

# CCCSFAAA

*Policy & Procedure  
Handbook*

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# 1. JOB DESCRIPTIONS

## 1.1. JOB DESCRIPTION: PAST PRESIDENT

### 1.1.1. ROLE:

Serve as a mentor to the President; provide oversight and coordination for: Training Committee, Chair; Nominations & Election Committee, Chair; and Bylaws Committee, Chair.

### 1.1.2. RESPONSIBILITIES:

- Attend all Executive Board (Article 4.01-.02) meetings.
- (Approximately five (5) meetings per year.)
- Mentor the President and other board members.
- Chair the following committees: Training, Nominations & Elections, and Bylaws. Ensure the committees perform required duties and responsibilities in a timely manner.
- Select committee membership and ensure diversity of members.
- Develop, set and publish annual committee meeting calendar for the following committees: Training, Nominations & Elections, and Bylaws.
- Develop a budget for the following committees: Training, Nomination & Elections, and Bylaws.
- Provide Executive Board with reports at each meeting on committee activities.
- Write and submit articles for each newsletter to update membership on committee activities.
- Provide oversight and coordination of Spring Training meetings.
- Appoint a Northern and Southern Regional Representative to Co-chair all Spring Training meetings.
- Appoint a Northern and Southern Regional Representative to the Nominations & Elections Committee.
- Coordinate with CASFAA, the Chancellor's Office, CSAC, EdFund, and other agencies and organizations to provide relevant and timely training activities for community college staff.
- Serve as Parliamentarian at Executive Board meetings.

## **1.2. JOB DESCRIPTION: PRESIDENT**

### **1.2.1. ROLE:**

Provide leadership for all activities of the Association, CCCSFAAA Executive Board (Article 4.01-.02), Committees, and Ad Hoc Committees. Represent the Association at statewide functions directly related to Financial Aid.

### **1.2.2. RESPONSIBILITIES:**

- Preside over all Executive Board meetings.
- Develop and set the calendar for Executive Board meetings.
- Develop and set the agenda for the Executive Board meetings and distribute to the Executive Board and Regional Representatives prior to the meeting.
- Co-chair the Fiscal Planning Committee with the Treasurer.
- Select committee membership and ensure diversity of members.
- Develop annual budget with the assistance of the Fiscal Planning Committee and submit to Executive Board for approval.
- Monitor the fiscal condition, checking and investment accounts of the association in coordination with the Treasurer, to ensure fiscal soundness and compliance with all state and federal non-profit organization tax requirements.
- Preside at the Annual General Business meeting.
- Actively advocate for the association.
- Serve as the official representative or liaison for the association with other associations, state agencies and legislators. Other organizations include, but may not be limited to, associations representing Chief Student Services Officers, Chief Financial Officers, Chancellor's Office, California Student Aid Commission and EdFund.
- Ensure the Executive Board establishes and implements annual goals and provides direction for the Association Committees and Task Forces.
- Monitor and evaluate the progress of the Committees and Task Forces toward Association goals.
- Communicate the Association goals and provide periodic status reports to the general membership.
- Keep the general membership apprised of association activities.
- Appoint committee chairs to the following committees: Awards, Policy and Procedures, Scholarships and Conference.

- Write and submit articles for each newsletter.
- Upon assuming office, present the outgoing President with recognition of service.
- At final meeting of the year, acknowledge Executive Board and Regional Representative members for their service and contribution to the Association.

### **1.3. JOB DESCRIPTION: PRESIDENT-ELECT**

#### **1.3.1. ROLE:**

Assist the President in carrying out the goals of the association by chairing the State Issues Committee. Monitor statewide issues and legislation, draft responses and recommend positions for the Association on state issues.

#### **1.3.2. RESPONSIBILITIES:**

- Chair the State Issues Committee.
- Select committee membership and ensure diversity of members.
- Develop, set and publish annual committee meeting calendar.
- Develop a State Issues Committee budget and submit to the Budget Planning Committee for Executive Board approval.
- Maintain communication network with the State Issues Committee for input and development of issue responses.
- Communicate with members about state issues and see input to respond.
- Monitor pending state legislation and policy direction of the California Student Aid Commission, EdFund, California Community Colleges Chancellor's Office, California Community Colleges Board of Governors, and California Post-Secondary Education Commission (CPEC).
- Keep informed of all state issues that might impact the association membership.
- Delegate committee or association members to attend various statewide meetings, legislative hearings, and provide testimony as necessary on behalf of the Association and the President.
- Draft and recommend position responses to the President and/or the Executive Board for the Association on state issues. Alert the membership, in a timely manner, of the impact of legislative or policy changes that will affect financial aid and office staff practices and procedures. Maintain communication with appropriate state issues personnel at the Chancellor's Office, CSAC, and EdFund regarding emerging state issues and CCCSFAAA's responses.

