.
16. To reconcile funds on a monthly basis.
17. To develop and post monthly Budget vs. Actuals and Balance Sheet reports on website.
18. Managing and maintaining the bank account(s), debit card, etc., including the changing of names for the newly elected appropriate individuals.

Length of Office – One year commencing June 1.

Calendar of Events – see Appendix B

TITLE: TREASURER-ELECT

Basic Function and Responsibility

The Treasurer-Elect is an officer of the Association and shall be responsible learning the policies and procedures and all tasks related to the position of Treasurer. This position provides for a period of transition to shadow and assist the Treasurer for the first half of the year, gradually taking on responsibilities of the position. By January, the Treasurer-Elect will take full responsibility for all basic transactions (invoicing, payments, entering into QuickBooks, NJASFAA website) and for providing the Budget vs. Actuals and Balance Sheet reports at Executive Council meetings.

In the absence of the Treasurer-Elect, the Treasurer shall be ready to provide an accounting of funds and any financial records requested. The Treasurer-Elect has fiduciary responsibility to the Association.

Characteristic Duties and Responsibilities

1. Receive and disburse monies of the Association in accordance with the authority provided by the Executive Council.
2. Responsible for invoicing and collection of all fees and past due fees, including sending out invoice/payment reminders for any outstanding invoices on a monthly basis.
3. Maintain adequate and appropriate records of all transactions in QuickBooks and on NJASFAA website.
4. Reconcile funds on a timely basis.
5. Responsible for posting monthly Budget vs. Actuals and Balance Sheet reports on website.
6. Work with the Treasurer to ensure smooth transition from year to year.
7. Assist the Treasurer in the proper and timely filing of all reports including, but not limited to, all necessary tax returns, charity reports, audits, etc. and maintaining adequate liability and property insurance.
8. Attend all conferences and validate and collect conference fees as appropriate.
9. Member of the Board of Directors; assists with the formulation of the Association's annual budget.
10. Member of the Finance Committee; assists and recommends financial policies regarding investments and reserves.
11. Perform other functions as assigned by the President and/or Treasurer.

Length of Office – One year commencing June 1.

Calendar of Events - see Appendix B

TITLE: COUNCIL PERSON AT LARGE (4 positions)

Basic Function and Responsibility

The Council Person at Large is an officer of the Association and is responsible for providing input at NJASFAA Executive Council meetings from the membership. The Council Person at Large is also assigned to chair a committee by the President.

Characteristics Duties and Responsibilities

1. Attend all NJASFAA Executive Council meetings.
2. Serve as a liaison in disseminating information to and gathering opinions from the membership.
3. Serve as Chair of a committee to be determined by the President.
4. Develop a quarterly update to the membership, to include updates from Council and NJASFAA activities.

NJASFAA proudly encourages any member of the Association to run for Council Person at Large. We also encourage newer members of the Association to join the Council by running for this position. Although there are no restrictions to the number of times any member can run for this position, we want to be mindful and allow newer members to be successful in their attempt to join the Council.

Length of Office - One year commencing June 1.

6/13/13

TITLE: COMMITTEE CHAIR

Basic Function and Responsibility

To provide leadership and serve as a facilitator for a committee which will formulate and recommend appropriate positions to NJASFAA Executive Council. Standing Committee chairs are expected to attend and participate in all Executive Council meetings.

Characteristic Duties and Responsibilities

1. Responsible for developing goals and objectives for Executive Council approval.
2. Plan and facilitate meetings throughout the year to conduct the business of the committee. Meetings may be held in person or virtually.
3. Responsible for selecting committee members.
4. Report activities to the Executive Council at the monthly meetings.
5. Ensure member listing of committee members is accurate on the website for recognition certificates.
6. Prepare activity reports for distribution at Fall and Spring Conferences/meetings.
7. Responsible for monitoring attendance/participation/behavior at committee meetings (Recommend committee member dismissal to NJASFAA Executive Council as necessary.)
8. Any Committee that sponsors a training/conference event is responsible for updating Memberclicks with the attendees. This data will be used to verify when a membership fee is outstanding and needs to be paid as well as provide data on event registration, participation and interest in specific events.

Committee Chair may be an active or associate member of the organization.

10/5/08; 4/2022

6.0 COMMITTEES

6.1 *Committee Listing*

STANDING COMMITTEES

- * Conference
- * Finance
- * Membership
- * Nominations and Elections
- * Technology Committee

OTHER COMMITTEES/REPRESENTATION (formed at the discretion of the President)

- * Awards and Recognition Committee/Sunshine
- * Board of Directors
- * Constitution and By-Laws
- * Development
- * Diversity and Inclusion
- * EASFAA Representative
- * Government Relations
- * NJACSA
- * NJHESAA
- * Non-Traditional Educational Concerns
- * Novice Training/Mentoring (training provided every other year)
- * Public Relations/Speakers Bureau
- * Training and Professional Development

6.2 *Committee Membership Policy*

- A. Committee Chairs are selected by the incoming President.
- B. Committee members must be active or associate members in good standing as defined in the By-Laws.
- C. A member may serve on more than one committee but it is strongly recommended that as many members are invited to participate as possible. The goal of the Association is to involve the entire membership.
- D. All committee chairs should make every effort to recommend committee members who represent the membership (i.e. race, gender, institution type and sector).
- E. Committee Chairs shall inform committee members of their responsibilities.

The above policies are established to best serve NJASFAA and its committee structure. The President and/or Executive Council may make exceptions to these policies when such exceptions are in the best interest of NJASFAA.

6.3 Committee Reports

- A. Committee Chairs will prepare an agenda for each committee meeting.
- B. Committee Chairs or designee will attend Executive Council meetings.
 - a. Committee Chairs will submit a written report regarding the committee's activities to the President prior to the Executive Council meeting.
- C. Committee Chairs are responsible for submitting the Travel Reimbursement form (available on the web-site) to the Treasurer immediately after each expenditure.
- D. Each Committee Chair will be responsible for completing a Fall and Spring activities report. This will include a list of goals and accomplishments, committee members and suggestions or recommendations for future committees.

6.4 General Responsibilities

Committee responsibilities are specifically outlined below. Committee Chairs are responsible for seeing that their committees perform as indicated.

- A. At the beginning of the year, a Committee Chair will develop the goals and objectives, a plan of action, and priorities for the coming year. This planning would include a calendar. These plans will be discussed at the annual Executive Council retreat. Since the Executive Council has final authority for the actions of the various committees, it is important that they review and approve the goals, objectives, and priorities for each committee.
- B. Committee Chairs are responsible for implementing the goals and objectives during their period of service.
- C. Committee Chairs are responsible for calling all meetings, making physical arrangements, notifying the President of all meetings, setting the meeting agendas, distributing the agenda to members and President prior to the meeting.
- D. Committee Chairs are responsible for distributing reimbursement forms to their committee members, signing and sending Travel Reimbursement Forms to the Treasurer.
- E. Committee Chairs are responsible for providing the members with guidelines as to their responsibilities and tasks for the year and monitoring the performance of the committee and committee members.
- F. Committee Chairs are accountable for their committee budget as approved by the Executive Council. As such, Chairs must monitor all expenses to be sure that they are legitimate expenses of the committee and within the committee's budget. A Reimbursement Claim form should be signed by the Committee Chair and submitted to the Treasurer for reimbursement of expenses by any committee member.
- G. NJASFAA committees should make every attempt to coordinate their activities with regional and national committees with similar goals and responsibilities.
- H. Committees and the Committee Chairs may have other duties as assigned by the President and/or Executive Council.

AWARDS/RECOGNITION/SUNSHINE COMMITTEE

Purpose – Awards and Recognition:

The purpose of the Awards Committee is to coordinate the ordering and delivery of all awards being given to recipients at NJASFAA functions, including longevity awards for milestone members.

Characteristic Duties and Responsibilities:

1. Develop wording of awards (plaque, scroll, resolution, etc.)
2. Order award items. Chair is responsible for arranging for the printing or engraving of all awards and the gavel plaque.
3. Deliver awards to appropriate meeting, conference.
4. Chair works to ensure that all Award Recipients are invited and plan to attend the Spring Conference in order to be recognized by the Association and to receive their award.

NOTE: See Appendix I for award details.

Purpose - Sunshine:

The purpose is to acknowledge the personal happenings of members of the Association.

Characteristic Duties and Responsibilities:

1. Coordinate the collection and dissemination of personal event information of members of the Association (e.g. promotion, birth of a child, death of a family member).
2. Acknowledge the birth of a child or death of a family member via a card or note or other appropriate remembrance sent on behalf of the Executive Council and the Association.
3. Notify the NJASFAA membership of each event via the web-site so individual members can make personal contact with the member or family.

Further guidelines:

Sympathy notifications will be made for immediate family members (spouse, parent, child).

A basket is appropriate for a Past-President who has lost a spouse or child.

Cards will be sent to recognize new job, marriage, baby, or a move.

Retirements will be recognized with a certificate and retiree pin.

Membership

Participation is open to all NJASFAA members.

BOARD OF DIRECTORS

Purpose:

The Board of Directors can advise the President and the Executive Council regarding changes needed in the Constitution and By-Laws. This committee also serves the Executive Council regarding long-range planning, operation, structure, and service to members.

Statement of Principle:

In its role as an advisory committee, the Board can make recommendations to the Executive Council to enhance the organization. The Board embraces a philosophy of transparency and encourages the same for the Executive Council. The Executive Council has the ultimate authority in running the Association.

The standing Past President serves as chair of this committee.

Characteristic Duties and Responsibilities:

1. Analyze and develop needed changes to the Constitution and By-Laws of the Association and ensure that proper procedures are followed in these document changes. Once proposed, the Constitution and By-Laws Committee takes the necessary action.
2. Review and recommend changes to the NJASFAA Policy and Procedures Manual.
3. Discuss alternatives and make long range recommendations regarding NJASFAA mission, operation, structure, and service to members.
4. The Board of Directors, with the approval of the Executive Council, is responsible for the establishment and naming of awards for NJASFAA.
5. Perform other duties as directed by the President or the NJASFAA Executive Council.

Membership:

All Past Presidents who have served a full term as president and are current members (including Lifetime Members) of NJASFAA are eligible to serve on this committee. The current President, President-Elect, Treasurer and Treasurer-Elect serve as ex-officio members.

NOTE: A president who resigns during their term of office will not assume the position of Past-President in future years.

