



POLICY AND PROCEDURE MANUAL

Updated July 2023

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PURPOSE, MISSION AND GOALS

MAFAA Statement of Purpose

The Minnesota Association of Financial Aid Administrators (MAFAA) is an association of professionals committed to the principle that no one should be denied access to higher education for financial reasons. MAFAA is dedicated to working with students, educators, policy makers and others to ensure that adequate programs of financial assistance are available to every student attending a Minnesota institution of higher education.

MAFAA Mission Statement

MAFAA's mission is to provide training, research, information, expertise and advocacy in support of the timely, accurate, and ethical delivery of financial aid funds to Minnesota students.

In pursuit of this mission, MAFAA's focus is collegial in approach, inclusive in practice, intentional in action and student-focused in intent; dealing with divisive issues before they are used to divide us and seeking solutions that are inclusive of all providers of higher education in Minnesota.

Guided by these areas of focus, MAFAA's Executive Council has adopted the following long-range goals:

- Support and provide quality training opportunities to members and related constituencies.
- Effectively communicate with all constituencies.
- Promote the value of higher education and the needs for adequate student financial aid funding.
- Serve as a research and information resource to MAFAA members, students and higher education policy makers.
- Advocate student financial aid by working with students/student groups, financial aid administrators, legislative leaders, system representatives and others.
- Ensure MAFAA's organization and financial stability.

Reinforce the role, importance and impact, financial aid professional play in higher education institutions.

Policy and Procedure Manual

This MAFAA Policy and Procedure Manual is designed to provide guidance and reference materials for the MAFAA Executive Council, Committee Chairpersons and others. The document is stored on the MAFAA Website with public read-only access and restricted update permissions.

The MAFAA Policy and Procedure Manual supplements the Articles of Incorporation (Constitution) and By-laws by:

- Providing an overview of the Association's structure
- Describing the responsibilities of members in leadership positions
- Describing the major tasks of committees
- Stating the Association's approved operating policies and procedures

The MAFAA Policy and Procedure Manual is intended to be a living document, routinely undergoing revisions as policies and procedures change. All MAFAA position holders are encouraged to refer regularly to this document. As policies and/or procedures need updating or revisions, changes should be given to the current MAFAA Past President. The President's Council shall review this document on an ongoing basis. The Past President will be empowered to make procedural changes to the master web-based document without additional approval. The President and/or Executive Council will first approve policy changes before being incorporated into this document.

DUTIES OF ELECTED OFFICERS

President-Elect

An individual elected to serve as President-Elect must be a regular member of the Association.

TERM: The President-Elect serves a one-year term beginning at the conclusion of the annual spring conference and assumes the position of President in the following year.

RESPONSIBILITIES INCLUDE:

- Attend all MAFAA Presidential meetings, MAFAA Executive Council meetings, MAFAA Planning Retreat and MAFAA business meetings.
- Preside at all meetings of the Association and the Executive Council in the absence of the President.
- Aid the President with policy management and perform other duties as assigned by the President.
- Coordinate the work of the Sector Representatives
- Represent MAFAA at MOHE advisory meetings.
- Serve as a member of the Finance Committee.
- Serve as a member of the Futures Committee.
- Review By-Laws of the Association and recommend changes as needed.
- Attend all MASFAA Board of Directors' meetings as the official representative of MAFAA.
- Chair the Awards Committee
- Coordinate award for outgoing President.
- Participates in the MASFAA State Exchange visiting a conference of one of the nine states within the region.

The Association covers reasonable expenses for attendance at the MASFAA Conference and NASFAA Leadership & Legislative.

Time Commitment: average 12 hours per month

President

An individual elected to serve as President must be a regular member of the Association.

TERM: The President-Elect begins to serve as President at the conclusion of the annual spring conference. The President's term of service is one year and assumes the position of Past President in the following year.

RESPONSIBILITIES INCLUDE:

- Presides over the MAFAA Presidential meetings, MAFAA Executive Council meetings, MAFAA Planning Retreat, and MAFAA business meetings.
- Appoint chairpersons of all committees and task forces (with approval by Executive Council) and serve as an ex-officio member of all committees.
- Provide leadership and direction to all activities of the Association and the Executive Council.
- Chair the Finance Committee.
- Prepare the annual budget for the Association to be approved by the Executive Council.
- Serve as the official representative of the Association and the Executive Council or delegate such responsibility to the President-Elect. If the President-Elect is unavailable, delegate such responsibility to the Vice President.
- Review By-Laws of the Association and recommend changes as needed.
- Submit an annual report to the Association on all matters, which may be of interest or concern to the members.
- Organize and implement the Annual MAFAA Planning Retreat.
- Organize and implement the Annual Transition Meeting
- Coordinate the presidential reception at conferences as desired.
- Authorize Executive Council expense reports.
- Provide articles for the newsletter.

The Association covers reasonable expenses for attendance at the MASFAA and NASFAA Conferences.

Time Commitment: average 12 hours per month

Past President

An individual elected to serve as Past President must be a regular member of the Association and have served as President.

TERM: The Past President serves a one-year term immediately following the term as President.

RESPONSIBILITIES INCLUDE:

- Attend all MAFAA Presidential meetings, MAFAA Executive Council meetings, MAFAA Planning Retreat and MAFAA business meetings.
- Aid the President with policy management and perform other duties as assigned by the President.
- Serve as a member of the Finance Committee.
- Serve as a member of the Futures Committee.
- Serve as chairperson of the Elections and Nominations Committee.
- Review By-Laws and Policy and Procedure of the Association and recommend changes as needed.

