**Constitution of the South Dakota  
Association of Student Financial Aid Administrators**

**(Incorporated May 1996)**

**ARTICLE I  
NAME OF GROUP**   
  
The name of the organization shall be the South Dakota Association of [Student Financial Aid](http://www.sdasfaa.org/constitution.html) Administrators (SDASFAA). This organization was formed on September 29, 1970.  
  
**ARTICLE II  
PURPOSE**  
  
The Association shall be organized as an educational and charitable organization within the meaning of Section 501 (c) (3) of the Internal Revenue Code. Within the general limitation, the specific purposes of the Association shall include the following:

1. The Association shall be organized as an educational and charitable organization within the meaning of Section 501 (c) (3) of the Internal Revenue Code. Within the general limitation, the specific purposes of the Association shall include the following:
2. To serve the needs and interests of students, faculties and administrators of institutions of post-[secondary education](http://www.sdasfaa.org/constitution.html), as well as individuals and public and private organizations whose activities are related to the support and administration of student financial aid by advising, training and assisting in the promotion, development and effective administration of student financial aid programs.
3. To promote and facilitate communications between institutions of post-secondary education and the sponsors of student aid funds.
4. To stimulate, promote, and provide education by conducting conferences and any other related activities as are desirable or necessary in fulfilling the purposes of the Association.
5. To foster and promote standards of professional preparation for and the appointment, effectiveness, recognition, and association of, student financial aid administrators and counselors in post-secondary institutions and other public and private agencies and organizations concerned with or engaged in the support and/or administration of student financial aid.
6. To serve as a forum and action body to advise and recommend programs and policies of related agencies (state, regional, and national) dealing with student financial aid.

**ARTICLE III  
MEMBERSHIP**   
  
SECTION I -- INSTITUTIONAL MEMBERS  
Any public or private post-secondary educational institution shall be eligible for membership. Each member institution shall be entitled to one vote on all matters pertaining to the Association and shall be represented by its student financial aid director or any other duly appointed delegate.  
  
SECTION II -- ASSOCIATE MEMBERS  
Any individual or organization interested in the purpose and goals of the Association shall be eligible for membership without voting privileges.   
  
Associate members shall not be eligible to hold office but may serve on committees of the Association. They shall elect one (1) Associate Member Representative to the Executive Council.  
  
SECTION III -- DUES

1. Annual dues for institution and associate members shall be recommended by the Executive Council and approved by a majority of the institutional voting members.
2. Annual dues for institutional and associate memberships should be paid by January 15 at the beginning of the new Association year.

SECTION IV -- MEMBERSHIP APPLICATION  
Application for membership in the Association shall be made to the Executive Council for processing. Application for first-time membership in the Association must be approved by an affirmative vote of a majority of the Executive Council.  
  
SECTION V -- ASSOCIATION YEAR  
The official year and the fiscal year shall be January 1 through December 31.   
  
SECTION VI -- TERMINATION OF MEMBERSHIP  
Any member of the Association may be dropped or suspended from membership by action of the Executive Council for nonpayment of dues or for conduct which in any way tends to injure the Association or to affect adversely its reputation or which is contrary to or destructive to its purposes. No member shall be dropped or suspended from membership for conduct-related reasons except after opportunity to appear before the Executive Council following written notice of the charges thought to justify the action.  
  
SECTION VII -- INUREMENT OF INCOME  
No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.  
  
SECTION VIII -- CONTROL AND MANAGEMENT  
All property of the Association shall be subject to the control and management of the Executive Council. Any accumulation or disposal of real property, except upon the dissolution of the Association, must be approved in advance by the Executive Council.  
  
SECTION IX -- DISPOSAL UPON DISSOLUTION  
Upon the dissolution of the Association, the Executive Council shall, after paying or making provisions for the payment of all the liabilities of the Association (corporation), dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Council shall determine. Any such assets not so disposed of shall be disposed by the Court of Commons Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.   
  
SECTION X -- APPROPRIATIONS OF ASSOCIATION FUNDS  
No appropriation of Association funds shall be made except pursuant to the authority of the Executive Council.  
  
SECTION XI -- FINANCIAL STATEMENT  
Members of the Executive Council shall be sent semi-annual income and expense reports showing the financial state of the Association. The members of the Executive Council shall be sent an auditor's report each year.