- Coordinate with the Past-President to provide training for the Association on state issues to include on-going training on the legislative process.
- Provide the Executive Board with a status report on committee activities at each meeting.
- Write and submit articles for each newsletter.
- Provide the Association with a directory of state legislative contacts and cultivate communication.
- Prepare for the annual transition meeting.
- Select a conference chair prior to assuming office.
- Attend NASFAA Leadership Committee.

#### **1.4. JOB DESCRIPTION: VICE PRESIDENT**

##### **1.4.1. ROLE:**

Assist the President in carrying out the goals of the association by chairing the Federal Issues Committee. Monitor federal issues and legislation, draft responses and recommend positions for the Association of federal issues.

##### **1.4.2. RESPONSIBILITIES:**

- Preside over the Executive Board meetings in the absence of the President.
- Chair the Federal Issues Committee.
- Select committee membership and ensure diversity of members.
- Develop, set and publish annual meeting calendar for Federal Issues Committee and delegate committee members to attend various meetings as needed.
- Develop a Federal Issues Committee budget and submit to the Budget Planning Committee for Executive Board approval.
- In conjunction with the Federal Issues Committee, monitor pending federal legislation, NPRMs, policy direction of the US Department of Education, developing task forces; and assign community college representation as needed. Maintain contact with the National Association of Student Financial Aid Administrators and American Community College Association regarding federal issues.
- Delegate committee or association members to attend federal meetings, legislative hearings, and provide testimony as necessary on behalf of the Association and the President.

- Draft and recommend position responses to the President and/or the Executive Board for the Association on federal issues.
- Provide the Executive Board with a status report on committee activities at each meeting.
- Alert membership in a timely manner of the impact and legislative or policy changes that will affect financial aid policies and procedures.
- Maintain communication with appropriate issues personnel at the Chancellor's Office, CSAC, and EdFund regarding emerging federal issues and CCCSFAAA's responses.
- Coordinate with the Past-President to provide training for the Association on federal issues to include on-going training on the legislative process.
- Write and submit articles for each newsletter.
- Provide the Association with a directory of federal legislative contacts and cultivate communication.

## **1.5. JOB DESCRIPTION: SECRETARY**

### **1.5.1. ROLE:**

Keep and maintain the Association records. Record the activities of the Executive Board meetings. Maintain a current CCCSFAAA directory and publish CCCSFAAA newsletter.

### **1.5.2. RESPONSIBILITIES:**

- Maintain Association records.
- Record and maintain Executive Board and the CCCCO Financial Aid Regional Representatives meeting minutes.
- Provide the President, and the Chancellor's Office representative with minutes of the meeting for review prior to submission to the Executive Board.
- Provide the Executive Board with the minutes of the previous meeting prior to the next board meeting.
- Order and maintain Association supplies and stationery.
- Chair the Newsletter Committee.
- Select Newsletter Committee members ensuring diversity of membership, including other constituencies.
- Develop a Newsletter Committee budget and submit to the Budget Planning Committee.

- Develop and publish a Newsletter Committee annual calendar.
- Direct the Newsletter Committee to solicit advertising and funding resources for the newsletter. Secure newsletter articles from committee members, Executive Board members, and other constituencies.
- Coordinate submission of newsletter information and publication with the printer.
- Establish newsletter publication schedule.
- Inform the Executive Board of meeting dates and agendas.
- Maintain and publish the annual CCCSFAAA directory from the current membership database. Provide mailing labels to the Executive Board when necessary.

## **1.6. JOB DESCRIPTION: TREASURER**

### **1.6.1. ROLE:**

Act as fiduciary agent for the association. Secure the financial stability of the Association. Maintain and monitor the Association's fiscal records and accounts. Ensure compliance with state and federal corporation tax requirements and investments. Chair the Budget Development Committee.

### **1.6.2. RESPONSIBILITIES:**

- Maintain and monitor Association financial records.
- Maintain Association incorporation documents.
- Meet federal and state tax reporting timelines.
- Maintain tax records per IRS regulations.
- Receive and disburse all Association monies upon receipt of appropriate documentation. GoEmerchant – online credit card transactions.
- Co-Chair the Fiscal Planning Committee with President.
- Select Fiscal Planning Committee members ensuring diversity of membership, including other constituencies.
- Develop annual budget with the assistance of the Fiscal Planning Committee and submit to the Executive Board for approval.
- Provide instruction, review, and monitor committee budgets with the Association committee chairs.