Time Commitment: average 8 hours per month

Vice President

An individual elected to serve as Vice-President must be a regular member of the Association.

TERM: The Vice-President serves a one-year term beginning at the conclusion of the annual spring conference and assumes the position of Past Vice President in the following year.

RESPONSIBILITIES INCLUDE:

- Attend all MAFAA Executive Council meetings, MAFAA Planning Retreat and MAFAA business meetings.
- Coordinate MAFAA Executive Council retreat.
- Gather all Committee chairs phone and e-mail addresses and distribute.
- Perform duties of the President in the event of the absence or incapacity of both the President and the President-Elect.
- Aid the President as needed.
- Coordinate the work of standing committees and task forces.
- Schedule and make physical arrangements for Executive Council meetings.
- Serve as a member of the Finance Committee
- Coordinate with committee chairs and task forces to make verbal reports on their behalf at Executive Council meetings.
- Publish date, time, and site of Executive Council meetings in appropriate publications in case a member wishes to attend.
- Send MAFAA Executive Council Agenda to MAFAA Executive Council one week prior to the next Executive Council meeting.
- Authorize and forward Committee Chairs' expense forms.
- Collect and distribute to MAFAA members year-end reports from each Committee.
- Continuously ensure that web site is updated with committee minutes and year-end report.

When the budget allows, the Association covers reasonable expenses for attendance at the NASFAA Leadership & Legislative Conference.

Time Commitment: average 8 hours per month

Past Vice-President

An individual elected to serve as Past Vice-President must be a regular member of the Association.

TERM: The Past Vice President serves a one-year term beginning at the conclusion of the annual spring conference term immediately following the term as Vice President.

RESPONSIBILITIES INCLUDE:

- Attend all MAFAA Executive Council meetings, MAFAA Planning Retreat and MAFAA business meetings.
- Aid the President as needed.
- Serve as a member of the Finance Committee
- Serve as a member of the Futures Committee
- Review and reconcile monthly treasurer reports
- Coordinate the work of the annual internal audit to be submitted to the Executive Council at the May meeting.
- Collect agendas, Executive Council meeting minutes, business meeting minutes, financial records and committee reports to archives at the end of term.

Time Commitment: average 8 hours per month

Secretary

An individual elected to serve as Secretary must be a regular member of the Association.

TERM: The Secretary serves a one-year term beginning at the conclusion of the annual spring conference.

RESPONSIBILITIES INCLUDE:

- Attend all MAFAA Executive Council meetings, MAFAA Planning Retreat and MAFAA business meetings.
- Develop and submit meeting minutes to the Vice President
- Post meeting minutes to the MAFAA web site after reviewed by Executive Council and send it to the membership
- Provide prior years business meeting minutes to distribute at current year business meeting at spring conference.

Time Commitment: average 4 hours per month

Treasurer-Elect

An individual elected to serve as Treasurer-Elect must be a regular member of the Association.

TERM: The Treasurer-Elect shall serve a one-year term beginning at the conclusion of the annual spring conference and shall assume the position of Treasurer the following year.

RESPONSIBILITIES INCLUDE:

- Attend all MAFAA Executive council meetings, MAFAA Planning Retreat and MAFAA business meetings.
- Track, collect, post and deposit funds.
- Submit a monthly income report to the Treasurer prior to the Executive Council meeting.
- Serve as member of the Finance Committee.
- Confirm invoices are paid in full for event attendee.
- Other duties as assigned by the President.

Time Commitment: average 8 hours per month

Treasurer

An individual elected to serve as Treasurer must be a regular member of the Association.

TERM: The Treasurer shall serve a one-year term beginning at the conclusion of the annual spring conference.

RESPONSIBILITIES INCLUDE:

- Attend all MAFAA Executive Council meetings, MAFAA Planning Retreat and MAFAA business meetings.
- Arrange for debit cards, debit amount and debit cardholder agreements for new officers as authorized by the Executive Council as well as for the cancellation of any cards that should be inactivated.
- Serve as a member of the Finance Committee.
- Process and pay reimbursement expenses
- Pay bills owed by the Association after approved submission of expense form
- Maintain adequate and appropriate records of all financial transactions.
- Arrange for the preparation and completion of the tax returns of the Association for the tax preparer by January 31.
- Review Association investments on a quarterly basis.
- Prepare treasurer's report for each Executive Council meeting, Association business meeting, and an Annual Report of the Association's financial activities.
- Post financial reports to the MAFAA web site after reviewed by Executive Council
- Prepare financial records to be given to the Past Vice President for the annual audit of the Association's records at the end of the term of office.
- Deliver a copy of the Association's financial records to the President by February 1 of each year.
- Assist the Treasurer-Elect in assuming Treasurer responsibilities and reviewing procedures
- Work with bank to arrange for transfer of check writing authorization for the following year.

Time Commitment: average 10 hours per month

Sector Representatives

An individual elected to serve as Sector Representative must be a member of the Association.

TERM: The Sector Representative serves for two years. The Sector Representative may be re-elected at the pleasure of the sector.

During even-year membership year, Sector Representatives are elected from:

- University of Minnesota
- State Universities
- Associate Members

During odd-year membership year, Sector Representatives are elected from:

- Private Colleges / For-Profit
- Private Colleges / Non-Profit
- Two-year Public Colleges

RESPONSIBILITIES INCLUDE:

- Attend MAFAA Executive Council meetings, MAFAA Planning Retreat and MAFAA business meetings.
- Monitor listing of sector members through the online database.
- Serve as the communication liaison between MAFAA Executive Council and the MAFAA sector members. Inform all members from your sector that MAFAA Executive Council meetings are open to all MAFAA members. Convey comments, questions, and concerns of the sector to the Executive Council.
- Communicate Executive Council action on a routine basis to the individuals within the sector.
- Call meetings for your sector as needed in addition to the annual spring conference.
- Provide sector updates to MAFAA Matters as appropriate.
- Serve on the Elections and Nominations Committee and coordinate the election of new Sector Representative with election of officers.
- Submit names of three interested sector members to MOHE for consideration to serve on the MOHE Advisory Committee.
- Serve on the Awards Committee.
- Recommend individuals within your sector to serve on MAFAA committees.

