

# ISFAA PROPOSED BYLAW CHANGES

## March 2024

### **AMENDMENT CATEGORY:** Membership Structure

**Purpose:** The proposed amendments will change the membership structure of the Association to provide for institutional membership for employees at federal or state aid-administering institutions within the state of Indiana. The amendments will also define our other membership groups, clarify the membership year, define the process for applying for and receiving membership, update the process for membership termination, and update our bylaws to align with our process for setting dues.

### **PROPOSED CHANGES:**

- Remove the current language in Article IV and replace with new language to reflect institutional membership and clarify membership terms and recognition.
- Change the language in Article XI, Section 3 to remove references to individual membership and align our bylaws with our current process for setting dues.
- Remove Article XI, Section 4 which waives the membership fee for the President during their term of office.

**PROPOSED CHANGES:** Starting on pg. 2

**UPDATED BYLAWS, IF APPROVED:** Starting on pg. 5

# PROPOSED CHANGES TO EXISTING BYLAWS:

## ARTICLE IV – MEMBERSHIP

### SECTION 1.

Membership is individual and provides for four (4) classes of membership representation: regular member, associate member, student affiliates, and retirees.

- a. Regular Member
  - i. Regular membership shall be limited to financial aid professionals working in post-secondary educational institutions in the State of Indiana which are deemed to be eligible to participate in federal or state student financial aid programs.
  - ii. These members shall have voting privileges and may serve in any elective or appointed position.
- b. Associate Member
  - i. Associate membership shall be open to professionals representing public and private agencies and organizations concerned with or engaged in the support and/or administration of student financial aid, as well as professionals working in post-secondary education [other than those in Article IV, Section 1(a)] or primary and secondary education in the State of Indiana.
  - ii. These representatives shall have voting privileges and may serve on the Executive Committee in any appointed position or elected at large position {Article VII, Section 1(b)[iii] & (c)[i]}.
- c. Student Affiliates
  - i. Student Affiliates shall be limited to any student enrolled at a postsecondary educational institution in the State of Indiana which is deemed eligible to participate in federal or state financial aid programs.
  - ii. Student affiliates shall not have voting privileges and cannot hold elective or appointed positions.
- d. Retirees
  - i. Retirees status shall be limited to those who were actively involved in the administration of student financial aid programs at a postsecondary educational institution in the State of Indiana which is deemed eligible to participate in federal or state student financial aid programs, or an organization concerned with, or engaged in, the support and/or the administration of student financial aid at the time of their retirement.
  - ii. Retirees shall not have voting privileges and cannot hold elective positions, but may be appointed to serve on committees with approval of the president.

### *SECTION 2. Approval, Recognition and Termination of Membership*

- a. To be approved for membership, a qualifying individual representative shall:
  - 1. File a membership application annually with the Membership Committee.
  - 2. Pay dues as designated by the Executive Committee.
- b. Membership shall be acknowledged by an email, or online confirmation from the Membership Committee to the individual.
- c. Membership may be terminated by action of the Executive Committee for:
  - 1. Conduct which in any way tends to be injurious to the corporation or its members, or which tends to adversely affect its reputation or which is contrary to or destructive of its objectives.

- ~~2. Failure to comply with provisions of recognized and approved Statements of Ethical Principles.~~
- ~~3. Failure to maintain status as stipulated in Article IV, Section 1.~~
- ~~4. Failure to pay annual dues.~~
- ~~d. It is the right of individual whose membership has been terminated to file a written appeal with the Executive Committee; however, its decision regarding the appeal will be final.~~

### **SECTION 1. Membership types.**

Membership shall be of four types: institutional, associate, retiree, and student. The term of membership shall be determined by the Executive Committee.

### **SECTION 2. Institutional membership.**

- a. Institutional membership shall be limited to post-secondary educational institutions in the State of Indiana which are deemed to be eligible to participate in federal or state student financial aid programs.
- b. All individuals regularly employed by the institutional members may be included in the institutional membership roster and will be considered Regular Members of the Corporation.
- c. Regular members shall be eligible to vote; to serve on the Executive Committee in any elected, at-large, or appointed position; and to serve on Corporation committees.

### **SECTION 3. Associate membership.**

- a. Associate membership shall be open to professionals representing public and private agencies and organizations concerned with or engaged in the support and/or administration of student financial aid. Associate membership shall also be open to professionals regularly employed at post-secondary educational institutions not in the State of Indiana which are deemed to be eligible to participate in federal or state student financial aid programs as well as to professionals regularly employed by primary and secondary education institutions in the State of Indiana.
- b. Associate members shall be eligible to vote; to serve on the Executive Committee in an at-large or appointed position; and to serve on Corporation committees.

