

MASSACHUSETTS ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
INCORPORATED CONSTITUTION

ARTICLE I. NAME

- Section 1. The name of this organization shall be Massachusetts Association of Student Financial Aid Administrators, Incorporated.

ARTICLE II. MISSION AND VISION

- Section 1. The Mission of the Association is as follows: The Massachusetts Association of Student Financial Aid Administrators empowers its members to be informed, educated, engaged, and effective professionals.
- Section 2. The Vision of the Association will be voted on annually by members of the Executive Council at the Association retreat.
- Section 3. The Goals of the Association are as follows:
- A. To make MASFAA a vital part of the professional life of its members;
  - B. To ensure that the mission is known, understood, and implemented;
  - C. To provide professional development and training opportunities that meet the needs to all MASFAA members;
  - D. To strengthen MASFAA's financial position;
  - E. To take a strong leadership role in the legislative, regulatory, and funding process on issues related to financial aid; and
  - F. To participate in and actively promote the efficient delivery of student financial aid.

ARTICLE III. MEMBERSHIP

- Section 1. There shall be five classifications of membership in this association: active, associate, honorary, lifetime, and retiree.
- A. Active membership shall provide full association benefits, including the right to vote on any matter brought before the Association.
  - B. Associate membership shall provide full association benefits, excluding the voting rights.
  - C. Honorary membership shall include full association benefits. The right to vote is contingent on the member meeting the definition of active (with voting rights) or associate (without voting rights) membership.

- D. Lifetime membership shall include full association benefits. The right to vote is contingent on the member meeting the definition of active (with voting rights) or associate (without voting rights) membership.
- E. Retiree membership shall include full association benefits, excluding the voting rights.

Section 2. Active membership is limited to:

- A. Professionals at institutions of post-secondary education in Massachusetts who are engaged in the active administration of student financial aid; and
- B. Support staff at institutions of post-secondary education in Massachusetts who are actively involved in financial aid.

Section 3. Associate membership shall include:

- A. Other administrators at institutions of post-secondary education in Massachusetts who are not actively involved in the administration of student financial aid;
- B. Professionals and support staff from post-secondary institutions in states other than Massachusetts, if otherwise qualified under Article III, Section 2;
- C. Secondary school guidance counselors in Massachusetts;
- D. Representatives of banks and other lending institutions engaged in student loan administration in Massachusetts;
- E. Financial aid consultants;
- F. Representatives of government agencies, foundations, and private or community organizations who are concerned with student financial aid issues;
- G. Students at institutions of post-secondary education; and
- H. Other persons interested in student financial aid issues.

Section 4. Honorary membership:

- A. Honorary membership is bestowed by Executive Council.
- B. Honorary members who are qualified for active membership under Article III, Section 2 are entitled to vote on all matters brought before the Association.
- C. The duration of an honorary membership is one year.

Section 5. Lifetime membership:

- A. Lifetime membership is bestowed by Executive Council.
- B. Lifetime members receive membership benefits at no cost to them and are automatically renewed for membership each year.
- C. Lifetime members who are qualified for active membership under Article III, Section 2 are entitled to vote on all matters brought before the Association.
- D. A list of Lifetime MASFAA members can be found on the MASFAA website.

Section 6.      Retiree membership:

- A. Retiree membership is bestowed on those active members of the association who have qualified for active membership for at least ten years before retiring and who do not meet the definition of membership in Article III, Section 2 or Article III, Section 3 A-G.
- B. Retiree membership receive membership benefits at no cost to them and are renewed annually upon completing the membership renewal process.
- C. Retiree members receive a 50% reduction in the registration fee for the Annual Conference.
- D. Retiree members receive all benefits of Associate members as defined in Article III, Section 3.

ARTICLE IV. OFFICERS

Section 1.      The officers of the Association shall consist of President, President-Elect, Past-President, Treasurer, Past-Treasurer, and Secretary. The officers shall be active or associate members of the Association.

Section 2.      The President-Elect shall be elected each year, as specified by the Bylaws. The President-Elect shall succeed as President at the end of their term as President-Elect and serve as Past-President for the following year. The Secretary shall be elected, as specified by the Bylaws, to serve a two-year term. The Treasurer shall be selected to serve a three-year term, serving as Treasurer for two years. At the end of the second year, the Treasurer assumes the role of Past Treasurer for one year; therefore, a new Treasurer shall be elected every two years. The bi-annual election of Secretary and Treasurer shall be staggered with rotation of elections for Executive Council.