Time Commitment: average 4-5 hours per month

DUTIES OF APPOINTED POSITIONS

Archivist Task Force Chair

The Archivist Task Force Chair is responsible for the delegation of digitalizing records. An individual appointed to serve as Archivist must be a regular or associate member of the Association.

The Archivist serves a one-year term. The Archivist may be appointed to serve additional terms at the request of the incoming President.

RESPONSIBILITIES INCLUDE:

- Attend the MAFAA planning retreat. Regular attendance is encouraged but not required at the MAFAA Executive Council and business meetings.
- Provide to each MAFAA Officer a copy of the MAFAA Records Procedures.
- Verify that all records from outgoing officers are passed to incoming officers and archive the records that are not. Periodically purge the archives of duplicate or unneeded records.
- Maintain archives in an appropriate, safe and accessible single location.
- Investigate new technology that will enable MAFAA to collect, sort and store records in an appropriate and cost-saving manner.
- Assist any Committee or sponsored activity needing information or documentation from the archives.
- Perform other duties as assigned by the President.
- Take pictures at all MAFAA events when present.
- Complete Year-End Report.
- Keep MAFAA historical document up to date each year.

Time Commitment: average 2 hours per month

Committee and Task Force Chairperson

The Committee Chairperson is responsible for providing leadership to a standing committee in achieving the goals approved by the Executive Council.

An individual appointed to serve as Committee Chairperson must be a regular member of the Association.

TERM: The Committee Chairperson serves a two-year term, one term as Co-Chair, one term as Chair. A Chairperson may be appointed to serve a third year at the discretion of the incoming President.

RESPONSIBILITIES INCLUDE:

- Attend MAFAA Transition Meeting, Planning Retreat and attend Executive Council meetings to discuss committee activities upon request of Vice-President.
- Recommend committee members to Executive Council for approval, according to established guidelines.
- Develop goals and activities for the year based on prior year committee recommendations, direction from the Executive Council, ideas from the Futures Task Force, etc.
- Make recommendations and/or resolutions to Executive Council for action on issues of importance to MAFAA.
- Call all committee meetings and make physical arrangements.
- Prepare an agenda to send to committee members one week before each meeting.
- Distribute written minutes from each meeting to all committee members with a copy to the SharePoint folder.
- Provide monthly committee reports (hard copy or on-line) to Vice-President for Executive Council meeting.
- Monitor committee expenses and submit individual and committee expense reports.
- Provide articles for the newsletter and prepare material about committee goals and activities for MAFAA Matters as appropriate but at least annually.
- Submit a written year-end report listing accomplishments and recommendations that shall serve as the official committee record to the Vice-President.
- Submit all important documents preferably electronically to the Archivist, new chair and SharePoint.

Time Commitment: average 6 hours per month

IT Administrator

The role of the IT Administrator(s) is to maintain and secure the IT systems that manage the MAFAA membership, web presence, intranet, and other IT systems.

An individual(s) appointed to serve as IT Administrator(s) is not required to be a member of the Association.

The IT Administrator(s) serves a one-year term. The IT Administrator(s) may be appointed to serve additional terms at the request of the President.

RESPONSIBILITIES INCLUDE

- Attend MAFAA Planning Retreat and Transition meeting
- Support and secure all aspects of MAFAA IT cloud presence:
 - Content Management System (CMS) for public and member web presence
 - Membership Management System
 - Event management system
 - @MAFAA.org account management
 - Intranet
 - Domain name registration/renewal processes
 - DNS configuration
 - Systems integrations
 - Other technology as needed
- Provision and support of physical IT assets
- Provide monthly reports to the Vice President
- Provide training materials to assist members with website content maintenance, email distribution, event management, etc.
- Consult and implement new Executive Council and Committee IT initiatives
Assist and verify MAFAA members in signing up for the list serve
- Monitor List Serve and List Serve content for breaches in list serve etiquette or policy
- Manage access to Executive members MAFAA softwares.

Time Commitment: average 8 hours per month

Membership Coordinator

The Membership Coordinator develops and maintains the membership database for the Association.

The individual(s) appointed to serve as Membership Coordinator must be a regular or associate member of the Association.

TERM: The Membership Coordinator serves a one-year term. The Membership Coordinator may be appointed to serve additional terms at the request of the incoming President.

RESPONSIBILITIES INCLUDE:

- Attend the MAFAA Planning Retreat
- Update and maintain the membership database in Wild Apricot
- Coordinate activities with the Treasurer, Conference Planning Committee and Professional Development Committee to ensure proper receipt of membership dues.
- Provide database information for the directory.
- Provide membership information for the MAFAA newsletter.
- Promote membership in MAFAA.
- Provide monthly reports to the Executive Council.
- Follow the MAFAA Membership/Directory Procedure and Timeline.
- Create Spring Conference banquet documents (program, years of service, awards, volunteers) and certificates (years of service up to 20 years and volunteers).
- Provide President-Elect with the years of service (25 and above) for award purposes.