- In coordination with the President and the Fiscal Planning Committee, develop a proposed annual operating budget for the Association and submit to the Executive Board for approval.
- Secure the services of an accounting service to provide the Executive Board with an audited annual financial statement.
- Secure and distribute credit cards and the signature cards for the President, President-Elect, Treasurer and Conference Committee Chair.
- Ensure the cancellation of existing authorizations upon exit by any office holder possessing account authorizations.
- Submit financial reports at all Executive Board meetings.
- Monitor committee expenditures, inform committee chairs when a budget adjustment needs to be requested.
- Provide a fiscal report of the annual conference within the year following the conference.
- Disburse scholarship funds to recipients.
- Provide membership with a fiscal accounting of the Association via the newsletter.
- Provide Secretary with all current paid membership to complete CCCSFAAA Directory.
- Ensures the Fiscal Planning Committee recommends investment strategies.
- Attend the NASFAA Leadership conference if funding and space available.

## **1.7. JOB DESCRIPTION: REGIONAL REPRESENTATIVE**

### **1.7.1. ROLE:**

Serve as an advisory body to the Executive Committee and provides the communication link between the Executive Board and regional financial aid offices and staff. Represents the region as the Regional Representative to the Chancellor's Office Financial Aid Regional Representatives.

### **1.7.2. RESPONSIBILITIES:**

- Attend Executive Board meetings. (Approximately five (5) times per year for a two year term).
- Plan, schedule, and conduct regular meetings and training activities with regional financial aid administrators.

- Advise the Executive Board of regional problems, issues and concerns, by providing a report at each Executive Board and CCCCCO FARR meeting.
- Disseminate materials and communicate information provided at Executive Board meetings to regional financial aid administrators at colleges within assigned region.
- Advise the President prior to the regional meeting of items to include in the agenda for Executive Board meetings.
- Assist the Executive Board in analyzing the potential impact of financial aid policy and proposed financial aid legislation.
- Assist in developing a community college response to financial aid policy and proposed financial aid legislation by providing response input.
- Assist in alerting colleges within assigned region to issues requiring immediate response by phone, email or fax financial aid administrators for CCCSFAAA research or in response to a request from the Chancellor's Office.
- Assist in the collection and reporting of college financial aid data/information.
- Assist in professional developing opportunities for field staff development and training.
- Assist with nominations of financial aid personnel to serve on various committees established by the Executive Board and federal agencies.
- Assist with the Annual Conference and training events sponsored by the Association.
- Provide articles for each CCCSFAAA newsletter.
- Serve on a CCCSFAAA committee.
- Perform other duties as assigned by the CCCSFAAA President.

## **2. NOMINATIONS & ELECTIONS COMMITTEE**

### **2.1. COMPOSITION**

Past-President (Chair), one Northern and Southern Regional Representatives and the President-Elect.

### **2.2. CHARGE**

Solicit nominations from the voting membership for the Offices of President-Elect, Vice-President, Treasurer, and Secretary; select two candidates for each office from nominees; and conduct elections in accordance with California Non-profit Corporation Laws.

### **2.3. RESPONSIBILITIES**

- Establish budget to accommodate committee expenses and submit to the Fiscal Planning Committee for approval.
- Establish the dates for Nominations & Elections based on the bylaws.
- Develop/update nomination form and transmit to membership.
- Notify voting membership of open nomination for the office of President-Elect, Vice-President, Treasurer and Secretary.
- Select two candidates for each office from pool of nominations.
- Request ratification of ballot by the Executive Board.
- Conduct elections according to California Non-Profit Corporation Laws.
- Conduct online web ballots and candidacy statement to voting membership.
- Collect and accurately count valid ballots returned by the voting deadline.
- Request ratification of election results by Executive Committee. Contact elected candidates to reconfirm willingness to serve.
- Contact non-elected candidates to advise of election results and solicit involvement for other Executive Board functions.
- Send congratulatory letters to all newly elected candidates with appropriate job description(s).
- Send a thank you letter to the newly elected candidate's supervisor and CEO for allowing the candidate to serve.
- Notify membership of election results.