Section 3.      The term of office for each officer shall begin on July 1 and continue through the succeeding June 30.

Section 4.      The duties of the officers shall be as specified in the Bylaws and in the parliamentary authority adopted by the Association insofar as the latter does not conflict with the former.

Section 5.      Vacancies shall be filled as specified by the Bylaws.

ARTICLE V. EXECUTIVE COUNCIL

Section 1.      The Executive Council shall consist of the officers of the Association, six active members and one associate member elected by the Association to serve as

Members at Large of the Executive Council for two-year terms as specified by the Bylaws. Members of the Executive Council shall serve only so long as they remain active members of the Association. The Associate Member at Large shall serve only as long as they remain an associate member of the Association.

Section 2. The Executive Council shall act on behalf of the Association between meetings.

#### ARTICLE VI. MEETINGS OF THE ASSOCIATION

Section 1. Business meetings of the Association shall be held at least annually on the dates and places determined by Executive Council. Notices of all meetings should be distributed to all members eligible to attend at least thirty (30) days before the business meetings.

Section 2. Special meetings of the Association shall be called by the Executive Council upon receiving a petition signed by ten percent (10%) of the active membership.

Section 3. Ten percent (10%) of eligible active members of the Association shall constitute a quorum at any regularly called meeting or vote of the Association.

#### ARTICLE VII. AMENDMENTS

Section 1. This constitution may be amended by two-thirds (2/3) majority of those voting; provided that each amendment shall have been proposed in writing to the Secretary by (a) Executive Council, or (b) a committee authorized by the Association, or (c) petition of any seven active members of the Association, and, provided further, that a copy of the proposed amendment shall have been sent to each active member of the Association in either a paper or electronic format at least thirty (30) days before the vote is called by the Executive Council.

## BYLAWS

### ARTICLE I. MEWMBERSHIP AND DUES

- Section 1. Application for membership in the Association shall be made to the Membership Chair for processing as instructed by the Executive Council.
- Section 2. The amount of annual membership dues payable to the Treasurer of the Association by active and associate members shall be an amount as recommended to the membership by the Executive Council.
- Section 3. Bills for annual membership shall be sent by the Chair(s) of the Membership Committee in May to each member of the Association. Dues shall be payable on or before July 1.

### ARTICLE II. ELECTIONS AND NOMINATIONS COMMITTEE

- Section 1. Election of officers shall be held each year under the supervision of a Nominations Committee. In addition, three active members of the Association shall be elected Executive Council Members at Large each year and one associate member of the Association shall be elected Executive Council Associate Member at Large every other year, for two terms.
- Elections for officers and the three active member Executive Council positions shall be by a majority of active members voting. Election of the Associate Member at Large shall be by a majority of associate members voting. In event of a tie, the President shall cast the tie-breaking vote.
- Section 2. The Nominations Committee shall consist of five members, the immediate Past-President and four others appointed by the President. (If the Past-President cannot serve, the President shall appoint a replacement.) The four members of the nominations committee shall be named by the President in a manner to ensure the representation of all constituencies, and subject to the approval of the Executive Council. The nominations committee may accept suggestions for the membership but shall have sole authority to select a minimum of one candidate for each open position each year. Members of the Nominations Committee are not eligible to be nominated for office.
- Section 3. The Nominations Committee shall attempt to propose a slate of officers and Executive Council to the general membership prior to February 1<sup>st</sup>, with election of officers and Executive Council to be prior to March 15<sup>th</sup>.