Time Commitment: average 4 hours per month

Newsletter Editor

The Newsletter Editor publishes the Association's Newsletter with the intent of keeping the membership informed of MAFAA activities, including but not limited to, committee functions, meetings, training events, rules and regulations, industry news and member news.

An individual appointed to serve as Newsletter Editor must be a regular or associate member of the Association.

TERM: The Newsletter Editor serves a one-year term and may be appointed to serve additional terms at the request of the incoming President.

RESPONSIBILITIES INCLUDE:

- Attend the MAFAA Planning Retreat
- Prepare and publish quarterly issues of MAFAA Matters online each year.
- Establish a timeline for each issue.
- Solicit and gather material for each issue of the newsletter.
- Utilize services of photographers and reporters from the membership.
- Provide monthly reports to the Executive Council.
- Screen for appropriateness of content.

TIMETABLE

Month before issue:

- Solicit submissions for articles and photographs from membership for inclusion in next month's issue.
- Send out email to listserv to remind of due date for newsletter submissions.

Week before issue:

- Send out due date for articles and photo submission.

For each issue:

- Edit articles for grammar and punctuation.
- Determine appropriate titles and by-lines.
- Assemble articles in preferred order
- Save Publisher file to PDF
- Follow steps to attach PDF newsletter to the MAFAA website
- Announce via email to the MAFAA membership when Newsletter is posted to the MAFAA website
- Include announcement of next issue's deadline date

Time Commitment: average 30 hours per quarter

Site Selection Coordinator

The Site Selection Coordinator is to secure appropriate meeting sites for the Association's conferences and to submit selections to the Executive Council for final approval. The Site Selection Coordinator may also handle site selection for Association retreats or special workshops.

An individual appointed to serve as Site Selection Coordinator must be a regular or associate member of the Association.

TERM: The Site Selection Coordinator serves a one-year term. The Site Selection Coordinator may be appointed to serve additional terms at the request of the incoming President.

RESPONSIBILITIES INCLUDE:

- Attend MAFAA Planning Retreat.
- Visit potential conference sites and evaluate for Association needs.
- Submit site selection recommendations to the Executive Council for consideration.
- Negotiate conference agreements with selected sites in the best interest of the Association.
- Work closely with the Conference Committee and other Committees that sponsor events to coordinate the program events with the selected conference site.
- Assist Committee Chairperson with the site contract agreement and related paperwork such as invoices.
- Confer with the Association President about needs for retreats or special workshops.

Time Commitment: average 3 hours per month

COMMITTEES AND TASK FORCES

The Association shall have standing committees to advance the goals of its members, Minnesota students and the Minnesota community. The chairpersons shall be appointed by the President and be approved by the Executive Council. Committee members shall be selected by the committee chairperson and approved by the Executive Council.

For continuity, committees shall have a Chair and Co-Chair. Committee Co-Chair will be asked to serve two years: one year as Co-Chair, one year as Chair. The Co-Chair shall serve as Chair of their respective committee. Committee members will be asked to serve on the committee for one year or two years; however, the appointment must be approved by the Executive Council each year. If it is at all possible and appropriate, all sectors of the Association shall be represented on the standing committees.

Below are the current committees and task forces:

1. Awards Committee
 - a. President Elect – Chair
 - b. Sector Representatives
2. Business Partners Committee
3. Conference Planning Committee
4. Election and Nominations Committee
 - a. Past President – Chair
 - b. Sector Representatives from previous year
5. Finance Committee
 - a. President – Chair
 - b. Past President
 - c. President Elect
 - d. Vice President
 - e. Past Vice President
 - f. Treasurer
 - g. Treasurer Elect
6. Futures Committee
 - a. President Elect
 - b. Active Past President from previous three years
 - c. Active
7. Professional Development Committee
8. Leadership and Masters Task Force
9. Outreach Committee

RESOLUTIONS AND VOTING

Resolutions - A resolution must be submitted in writing to the Executive Council one week prior to consideration by the membership. The Executive Council must determine if the resolution is constitutional or relevant. If so, it may be presented for a vote.

Voting - A quorum (20% of the voting membership) must be present in order to take a vote at a meeting called by the President. Voting may be done in person, electronically, or by other means appropriate to mass distribution of the question. If voting is not done in person, the number voting must be equivalent to, or exceed that required for a quorum.

FINANCIAL CONTROLS

Fiscal Year

MAFAA's fiscal year begins on January 1st and ends on December 31st.

Annual Budget

The President shall prepare the annual budget to be approved by the Executive Council. The budget shall be balanced based on projected revenue for the year from dues, vendor fees and training fees. Funds from reserves shall not be considered when creating the initial budget. Once the budget has been approved, it cannot be updated without approval by Executive Council. To increase a budget component, a request must be submitted to Executive Council. When an increase in the budget results in a deficit, Executive Council shall approve the transfer of funds from reserves to the bank account.

Dues

Dues are charged individually per member. Dues for Regular and Associate members are \$75 beginning 2023-2024 membership year. An individual's membership follows that individual even in the event of a change in employment. Changes in dues will be evaluated every three years.

Elected Officers and Appointed persons who wish to continue in their current MAFAA position may continue to do so through the end of the membership year at the discretion of the Executive Council.

Other Fees

Spring Conference

The fee for Spring Conference registration is per individual member, including retirees:

- 3-Day Conference fee: \$100
- 1-Day Conference fee: \$175

Changes in fees will be evaluated every three years.

Financial Aid for Other Professionals

The fee for FA for Other Professionals is \$35. Changes in fees will be evaluated every three years.

Business Partner Fees

Business Partner tables are available for purchase at the Fall Training event and Spring Conference:

- Fall Training: \$200
- Spring Conference: \$500

Changes in fees will be evaluated every three years.