## **2.4. PROCEDURES**

Send out solicitation for nominations in August (nominations should remain open for a minimum of three (3) weeks). Include a copy of job description for each office with a solicitation form. If the President-Elect is from the Northern Region, the Vice-President must be from the Southern region. Both must be alternated between North and South regions each year.

- Verify nominee acceptance. The committee will select two candidates for each position from the nomination pool and request candidacy statements for each.
- The Executive Committee must ratify the ballot before the ballot online voting opens.
- Post candidacy statements on web site to the membership during the month of October.
- Notify membership of election results in October/November.
- Prepare directory of new officers and regional coordinators for the October Executive Board transition meeting.

## **3. SCHOLARSHIP COMMITTEE**

### **3.1. COMPOSITION**

The President will appoint the Scholarship Committee Chair. The regional coordinators will be the committee members.

### **3.2. CHARGE**

Solicit and review scholarship applications and award scholarships. Develop a funding mechanism to establish and maintain one scholarship per each of the ten (10) regions.

### **3.3. RESPONSIBILITIES**

- Develop budget to accommodate committee expenses. Submit to Fiscal Planning Committee for approval.
- Adhere to established Scholarship Committee procedures.
- Review/update the CCCSFAAA scholarship application annually.
- Send one scholarship application to each California Community College to duplicate as needed for announcement/publication.
- Coordinate the review of the scholarship applications and finalize the selection of the recipients for the CCCSFAAA scholarship.

- Notify President of students selected for scholarship with all necessary information for a congratulatory letter.
- The President will present the selected candidates to the CCCSFAAA Board for ratification.
- Conduct an annual fundraiser to replenish the scholarship fund.
- Coordinating with the CCCSFAAA Treasurer, provide an accounting of Scholarship Committee fund raising activities and the allocation of the proceeds from the Spring Conference and the annual conference to the Executive Board.
- Develop/update ***“regret letter”*** for applicants not selected for a scholarship. Send letter to all applicants that were not selected.
- Provide list of names and addresses to the Treasurer for disbursement upon verification of student enrollment. Checks shall be made payable to the college with appropriate instructions for disbursement.

### **3.4.PROCEDURES**

#### **3.4.1. APPLICATION PROCESS**

Applicants must complete and submit a CCCSFAAA Scholarship Application and Statement of Candidacy and any other institutional application, at the college’s option, to their institution’s financial aid office by the institution’s established deadline. In addition, applicants must have applied for federal financial aid for the current academic year. These forms must be accompanied by a nomination form and mailed to the CCCSFAAA Scholarship Chair, postmarked no later than \_\_\_\_\_.

#### **Scholarship applicants must:**

- Be a California resident for the fall semester, as determined by the admissions office.
- Be enrolled at least halftime at a community college at the time of application and upon disbursement.
- Demonstrate financial need.
- Demonstrate special circumstances.

#### **Scholarship Committee:**

- Reviews the application packets and select the scholarship recipient based upon the student’s application, statement of candidacy and the institution’s nomination form.

- Sends letters of regret to those applicants not selected.
- Request a photo of the recipient.
- Notifies the President of the all recipients.
- The President will contact the recipients in writing.
- The Chair will submit an article to the newsletter and other media deemed appropriate.
- Institutions and recipients can expect to hear from the committee by the end of June.

#### **4. AWARDS COMMITTEE**

##### **4.1.COMPOSITION**

Chair to be appointed by President and Two (2) Regional Coordinators (one from the South and one from the North).

##### **4.2.CHARGE**

To solicit nominations from the voting membership for the following awards: Outstanding service, Hall of Fame and Leadership for presentation at the annual conference; forward the recommendation for the recipient of each award to the Executive Board for ratification.

##### **4.3.RESPONSIBILITIES**

- Develop a budget and submit to the Fiscal Planning Committee for approval.
- Establish the calendar for nominations of awards.
- Solicit nominations from the voting membership for Outstanding Service, Hall of Fame and Leadership Award.
- Select the recipient of each award and forward to Executive Committee for ratification.
- Have award plaques engraved and ready for presentation at annual conference.
- Notify recipient of their selection and inform them that the award will be presented at the annual conference.
- Executive Committee must keep the identity of recipient confidential. Prior notice shall be given to awardees that do not normally attend the conference.

#### **4.4.PROCEDURES**

- Develop a budget to include cost of committee meetings (mileage, travel, and etc.) and awards.
- Nominations will need to be sent to voting membership in the month of September.
- Select recipient for each award and forward to the Executive Committee for ratification at the October meeting. (The Hall of Fame is not necessarily awarded on the annual basis.)
- Purchase plaques and have plaques engraved with camera-ready master prior to the conference.