CONFERENCE COMMITTEE

Purpose:

The Conference Committee is responsible for developing and coordinating the annual conferences for the membership. At least one annual conference will be held, typically in the Fall. Another conference or meeting can be held in the Spring.

Characteristic Duties and Responsibilities:

See Section 8 of this document for a complete description of all conference activities.

Membership:

Participation is open to all NJASFAA members.

6/15/07; 4/2022

CONSTITUTION AND BY-LAWS

Purpose:

The Chair of this committee is responsible for presenting all recommended changes to the NJASFAA Constitution and By-Laws to the membership for action. In those cases where a discussion is required or important for the transparency of the action(s) taken, the vote is to be held at the Business meeting during one of the annual conferences.

Characteristic Duties and Responsibilities:

1. As directed by the Board of Directors, the Committee will:
 - a. Draft language for proposed changes with complete explanation and justification for the change
 - b. Arrange for the distribution of proposed changes only to voting representatives in good standing. A copy of the mailing list should be retained to use in verification of ballots
 - c. Conduct the official vote on all proposed changes at an annual conference

Membership:

The Chair must be a member of the Board of Directors. Participation is open to all NJASFAA members.

6/15/11

DEVELOPMENT COMMITTEE

Purpose:

This committee solicits funds for training activities, the Conference Planning Committee, the NJASFAA web-site and any other sanctioned activities which may need sponsorship.

Characteristic Duties and Responsibilities:

1. The committee works to secure sponsors for NJASFAA meeting activities.
2. Work with all conference planning committees in soliciting sponsors for conference sessions and activities.
3. Coordinate the billing/receipt of funds from sponsors with the Treasurer and each committee chair.
4. Solicit and cultivate current and prospective sponsors for all NJASFAA events.
5. Submit contractual agreements, if applicable, to the President and Treasurer for review and signature.

Definition:

The definition of sponsor support is cash or materials that are directly related to an annual conference, training activity or NJASFAA event, i.e. items specifically listed in the event budget. Materials such as door prizes or other giveaways will not be considered "sponsored support" for NJASFAA activities.

Membership:

Participation is open to all NJASFAA members.

NOTE: Vendor guidelines are included in NJASFAA Policies section 8.

6/15/07; 4/2022

DIVERSITY AND INCLUSION COMMITTEE

Purpose:

This committee is to support financial aid administrators in their service to diverse student populations, working with their colleagues and fellow association members. The committee will also provide training, tools and resources to members of the higher education community as it relates to diversity and inclusion.

Characteristic Duties and Responsibilities:

1. Periodic review of the diversity and inclusion statement developed by the Association.
2. Collaborate with Conference, Training and Novice Committees to develop programs/sessions which address the objectives related to diversity and inclusion.
3. Review current practices to develop a plan for training and to measure and evaluate outcomes of these programs.
4. Provide the membership with various tools and resources to increase the diversity and inclusion in committees.
5. Increase membership and participation in the Association, its committees and conferences, trainings and workshops.

Membership:

Participation is open to all NJASFAA members.

Tools and Resources:

- NASFAA Toolkit www.nasfaa.org/diversity_toolkit
- NASFAA Diversity discussion Webinar www.nasfaa.org/diversity_discussion
- Danette Burgess, EASFAA Diversity and Inclusion Chair, Assistant Director, Financial Aid Office, American University Email: burgess@american.edu Phone: 202-885-6110
- Diversity Session topics that Danette can present:
Difficult Conversations Regarding Diversity in the Workplace, Micro aggressions and Implicit Bias

Membership:

Participation is open to all NJASFAA members.

4/4/19; 4/2022

FINANCE COMMITTEE

Purpose:

The purpose of this committee is to oversee development of the annual budget for the Association, its committees, its activities and its operations and to manage interest-bearing investments of cash surplus and reserves. The budget shall be developed from the Association's Long-Range Plan and other planned activities.

Characteristic Duties and Responsibilities:

1. Oversee annual budget meeting during which the budget for the upcoming fiscal year will be developed and adopted. The meeting take place at the annual Executive Council Retreat.
2. Review and recommend the fiscal year expenditure authorizations and projected revenues for Executive Council approval.
3. Monitor revenue and expenditure activity throughout the fiscal year, and recommend increases and/or decreases to specific budget lines as needed.
4. Monitor investments of cash reserves and surplus, meet quarterly with a financial advisor representing the investment firm used by the Association and reinvest matured accounts as needed.
5. The Finance Committee will review the insurance policy on an annual basis to ensure adequate coverage for members, including meetings, conferences training events the annual retreat, etc.
6. In the event of vacancies in the Vice President and/or Treasurer position, the Chair of the Finance Committee has responsibility for reviewing all bank statements.

Membership:

Committee Chair is the Vice-President. Other members may include the Past President, President, President Elect, Treasurer (as ex-officio member) and Treasurer-Elect. It is also recommended that the Membership Chair be included. Additional participation is open to all NJASFAA members.

5/18/10; 4/2022

GOVERNMENT RELATIONS COMMITTEE

Purpose:

This committee is responsible for tracking, evaluating, and disseminating information related to Federal and State Regulations during the year.

Characteristic Duties and Responsibilities:

1. Committee will be responsible for keeping membership informed about new and proposed changes to federal and State legislation.
2. The committee will issue two Government Relations newsletters throughout the year. As necessary, the committee may also send out email notification of time sensitive legislative and regulatory activity pertinent to member organizations.
3. Committee is responsible for hosting an annual Government Relations Symposium. Topics for the Symposium are to be dictated by relevant activity in the field. Co-Chairs may want to consider coordination with EASF AA and NASFAA
4. Committee will be aware of key legislative players (Federal and State) and will work with the Executive Council on legislative advocacy when appropriate.
5. Co-chairs will provide a representative at all meetings of the HESAA Board meetings and be prepared to provide testimony/comments when necessary.

Membership:

Participation is open to all NJASF AA members.

6/1/15; 4/2022

MEMBERSHIP COMMITTEE

Purpose:

The committee is charged with recruitment and retention of NJASFAA membership, the management of membership records and the database on the NJASFAA web-site.

Characteristic Duties and Responsibilities:

1. Send membership solicitation to non-members following each conference or general meeting.
2. Conduct annual review of the membership database; make effort to ensure that each institution has at least one member in the Association. Provide information to the President which would permit outreach to individual schools to meet this goal.
3. Provide statistical information about membership upon request.
4. Sit on the Finance committee.
5. Develop and send an email blast (at least twice per year) to the entire membership with reminder for individuals to update their NJASFAA profile.
6. Work with the manager of the NJASFAA e-mail list to ensure that all e-mail addresses are maintained and accurate.
7. Responsible for ensuring a smooth transition from year to year by documenting computer procedures and training his/her successor.
8. Ensures that all committee members are members of the Association.

Membership:

Participation is open to all NJASFAA members.

NOTE: Calendar of Events – see Appendix E.

5/11/10; 4/2022

NOMINATIONS/ELECTIONS

Purpose:

This committee is responsible for soliciting nominations for NJASFAA offices, preparing the annual slate of candidates and carrying out a fair nomination and election process. All Past-Presidents are encouraged to assist in the solicitation of candidates.

Characteristic Duties and Responsibilities:

1. Develop slate of nominees and obtain candidate resumes to be submitted to the membership for annual election activity via electronic ballot prior to the Spring Conference each year.
 - a) It is the committee's responsibility to fully inform potential candidates of the job description for the appropriate office and provide some indication of the level of commitment required for the position in question.
 - b) Responsible for ensuring that each candidate has obtained permission from their supervisor to run for office.
2. Schedule and supervise the NJASFAA election process. Coordinate development of email ballot with the Chair of the Technology Committee.
3. Encourage NJASFAA members to fully participate in the NJASFAA elections process.
4. Encourage and support NJASFAA members to run for elected EASFAA/NASFAA offices and participate fully in the NJASFAA election process.
5. At the Spring Conference, Chair must make a motion to accept the election results and to destroy the ballots of the previous year's election.
6. Responsible for the solicitation and selection of NJASFAA Distinguished Service Award recipients.

NOTE: See Appendix C for additional information related to election procedures.

Membership:

The immediate Past-President is the Chair of this committee and includes several other Past-Presidents.

5/18/10; 4/2022

NON-TRADITIONAL EDUCATION COMMITTEE

Purpose:

This committee addresses the unique needs of Rabbinical, Proprietary, Nursing and Voc-Tech institutions and any institution that offers non-traditional programs. Serves as a forum for training and problem resolution.

Characteristic Duties and Responsibilities:

1. Responsible for meeting to collectively identify and explore solutions to common problems.
2. Assist the Training Committee with identifying and addressing various needs of the proprietary sector for training or conference sessions.
3. Formulate a proprietary sector position on issues confronting the NJASFAA Executive Council, when appropriate.

Membership

Participation is open to all NJASFAA members. It is recommended that Chair of this committee also sit on the Government Relations committee.

5/10/09; 4/2022

NOVICE TRAINING/MENTORING

Purpose:

This committee plans and conducts the Novice Training Workshop every other year. This residential training program provides basic training in all areas of financial aid to our newest members (those with less than 2 years' experience).

In addition, this committee fosters relationships between new financial aid administrators (mentees) and seasoned, experienced financial aid administrators (mentors) to assist them in building a career in financial aid. Provides membership with opportunities to network outside of training and conferences.

Characteristic Duties and Responsibilities:

1. Develop and arrange the biannual intensive training program for new members
2. Solicit trainers from within the financial aid community to teach the various topics
3. Arrange for a residential experience which fosters networking and camaraderie
4. Schedule social networking and training events throughout the year

Membership:

Participation is open to all NJASFAA members.

9/18/17; 4/2022

PUBLIC RELATIONS COMMITTEE

Purpose – Public Relations:

This committee disseminates timely and accurate information to the membership of the association using social media and other mechanisms. In addition, information related to financial aid may be released to students, parents, the guidance community, and politicians, as deemed necessary by the Executive Council.

Characteristic Duties and Responsibilities:

1. Serves as public relations officer for the Association. Provides notices to the membership about each major activity accomplished by the Association (e.g. training events, conferences, legislative activity via social media.
2. Develop strategies to improve the image of student financial assistance among various constituencies.
3. Archives all photos of NJASFAA related events on the website.

Membership:

Participation is open to all NJASFAA members.

9/19/17; 4/2022

TECHNOLOGY COMMITTEE

Purpose:

This committee is composed of skilled financial aid technology users and is responsible for training, testing, evaluating and recommending enhancements to financial aid technology for the use of the Association.

