

4. Organizational Structure

4.1 Executive Board

The Executive Board shall function as the Board of Directors of the Association and, in the management of business, property and assets of the Association. The Board shall be vested with all powers possessed by the Association itself, including the power to appoint and remunerate agents and employees, insofar as such delegation of authority is not inconsistent with or repugnant to the laws of the State of Kentucky, any other laws, the Articles of Incorporation of the Association or the By-Laws.

The Executive Board shall consist of the following elected officers: President, President- Elect, Past President, Vice President, Secretary, Treasurer, Four Year Public Sector Representative, Two Year Public Sector Representative, Private Sector Representative, Proprietary Sector Representative, Non-School Sector Representative.

Elected officers must be active members of KASFAA.

Elected officers have voting privileges at Board meetings.

The President of the Association may designate a substitute voting member for KASFAA Executive Board meetings. The substitute shall be a representative of the vacancy in the case of a sector representative.

4.2 Committees

The President of the Association shall appoint committees as deemed necessary to conduct the business of the Association. Unless otherwise specified by the By-Laws of the Association, the President shall designate the chair of each committee.

Committees must be comprised of active members of the Association. Members of the committees are selected by the President based on volunteer forms. It is recommended that the committee chair consult with the president regarding committee membership representation. To the extent practical, all sector types should be represented among committees as a whole. It is the responsibility of current committee chairs to transfer all committee records and files related to the business of the Association to the succeeding chair before the commencement of the new chair's term of service. It is also incumbent on current officers and committee chairs to use the policies and procedures set forth in this Manual and to advise the Board about needed changes.

4.3 Membership

There shall be three classes of membership in the Association; active, honorary, and associate.

- a. Active membership in the Association shall be open to individuals who:
 - 1. are associated with the administration and support of student financial aid for Kentucky students in post-secondary institutions of education, in government offices and agencies, in lending institutions and organizations, and in other private, community or civic organizations or programs, and;
 - 2. Have paid annual dues for the current year.
 - 3. Support the mission statement and vision statement of the Association, and;
 - 4. Have been approved by the KASFAA Executive Board, when necessary.

Active members shall have one vote per person.

- b. Honorary membership should be made only to those individuals who have made significant contributions to the Kentucky Association of Student Financial Aid Administrators, Inc. Honorary Life Membership in the Association shall be made through recommendation to the KASFAA Awards Committee. The Awards Committee shall then present the candidate for review to the Executive Board. The Executive Board must be unanimous in their vote to accept the recommendation. Honorary members shall have the privilege of attending all meetings of the Association, but shall not be required to pay annual membership dues, and shall not be afforded voting right. Honorary Life Membership awards will be presented at a KASFAA Conference, if possible. A plaque will be presented to the Honoree with the following inscription:

LOGO

(RECIPIENT)

is hereby presented

an

Honorary Life Membership

in the

Kentucky Association of Student Financial Aid Administrators, Inc.

- c. Associate membership shall be on an individual basis and shall consist of any person not normally associated with student

financial aid but having demonstrated interest in the affairs of the Corporation. Associate members shall be required to pay annual dues but shall not be afforded voting rights.

4.3.1. Membership Eligibility

Membership shall be individual rather than institutional, and shall not be transferable. Active membership shall be on an annual basis corresponding to the fiscal year as defined by KASFAA, Inc. (July to June). Membership shall terminate when the member no longer meets the criteria outlined in section 4.3(a).

Application for active membership shall be made to the Treasurer who in consultation with the membership chair shall approve those who meet membership criteria. Applications of those who do not appear to meet the membership criteria shall be present to the Executive Board for approval or disapproval.

4.3.2 Member Rights

The following items detail the rights of active membership in the Association:

- a. All active and honorary members are listed annually on the membership roster and be provided with all KASFAA mailings and materials.
- b. Active members are:
 - 1) Eligible to hold office or to be appointed to a leadership position;
 - 2) May serve on Association committees, and
 - 3) May vote in the annual election of officers.