

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

Revised January 1, 2004

Article I. [NAME](#)

Article II. [PURPOSE](#)

Article III. [MEMBERSHIP](#)

Article IV. [OFFICERS](#)

Articles V. [BOARD OF DIRECTORS](#)

Articles VI. [MEETINGS](#)

Articles VII. [DISSOLUTION OR FINAL LIQUIDATION](#)

Articles VIII. [SHARES OF STOCK, DIVIDENDS, AND CERTAIN LOANS](#)

PROHIBITED

Articles IX. [LIMITATION ON ACTIVITIES](#)

[AMENDMENTS](#)

Article I. MEMBERSHIP AND DUES

Section 1 - The name of the organization shall be SOUTHWEST ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INCORPORATED.

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.

- Return to [Index](#)

Article II. DUTIES OF OFFICERS

The purpose of the Association shall be:

Section 1 - To promote the professional preparation, effectiveness, recognition and association of:

- a. student financial aid administrators, postsecondary institutions, government agencies, foundations, and private business, and
- b. others in educational institutions, government agencies, foundations, and private and community organizations concerned with the support and administration of student financial aid.

Section 2 - To serve effectively the interests and needs of students, educational institutions, government agencies, and sponsors through coordination of plans and programs pertinent to student financial aid.

Section 3 - To assist educational institutions, government agencies, foundations, and private and community organizations to promote and develop effective programs for student financial aid.

Section 4 - To facilitate communication between educational institutions and sponsors of student financial aid.

Section 5 - To promote such systematic studies, cooperative experiments, conferences, and other related activities as may be desirable or required to fulfill the purpose of the Association.

- Return to [Index](#)

Article III. MEMBERSHIP

Section 1 - There shall be three classifications of membership in this Association – Institutional membership, Associate membership and Individual Membership.

Section 2 - Institutional membership shall be open to institutions of post-secondary education accredited by an authorized accrediting agency or association and to any institution licensed or certified by a state to engage in the education or training of students at the post-secondary level located in the states of Arkansas, Louisiana, New Mexico, Oklahoma and Texas. Such institutions also include a branch campus of the institution provided that such a branch campus administers and controls its own financial assistance programs. These institutions must be eligible to participate in federally and/or state funded student financial aid programs.

Each institutional member in good standing shall be entitled to one voting representative. The voting representative must be a person actively and directly engaged in the administration of student financial aid at the institution. The institutional voting representative as well as other financial aid professionals from the member institution shall be entitled to attend association meetings, hold office, and serve on committees.

Section 3 - Associate membership shall be open to public and private agencies and organizations concerned with or engaged in the support and/or administration of student financial aid. Such agencies shall include government agencies (state and federal), foundations, banks, guarantee agencies, secondary markets and private and community organizations interested in student financial aid matters. Individuals representing Associate members shall be entitled to attend meetings and serve on committees; however, they are not entitled to vote on matters brought before the association or hold office.

Section 4 - Individual membership shall be open to persons who are school counselors, retired financial aid administrators, students, officials with the U.S. Department of Education or others not eligible for membership through Sections 1-3 above and are concerned with or engaged in the support and/or administration of student financial aid. Individual members shall be entitled to attend meetings and serve on committees; however, they are not entitled to vote on matters brought before the association or hold office.

- Return to [Index](#)

Article IV. OFFICERS

Section 1 - The officers of this Association shall consist of President, President-Elect, Immediate Past President, Treasurer and Secretary. The Officers shall be with the exception of the Treasurer, regular members of the Association.

Section 2 - The incumbent President-Elect shall succeed to the presidency.

Section 3 - Officers shall be elected as specified in the By-Laws.

Section 4 - The term of office for duly elected officers shall begin on January 1 following the appropriate installation ceremonies in the closing session of the annual meeting of the Association. The term of office shall normally run from January 1 to December 31 of each year.

Section 5 - An officer of the Association may be removed from his/her office by a three-fourths (3/4) vote of the Board of Directors which occurs during the course of a

scheduled meeting of the Board of Directors and which appears as an agenda item for the meeting in which the vote occurs.

Section 6 - The duties of officers shall be as specified in the By-Laws and in the parliamentary authority adopted by the Association insofar as the latter does not conflict with the former.

Section 7 - Vacancies shall be filled as specified in the By-Laws.

■ Return to [Index](#)

Article V. BOARD OF DIRECTORS

Section 1 - The Board of Directors shall consist of the Officers of the Association, five Delegates-at Large (one representing each state), and the state presidents who are regular members of the Association. In the case where a state president of a state association is not a regular member of the Association, a designee who is a regular member of the Association shall be appointed by the state association governing board.

Section 2 - State presidents of each state association shall serve a term of one year beginning January 1 after the date of their election in the state association and ending December 31.

Section 3 - Delegates-at-Large, and the Secretary shall serve a term of two years beginning January 1 after the date of election and expiring December 31 of the second year. Terms shall rotate as specified in the By-Laws.

Section 4 - A member of the Board of Directors may be removed from membership on the Board of Directors by a three-fourths (3/4) vote of the Board of Directors which occurs during the course of a scheduled meeting of the Board of Directors and which appears as an agenda item for the meeting in which the vote occurs.

Section 5 - Should a vacancy occur on the Board of Directors during the year, the President of the Association shall appoint an interim replacement with the approval of the Board of Directors until the next regular election to fulfill the unexpired term.

■ Return to [Index](#)

Article VI. MEETINGS

Section 1 - Meetings of the Association shall be held annually on the dates and at the places determined by the Board of Directors. Notices of the annual meeting shall be mailed to all members eligible to attend at least thirty (30) days before meetings.

Section 2 - Those eligible voting members of the Association present shall constitute a quorum at any regularly called meeting of the Association.

Section 3 - The Board of Directors shall act on behalf of the Association between annual meetings.

■ Return to [Index](#)

Article VII. DISSOLUTION OR FINAL LIQUIDATION

Dissolution of final liquidation of the Association shall take place and the distribution of assets shall proceed as approved in Article IV of the Association's Articles of Incorporation.

■ Return to [Index](#)

Article VIII. SHARES OF STOCK, DIVIDENDS, AND CERTAIN LOANS PROHIBITED

The Association shall not authorize or issue shares of stock, nor obtain any dividends, nor make any loans to its member organizations, members of the Board of Directors, officers, agents, or employees.

■ Return to [Index](#)

Article IX. LIMITATION ON ACTIVITIES

Section 1 - The Association shall not be operated for profit (except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purpose as set in Article 11 hereof).

Section 2 - The Association shall not directly or indirectly participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

Section 3 - Notwithstanding any provisions in the By-Laws or in the Association's Articles of Incorporation, the Association shall not carry on any activities not permitted to be carried on by an organization exempt from federal income taxation under Section 501(a) of the Internal Revenue code of 1954 as an organization described in Code Section (c)(3) (or corresponding provisions of any future United States Internal Revenue laws). No substantial part of the activities of the Corporation shall be the carrying on the propaganda or otherwise attempting to influence legislation, except that the Corporation may elect to have provisions of Section 501(h) of the internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue laws) apply with respect to such activities.

- Return to [Index](#)

AMENDMENTS

This Constitution may be amended by a two-thirds majority of those voting, 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 petition of any five voting members of the Association at least thirty (30) days before the vote is called by the Board of Directors.

- Return to [Index](#)

Amended board structure December, 1970

Amended associational year January 1, 1995

Amended board structure November 1, 1997

Amended membership structure December 12, 2003