Characteristic Duties and Responsibilities:

1. Maintain the NJASFAA website.
2. Utilize the Association website to communicate with and disseminate information to the membership.
3. Establish a registration portal for Association events.
4. Review the website use to determine appropriate enhancements, upgrades or revisions to functionality.
5. Act as the liaison with website vendor and other technical platforms.

Membership:

Participation is open to all NJASFAA members.

6/15/07, 6/18/21; 4/2022

TRAINING AND PROFESSIONAL DEVELOPMENT COMMITTEE

Purpose:

The primary purpose of the committee is to plan and arrange for all training and professional development activities for the membership. The committee will serve as liaison for EASFAA/NASFAA training activities that require regional association involvement.

Characteristic Duties and Responsibilities:

1. Develop and promote an annual and/or monthly calendar of training activities.
2. Plan, coordinate, supervise and direct all training activities within NJASFAA, including site selection, registration activities, refreshments, etc.
3. Coordinate with EASFAA/NASFAA on any decentralized training workshops approved by the NJASFAA Executive Council.
4. Develop budgets and timetables to implement goals and objectives of the committee.
5. Provide assistance to the Conference Planning committee concerning special interest sessions.
6. Work with Novice Training and other committees to provide training sessions and opportunities for the newest members.
7. Make recommendations to the Executive Council on the professional development needs of the membership.

Membership:

Participation is open to all NJASFAA members.

5/18/10; 4/2022

7.0 MEETINGS

7.1 Meetings

The Executive Council will meet once per month as needed with meeting dates established at the June meeting.

Executive Council meetings are open to all current active NJASFAA members. Any member who wishes to address Executive Council must notify the Secretary two days in advance. Meeting agendas are available from the Secretary one week prior.

7.2 Meeting Agendas

Meeting agendas will be prepared and distributed by the Secretary at least one week in advance of each meeting. Brief reports on committee activities will be prepared in advance at the discretion of the President and Chairs.

7.3 Location of Meetings

Location of the NJASFAA Executive Council meetings will be determined by the President and Council.

7.4 Meeting Minutes

Unofficial minutes will be distributed by the Secretary to the Executive Council with the next meeting's agenda.

7.5 Parliamentary Procedures

Used to keep order in meetings

- We used a 'revised' Robert's Rules (we sometimes say 'Roberta's Rules')

NJASFAA meetings are primarily agenda-driven report-based meetings

- Elected officials make reports
- Committee chairs give updates
- Meetings have set beginnings, and continue until the end of agenda, at which time meeting is adjourned (no need for a motion to adjourn)

Reports do not need to be accepted or voted on

- Exceptions: minutes are reviewed and "approved" if there are no objections
- Exceptions: Treasurer's report at annual meeting must be voted on

Official motions are reserved for when the organization is asked to take official action

- There are so many possibilities that it is impossible to list or anticipate them all, but some of the most common are:

- Acceptance of the annual budget, or to reallocate budget funds
- Other financial decisions (like investments, or bank accounts)
- To make a change to official policies
- To set a fee, fine, or sanction
- To take an action based on the report or suggestion of a committee (i.e. Conference)
- When it is necessary to determine consensus on an issue

Motions are made by voting members, and voted on by voting members

- Non-voting members have discussion privilege

Voting members make a motion by stating to the President, ‘I move that..’

- Should be affirmative action (i.e. not I move that we do not...)
- Needs a second, or motion dies
- Following motion and second, time for discussion is given
- Amendments can be offered by the original motioner, or by other voting members, and motioner can accept amendment, or there can be a vote on the amendment
- If there is no further discussion, or someone “calls the question” a vote is held
 - President restates the motion and calls for ayes, and nays, or can hold a roll call vote
- Other:
 - Motions to table (postpone)
 - A member can offer to table a motion, which postpones action
 - Refer to committee
 - A member can offer to send a motion back to a committee for further discussion
 - Points of order or information (without acknowledgement, technically)

Ultimately, use Parliamentary procedure not as a weapon or to smother, but as a means for civilized debate, and as a way to ensure all voices are heard

8.0 NJASFAA POLICIES

8.1 *Alcohol Policy*

NJASFAA will not pay for alcoholic beverages in conjunction with Executive Council Meetings or Committee Meetings. There may be NJASFAA sponsored events where the serving of alcohol is deemed appropriate. NJASFAA Executive Council can authorize events (i.e. Annual Conference) to include alcoholic beverages and may choose to set limitations on the length of service during meals and/or receptions where alcohol may be served with or without charge.

- A. NJASFAA does not typically pay for alcohol consumed by members, officers, committee chairs, etc. Notwithstanding the above, Executive Council may, at its discretion, authorize scheduled events during the Annual Conference, Retreats and other Association Events when alcohol will be served and not be billed to the individual.
- B. Typically, alcohol ordered at NJASFAA events that are not pre-approved (meetings, dinner, etc.) should be ordered by individuals and billed accordingly.
- C. Members of group dinners should request separate checks to avoid having alcohol consumed at the table billed to NJASFAA group bills if the event is not previously authorized for alcohol consumption.
- D. Committee chairs and other event leaders need to remind committee members of this policy.

8.2 *Archiving Policy*

All official NJASFAA minutes and correspondence will be stored on the NJASFAA website. It shall be the responsibility of the Secretary to upload all minutes and other appropriate correspondence to the website for history.

8.3 *Collections Policy*

The purpose of this policy is to:

- Define the parameters for the registration of NJASFAA events when the registrant has an outstanding balance due.
- Define the collection of delinquent accounts receivable for monies owed to NJASFAA at any particular time.
- Define the authority for the write - off of receivables.
- Communicate to the Board of Directors and the membership the formal policy of the Executive Council regarding the collection of delinquent accounts receivable.

This policy applies to all funds of NJASFAA recorded as part of their accounting activities on the general ledger of the Association.

The Treasurer shall be responsible for the implementation and administration of this policy.

Delinquent account receivables are monies greater than 90 days past the date the payment was due that are legally owed to the Association at any particular time and represent assets. Examples may include, but are not limited to, the following:

- Amounts billed by the Association for conferences, trainings and memberships.

The write-off of Accounts Receivable is the removal of an amount, or part of an amount, of money owed to the Association that had been determined to be a receivable, from the accounts receivable ledger. Amounts for which the Association has attempted to collect in good faith that exceed a two year period shall be deemed eligible for a write-off via a vote from Executive Council.

The write-off will not remove the adverse history notation from the on-line registration system. On a case by case basis individuals can petition for removal by contacting the Treasurer and submitting an explanation of why payment cannot be made.

Process:

- A. All event and annual membership registrations/renewals are done on-line at njasfaa.org.
- B. Upon registration for an event, or an annual membership renewal, the on-line system will review the registrant's account to determine that there are no outstanding receivables older than 90 days from a previously registered and attended event.
 - a. If the registrant has no outstanding receivables they will be given the option to pay on-line via credit card or to print out an invoice and pay via hard copy check. The registration will be processed.
 - b. If the registrant is determined to have an outstanding receivable that is older than 90 days they will be presented with only an option to pay with a credit card in order for their registration to be processed. If they do not/cannot pay via credit card the registration will not be processed and a message to contact the Treasurer will be displayed.

Collection procedures for receivables:

- A. An invoice must be prepared, recorded and delivered to the debtor as soon as practical after the receivable is created and the debtor must provide payment prior to the event registered for or, if possible, 60 calendar days from the date of the invoice (whichever comes first).
- B. If payment is not received prior to the event date, the registrant shows up for the event and the registrant has no adverse payment history, they will be allowed to attend.
- C. If payment is not received prior to the event date, the registrant shows up for the event, payment arrangements have not been made in writing with the Association and the registrant has adverse payment history, they may not be allowed to attend.
- D. If, within 60 days from the date of the registered and attended event, payment has not been received, the debt is considered an overdue receivable and a reminder will be sent to the registrant.

- E. If payment is not received during the next 30 days, i.e. within 90 days from the date of the event, the Treasurer shall attempt to collect again by notifying the debtor in writing that payment is now overdue and payable immediately.
- F. If payment is not received during the next 30 days, i.e., within 120 days from the date of the event, the overdue receivable becomes a delinquent account receivable. The Treasurer shall:
 - c. Notify the debtor in writing that payment is now overdue and payable immediately; and,
 - d. If no payment is made within 10 days from the date of the notification, the delinquent account will prevent the individual from attending future Association sponsored events.
 - e. If the payment is received after this 10 day period the Association reserves the right to limit future payment options for events.
 - f. In addition, the Association reserves the right for the outstanding debt to be referred to a collection agency or collections bureau immediately.

Referral for collection –

The Association may refer to a collection agency on the 11th day that no payment is received once the account is at least 120 days old.

Review-

The Treasurer may review this policy and make recommendations for changes as needed.

4/28/17

8.4 *Conference and Workshop Policies*

A. Membership Dues Payment

Annual dues for NJASFAA are established by the Executive Council. The membership year is June 1 through the following May 31. If dues are not paid, individuals attending conferences or workshops will be charged the membership fee at the time of registration to join the event. Requests to bill for dues after conferences or workshops will be refused. Membership fees are not transferable and non-refundable.

B. Registration Fee Exceptions

- a. A 35% discount will be provided to those members who register for a conference and the Conference Committee is unable to meet the specific dietary needs of that member (e.g. provide kosher meals). 11/2013
- b. Registrant must reach out to the Treasurer of conference Committee to have this discount applied to the invoice. 1/2023

C. Registration Fee Refund Policy for Annual Conference/Workshops

- a) All requests for refunds shall be in writing and sent to the Treasurer for approval. The Treasurer may consult with the President before approving a request.
- b) A 100% refund shall be granted if the request is postmarked or emailed 15 calendar days or earlier, prior to the start of the activity. The Treasurer shall confirm that the fee was received and issue the refund.
- c) A 100% refund shall be issued in the event of sudden illness. This can include illness of the registrant but may also include illness of a child or partner. 1/2023
- d) Exceptions for other extenuating circumstances to item b) above may be granted upon approval of the Treasurer and the President. Such requests must be postmarked within 15 days after the activity. The Treasurer may request documentation for the extenuating circumstance or may approve request without documentation. Up to 50% may be refunded.

