

ByLaws

**OF THE SOUTHWEST ASSOCIATION OF STUDENT
FINANCIAL AID ADMINISTRATORS**

Revised January 1, 2004

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Article I. MEMBERSHIP AND DUES

Section 1 - Application for memberships in the Association shall be made to the Treasurer of the Association for processing as instructed by the Board of Directors.

Section 2 - The amount of annual dues payable to the Treasurer of the Association by Institutional, Associate and Individual members shall be determined by the Board of Directors.

Section 3 - Annual membership dues for fiscal year January 1 to December 31 shall be sent to the Treasurer by each Association member, and such dues are payable on or before the date of the annual meeting. Membership in the Association is maintained through the payment of annual dues.

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Article II. DUTIES OF OFFICERS

Section 1 - The President shall preside at all meetings of the Board of Directors of the Association and perform such other duties as pertain to the office of President. He/she will appoint all committee chairs and will serve as member ex-officio of all committees. He/she shall submit an annual report to the Association.

Section 2 - The President-Elect shall assist the President and in all ways prepare himself/herself for his/her term of office and shall serve as Parliamentarian of the Association. In the absence or disability of the President, as determined by the Board of Directors, he/she shall have all the powers and shall perform all the duties of the president without prejudice to his/her subsequent term of office as President.

Section 3 - The Treasurer shall represent the Association in, and be responsible for, the receipt and disbursement of funds in accordance with the directives established by the Board of Directors. The Treasurer shall maintain appropriate and adequate financial records and shall be ready whenever required to give the Board of Directors all monies and financial records, and shall give the same to the appointed successor upon termination of the term of office. The Treasurer shall submit a duly audited annual financial report to the Association and shall be under such bond as determined by the

Board of Directors. The Treasurer shall be appointed by the Board of Directors for a five year term and may be changed by resignation or by action of the Board of Directors. The Treasurer shall be a non-voting member of the Board.

Section 4 - The Secretary shall be responsible for keeping and maintaining the records of the Association and Board of Directors and for the mailing of meeting notices and such other communications as provided by the Constitution and By-Laws as directed by the Board of Directors.

Section 5 - The Immediate Past President shall serve as chair of the Nominations and Elections Committee and other duties as directed by the Board or the President.

Section 6 - The editor of the newsletter shall be appointed by the President and shall be responsible for editing, publishing, and circulating the Association's newsletter. The newsletter will be used to keep the members informed by developments in the field of student financial aid and other pertinent information of interest to the professional student financial aid administrator.

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Article III. ELECTION PROCEDURES

Section 1 - The President of SWASF AA will appoint members of the Nomination/Election Committee, one from each state, the Committee to be chaired by the immediate Past President.

Section 2 - No member of the Nomination/Election committee will be nominated for office. Nominees must be regular members of SWASF AA at the time of nomination.

Section 3 - Nominations/Election Committee chair shall call for recommendations from the entire membership. These recommendations should be accompanied by a mini-resume to assist the committee in making final selections for the slate.

Section 4 - Elections of Delegates-at Large from Arkansas, Louisiana, and New Mexico shall be in alternate years from Oklahoma and Texas. Further, the election of the Secretary shall be at the same time as delegates from Oklahoma and Texas.

Section 5 - Upon finalization of the slate of nominees from SWASF AA offices, standardized resume forms will be sent to all nominees for completion. The Nomination/Election committee Chairperson will submit the slate of nominees and respective resumes to the Board of Directors and general membership for publication in the Association newsletter or special mailing at least thirty (30) days prior to an election called by the Board of Directors. This election shall take place no later than October 1.

Section 6 - An announcement of the voting procedure will be published in the Association newsletter or by special mailing.

Section 7 - Only regular members of SWASF AA will be eligible to vote. The Treasurer of SWASF AA will be responsible for maintaining a list of eligible voters.

Section 8 - Ballots will be issued to all eligible voters in a method approved by the Board of Directors.

Section 9 - Lost ballots will not be replaced. Voting by proxy will not be permitted.

Section 10 - The Nominations/Election Committee will be responsible for the integrity of ballot counting.

Section 11 - Votes will be tabulated, recorded, and the results turned over to the Nominations/Election committee chairperson, who will then submit written results of the election to the Board of Directors. Winner is determined by a plurality. If there is a tie vote, a runoff election will be held. Results of the elections will be announced to the

membership by publication in the first issue of the Association newsletter following the election.

Section 12 - The Chairperson of the Nominations/Election Committee will submit a complete file of committee procedures to his/her successor.

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Article IV. DUTIES OF THE BOARD OF DIRECTORS

Section 1 - A minimum of two regular meetings of the Board of Directors shall be scheduled each year. Special meetings may be called by the President upon request by five or more members of the Board of Directors. At least one-half of Board members shall constitute a quorum at any official meeting of the Board of Directors.

Section 2 - The Association acknowledges the Board of Directors of the National Association of Student financial Aid Administrators as the governing board of that association and pursuant to the promotion of the profession of student financial aid administration participates in the activities of the NASFAA Board of Directors. The Association delegates to the NASFAA Board of directors shall be appointed by the SWASFAA board of Directors.

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Article V. COMMITTEES

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

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Article VI. VACANCIES IN OFFICES

Section 1 - Should the President be unable to assume office or complete the term of office, the President-Elect shall assume the presidency.

Section 2 - A vacancy occurring in any office, other than that of President, shall be filled until the next general election of the Association by the Board of Directors upon nomination by the President. Such appointment shall not prejudice the election of the incumbent to a regular term of office.

Section 3 - An affirmative vote of a majority of the entire Board of Directors by ballot, which may be conducted by mail, shall be necessary for election to fill vacancy.

Section 4 - Should the offices of President and President-Elect become vacant simultaneously, the Nominations/Election Committee will convene and subsequently submit a slate of nominees with biographical and other data, for the vacant offices to the Board of Directors. The Secretary shall cause the list of nominees and biographical and other data, which provision for write-in candidates, to be published in the Association newsletter at least thirty (30) days prior to an election called by the Board of Directors. The Immediate Past President shall serve in the interim.

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Article VII. APPOINTMENT OF EMPLOYEES

Section 1 - Provided the necessary funds are available, the Board of Directors may employ personnel whose titles, duties and remuneration shall be determined by the Board of Directors.

Section 2 - Any paid employee with fiscal responsibility must be bonded at the expense of the Association in the amount determined to be appropriate by the Board of Directors.

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Article VIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern the Association proceedings in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws.

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Article IX. STANDING RULES (Policy and Procedures)

Section 1 - Standing rules (or Policy and procedures) may be adopted or amended by the Association or by the Board of Directors by a majority vote of those present and voting, provided a quorum is present, at any meeting of either body, except that the Board of Directors may not change a decision of the Association.

Section 2 - A record of the Standing Rules of the Association shall be kept by the Secretary and be made available to new Board of Director members, and upon request, to any member of the Association.

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Article X. AMENDMENT OF BY-LAWS

These By-Laws may be amended by a majority of Association members voting after a canvass of the entire regular membership, provided that each amendment shall have been proposed in writing to the Secretary by the Board of Directors or by a committee authorized by the Association or by a petition of any five members of the Association and, provided further, that copy of the amendment shall have been mailed to each member of the Association at least thirty (30) days before the vote is called by the Board of Directors.

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Amended associational year January 1, 1995

Amended board structure November 1, 1997

Amended membership structure December 12, 2003