**ARTICLE IV  
OFFICERS, GOVERNING BODIES AND ELECTIONS**   
  
SECTION I -- OFFICERS  
The officers shall consist of a President, President-Elect, Immediate Past President, Secretary and Treasurer. They shall be elected by paper or electronic ballot and shall take office on January 1.   
  
SECTION II -- EXECUTIVE COUNCIL  
The Executive Council shall be composed of ten (10) members, including the President, President-Elect, Immediate Past President, Secretary, Treasurer, four (4) institutional members, and one (1) associate member at-large. The President and the President-Elect of the Association must be, at all times, members of the Executive Council.   
  
Two (2) Executive Council institutional members at-large shall be elected every year by vote of the members of the Association via paper or electronic ballot. All Executive Council institutional members at-large shall serve a two-year term. They shall take office on January 1.   
  
The Associate Member shall be elected every two (2) years by paper or electronic ballot vote of the associate members of the Association. This member shall serve a two-year term and shall take office on January 1.   
  
SECTION III -- PRESIDENT  
The Presidency shall be a one-year office. The President shall take office on January 1. Election shall be by vote of the members of the Association via paper or electronic ballot. If the Presidency is vacated the President-Elect shall become President. The President becomes Immediate Past President on the day the new President takes office.

SECTION IV -- PRESIDENT-ELECT  
The President-Elect shall have a one-year office. The President-Elect shall take office on January 1. Election shall be by vote of the members of the Association via paper or electronic ballot. If the office of President-Elect is vacated, it shall be the responsibility of the Executive Council to select a new President-Elect.   
  
SECTION V -- IMMEDIATE PAST PRESIDENT  
The Immediate Past President shall be active in the leadership of the Association. The Immediate Past President takes this position on January 1.   
  
SECTION VI -- SECRETARY  
The Secretary shall be elected for a two-year term and shall take office on January 1. Election shall be by vote of the members of the Association via paper or electronic ballot. If the office is vacated, it shall be the responsibility of the Executive Council to select a new Secretary.   
  
SECTION VII -- TREASURER  
The Treasurer shall be elected for a three-year term. Election shall be by vote of the members of the Association via paper or electronic ballot. The Treasurer takes this position on January 1. If the office is vacated, it shall be the responsibility of the Executive Council to select a new Treasurer.   
  
**ARTICLE V  
OFFICERS AND EXECUTIVE COUNCIL**   
  
SECTION I -- THE PRESIDENT

1. Shall be the principal executive officer of the Association and shall, in general, supervise and control all the affairs and business of the Association.
2. Shall preside at all meetings of the Association and its Executive Council.
3. Shall appoint whatever committees are deemed necessary for the proper functioning of the Association.
4. Shall perform all the duties incidental to the office of the President and such other duties as may be prescribed by the Executive Council from time to time.

SECTION II -- THE PRESIDENT-ELECT

1. Shall perform the duties of the President in the absence of the President or in the event of the President's temporary inability to act, and when so acting, shall have all the powers of the president and be subject to all the restrictions upon the President.
2. Shall prepare an annual budget in consultation with the Executive Council.
3. Shall perform such other duties as from time to time may be assigned by the President or the Executive Council.

SECTION III -- THE IMMEDIATE PAST PRESIDENT

1. Shall remain on the Executive Council when a new President takes office to assist in carrying out continuing Council matters.
2. Shall perform such other duties as from time to time may be assigned by the President or the Executive Council.

SECTION IV -- THE SECRETARY

1. Shall record the minutes of all Association and Executive Council meetings.
2. Shall circulate to the entire membership of these groups the minutes of these meetings.
3. Shall report minutes and action of the Executive Council to the entire Association membership.

SECTION V -- THE TREASURER

1. Shall maintain complete financial records of the Association.
2. Shall submit fiscal reports to the Executive Council when asked to do so.
3. Shall assess and collect membership dues.

SECTION VI -- THE EXECUTIVE COUNCIL

1. Shall make decisions and take action on urgent matters when immediate submission of such matters to the entire membership is impractical.
2. Shall make recommendations regarding policy and procedural matters to the total membership.
3. Shall be responsible for the execution of the total program.
4. Shall enter into any contracts in the name or on behalf of this organization.