D. Registration Fee – Non-Payment/No Shows

A registrant who has not made a payment and does not attend the conference or training event is responsible for the registration and/or membership fee in full and will be billed accordingly. If the registrant is not planning to attend, a cancellation request must be submitted at least 15 calendar days prior to the event. Until an outstanding balance is satisfied, the member will not be allowed to register and attend any future NJASFAA sponsored events. 10/26/17

E. Reimbursements, Honoraria, and Travel Expenses

“...the consensus of the group (Executive Council meeting 2/17/00) is that the spirit of volunteerism will reign. NJASFAA members will not be paid for making financial aid or non-financial aid related presentations at training sessions or conferences.”

- a) Individuals who meet the definition of NJASFAA membership are considered to be members for the purpose of this policy. 5/22/20
- b) NJASFAA members who serve as conference speaker/presenters/moderators may not be reimbursed for any personal expenses related to the conference (i.e., registration, transportation or room and board). This general policy also applies to individuals who work for agencies whose business is financial aid (e.g., ACT, CSS. etc.).
- c) An honorarium may be paid to individuals who are designated "keynote" speakers at Annual Conferences.
- d) An exception to this policy may be made by the Conference Planning Chair and President for those members who are non-practicing financial aid administrators who would otherwise not receive reimbursement for their expense.
- e) The Conference Committee is authorized to pay travel expenses, hotel accommodations and meals for nonmember speakers for appropriate periods.

- f) The Conference Committee will ask if the non-member speaker(s) will charge any additional fees (i.e., honorariums, stipends). It is suggested that \$500 is a reasonable guideline for interest session speakers. Approval of the Conference Committee Chair is needed before final commitments are to be made.
- g) Any speaker honoraria of more than \$500 requires a written contract. The President reviews and signs such contracts.
- h) NJASFAA Conference Registration fee *is not* paid for the NJASFAA President to attend.

F. Complimentary Room Policy

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

- One room/suite for the NJASFAA President
- One room/suite for Conference Chair(s)
- Guest Speaker(s)

4/2022

8.5 *Conference Vendors and Exhibitors Policy*

A. Policies

- a) The Association will encourage sponsorship of functions by outside organizations at NJASFAA conferences.
- b) The Association shall provide a designated vendor display area at all conferences
- c) Exhibitors and vendors will receive visibility only through Association channels or by direct Association approval.
- d) The Association will charge each exhibitor and vendor an amount which covers costs related to the vendor area. Events may have multiple exhibitors/vendors.
- e) The Association will accept no advertisements within the conference programs. For any sponsor paying for program printing, the back cover can be used as advertising space.
- f) Exhibitors/vendors choosing not to exhibit at the annual multi-day conference will not be entitled to any benefits listed in this section.

B. Procedures

The Development Committee will be responsible for coordinating vendors and exhibitors and their functions at NJASFAA events.

Exhibitors/Vendors

- a) Exhibitors/vendors serving the aid profession will be actively invited to display their product/service.
- b) All approved exhibits will be displayed in an area designated for that purpose by the Association.

- c) The distribution of any promotional material by an approved exhibitor will take place only in the area designated for exhibitor displays.
- d) There will be no promotional material distributed by any unapproved exhibitor.
- e) Each exhibitor will receive credit for his/her participation in the conference program.
- f) There will be no free registrations for exhibitors. Exhibitors wishing to attend conference functions will pay the appropriate registration fee. 10/17/17

8.6 *Contract Signing Policy*

Commitments for services that require a written contract must be approved by the Executive Council. The President, Vice President, and Conference Chair are authorized to sign contracts on NJASFAA's behalf.

- A. Contracts which involve hotels and/or conference center properties will be reviewed by the appropriate committee Chairs and approved by the Executive Council. If timeliness is a factor, a transmittal and discussion of the contract via any means available (fax, phone, e-mail) may be held by the Executive Council with subsequent vote taken to decide the matter.
- B. Contracts which involve non-hotel and/or meeting site properties, i.e., printing, supplies, entertainment groups, etc., will be reviewed by the responsible committee Chairs for the activity/event prior to contract signature by the President or Treasurer. See Procurement Policy 8.16.
- C. Each Committee Chair has the authority to add additional services to an existing contract, as necessary, up to \$1,000. The Committee Chair must report the addition to the Executive Council. Additional services over \$1,000 must be approved by the Finance Committee, and must be signed by the President.

NOTE: "Contract" in this policy statement is meant to include purchase orders, letters of intent, or any similar documents.

8.7 *Correspondence on behalf of the Association*

All notices and letters developed and sent to outside entities on behalf of the Association (e.g. elected officials, agency representatives) must be discussed, reviewed and approved by the entire Executive Council.

Although a discussion and review is most appropriate at a regular meeting to allow for a reasonable exchange of thoughts and positions, the manner of this review is up to the President. In the event of an email discussion, all members of the Council will be included in the discussion to provide for the widest representation of ideas. A vote will be taken of all Council voting members before any correspondence is sent on behalf of the Association. 6/15/11

8.8 *Credit Card Fee for Payments*

NJASFAA will accept credit card payments for items including, but not limited to, annual membership dues, conference registration fees, etc. A service fee of \$3 will be charged for each transaction. The payee will be informed prior to completing the credit card transaction

8.9 *Crowd Release for Photography/filming*

By entering and/or by an individual's presence at any NJASFAA event, said individual is consenting to be photographed, filmed and/or otherwise recorded. Attendance at any event constitutes consent to such activity and to any use, in any and all media through perpetuity. Individuals understand that all photography, filming and/or recording is done in reliance on this consent given by attending an event.

If this is not agreeable, please do not enter the event area.

8.10 *Debit Card*

NJASFAA has obtained a debit card(s). The President-Elect, Treasurer, and Treasurer-Elect will be the signers on the account. Executive Council may designate another elected officer or allow less than three elected officers to be the signers. The President-Elect and Treasurer-Elect will keep their debit cards as President and Treasurer. The President, President-Elect, Treasurer, and Treasurer-Elect will be authorized to approve the use of the debit card. Non-NJASFAA expenses cannot be paid with the debit card.

The debit card account will maintain a maximum limit of \$3,000 and the maximum purchase that can be made using the debit card will be \$2,500. This account has a \$10 fee, which is waived if we maintain a minimum daily balance of \$500. We will replenish the funds in this account from the general bank account as needed.

Procedures:

- All transactions follow the same approval process as used for checks. Any requests for debit card payments must be submitted to the Treasurer accompanied by an Expenditure Form with required signatures. Treasurer will contact the vendor to make the payment using the debit card. In the absence of the Treasurer, Treasurer-Elect or President-Elect can make the payment with their cards.
- Receipts for approved expenditures must be submitted within 30 days of the purchase to the Treasurer.
- The Treasurer manages the debit card records and transactions – similar to the current checkbook process.
- The Past-Treasurer and/or Treasurer-Elect review the monthly bank statement associated with the debit card to detect any unauthorized charges and ensure compliance.
- The debit cardholders must keep their cards secured at all times.
- After the annual election, an existing signer will request the bank to remove the outgoing President and Treasurer as a signer on the account and their debit cards will be deactivated immediately. New signers will be added at this time. These activities should be completed preferably by mid-June.
- The majority of the bills are paid using the 30-day invoice method through a check from the general bank account. Debit card usage can and should be used for, although

not limited to, the following charges (all requests are subject to approval):

- Annual holiday luncheon, refreshments for professional development trainings
- Annual NJASFAA Retreat
- National and regional conference expenses including hotel, registration fees, airfare, etc.
- Payments to vendors if and when sending a payment will result in a latepayment
- Payments to the NJ Department of Treasury
- QuickBooks annual payment
- Zoom platform annual payments

12/20/20; 4/2022

8.11 *Email Discussion and Vote*

On those occasions where expediency is an issue, the Executive Council may choose to conduct its business using electronic formats. In these cases, the issue in question can be motioned, seconded and discussed in the following manner.

- A. Any member can bring up a topic but the topic must be motioned and seconded only by voting members of the Council.
- B. Discussion is to involve all members of the Council to ensure transparency.
- C. A vote can be called and all available voting members must register their vote.
- D. The entire trail of the discussion and vote must be entered into the minutes at the next regularly scheduled Executive Council meeting.

6/15/11

8.12 *Fidelity Bond*

A fidelity bond insurance policy was purchased by the association to cover any occurrence of embezzlement or theft of funds or property by any officer of the association, with a maximum claim amount of \$100,000. An annual premium must be paid to keep the policy in effect and should be an annual budgeted expense. The policy covers any officers elected to the organization annually; the policy does not provide individual bond coverage.

8.13 *Insurance Policy*

NJASFAA shall be responsible for the purchase of insurance in order to safeguard the corporation and its members. The Finance Committee will review the policy on an annual basis to ensure adequate coverage for members, including meetings, conferences, training events, the annual retreat, etc.

- A. General Liability

The General Liability Insurance Policy is to protect the Corporation with regard to personal

property, valuable paper, income loss, money coverage, fire, medical product, property damage, advertising liability, host liquor, personal injury, hired and non-owned automobile and blanket contractual agreements.

4/2022

8.14 *Investment Policy*

The purpose of an investment policy is to

- 1) safeguard the funds of the Association and
- 2) produce as much interest income as possible.

The Finance Committee, in consultation with the Executive Council, shall be authorized to invest NJASFAA funds. A review of the investments shall be performed annually by the Executive Council or more often if deemed necessary because of economic conditions or the needs of the Association.

The General Fund, Reserve fund and Surplus will be involved in the investment plan. The Treasurer is authorized to invest in:

- A. Certificates of Deposit
- B. Money Market Funds
- C. Corporate Bonds
- D. U.S. Treasury and Agency Securities

The Treasurer is authorized to use an investment firm, bank and/or credit union to assist in the management of the Association's assets. Only those investments issued by the U.S. Treasury or Agencies of U.S. Government or those bond funds with investment grade ratings - AAA through BBB are authorized. No more than 10% of the investment portfolio should be invested in Corporate Bonds.

NJASFAA maintains an online account to monitor its investments with Morgan Stanley. The username and password necessary to access this account will be held by NJASFAA's elected Vice President (Chair of the Finance Committee) and the Treasurer. The username and password will be kept confidential from all other parties. The outgoing Vice President and Treasurer will be responsible for transferring access to the incoming Vice President and Treasurer following each election cycle.

8.15 *Music Licensing Agreement*

Under the U.S. Copyright Law, the public performance of copyrighted music requires permission from the copyright owner or its licensing agent. The law affects all associations that use either live or recorded music at association sponsored events including conferences or other meetings. BMI (Broadcast Music Incorporated) and ASCAP (the American Society of Composers, Authors, and Publishers) are the largest licensing agents.