Business Partner Support

Business Partners within the Association provide financial support to the Association in two ways:

- **In-Kind Business Partner Support:** An example of in-kind support includes a room rental fee that a Business Partner waives for the use of a committee meeting. These dollars are not given to MAFAA and not included in budget development, but MAFAA benefits by not expensing this cost.
- **Cash Business Partner Support:** An example of cash Business Partner support includes a cash donation for sponsoring an event or exhibiting at a conference. These dollars do not directly increase the Committee's budget but do increase the Association's revenue.

Refunds and Transfers

On a case-by-case basis, an institution can submit a request to Executive Council to have membership dues refunded to the institution or transferred to another individual within their institution.

The following Refund Policy shall be published with all MAFAA conference, workshop and training materials:

- A full refund will be granted for refund requests made in writing to the Treasurer and postmarked/dated/e-mailed no later than 15 days prior to the start of the event. Exceptions for extenuating circumstances shall be reviewed by the Finance Committee and are final.
- Paid registration fees may be transferred to another current MAFAA member.
- Unless a refund has been requested and authorized according to the above, registrants are fully obligated for the cost of the event regardless of attendance.

Financial Audit

The Treasurer is responsible for having the financial records of the Association audited at the end of the fiscal year. Audit checklist can be found in the Appendix.

Checking Account

MAFAA shall have one checking account. The Treasurer and President are the signatory of the account. Additional signatories are the Conference Planning Chair, Professional Development Chair and one IT Administrator. All MAFAA revenue and disbursements shall pass through this account.

Investments

The Finance Committee is responsible for proposing policy to the Executive Council regarding the amount of funds to be held in reserve and investment strategies that maximize return yet minimize risk.

Reserve Policy

MAFAA shall retain a minimum of \$300,000 in reserves.

Income Tax Filing

The U.S. Internal Revenue Service has granted 501c(3) tax-exempt status to MAFAA, which requires the federal income tax form 990 to be filed each year. The federal tax ID is 36-3297850. The Treasurer is responsible for the preparation of the tax return by May 15th of each year (the 15th day of the fifth month after the end of the fiscal year.) The Treasurer, Treasurer-Elect and the Secretary should maintain a copy.

Spending Policy

Alcohol

The Association shall not authorize payment for the purchase of alcohol unless otherwise approved by Executive Council.

Meals

The federal standard meals and incidental expenses (M&IE) per diem rate for FY 2023 is \$59. Below are the suggested amounts for meal purchases and reimbursements:

- Breakfast - \$15
- Lunch - \$25
- Dinner - \$35

At the discretion of the approver, requests above the suggested amounts may be approved or denied based on reasonable amounts incurred.

Mileage

Mileage reimbursement is based on the IRS fiscal year amounts (January 1 to December 31). The IRS mileage rate for FY24 is \$0.655. Mileage is not reimbursed for travel to Spring conference or Fall Training.

Minnesota Dinners at State and Regional Conferences

The President shall be authorized to purchase appetizers or desserts for association members that attend a Minnesota State Dinner at the MASFAA or NASFAA Conferences. At the discretion of the President, full meal purchases for dinner attendees may be authorized.

President Honorarium

The Executive Council shall present a \$500 honorarium at the end of the President's term for their commitment and service to the organization.

Standard Expenses

The following are standard expenses incurred by Executive Council for conducting business:

- Lodging – Hotel for conferences and meetings
- Meals
- Registration Fees – fees to attend conferences or trainings
- Purchased Services include:
 - Insurance
 - Keynote Speakers
 - Presenters
 - Subscription
 - AV equipment
- Supplies/Materials – supplies or materials needed to conduct business
- Transportation
 - Taxi/Uber/Lyft
 - Plane
 - Light rail/Subway
 - Other modes of transportation
 - Parking
- Mileage
- Other
 - Other expenses that do not fall under the above categories

Reimbursement Policy

Association members are reimbursed for approved reasonable expenses incurred while on Association business. For reimbursable expenses, Association members must complete the MAFAA Reimbursement Request form (pdf form is available on the MAFAA website), attach required receipts, sign and submit to the approving authority for a signature, which will then be forwarded to the Treasurer for payment. The approving authority is noted on the expense form.

Members may choose to complete the alternate, on-line reimbursement request (available on the MAFAA website) for mileage expenses.

Reimbursement Requests follow a two-approval process with the Treasurer acting as the second approver:

- Appointed Position: Submit form to President for expenses related to your position
 - IT Administrator
 - Membership Coordinator

- Newsletter Editor
- Site Selection Coordinator
- Committee Chair/Co-Chair and Task Force Chairs: Submit form to Vice-President for expenses related to your committee:
 - Audit
 - Awards
 - Business Partners
 - Conference Planning
 - Elections & Nominations
 - Finance
 - Futures
 - Leadership/Masters
 - Professional Development
 - Outreach
- Executive Council: Submit form to President for expenses related to Executive Council business (meetings, national and regional conferences, etc):
 - President-Elect
 - Past-President
 - Vice-President
 - Secretary
 - Treasurer
 - Treasurer-Elect
 - Sector Representatives
 - Audit Task Force Chair
 - IT Administrator
 - Membership Coordinator
 - Newsletter Editor
 - Site Selection Coordinator
 - Business Partners Committee Chair
 - Conference Planning Committee Chair/Co-Chair
 - Leadership/Masters Task Force Chair
 - Professional Development Chair/Co-Chair
 - Outreach Chair/Co-Chair
- Committee and Task Force Members: Submit form to Chair for expenses related to your committee:
 - Audit
 - Awards
 - Business Partners
 - Conference Planning
 - Elections & Nominations
 - Finance
 - Futures

- Leadership/Masters
- Professional Development
- Outreach
- The President shall submit form to Past President for all reimbursement requests unless otherwise noted.