### ARTICLE III. DUTIES OF THE OFFICERS

- Section 1. The President shall preside at all meetings of the Executive Council and the Association, and perform other such duties as pertains to the office of President. The President shall be member, ex officio, of all committees and shall submit an annual report to the Association.
- Section 2. The President-Elect shall assist the President with the Activities of the Association. In the absence or disability of the President, the President-Elect shall assume the office of President.
- Section 3. The Treasurer shall be responsible for the fiscal record of the Association and the Executive Council and perform such other duties as appropriate to the office as the Executive Council may prescribe. The Treasurer shall be responsible for receiving and disbursing all monies of the Association under policies approved by the Executive Council and shall keep adequate and appropriate records of such receipts and disbursements. The Treasurer shall be prepared whenever required to turn over to the Council all monies, accounts, record books, papers, vouchers, and other records pertaining to the office, and shall deliver the same to their successor when elected. The Treasurer may be bonded, at the discretion of the President and at the expense of the Association, the amount to be designated by the Executive Council. The Treasurer shall submit a duly audited annual report to the Association.
- Section 4. The Past Treasurer shall provide advice and counsel to the Treasurer and serve as a resource to the other officers.
- Section 5. The Secretary shall act as recorder for the Executive Council and meetings of the membership. The Secretary shall notify the members of regularly scheduled meetings at least thirty (30) days prior to such meetings. The Secretary shall perform such other duties appropriate to the office as the Executive Council may prescribe. The previous Secretary shall provide advice and counsel to the newly elected Secretary.
- Section 6. The Past-President shall provide advice and counsel to the President and the President-Elect and serve as a resource person to the other officers. The Past-President would perform all duties of the President in the absence of the President and the President-Elect. They will also serve as Chair of the Nominations Committee and as a member of the Finance Committee.
- Section 7. Officers of the Executive Council shall be expected to attend all scheduled meetings of the Executive Council. Any officer who has two consecutive or total of three unexcused absences from meetings per year shall be removed from the

Council unless otherwise voted by the Executive Council. Any vacancy shall be filled in accordance with Article VII, Section 2 of the Bylaws.

#### ARTICLE IV. DUTIES OF THE EXECUTIVE COUNCIL

- Section 1. The Executive Council shall have all power and authority over the affairs of the Association between meetings of the Association.
- Section 2. Regular meetings of the Executive Council shall be scheduled each year. Special meetings will be called by the President upon petitions of three or more members of the Council. Seven members shall constitute a quorum at any official meeting of the Council.
- Section 3. Members at Large of the Executive Council shall be expected to attend all scheduled meetings of the Executive Council. Any officer who has two consecutive or total of three unexcused absences from meetings per year shall be removed from the Council unless otherwise voted by the Executive Council. Any vacancy shall be filled in accordance with Article VII, Section 3 of the Bylaws.

#### ARTICLE V. EASTERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

- Section 1. The President shall appoint a person to serve a two-year term as representative to the Eastern Association of Student Financial Aid Administrators. This person shall be called EASFAA Representative.

#### ARTICLE VI. COMMITTEES

- Section 1. The President shall appoint such committees as are deemed necessary to carry out functions of the Association. All such appointments shall be subject to approval by the Executive Council.

#### ARTICLE VII. VACANCIES IN OFFICE

- Section 1. Should the President be unable to take office or complete the term of office, the President-Elect shall assume the office of the President.
- Section 2. A vacancy occurring in any office, other than that of President or President-Elect, shall be filled by appointment by the Executive Council upon nomination by the President. The appointee shall serve out the remainder of the outgoing

individual's elected term. Such appointment shall not prejudice the election of the incumbent to a regular term of office.

- Section 3. An affirmation vote of the majority of the entire Executive Council by ballot, which may be conducted electronically, shall be necessary for election to fill the vacancy.

#### ARTICLE VIII. APPOINTMENT OF EMPLOYEES

- Section 1. Provided the necessary funds are available, the Executive Council may employ personnel whose titles, duties, and remunerations shall be determined by Council.
- Section 2. Any paid employee with fiscal responsibility may be bonded at the expense of the Association in the amount determined to be appropriate by Executive Council.

#### ARTICLE IX. PARLIAMENTARY AUTHORITY

- Section 1. Robert's Rules of Order, Newly 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 Bylaws.

#### ARTICLE X. STANDING RULES

- Section 1. Standing Rules may be adopted or amended by the Association or by the Executive Council by a majority vote of those present and voting, provided a quorum is present, at any meetings of either body, except that the Executive Council may not change a decision of the Association.
- Section 2. A record of the Standing Rules of the Association shall be accepted by the Secretary and be made available to new Council members and, upon request, to any members of the Association.

#### ARTICLE XI. AMENDMENTS OF THE BYLAWS

- Section 1. These Bylaws may be amended by a majority of those voting that each amendment shall have been proposed in writing to the Secretary, (a) by the Executive Council, or (b) by a committee authorized by the Association, or (c) by a petition of any seven active members of the Association; and provided further, that a copy of the proposed amendment shall have been sent to each active



member of the Association in either a paper or electronic format at least thirty (30) days before the vote is called by the Executive Council.

Constitution originally approved November 19, 1969  
Incorporated revisions through September 2025