In 2008, the association purchased a standard 'Meetings, Conventions, Trade Shows, and

Expositions' Music Performance Agreement from BMI. This agreement requires that the association pay a base annual fee each year in January (\$135 in 2008). Within 30 days of the agreement renewal date (Jan. 1), the association will report the total number of registered persons for all events during the year. If applicable, the association will pay the remainder of the fee for the prior year. The additional fee does not apply until the number of conference attendees exceeds 2,250.

8.16 Procurement Policy

The Procurement Policy applies to the purchase of goods. The dollar amount of the purchase determines the required approval process.

- A. Purchases up to \$450:
- B. The Committee Chair has the authority to make purchases of \$450 or less without seeking additional approval.
- C. Purchases from \$451 to \$1,000:
- D. For purchases between \$451 and \$1,000, the committee must obtain a written quote from 2 vendors. The Committee Chair has the authority to choose the most favorable vendor, and must report the decision to the Executive Council.
- E. Purchases over \$1,000:
- F. The Finance Committee must approve all purchases over \$1,000. The Committee must obtain written quotes from 2 vendors and forward the quotes to the Vice President for review. The Vice President, along with the Finance Committee will respond within 3 business days with a decision. The Committee Chair will report all decisions to the Executive Council.

Exceptions:

If appropriate due diligence has been performed in the last two years, this procedure may be waived.

If a specific item is not easily obtainable, this policy may be waived.

This policy does not necessarily apply to services.

8.17 Record Retention and Destruction Policy

A. Purpose

- a. To comply with applicable records retention and disposition requirements in accordance with federal and state guidelines.
- b. This policy provides for the systematic review, retention and destruction of documents received or created by NJASFAA in connection with the transaction of official NJASFAA business. This policy covers all records and documents, regardless of physical form (including electronic documents), contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent

destruction of records and to facilitate NJASFAA's operations by promoting efficiency and reducing the unnecessary need and expense of retaining records which no longer have any valid need to be so retained.

B. Document Retention

NJASFAA follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the length of time listed for those substantially similar documents.

Association Records

Annual Reports	Permanent
Articles of Incorporation	Permanent
Constitution and By-Laws	Permanent
E.I.N. Allotment Letter	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status	Permanent
IRS Determination Letter and related papers	Permanent
Meeting Minutes, Executive Council and Committee	Permanent
Policies and Procedures/Resolutions	Permanent
State Sales Tax Exemption Letter	Permanent
Correspondence (general)	2 years

Accounting and Tax Records

Financial Statements	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Annual Audits/Reviews	7 years after close of audit
Accounts Payable/Expense Records	7 years
Accounts Receivable/Sales Records: (Membership dues, conference fees)	7 years
Cash Receipts	7 years
Credit Card Receipts	7 years
Donor Records and Acknowledgement Letters	7 years
IRS 1099s	7 years
Journal Entries	7 years
Grant Applications and Contracts	5 years after completion
Invoices	5 years

Bank Records

Check Registers	Permanent
Bank Deposit Slips	7 years
Bank/Investment Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Legal, Insurance and Safety Records

Copyright/Trademark Registrations	Permanent
Insurance Policies	Permanent
Accident Reports	5 years
Contracts (after expiration)	5 years
Leases	5 years after expiration

C. Electronic Documents and Records

- a. Electronic documents including e-mails will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. E-mails not falling within one of those of those categories should be deleted after 1 year.

D. Emergency Planning

- b. NJASFAA’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to NJASFAA’s operations will be duplicated or backed up at least monthly or as often as practicable and maintained off site.

E. Document Destruction

NJASFAA’s President is responsible for the ongoing process of identifying its records and for ensuring the destruction of those records after any such records have achieved their maximum retention periods. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation after advice and approval of counsel.

3/23/12

8.18 Reserve Fund Policy

- i. The Reserve Fund has been established as capital reserve for the Association to be set aside for contingencies.
- ii. The level of funds to be maintained in the Reserve Fund should not go lower than the contracted commitments for the annual conference(s) on a yearly basis plus annual insurance, accounting and other fees.
- iii. The intent of the Reserve Fund is to have funds available to meet unusual income shortfalls. Any withdrawal from the fund is to be defined a capital liquidation and therefore should be considered an extreme measure. Withdrawals from this fund should only be made after consultation with the President and a unanimous vote of the Executive Council.

- iv. The Reserve Fund shall be so identified and maintained in a separate interest bearing account and managed according to sound financial investment policies. A separate report format shall be a part of any Treasurer's report detailing the balance of the fund and interest earned. Any adjustment required to maintain the reserve requirement shall be made at least annually.

8.19 Revenue and Expenditures Policy

At the beginning of every term, the President will work with the Finance Committee and the Treasurer to develop a balanced budget for the next fiscal year. In order to achieve a balanced budget, it is essential that ALL NJASFAA funds are managed by the Treasurer, including all income deposited into a NJASFAA account, all investment accounts, and all expenses paid from the account. This will simplify and expedite the annual audit and filing of the IRS tax return. It also facilitates cash flow and maximizes interest income. The following outline details specific policies and procedures with respect to NJASFAA's fund management.

The Treasurer shall have sole responsibility for all of NJASFAA's financial transactions including:

- a) Check writing
 - i) Issuing refunds and reimbursements
 - ii) Payment of expenses
- b) Receiving of all income
- c) Reconciliation of bank statements
- d) Investment activity

1. Checking/Debit Accounts

- a) NJASFAA shall have only one checking account: it shall be an interest bearing account at the highest possible interest rate
- b) Signatories will include the following:
 - i) Treasurer
 - ii) President
 - iii) Vice President as Chair of Finance Committee
- c) The address of the Treasurer shall appear on the account
- d) All checking account deposits will be made in a timely fashion.
- e) Accounts payable shall be made within 30 days. Every effort will be made to reimburse individual NJASFAA members as quickly as possible.
- f) The Treasurer is not authorized to cash personal checks.
- g) A purchase order does not constitute payment for any Association activity.

2. Conference and Workshop Account Receivables

- a) Within 30 days after the conclusion of an event, the event coordinator and the

Chair of the Development Committee shall submit a complete list of outstanding accounts to the Treasurer.

- b) The Treasurer shall be responsible for billing and collecting these in accordance with NJASFAA policy.

3. Membership Dues Income

- a) Received by the Treasurer with a membership form.
- b) Deposited in a timely fashion to the NJASFAA checking account.
- c) Membership lists routed to the Membership Committee Chair as needed.

8.20 Sales Tax Reimbursement Policy

NJASFAA is a tax exempt organization as classified under Internal Revenue Service Code 501(c)(3) and is exempt from the payment of various federal and state taxes including the common sales tax.

Effective July 1, 1993 it is the responsibility of each officer, committee Chair, and committee member to follow through on this exemption. When making purchases or contracting for services, the NJASFAA member must advise the vendor of the tax exemption status in advance to preclude any sales tax charges. Proof of tax exemption status or the Federal I.D. number may be required. It is requested that each officer or chair reviews all charges carefully and if in doubt contact the NJASFAA Treasurer.

IRS FORM 5372 (DO (5-77) may be used to provide proof of exemption from sales tax (copies can be obtained from the Treasurer.

8.21 Stale Check Policy

1. All NJASFAA checks will be marked "VOID AFTER 90 DAYS."
 - a) If a check becomes void, it is the payee's responsibility to request in writing that a duplicate is issued. Such request will be sent to the Treasurer. If no request is received, the check will be declared "Stale."
2. A stale check that is later reissued will be charged to:
 - a) The same account from which it was originally issued if the fiscal year records are still open.
 - b) An account in the current year title "Prior year(s) expenditures"¹¹ when the stale check is from a closed prior fiscal year.
3. An ongoing "Stale Check Record" will be maintained as a part of NJASFAA's permanent financial records.
 - a) It will not be openly publicized to the membership.
 - b) A copy will be made available upon request to any NJASFAA member.

NOTE: By declaring a check stale, NJASFAA is not relinquishing its obligation to the payee. However, NJASFAA does not deem it necessary to remind the payee to cash a check.

8.22 Tax Returns

NJASFAA is required to submit Federal and NJ State tax returns on an annual basis. The Association will submit all necessary documentation to the accountant after the close of a year for filing in August of that year.

Based on a tax year which ends 6/30, following are the dates the returns must be filed:

Federal Return	11/15
NJ Charities Annual Report	12/31

An annual review will be conducted regularly; an Audit will be conducted approximately every three years to ensure the Association is in good standing related to its financials. 6/13/13

8.23 Travel Expense Reimbursement Procedure

All association travel must be authorized by the Association's President and Executive Council, either in writing or verbally, before travel costs are incurred.

The NJASFAA Travel Expense Claim and required receipts must be submitted to the Treasurer for reimbursement of travel expenses. Reimbursement will be made in accordance with the following guidelines: (In all cases, the least expensive means of transportation should be chosen).

1. Commercial Transportation:
Commercial transportation (coach rate) will be reimbursed at actual cost with receipt. Air reservations should be made as early as possible in order to take advantage of lower rates, i.e., "super saver" fares.
2. Private vehicle:
Privately owned vehicle transportation shall be reimbursed at the current per mile rate allowed by IRS. Calculation of mileage must be from either home or institution, whichever is closer to the destination.
3. Lodging:
Reasonable and prudent expenses for lodging shall be reimbursed at actual costs with a receipt. Phonecalls will not be reimbursed.
4. Meals:
Meals, including tax and tip, shall be reimbursed at the rate of up to \$50.00 per full or partial day upon submission of receipts.
5. Alcohol:
Refer to the NJASFAA Alcohol Policy
6. Limousine, Cab, Parking and Other Fares:
Actual costs for limousine, cab, parking and other fares up to a maximum of \$10.00 per fare or fee will be reimbursed without receipts. Requests for reimbursement in excess of said amount

must be accompanied by receipts.

7. Travel to Committee Meetings

Effective 7/1/05, travel to committee meetings may be reimbursed for individuals who may not receive reimbursement from their employer. If the total round trip is greater than 40 miles, the full trip, including tolls, will be reimbursed by the Association at the current IRS rate. Calculation of mileage must be from either home or institution, whichever is closer to the destination. Expense forms must be submitted to the Committee Chair in December and June for the prior 6 months.