Debit Card Policy

The following members shall be authorized for a MAFAA Debit Card and must submit MAFAA Debit Card Authorization Form:

- President
- Treasurer
- IT Administrator
- Conference Planning Committee Chair
- Professional Development Chair

The holder agrees to use the card for MAFAA expenses only and must submit the MAFAA Debit Card Expense Form within one week from when expenses were incurred.

Debit Card expenses follow a two-approval process with the Treasurer acting as the second approver for the following individuals/positions:

- Appointed Position: Submit form to President for expenses related to your position
 - IT Administrator
- Committee Chair/Co-Chair: Submit form to Vice-President for expenses related to your committee:
 - Conference Planning
 - Professional Development
- The President shall submit form to Past President for all debit card expenses unless otherwise noted.

Check Request Policy

Vendors seeking payment must submit an invoice for review. The MAFAA Check Request Form should be submitted with invoice. Expenses to be paid via check follow a two-approval process with the Treasurer acting as the second approver for the following individuals/positions:

- Appointed Position: Submit form to President for expenses related to your position
 - IT Administrator
 - Membership Coordinator

- Newsletter Editor
- Site Selection Coordinator
- Committee Chair/Co-Chair and Task Force Chairs: Submit form to Vice-President for expenses related to your committee:
 - Audit
 - Awards
 - Business Partners
 - Conference Planning
 - Elections & Nominations
 - Finance
 - Futures
 - Leadership/Masters
 - Professional Development
 - Outreach
- Executive Council: Submit form to President for expenses related to Executive Council business (meetings, national and regional conferences, etc):
 - President-Elect
 - Past-President
 - Vice-President
 - Secretary
 - Treasurer
 - Treasurer-Elect
 - Sector Representatives
 - Audit Task Force Chair
 - IT Administrator
 - Membership Coordinator
 - Newsletter Editor
 - Site Selection Coordinator
 - Business Partners Committee Chair
 - Conference Planning Committee Chair/Co-Chair
 - Leadership/Masters Task Force Chair
 - Professional Development Chair/Co-Chair
 - Outreach Chair/Co-Chair
- Committee and Task Force Members: Submit form to Chair for expenses related to your committee:
 - Audit
 - Awards
 - Business Partners
 - Conference Planning
 - Elections & Nominations
 - Finance

- Futures
 - Leadership/Masters
 - Professional Development
 - Outreach
- The President shall submit form to Past President for all check requests unless otherwise noted.

Expense Forms

The following are forms used for the various expenses incurred by the Association:

- MAFAA Check Request Form: Use this form to request a check to pay for an outstanding invoice or request payment for expenses not paid by a debit card.
- MAFAA Debit Card Expense Form: Use this form to submit receipts for expenses paid for by a MAFAA debit card. Whenever possible, individuals with access to a MAFAA debit card shall use their debit card for business expenses approved by Executive Council.
- MAFAA Reimbursement Request Form: Use this form to request a reimbursement of approved expenses incurred by an Association member while doing business or volunteering on behalf of MAFAA.

All forms must include a physical signature or a digital signature which provides a date and time stamp (e.g. Adobe or DocuSign). Approval via email or typed name will not suffice.

An itemized receipt must be submitted with an expense form. In the event a receipt is lost for purchases \$50 or less, a signed statement from the requestor must be submitted with the applicable form confirming alcohol was not purchased. The request will be sent to the finance committee for approval.

POLICIES FOR CONFERENCES, TRAINING AND WORKSHOP EVENTS

The chair of the committee or task force sponsoring a MAFAA training event receives one complimentary registration fee. This benefit is transferable to another member of the same committee or task force, at the discretion of the chair. This benefit extends only to the cost of the actual training event and is not intended to include the cost of food and/or lodging associated with the conference.

LEGISLATIVE INVOLVEMENT

Mission Statement:

MAFAA is responsible for supporting a foundation of learning about legislative procedures and activities for all MAFAA members. The organization is committed to providing various mediums of learning to cultivate an environment where MAFAA members feel encouraged and confident to learn and participate. MAFAA does not advance a political agenda. Instead, the goal of the organization is to increase accessibility to legislative involvement for financial aid administrators.

MAFAA is committed to upholding the mission statement through:

- Identifying federal and state student financial aid legislation.
- Exploring and researching, to the extent possible, impacts of financial aid legislation.
- Informing membership about federal and state student financial aid legislation.
- Advocating for student financial aid only when MAFAA Executive Council determines a consensus among all sectors.

TECHNOLOGY AND WEB SITE POLICY

Website

MAFAA's website (www.mafaa.org) has as its primary purpose to be a reference and a resource tool for the Association. The site shall provide timely Association information and financial aid news for its members. The site should also offer current technology by utilizing electronic and interactive tools. Secondly, the site should provide resources for non-members, parents, students, and any other entities seeking information on financial aid in Minnesota. Every effort will be made to ensure the site reflects Association's mission and goals.

List Serve

The primary purpose of the MAFAA listserv shall be a tool for the discussion and dissemination of issues related to student financial aid. All MAFAA members shall be provided membership and automatic subscription at the time of membership.

The list service should be maintained at a site that is not directly affiliated with any school or institution where a potential conflict of interest may exist and be monitored and maintained by the Listserv Coordinator. A minimum of 3 moderators (Listserv Coordinator, Webmaster, member and a third appointed by the Executive Council) shall be assigned to moderate the list service. The Listserv Coordinator will report and issues to the Executive Council and recommend any maintenance or changes to the list service.