SECTION VII -- THE ASSOCIATE MEMBER REPRESENTATIVE

1. Shall represent the interest of the associate members.
2. Shall be a voting member of the Executive Council.

**ARTICLE VI  
MEETINGS**   
  
SECTION I -- MEETINGS  
An annual meeting of the Association shall be held in the spring of each year. The specific date for this meeting shall be set by the President. Additional meetings may be called by the President or by the Executive Council. The President shall submit an agenda to each member prior to each scheduled meeting.   
  
SECTION II -- MEETINGS OF THE EXECUTIVE COUNCIL  
The Executive Council shall meet at the discretion of the President. These meetings need not be on dates other than those of the Association. Upon the written request of the Association by at least three (3) members of the Executive Council, the President must arrange a meeting of the Executive Council within thirty (30) days after the proper request is made.  
  
**ARTICLE VII  
BUSINESS AFFAIRS OF THE ASSOCIATION**  
  
SECTION I -- AUDIT  
There shall be an annual audit of the financial records (Article VIII, Section I). The institution holding the Treasurer Office shall relinquish all funds and records to the institution succeeding as Treasurer.   
  
SECTION II -- AUTHORIZATION  
Membership authorizes the Executive Council to enter into a contract in the name or on behalf of this organization. The President shall be authorized to expend any moneys in carrying out such programs as approved by the Executive Council.

SECTION III -- LEGISLATIVE OR POLITICAL ACTIVITIES  
No substantial part of the activities of the Association (corporation) shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association (corporation) shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.   
  
SECTION IV -- OPERATIONAL LIMITATIONS  
Notwithstanding any other provisions of these articles, the Association (corporation) shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law).   
  
**ARTICLE VIII  
STANDING COMMITTEES**  
  
SECTION I -- REVIEW COMMITTEE  
The Review Committee shall consist of a minimum of three (3) members to be appointed by the President at the beginning of the President's term of office. The committee shall make an annual audit of the financial records of the Association.   
  
SECTION II – MEMBERSHIP AND RECORDS COMMITTEE  
The Membership and Records Committee shall review recommendations and, when necessary, make recommendations for changes to the constitution. In addition, this committee will serve as the Association's historian by collecting and maintaining official Association documents, memorabilia, member years of service records and Association photographs. The committee shall consist of a minimum of three (3) members to be appointed by the President.   
  
SECTION III -- EDUCATION COMMITTEE  
The Education Committee shall be responsible for all state training and education programs. In addition, this committee will provide information to the members on current legislation related to student financial aid. The committee shall consist of members appointed by the President.   
  
SECTION IV -- RECOGNITION COMMITTEE  
The Recognition Committee shall consist of a minimum of three (3) persons to be appointed by the President. The committee shall provide a slate of officer candidates to the Association and assist the President with annual awards of the Association.

Section V – Additional Committees

Other committees may be established by the President and the Executive Council as needed.  
  
**ARTICLE IX  
QUORUM**   
  
A majority of institutional voting members shall constitute a quorum at any regularly announced meeting of the Association by being present either in person or virtually.   
  
Associate members present shall constitute a quorum at any regularly announced meeting of the Association.   
  
A majority of the total Executive Council membership shall constitute a quorum at any meeting of that body.   
  
**ARTICLE X  
PARLIAMENTARY AUTHORITY**   
  
The rules contained in the Roberts Rules of Order-Newly Revised, specifying a standard manual of parliamentary practice, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Association may adopt.   
  
**ARTICLE XI  
AMENDMENTS**   
  
Proposals to amend the constitution may be initiated by the Executive Council, a duly constituted committee of SDASFAA, or by any member of SDASFAA. Such proposals must be in writing or by electronic submission and, if initiated by an institutional member, must have documented support by at least three (3) voting members in good standing.  Copies of proposed amendments shall be submitted to a member of the Executive Council for distribution to all voting members of the Association. No vote shall be taken until at least thirty (30) days after copies have been sent to all voting members by mail, paper or electronic process.   
  
SECTION II -- APPROVAL   
Approval of proposed constitution amendments may be either by mail, paper or electronic ballot or by motion at a regular meeting of the Association. Approval shall require a two-thirds (2/3) majority vote of the institutional member voting representatives in good standing and actually voting on the proposed amendments.

Revised by General Membership Vote December 1995   
  
Revised by General Membership Vote 1999   
  
Revised by General Membership Vote 2002   
  
Revised by General Membership Vote 2003

REVISED by General Membership Vote January 2008

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