8.24 Pre-approved Allowable Expenses for Officers

The expenses for the following meetings will be at the expense of the Association:

NASFAA Conference	<i>President or designee</i>
EASFAA Conference	<i>President or designee (if not reimbursed by EASFAA) EASFAA Rep (if someone other than President)</i>
NJHESAA Meetings	<i>President or designee</i>
NASFAA Leadership Conference	<i>President-Elect, and one additional attendee at the discretion of the President, Board of Directors and Executive Council. It is recommended that the President reserve two spots for this training as soon as the information comes from NASFAA. Selection of the individuals who will attend can be decided later.</i>
NJACSA Meetings	<i>President, President Elect, or Past President</i>
NJASFAA Conference	<i>Room for President. (NJASFAA does not pay the conference registration fee for any member.)</i>

Other:

For those meetings/conferences where the President or designee is required to represent the Association, and that attendance is approved by the Executive Council, the Association will pay all appropriate expenses.

6/15/11

8.25 Vendor Policy - Guidelines for Distribution of Materials at NJASFAA Sponsored Events

Any vendor who registers for the annual NJASFAA multi-day conference will be charged the exhibitor sponsor fee regardless of their intent or ability to exhibit at the conference (i.e., attend conference as an attendee and not exhibiting) or the use of the NJASFAA website or listserv to advertise product(s) or service(s).

In an effort to ensure fairness to all vendors who support NJASFAA, the following guidelines have been established concerning the distribution of materials and “giveaways” at NJASFAA conferences, meetings, workshops, and training events:

Conferences:

When a vendor room is provided, vendors are invited to purchase vendor space for exhibit and can distribute any and all material, including but not limited to:

Promotion of specific products and services including brochures, applications and other forms, as well as trinkets with nominal value such as pens, pads, toys, etc.

All other NJASFAA sponsored events (training activities, meetings, workshops, etc.):

Vendors will not be permitted to distribute materials to NJASFAA attendees/ registrants without prior approval of the Chair (s) of the Development Committee, including, but not limited to:

- promotional material describing specific products and services,
- brochures, applications or forms, or
- trinkets or other premiums.

The exception to this rule: materials such as pens and pads may be distributed at the discretion of the NJASFAA Chair responsible for the event if such materials would be useful in the conduct of the meeting/workshop. In these cases, the vendor must obtain the approval of that Chair before distributing the materials.

Use of Website:

Vendors/exhibitors who register for the annual multi-day conference will be permitted to advertise their product(s) or service(s) on the NJASFAA website and via the NJASFAA Announcements and listserv.

10/17/17

8.26 Whistleblower Policy

The objective of the NJASFAA Whistleblower Policy is to establish a policy for the protection of elected officers, volunteers and members reporting concerns from retaliation, harassment, or adverse consequences related to complaints of organizational wrongdoing.

It is recommended that all members of the Executive Council sign this statement every year. Appendix H has the complete statement which can be printed for signature.

Appendix A:

Executive Council Calendar of Events

Below is the annual protocol which lists the major activities of the association on a monthly basis.

- MAY** Board of Directors Meeting (must take place prior to the New Council Retreat)
- Joint meeting of Outgoing and Incoming Executive Councils
1. Outgoing Committee Chairs pass their documents/calendar/paperwork to in-coming Chairs
 2. Development of annual goals for each committee – Outgoing President and chairs provide information regarding goals and achievements from prior year as well as future ‘wishes’. New President adds his/her ideas.
 3. Committee chair(s) develop goals and reports to Council at June retreat.
- JUNE** New Executive Council Retreat
1. Budget discussed, Council develops balanced budget
 2. Committee goals are discussed and submitted to Council
 3. Conference program should present a tentative 3-day conference program
 4. Training and Development Committee solicits ideas for training events
- AUGUST** Regular Executive Council Meeting
1. Regular updates from each of the Officers
 2. Regular updates from EASFAA, NJHESAA, NJACSA representatives
 3. Regular updates from each committee chair
- SEPTEMBER** Regular Executive Council Meeting
1. Regular updates from each of the Officers
 2. Regular updates from EASFAA, NJHESAA, NJACSA representatives
 3. Regular updates from each committee chair
- OCTOBER** Regular Executive Council Meeting
1. Regular updates from each of the Officers
 2. Regular updates from EASFAA, NJHESAA, NJACSA

- representatives
- 3. Regular updates from each committee chair

NOVEMBER

Regular Executive Council Meeting (if no conference)

- 1. Regular updates from each of the Officers
- 2. Regular updates from EASFAA, NJHESAA, NJACSA representatives
- 3. Regular updates from each committee chair

DECEMBER

Regular Executive Council Meeting (and holiday luncheon)

- 1. Regular updates from each of the Officers
- 2. Regular updates from EASFAA, NJHESAA, NJACSA representatives
- 3. Regular updates from each committee chair

JANUARY

No regular Executive Council Meeting scheduled (can call for meeting if deemed necessary)

- 1. Regular updates from each of the Officers
- 2. Regular updates from EASFAA, NJHESAA, NJACSA representatives
- 3. Regular updates from each committee chair

FEBRUARY

Regular Executive Council Meeting

- 1. Regular updates from each of the Officers
- 2. Regular updates from EASFAA, NJHESAA, NJACSA representatives
- 3. Regular updates from each committee chair
- 4. Nominations/Elections Committee begins process of soliciting a slate for election and nominees for the Distinguished Service Awards

MARCH

Regular Executive Council Meeting

- 1. Regular updates from each of the Officers
- 2. Regular updates from EASFAA, NJHESAA, NJACSA representatives
- 3. Regular updates from each committee chair

In addition:
Election Ballot mailed prior to Spring conference

APRIL

Conference/Meeting

1. During Business Meeting:
 - a. Committee Reports (select committees)
 - b. Constitution changes (if needed)
 - c. Committee Member Certificates
 - d. Announce Election Results

2. During Awards Luncheon:
 - a. recognize and remember any NJASFAA member who has retired or passed away, with brief comments of their contributions
 - b. Past President announces Distinguished Service Awards
 - c. Outgoing President presents President's Award(s) and makes short speech, and officially passes the gavel to Incoming President
 - d. Incoming President gives the Outgoing President the Gavel Plaque for year of service
 - e. Incoming President presents a gift to the outgoing President in honor of the training and support provided to the President Elect (approximate value \$125)
 - f. Incoming President makes short speech outlining goals for the year

3. Once election results are announced, the incoming President Elect should select conference chairs for the conference which will occur during their presidency. Those individuals need to be assigned to current committees for the coming year to 'learn the ropes'.
 - a. Selection of Conference Site
 - b. Development of tentative program for conference

4/27/19

Appendix B:

Treasurer's Annual Calendar of Events

April

1. Reconcile March 31 bank statements and investment account; send copy to Finance Chair.
2. Prepare Spring Conference Treasurer's Report; forward copy to President and Finance Chair and make 300 copies for conference.
3. Maintain registration lists for nametags and meal count.
4. Attend Spring Conference at registration; present report to association.
5. Pay facility rental and meal cost at end of conference; provide tax-exempt statement.
6. Meet with newly-elected Treasurer-Elect.

May [with new Treasurer-Elect]

1. Reconcile Spring Conference registrations and accounts receivable; invoice on-site registrants and vendors (if necessary).
2. Reconcile April bank statements; send copy to Finance Chair.
3. Prepare Treasurer's Report for Executive Council meeting.
4. Evaluate following year's Spring Conference facility contract.

June [with new Treasurer-Elect]

1. Reconcile May bank statements; send copy to Finance Chair.
2. Prepare Treasurer's Report for Executive Council meeting.
3. Monitor outstanding receivables.
4. Close and reconcile membership listing for year end.
5. Prepare new member listing for new membership year from Spring Conference membership pre-payments.
6. Prepare pro-forma budget for subsequent year and attend Finance Committee meeting.

July

1. Reconcile June bank statements and investment account; send copy to Finance Chair.
2. Prepare Treasurer's Report for Executive Council meeting; forward copy to President, Past-President, Finance Chair and Past-Finance Chair.
3. Prepare budget for consideration and vote by Executive Council.
4. In conjunction with Development Committee, review sponsor/vendor pledges and invoice.

August

1. Reconcile July bank statements; send copy to Finance Chair.
2. Prepare Treasurer's Report for Executive Council meeting.

September

1. Reconcile August bank statements; send copy to Finance Chair.
2. Prepare Treasurer's Report for Executive Council meeting.
3. Assist in planning for Fall Conference registration mailing.
4. With previous year Treasurer, contact association's CPA for appointment to prepare annual

Form 990 tax returns due November 15 for the year-ended May 31.

October

1. Reconcile September bank statements and investment account; send copy to Finance Chair.
2. Prepare Treasurer's Report for Executive Council meeting; forward copy to President and Finance Chair.
3. Process Fall Conference registration receipts. Monitor full and 1-day registrations and meal selections.
4. Coordinate number of registrations with Conference Committee designee to ensure contracted room block gets filled.
5. Peak cash period - evaluate checking, savings and investment accounts, transfer accordingly to maximize interest and dividends.
6. Complete filing of Form 990 Federal tax return. Send copy to all prior-year officers named in the return and past-Finance Chair.

November

1. Reconcile October bank statements; send copy to Finance Chair.
2. Prepare Fall Conference Treasurer's Report; forward copy to President and Finance Chair and make 350 copies for conference.
3. Maintain registration lists for registrants, guest speakers, complimentary rooms, and registrant name tags, with meal count by function.
4. Attend Fall Conference at registration; present Report to association.
5. Assist prior-year Finance Chair with year-end Income Statement. Finance Chair will present results at Fall Conference.
6. Review meal charges and other bills/charges during at conference; provide tax-exempt statement where necessary.
7. Invoice on-site registrants and vendors, if any. Follow up on all receivables: membership, conference registration.

December

1. Reconcile April bank statements; send copy to Finance Chair.
2. Prepare Treasurer's Report for Executive Council meeting.
3. Evaluate following year's Fall Conference contract.
4. Prepare member roster for Membership Chair; reconcile in anticipation of Membership Directory in January.
5. Carefully review Fall Conference hotel charges and process payment.
6. Evaluate cash position; transfer from savings to checking may be necessary to pay hotel and other conference-related expenses.

January

1. Reconcile December bank statements and investment account; send copy to Finance Chair.
2. Prepare Treasurer's Report for Executive Council meeting.
3. Follow-up on Fall Conference receivables; second notice invoices.
4. Provide updated member listing for Directory mailing.

February

1. Reconcile January bank statements; send copy to Finance Chair.
2. Prepare Treasurer's Report for Executive Council meeting.
3. Assist in planning for Spring Conference registration mailing.
4. Renew liability insurance policy and fidelity bond policy with underwriter.

March

1. Reconcile February bank statements; send copy to Finance Chair.
2. Prepare Treasurer's Report for Executive Council meeting.

Appendix C:

Election Procedures and Master Calendar

Procedure Summary:

NJASFAA elections are conducted in early spring of each calendar year prior to the Spring Conference/meeting. The sitting Past President serves as Chair of the Nominations and Elections Committee, and relies on the membership of the Board of Directors and the current Executive Council for assistance in garnering nominations from the membership.

Master Calendar:

All dates are flexible based on the Spring event date.

January/February – The Past President convenes a small committee to solicit nominations. The Past President sends an email to membership via the NJASFAA list announcing the call for nominations for the following offices: President-Elect (1), Vice-President (1), Secretary (1), Treasurer-Elect (1), Council Member at Large (4), and the NJASFAA Distinguished Service Awards.

February/March – nominations of candidates are due via email to the Past President. Nominations for service awards are also due.

March – Past President sends the content of the ballot including names of candidates with bio to Technology Chair(s) who set up the ballot using the prior year ballot as a template.

Technology responds via email to the Past President with a link to the test ballot. Past President tests the ballot by casting a vote. If any changes are to be made to the content of the ballot, the Past President communicates these changes back to the committee. Once all changes are satisfied, the ballot is posted to NJASFAA web-site by mid-February. Past President is given a URL to the voting results so that a daily tally can be viewed to see how many members are voting.

March – ballot posted to NJASFAA website with voting open for approximately a week.

Mid-April – NJASFAA Spring Conference held, newly elected officers announced, NJASFAA Service Awards announced, President's Awards and Committee Awards announced.

Dates are subject to actual date of annual Spring Conference and may be revised accordingly.

As NJASFAA has a strong desire to promote and encourage member participation, any person who agrees to run for office and is not elected may be considered for a Chair or Co-chair position on a working committee.

8/12/16

Appendix D:

Membership Committee Annual Calendar of Activities

February/March:

1. Collect committee membership lists for the creation of recognition certificates for spring conference/meeting.
2. Send membership list in Excel format to Award Chair for determination of the Longevity Awards.

March/April:

1. Produce certificates for President to distribute at the NJASFAA Spring Conference/meeting.

May/June:

1. Work with Technology Committed to ensure all individuals listed in the database who did not pay their annual dues and/or update their membership information for the new year are invited to do so.

July/August:

1. Send email to non-members with benefits of membership.
2. Send email to Directors encouraging the consider staff membership.

Appendix E:

Conference Guidelines

Site Selection

1. Location
 - a) Accessibility
 - b) Weather
 - c) Points of Interest

NOTE: Historically, NJASFAA holds the three-day conference in Atlantic City due to the location and reasonable costs to the membership and the association. Other locations have been considered and used in the past but the number of attendees has suffered and, generally, the costs are higher. AC offers most NJASFAA members the opportunity to attend the conference and most colleges are distant enough to justify the overnight stay.

2. Facility
 - a) Reasonable costs (room and meals)
 - b) Adequate number of rooms/overflow available
 - c) Vendor space
 - d) Conference rooms satisfactory (size/number)
 - e) Banquet facilities size and menu variety
 - l) Recreation
 - g) General layout favorable, clean and attractive
3. Hotel Personnel
 - a) Friendly and cooperative staff
 - b) Sales staff member assigned to assist committee
4. Costs
 - a) Rooms-single and double
 - b) Meals and breaks
 - c) Meeting rooms
 - d) Exhibit area set-up
 - e) "Extra" charges such as: gratuities, audiovisual equipment, electricity, drayage
 - f) Hospitality hours
5. Contract
 - a) Negotiation items
 - i) Costs: guest rooms, meals, meeting rooms, etc.
 - ii) Gratis items: comp rooms per number booked, etc.
 - iii) Extras: check-in and check-out times, parking, meetings, transportation, etc.

Selecting Committee Members

1. Recruitment
 - a) Selecting key people by talent, energy, and follow through ability
 - b) Getting newer members involved.
2. Committee Structure
 - a) Conference Co-Chairs
 - b) Subcommittees: The Chair should have a second in charge to take over if the Chair is unable to serve.
 - c) Other volunteers.

Setting Themes, Agendas, and Timetables

1. Themes
 - a) Current events
 - b) Anniversaries
2. Agendas
 - a) Current issues/events
 - b) Evaluations of previous conferences
 - c) Ideas from other conferences
 - d) Previous conference committees
3. Timetables
 - a) Set conference date and work backwards
 - b) Plan for the unexpected, have a backup plan

Charity Selection

During each multi-day conference, we typically hold a Tricky Tray and/or 50/50 event. The funds raised from this/these events are offered to a charity that is selected by the Conference Committee. Past practice has been to select an organization in the area of the conference location. Effective with the 2018 Conference, it was decided to donate these funds to a food pantry located on one of the NJASFAA member campuses. The recipient was randomly pulled from all the entries (campus must send a representative to the conference to collect the donation at the Business Meeting).

Budget

1. Projected budget
 - a) Estimate attendance based on previous conferences and current location in determining costs.
 - b) Budgeted amounts - entertainment, printing, speakers, etc.; must be reasonable and realistic.
 - c) Fluctuating amounts - registration fees, meals, breaks, vendor support.

2. Budget control
 - a) It is necessary that the co-chairs continuously monitor income initiatives and expenditures to stay on-track with the budget.
3. Vendor/Sponsor Support
 - a) It is essential that a significant effort is made to raise funds from vendors and sponsors to help reduce the conference production costs to the membership.

Conference Planning Committee/Proposed Sub-Committees

1. Program Committee Co-Chairs
 - a) Overall planning coordination
 - b) Coordinate other sub-committees
 - c) Develop of goals and objectives
 - d) Plan time line
 - e) Budget development
 - f) Follow-up with committee
 - g) Progress reports to NJASFAA
 - h) Final reports and accounting
2. Site Committee
 - a) Coordinate conference planning with hotel management
 - b) Hotel meeting room arrangements
 - c) Hotel food arrangements, coffee breaks, etc.
 - d) Coordinate promotional material with publicity committee
 - e) Arrange hotel room for special guests and speakers
 - f) Arrange set up of exhibit areas
 - g) Coordinate activity within the local area, if applicable
3. Registration Committee
 - a) Develop and communicate all conference registration materials with Technology Committee
 - b) Staff and operate registration table
 - c) Provide for registration accounting
 - d) Coordinate payment collection with NJASFAA Treasurer
4. Program Committee
 - a) Solicit ideas for programs.
 - b) Identify key issues and topics to be addressed.
 - c) Finalize conference program.

- d) Identify, select and invite major speakers and presenters.
 - e) Obtain session moderators.
Finalize speakers, presenters, and moderators.
 - f) Coordinate with NJASFAA Training Committee.
 - g) Coordinate speakers' facilities or equipment needs with the Site Committee.
 - h) Coordinate free hotel rooms for speakers with the Site Committee.
 - i) Prepare session and conference evaluations.
 - j) Send thank-you's to presenters, speakers and moderators.
5. Technology Committee
- a) Work with hotel for all technological needs
 - b) If allowable, arrange to bring outside equipment to keep costs down
 - c) Communicate with program committee for technological needs for each presenter
6. Tricky Tray Committee
- a) Solicit donations for schools, vendors, hotel, executive council and members for donations for the Tricky Tray
 - b) Ensure that the Tricky Tray Table is manned at all appropriate times
 - c) Organize storage of tricky tray items at conference site

Head Tables

- a) Three-day Conference –

If there is a keynote speaker for lunch and/or dinner, there should be a head table consisting of the Guest Speaker, current President, committee chair who may have arranged for speaker and all elected members of Executive Council (as fits at table).

- b) One-day Conference –

If there is a head table, seated at the table are the elected members of the outgoing Executive Council and the President Elect succeeding to the Presidency.

In both cases, other distinguished individual(s) may be invited to sit at the head table as space allows.

Retiree Member Fees

For any Retiree Member who wants to attend a conference, the registration fee will be determined by the Executive Council and the Conference Committee. [Historically, the typical cost for a Retiree has been equal to the published cost of meals for a guest.]

Appendix F:

NJASFAA Event Conduct Policy

Purpose

NJASFAA is committed to providing a safe, productive and harassment-free environment at its conferences, trainings, board and committee meetings, and other NJASFAA-sponsored events. NJASFAA prohibits harassment or discrimination based on race, religion, gender, sexual orientation, gender identity, gender expression, disability, ethnicity, national origin, or other protected status. It also prohibits sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact; and threatening behavior. NJASFAA reserves the right to take an action on other inappropriate disruptions not listed above.

Expectations

We request that all event participants:

- Be polite, considerate, inclusive, and respectful.
- Avoid using derogatory, discriminatory, non-inclusive language.

These conduct rules apply to all attendees and participants at any NJASFAA-sponsored in-person or online event. Any violations should be reported immediately as outlined below.

Violations to the Policy

Upon request from NJASFAA, attendees are expected to cease unacceptable behavior. NJASFAA reserves the right to remove any individual from attendance or other participation in any NJASFAA-sponsored in-person or online event without prior warning or refund for the event or membership dues, and to take additional action as deemed necessary, ranging from issuing a warning to permanent suspension of NJASFAA membership.

Reporting Policy Violations

Violations of this policy should be reported immediately to a member of the NJASFAA Executive Council or the Committee Chairs at an in-person event or by emailing president@njasfaa.org. We also expect event participants to alert staff or security of any dangerous situations, or of any person in distress.

09/24/2021

Appendix G:

NJASFAA Whistleblower Policy – to be discussed at the annual Council Retreat

The objective of the NJASFAA Whistleblower Policy is for the protection of elected officers, volunteers and members reporting concerns from retaliation, harassment, or adverse consequences related to complaints of organizational wrongdoing.

NJASFAA encourages elected officers, volunteers and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All representatives of NJASFAA should practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

If an elected officer, volunteer or member believes that some policy, practice, or activity of NJASFAA is in violation of law, a written complaint may be filed with the NJASFAA President or Chairperson of the NJASFAA Board of Directors.

This Whistleblower Policy is intended to encourage and enable elected officers, volunteers and members to raise concerns within the organization for investigation and appropriate action. With this goal in mind, no elected officer, volunteer or member who, in good faith, reports a concern shall be subject to retaliation. Moreover, an elected officer or volunteer who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer or elected position.