Online Services for Members

On-line Expense Reimbursement Procedures

MAFAA members may utilize the www.mafaa.org® web site to submit expense forms for reimbursement for personal mileage, parking and meals less than \$25. All other expenses require the traditional expense form with receipts attached. To submit the allowed expenses on-line, members should follow the steps below:

- Access the “Members Only” portion of www.mafaa.org®.
- Select on-line option
- Complete the on-line form
- Click to accept terms and conditions

The completed on-line form will be e-mailed to the appropriate authority for approval, and then e-mailed to the Treasurer for reimbursement.

On-line Registration for Conferences and Training Procedures

The on-line registration pages for conferences and training provide several services to the membership:

- Provide conference or training information
- Allow for easy, on-line registration
- Collect or update membership information (conferences only)
- Provide confirmation notice or invoice of registration
- Send notification to Treasurer-Elect (conferences only)
- Send notification to the appropriate registration coordinator
- Allow for selecting interest sessions (conferences only)
- Allow for special event sign-ups i.e. golf tournaments, etc. (conferences only)
- Allow Business Partner registrations for exhibitors (conferences only)

The Webmaster utilizes a standard template for conferences and special training events. In order to update the template for an upcoming event, the Committee Chair or designee must work closely with the Webmaster, the Business Partners Chair, the Membership Coordinator and the Treasurer-Elect.

Committees wishing to request on-line registration pages of the Webmaster may do so on-line at www.MAFAA.org® by supplying the following information:

Title of event
Committee offering event
Description of event
Description of intended audience
Additional comments
Cost of event
Cost of any additional materials needed
Lunch or break included with cost
Agenda or schedule
Name of person receiving e-mail registrations and payments
E-mail address of person receiving e-mail registrations and payments
Mailing address of person handling registrations and payments
Date
Time
Location (full address)
Room #
Parking information

RELATIONSHIPS WITH BUSINESS PARTNERS AND OTHER ORGANIZATIONS

In 2001, the Associate Member Task Force created a statement regarding MAFAA's relationship with its Business Partners and other organizations. A summation of that statement follows:

MAFAA is a school-based organization. MAFAA is an organization operated for and on behalf of its school members. Associate members are active members of committees and contribute substantial time and expertise to committee work and the associate member's role is to support the organization with personnel, programmatic and financial resources to help MAFAA achieve its purposes and objectives.

MAFAA activities are comprised of two separate and distinct types of events: those that are MAFAA sponsored and those that are sponsored by Business Partners. MAFAA sponsored events are typically related to traditional speakers or training sessions.

MAFAA events are considered core responsibilities and are funded through the ongoing MAFAA budget process. Business Partners should not be solicited for additional funds for these activities. In addition, Business Partner sponsored events should be scheduled outside of schedule MAFAA activities so as not to compete with core programming. Decisions to offer Business Partner sponsored events and the funding for such events are to be left to the discretion of the individual Business Partner. MAFAA does not consider funding for these events to be used in determining Business Partner support levels.

RECORDS PROCEDURES

Maintaining Association Records

MAFAA's official records are to be passed to the archivist at the end of each year

- President's records are to be given to the archivist at the end of each year.
- Past-President's records are to be given to the archivist at the end of each year.
- Vice-President's materials are to be passed to the succeeding Vice-President at the end of each year. The succeeding Vice-President will determine which records will be kept and which will be turned over to the archivist immediately.
- Secretary's minutes are to be given to the succeeding Secretary at the end of each term. The succeeding Secretary will retain minutes for the current and previous year and will pass to the archivist the minutes from the previous year.

Committee materials and records are to be turned over the succeeding Committee Chair at the end of each year. These records include functions performed by the committee, budget information, meeting minutes, correspondence, etc. New committee Chairs will receive all materials and records from the previous year's Chairperson. The new Committee Chairperson will determine which records are needed to help accomplish the duties of his/her committee. Any materials not needed are to be passed immediately to the archivist.

Materials/Records to be Archived

Records of association activities, meetings, finances and other association business should be kept, filed, and sorted for historical and research purposes. Materials should be submitted to the Archivist electronically (CD's or Disks). The Archivist holds primary responsibility for this, but may request the assistance of officers, committee and task force chairs, appointed positions, and others.

Annually (shortly after the spring conference) the Archivist should begin to collect, sort, file and inventory the materials.

Specific materials for archiving include:

- From the President, President-Elect, Past President and Vice-President:
 - Correspondence
 - Items of Special Interest
- From the Secretary:
 - Minutes and reports from Executive Council meetings, Association business meetings, and other Association meetings
 - Annual Reports
- From the Treasurer:
 - Audit reports and tax returns
 - Year-end financial statements
- From Conference Planning Committee and Site Selection Coordinator:

- Record of meetings and planning notes
 - Conference Programs and registration materials
 - Conference Theme, dates, attendance and major speakers
- From the Professional Development Committee Chair:
 - Record of meetings and planning notes
 - Agendas and publicity materials for workshops and other functions
 - Themes, dates, attendance and major presenters
- From the Newsletter Editor:
 - Newsletters
 - Pictures (labeled and identified)
- From the Membership Coordinators:
 - Directories
- From other Committee and Task Force Chairs, and Appointed Positions:
 - Records of meetings, planning, and other activities not included in Executive Council minutes or in reports to the Executive Council or the Association
- From Sector Representatives:
 - Records of sector meetings and other activities not included in Executive Council minutes or in reports to the Executive Council or the Association

APPENDIX

Forms

MAFAA Debit Card Authorization Form

MAFAA Reimbursement Request Form

MAFAA Debit Card Expenses Form

MAFAA Check Request Form



MAFAA Debit Card Authorization Form

I, _____, hereby acknowledge receipt or use of a MAFAA Visa Debit Card issued by Spire Credit Union.