### **SECTION 4. Retiree membership.**

- a. Retiree membership shall be limited to those individuals who were actively involved in the administration of student financial aid programs at a postsecondary educational institution in the State of Indiana which is deemed eligible to participate in federal or state student financial aid programs, or an organization concerned with, or engaged in, the support and/or the administration of student financial aid at the time of their retirement.
- b. Retiree members are not eligible to vote or to serve on the Executive Committee in any position but may be appointed to serve on committees with approval of the president.

### **SECTION 5. Student membership.**

- a. Student membership shall be limited to any student enrolled at a postsecondary educational institution in the State of Indiana which is deemed eligible to participate in federal or state financial aid programs.
- b. Student members are not eligible to vote or to serve on the Executive Committee or any other Corporation committees.

### **SECTION 6. Eligibility for more than one membership type.**

In the case that an institution or individual meets the eligibility criteria for more than one membership type, the Executive Committee shall have the authority to determine the membership status of the institution or individual.

### **SECTION 7. Approval, Recognition, and Termination of Membership**

- a. To be approved for membership, a qualifying institution or individual shall file a membership application with the Corporation and pay dues as determined by the Executive Committee.
- b. Membership shall be acknowledged to the institution or individual by the Executive Committee or its designee.
- c. Membership of any type may be terminated by action of the Executive Committee for:
  - i. Conduct which in any way tends to be injurious to the corporation or its members, or which tends to adversely affect its reputation, or which is contrary to or destructive of its objectives.
  - ii. Failure to comply with provisions of recognized and approved principles of the Corporation.
  - iii. Failure to maintain status as stipulated in this Article.
  - iv. Failure to pay annual dues.
- d. It is the right of the institution or individual whose membership has been terminated to file a written appeal with the Executive Committee; however, the Committee's decision regarding the appeal will be final.

## ARTICLE XI - FINANCE

### SECTION 3.

~~Annual dues shall be assessed according to the following schedule:~~

- a. ~~Regular Membership will be charged to anyone from a regular member institution and is individual rather than institutional, as evidenced by the annual payment of dues. Membership is not transferable.~~
- b. ~~Associate Membership will be charged to anyone from an approved organization and is individual rather than institutional, as evidenced by the annual payment of dues. Membership is not transferable~~
- c. ~~Student Affiliates will be exempt from membership dues.~~
- d. ~~Retirees will be exempt from membership dues.~~

Membership dues shall be set annually by the Executive Committee.

### SECTION 4.

~~During the term of the Presidency, annual dues of the President shall be waived as recognition of the value and appreciation for the time and effort expended on behalf of the corporation.~~

# BYLAW SECTIONS IF APPROVED:

## ARTICLE IV – MEMBERSHIP

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### SECTION 2. Institutional membership.

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- b. All individuals regularly employed by the institutional members may be included in the institutional membership roster and will be considered Regular Members of the Corporation.
- c. Regular members shall be eligible to vote; to serve on the Executive Committee in any elected, at-large, or appointed position; and to serve on Corporation committees.

### SECTION 3. Associate membership.

- a. Associate membership shall be open to professionals representing public and private agencies and organizations concerned with or engaged in the support and/or administration of student financial aid. Associate membership shall also be open to professionals regularly employed at post-secondary educational institutions not in the State of Indiana which are deemed to be eligible to participate in federal or state student financial aid programs as well as to professionals regularly employed by primary and secondary education institutions in the State of Indiana.
- b. Associate members shall be eligible to vote; to serve on the Executive Committee in an at-large or appointed position; and to serve on Corporation committees.

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- b. Retiree members are not eligible to vote or to serve on the Executive Committee in any position but may be appointed to serve on committees with approval of the president.

### SECTION 5. Student membership.

- a. Student membership shall be limited to any student enrolled at a postsecondary educational institution in the State of Indiana which is deemed eligible to participate in federal or state financial aid programs.
- b. Student members are not eligible to vote or to serve on the Executive Committee or any other Corporation committees.

### SECTION 6. Eligibility for more than one membership type.

In the case that an institution or individual meets the eligibility criteria for more than one membership type, the Executive Committee shall have the authority to determine the membership status of the institution or individual.

### SECTION 7. Approval, Recognition, and Termination of Membership

- a. To be approved for membership, a qualifying institution or individual shall file a membership application with the Corporation and pay dues as determined by the Executive Committee.
- b. Membership shall be acknowledged to the institution or individual by the Executive Committee or its designee.
- c. Membership of any type may be terminated by action of the Executive Committee for:
  - i. Conduct which in any way tends to be injurious to the corporation or its members, or which tends to adversely affect its reputation, or which is contrary to or destructive of its objectives.
  - ii. Failure to comply with provisions of recognized and approved principles of the Corporation.
  - iii. Failure to maintain status as stipulated in this Article.
  - iv. Failure to pay annual dues.
- d. It is the right of the institution or individual whose membership has been terminated to file a written appeal with the Executive Committee; however, the Committee's decision regarding the appeal will be final.

## **ARTICLE XI - FINANCE**

### SECTION 3.

Membership dues shall be set annually by the Executive Committee.