Reports on concerns shall be kept confidential to the extent practical, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious offense and may result in dismissal from volunteer/elected position.

Appendix H:

Maintaining the Membership Database

NJASFAA uses its website to store membership data.

TITLE: Below are the most commonly used titles and should be used whenever

possible:Director of Financial Aid	Financial Aid Counselor
EOF Director	Financial Aid Assistant
Executive Director	Financial Aid Officer
Financial Aid Administrator	Fiscal Officer
Associate Director of Financial Aid	Controller
Assistant Director of Financial Aid	Bursar
Senior Financial Aid Officer	Vice President
Manager	

TYPE: Below are the institutional type designations:

Consultant	Proprietary
Government Agency	Proprietary .degree granting
Graduate/Professional	Public 2 yr.
Guarantee Agency	Public 4 yr.
Lender	Public research
Other	Servicer
Private	Vendor

Appendix I-1:

NJASFAA AWARD Descriptions

NJASFAA recognizes individuals who have provided service or made significant contributions to the aims and ideals of the financial aid profession. Nominations for all awards are made by the members (active and associate) of NJASFAA and are solicited by the Nominations/Elections Committee. Awards are presented at the Spring Conference, unless otherwise arranged.

Certificates of Appreciation

Generally these are given to all Committee Chairs and committee members annually to recognize their efforts throughout the previous year. Certificates are prepared by the Membership Committee.

NJASFAA AWARD DESCRIPTIONS

Distinguished Service Awards:

Arthur E. Richmond Distinguished Service Award

This award is presented to recognize the outstanding contribution of an individual(s) in the field of financial aid who has made significant contributions to the field of financial aid through NJASFAA activities. The recipient(s) has to be a NJASFAA member. Because this award represents the highest honor bestowed by NJASFAA, it is recommended that only one recipient be selected each year; exceptions can be made under unusual circumstances.

Art Richmond is often referred to as one of the most enthusiastic proponents of NJASFAA. Serving as the Director at Rutgers University and always acting as a student advocate, Art's vision for the financial aid profession was to insure that those entering this profession could learn the trade through the establishment of a statewide organization we now know as NJASFAA. He served as President of NJASFAA twice and conducted many of the sessions that taught financial aid administrators how to examine the different methodologies for computing aid. He stressed both horizontal and vertical packaging to ensure that the neediest students received funds. Art's impact on the financial aid community can be felt even today as we think about his controversial stands on how student dollars are allocated.

The Thomas C. Scott Distinguished Service Award

This award is presented to recognize the outstanding contributions of an individual not directly involved in a Financial Aid Office or the field of financial aid. The recipient does not have to be a NJASFAA member but should have made significant contributions to the association. Because this award represents the highest honor bestowed by NJASFAA, it is recommended that only one recipient be selected each year; exceptions can be made under unusual circumstances.

Tom Scott was a consummate financial aid professional. Serving as the Director of Financial Aid at St. Peter's College for over 22 years, Tom aspired to serve the financial aid community as a trainer, a mentor, and our resident comedian. He considered his profession his vocation; whether by interpreting regulations, providing expert guidance, or offering assistance and support to all

students and administrators, from counseling students on their future objectives to maintaining one's sanity in this hectic business. Tom truly understood what it was to contribute to ones community for the betterment of the individual and the profession as a whole.

NOTE: There cannot be a repeat recipient for either of the Distinguished Service Awards if that recipient is still in the same category (e.g. a recipient of the Arthur E. Richmond could later receive the Thomas C. Scott award, but not another Arthur E. Richmond Award).

President's Service Awards:

The William G. Murphy President's Award

The recipient(s) of this award is/are selected by the President to recognize the outstanding contributions of an individual(s) to NJASFAA and the President. The nominee(s) must be a NJASFAA member. There is no restriction as to the number of awards given each year.

Bill Murphy served as Director of Financial Aid at Glassboro State College, now known as Rowan University. Bill distinguished himself in the financial aid profession by serving as President of NJASFAA, a member of the state college sector, and a community representative to the HESAA board meetings. Bill was an active leader in financial aid technology; often identifying technology issues long before the solutions became available. Those who were close to Bill know of his loyalty, caring and selflessness as a friend. His dry sense of humor and quick wit were always welcome distractions during meetings or conferences. Bill was the consummate professional and a true pioneer in introducing technology to the financial aid workplace.

Lifetime Membership Award:

Lifetime Membership Status will be granted to Past-Presidents at the time of their leaving the Association (typically due to retirement). It is recommended that the recipient be either out of the aid profession or out of the NJ area. The recipient of this award will remain an Associate member of NJASFAA and will be entitled to all benefits accorded an Associate member. Any member of the Board of Directors who falls into this category is entitled to an engraved watch (engraving to be simple – e.g. NJASFAA or NJASFAA and the year).

Lifetime Membership Award is granted to a NJASFAA member at the time of their leaving the Association (typically due to retirement) at the discretion of the President. This designation tends to be used for active members who may not have served as President.

Other Awards:

Committee of the Year Award

The recipient committee of this award is selected by the President to recognize the outstanding contribution(s) made to NJASFAA by a specific committee. A plaque is presented to the chair(s), certificates to the members.

The Young Leader Award

The recipient of this award is selected by the President to recognize the outstanding contribution to NJASFAA and the financial aid profession by an individual who is advancing within the association. A plaque is presented.

Gavel Plaque

Presented to the outgoing President by the incoming President.

No longer in Effect (2018/19) - Memorial Scholarship Awards (eff. 5/16)

Chair is responsible for ensuring the Scholarship winners receive a framed certificate. Each year, the scholarship may include the name of any NJAFAA individual who is being memorialized based on their contributions to NJASFAA and the membership.

Retiree Awards

Chair is responsible for ensuring that recent or forthcoming retirees are honored with a certificate and retiree pin.

Longevity Awards

Longevity Awards are given to those members of NJASFAA who reach the 5, 10, 15, 20, 25 and 30 year milestones of service to Financial Aid (service over career, not limited to service in NJ). See Appendix K-3 for additional information.

Gift for outgoing President

It is customary for the President Elect to give a gift to the outgoing President at the Spring event in recognition for their service to NJASFAA and the membership.

Other Awards

Special circumstances may call for the creation of a specific award to recognize a contribution to the association that is not covered by any of the above awards. This action can be taken at the discretion of the President and/or Executive Council. This would be a highly unusual circumstance.

The Board of Directors, with the approval of the Executive Council, is responsible for the establishment and naming of awards for NJASFAA.

4/27/19; 4/2022

I-2:

Plaques and Award Wording

Current contact for plaques and awards:

David Garelick, Director p 914-437-9990
Collegiate Productions f 727-231-9662
901 North Broadway Suite 1
White Plains, NY 10603

Plaques – Ordered at least four weeks prior to the event.

Sample Wording and Specifications:

The Arthur E. Richmond Award and The Thomas C. Scott Award

8 x 10 with double plates, gold plate on top, oxidized lettering in black:

LOGO

THE NEW JERSEY ASSOCIATION

OF

STUDENT FINANCIAL AID ADMINISTRATORS

PRESENTS

NAME OF PLAQUE

DISTINGUISHED SERVICE AWARD

to

- RECIPIENT’S NAME -

In Recognition Of
Service to NJASFAA
And The
Financial Aid Profession.

Date of Spring Conf.

Name of President
President

The William G. Murphy President's Award

7 x 9 double plates, black on top, lettering etched in gold:

LOGO
THE NEW JERSEY ASSOCIATION
OF
STUDENT FINANCIAL AID ADMINISTRATORS
PRESENTS
THE PRESIDENT'S AWARD
to
- RECIPIENT'S NAME
IN RECOGNITION OF YOUR
DEDICATED SERVICE
TO THE
FINANCIAL AID COMMUNITY

Date of Spring Conf.

Name of President
President

Gavel Plaque

9 x 12 traditional gavel plaque with gold plate, engraved in black:

Presented to

President's Name

PRESIDENT 2000-2001

In appreciation for your service to

N.J.A.S.F.A.A

Retirement Award

Retirees are presented with a framed certificate and retiree pin

I-3:

Longevity Awards –

These awards are given to NJASFAA members when they reach certain milestones related to years of service in the career.

The awards are:

5 years	brass keychain
10 years	business card holder
15 years	pen set
20 years	leather portfolio
25 years	clock
30 years	coasters
35 years	certificate
40 years	framed certificate

The Longevity awards are given out each year at the annual Spring conference/event to all who qualify and are in attendance at the conference/event. In order to determine the recipients for this award, the Chair of the Awards Committee will request a list of those individuals who meet each category from the Membership Chair prior to the Spring Conference.

Procedures:

- The year that each member began in the Financial Aid field is recorded in the membership database based on self-reported data.
- Prior to the annual Spring Conference, the Membership Chair will generate a list of those members who meet the 5, 10, 15, 20, 25 and 30 year levels. For longevity at the 35 and 40 levels, a certificate is produced. The 35 year certificate is placed in a folio, the 40 year certificate is framed.
- In order to receive their award, the member must attend the annual Spring Conference in the year they are eligible to receive their award.
- Periodically, the Membership Chair can work with the Awards Chair to send a mailing to collect start year information from members in the database. Data can also be collected at each conference and via the membership directory information on the website.

Appendix J:

Letters for Donation Activity:

- (a): Letter acknowledging donation with money**
- (b): Letter acknowledging donation with goods**



Date

Name
Address
Address

Dear Name:

On behalf of the New Jersey Association of Student Financial Aid Administrators (NJASFAA), I want to thank you for your generous donation.

Sincerely,

Rosemary Guicnardo
2023-24 NJASFAA Treasurer

Donation Receipt

Organization: NJASFAA
Date Received: XX/XX/201X
Cash Contribution: \$XXX
Item Contribution: None

NJASFAA is recognized as a non-profit organization by the IRS as a 501(c)(3) organization, Taxpayer ID# 22-2615338. No goods or services were provided in exchange for your contribution.



New Jersey Association of Student
Financial Aid Administrators, Inc.

Date

Name

Addr

ess

Addr

ess

Dear Name:

Thank you for your donation to NJASFAA's _____ at our annual
201XConference. This is your official record of your donation.

Organization:	NJASFAA
Date Received:	XX/XX/201X
Value of Contribution:	\$ xxxx

Sincerely,

Rosemary Guichardo
2023-24 NJASFAA Treasurer

Donation Receipt

NJASFAA is recognized as a non-profit organization by the IRS as a 501(c)(3) organization, Taxpayer ID# 22-2615338.