I understand that use of this debit card is limited to necessary MAFAA-related expenditures outlined in the Policy and Procedure Manual. I understand that use of this card for personal purchases or use, which violates MAFAA's policies, will result in possible termination from my MAFAA position. In addition, I understand that I will be held personally liable to the Minnesota Association of Financial Aid Administrators with respect to any and all such practices.

I understand that I will retain use of this card as long as I am actively serving in the capacity as President, Treasurer, Conference Planning Committee Chair/Co-Chair, Professional Development Committee Chair/Co-Chair or MAFAA IT Administrator. I agree to use the MAFAA Visa Debit Card for all MAFAA related business purposes unless the business doesn't accept VISA as payment. I will submit the MAFAA Debit Card Expense Form and all itemized receipts within one (1) week from when purchase was made.

I agree to surrender the card immediately upon leaving an eligible MAFAA position, retiring, or upon request from the MAFAA Executive Council. I understand that use of the card after privileges have been withdrawn is prohibited.

If the card is lost or stolen, I will immediately notify Wells Fargo by telephone. I will confirm the telephone notification in accordance with the card issuer's instructions, sending a copy to the MAFAA Treasurer. I understand that failure to properly notify Wells Fargo Bank of the theft, loss or misplacement of the card could make me responsible for the fraudulent use of the card.


MAFAA Position: _____

Name (Print): _____

Name (Signature): _____

Date: _____

Last four digits of Debit Card #: _____

 <p style="text-align: center; margin-top: 10px;">Minnesota Association of Financial Aid Administrators</p>	<h2 style="text-align: center; margin: 0;">2023 MAFAA Reimbursement Expense Form</h2> <p style="text-align: right; margin-top: 20px;">Send completed form to: Serena Williams MAFAA Treasurer</p>
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Committee or Task Force expenses are to be charged to:

Expense Notes (date, purpose, etc.):

**** Please Attach Itemized Receipts ****
Additional comments may be made here.

Lodging	\$	
Meals (no alcohol reimbursed)	\$	
Registration Fees	\$	
Purchased Services	\$	
Supplies/Materials	\$	
Transportation	\$	
Mileage (\$.655/ mile x miles)	\$	
Other (please list)	\$	
	\$	
	\$	
TOTAL	\$	

Make Check Payable To:		Before payment can be made, requests must be approved according to the chart below.	
Mail To:		Submitted By Signature:	Approved By Signature:
		_____	_____
Submitted By:		Appointed Position	President
		Committee Member	Committee Chair
		Committee Chair	Vice-President
Date:		Exec. Council	President
Approved By:		President	Past-President
		Task Force Member	Task Force Chair
Date:		Task Force Chair	Vice-President

Approvers: Once reviewed and approved, please send form and supporting documents to the MAFAA Treasurer (treasurer@mafaa.org) for check reimbursement

MAFAA Treasurer Info Only	Date Paid:	Check #:
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2023 MAFAA Debit Card Expense Form

Send completed form to:

Serena Williams
MAFAA Treasurer
treasurer@mafaa.org

Committee or Task Force expenses are to be charged to:

Expense Notes (date, purpose, etc.):

**** Please Attach Itemized Receipts ****
Additional comments may be made here.

Lodging	\$	
Meals (no alcohol reimbursed)	\$	
Registration Fees	\$	
Purchased Services	\$	
Supplies/Materials	\$	
Transportation	\$	
Mileage (\$.655/ mile x miles)	\$	
Other (please list)	\$	
	\$	
TOTAL	\$	

Cardholders Name:		Expense form must be submitted to the appropriate approver within one week of incurred expense	
Last four digits of cardholders card number:		Submitted By Signature:	Approved By Signature:
		_____	_____
Submitted By:		Appointed Position	President
		President	Past-President
		Committee Chair	Vice-President
Date:		Exec. Council	President
Approved By:			
Date:			

Approvers: Once reviewed and approved, please send form and supporting documents to the MAFAA Treasurer (treasurer@mafaa.org) for check reimbursement

MAFAA Treasurer Info Only	Date Paid:	Check #:
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Minnesota Association of
Financial Aid Administrators

MAFAA Check Request Form

Send completed form and receipts to:

Serena Williams, MAFAA Treasurer
treasurer@mafaa.org

Committee or Task Force expenses are to be charged to:

SELECT ONE

CLEAR FORM

Expense Notes (date, purpose, etc.):

Lodging	\$	
Meals (no alcohol)	\$	
Registration Fees	\$	
Purchased Services	\$	
Supplies/Materials	\$	
Transportation	\$	
Mileage (\$.655/ mile x miles)	\$	0.00
Other (please list)	\$	
	\$	
	\$	
TOTAL	\$	0.00

**** Please Attach Itemized Receipts ****
Additional comments may be made here.

Before check can be issued, requests must be approved according to the following chart:

Submitted By:

Approved By:

Appointed Position

President

Executive Council

President

President

Past President

Committee Chair

Vice-President

Task Force Chair

Vice-President

Committee Member

Committee Chair

Task Force Member

Task Force Chair

Make Check
Payable To:

Mail To:

Submitted
By:

Signature:

Date:

Approved
By:

Signature:

Date:

Approvers: Once reviewed and approved, please send form and supporting documents to the MAFAA Treasurer for check to be issued.

MAFAA Treasurer Info Only

Date Paid:

Check #: