

## **By-Laws Oregon Association of Student Financial Aid Administrators**

1. Only voting members may be elected to the Executive Council.
2. Nomination activities described below shall occur in the fall.
  - a. After soliciting members for nominations, and after the segmental VPs have provided nominations for their segments, the Election Committee shall present a proposed ballot to the Executive Council for discussion, possible modification and ratification. After ratification the Election Committee will then conduct the annual election of officers.
  - b. The Executive Council shall present two candidates for the President-Elect and Secretary positions. Two candidates for Treasurer-Elect shall also be nominated every other year.
  - c. The membership will be informed of a call for nominations prior to the completion of the ballot each year, usually in the early fall. Members will have two weeks to respond.
3. Elections Committee
  - a. The standing Election Committee will be comprised of the President-Elect, President and one other council member appointed by the President.
  - b. The Elections Committee will conduct an election in late fall each year.
4. Officers shall be elected by a simple majority and ties shall be resolved in one of two ways. First, candidates will be given the option to concede. Second, if neither candidate concedes, the final results will be decided by the flip of a coin.
5. The Election Committee shall compile the results of the election. The Election Committee shall make the announcement of the election results through appropriate means by the Annual Conference.
6. The terms of office shall be from Annual Conference to Annual Conference each year with the exception of the Treasurer, whose term shall be two years.

### **Vacancies**

1. The President-Elect shall assume the duties of the President should that Office become vacant.
2. A vacancy in the office of President-Elect shall be filled by a vote of the membership through a special election as determined by the Executive Council.
3. A vacancy in the office of Past President shall be filled by the most recent Past President eligible to serve on the Executive Council.
4. A vacancy in the office of Treasurer during the first year of the two year term shall be filled by a regular or a special election, whichever is most expeditious, as determined by the Executive Council. A vacancy that occurs during the second year of the Treasurer's two year term of office shall be filled by the Treasurer-Elect.

5. A vacancy in the office of Secretary or Segmental Vice President shall be filled by appointment by the Executive Council.

6. Vacancies in appointed positions shall be filled by the President in consultation with the Executive Council.

#### Business Year, Membership Year, Payment of Dues

1. The Association's business year and membership year shall be from June 1 through May 31.

2. Membership in the organization is individual rather than institutional, and is therefore not transferable.

#### Reimbursement for Travel Expenses

1. Executive Council and committee members are entitled to reimbursement for expenses incurred to attend meetings. Individuals must submit a written request for reimbursement and documentation of expenses to the Treasurer within 60 days of the incurred expenses.

2. Officers of the Association are entitled to reimbursement for travel expenses associated with their positions.

3. Guidelines for reimbursement are reviewed annually by the Executive Council. Current guidelines are updated in the Association's Policy Statements.

#### OASFPA Policies and Procedures Manual

1. Operation of the Association will be according to the OASFPA Policies and Procedures Manual.

2. The Policies and Procedures Manual shall be reviewed annually by the Executive Council and shall be updated as needed.

3. Proposals to modify the Association's Policies and Procedures may be submitted to the Executive Council by any association member.