**CCCSFAAA AWARDS – These awards are not annual awards but bestowed when deemed appropriate.**

##### **4.4.1. OUTSTANDING SERVICE AWARD**

This is the highest CCCSFAAA award. Individuals selected to receive this award must have made an outstanding contribution and provided outstanding service to the financial aid profession. The individual need not be a financial aid administrator.

##### **4.4.2. LEADERSHIP AWARD**

This award is presented to individuals who have provided outstanding leadership in furthering the mission of the California Community Colleges Student Financial Aid Administrators Association and made significant contribution to the financial aid profession. The individual must exhibit high integrity and character, creative leadership, have inspired and encouraged others to actively participate in professional financial aid development. The individual need not be a financial aid administrator, but must support the mission and goals of CCCSFAAA.

##### **4.4.3. HALL OF FAME**

The person inducted into the Hall of Fame must have made a significant contribution in the past or present to the advancement of the California Community Colleges Student Financial Aid Administration Association (CCCSFAAA). In addition, the individual receiving this honor must have actively promoted the mission of the Association.

## **5. TRAINING COMMITTEE**

### **5.1.COMPOSITION**

Past-President (Chair), two (2) Regional Coordinators (one from the South and one from the North), and two (2) additional appointees.

### **5.2.CHARGE**

To assess the training needs of the membership; develop, design, coordinate, and schedule training opportunities for membership; and assist with the program planning of the Fall conference.

### **5.3.RESPONSIBILITIES**

- Survey and assess staff and professional training needs of the membership.
- Develop appropriate training opportunities and materials for the membership and publish a schedule of activities.
- Develop a budget and submit it to the Fiscal Planning Committee for approval.
- Develop alternative methods for delivering training opportunities for the membership.
- Coordinate training opportunities with other associations and agencies.
- Pursue joint training opportunities with other entities.
- Develop the program, schedule and coordinate the Spring Training meeting in conjunction with the chairs of the Northern and Southern Spring Training meeting.
- Evaluate effectiveness of training activities and training material. Make a report to Executive Board at each meeting.
- Write and submit articles for each newsletter.

### **5.4.PROCEDURES**

January: Send out a survey to membership soliciting training needs.

February: Submit to Fiscal Planning Committee a projected budget itemizing committee and training expenses.

Provide a written report to the Executive Board of survey results.

Assess training being provided by other associations and agencies to avoid duplication of effort. Coordinate

training whenever possible.

Coordinate with Spring Training Workshop Chairs on program development.

Develop a training calendar for the year.

March: Publish a calendar of activities and disseminate to the membership.

December: Submit a written final report to the Executive Board on committee activities and effectiveness of training.

## **6. BYLAWS COMMITTEE**

### **6.1.COMPOSITION**

Past-President (Chair), President-Elect, and two (2) coordinators (one from the South and one from the North).

### **6.2.CHARGE**

To review and keep Association bylaws current; appraise the voting membership in writing of proposed bylaws amendments; assure compliance with the Articles of Incorporation and as directed by California Nonprofit Corporation Law.

### **6.3.RESPONSIBILITIES**

- Recommend bylaw change to Executive Board and/or membership for ratification.
- Stay current with California Nonprofit Corporation Law.
- Review and ensure compliance with California Nonprofit Corporation Law and recommend changes as appropriate to Executive Board for bylaws changes.
- Inform membership in writing of impending proposed bylaw changes that may materially and adversely affect their right as members or changes in authorized number of officers.
- Keep membership apprised, in writing, of amendments to bylaws that have been voted on by the Executive Board.
- Inform Policies and Procedures Committee of any adopted amendments in bylaws that may affect current policy.

## **7. DIRECTORY COMMITTEE**

### **7.1.CHARGE**

Responsible for the compilation of data and printing of the CCCSFAAA Directory of California community college financial aid professionals.

The names included in the directory are not necessarily members of CCCSFAAA, but are staff members of the financial aid offices in community colleges throughout the state. The purpose of the book is to be a resource for individuals working in the profession so that they may easily call colleagues at other institutions.

Directory includes:

- The mission statement of CCCSFAAA
- The Association bylaws
- The list of the Executive Board members for that year
- A list of the ten regions in the state including the names of each college within the region

The directory may include those who sponsored events or contributed to the CCCSFAAA conference.

The directory includes a list of the CCCSFAAA Past Presidents.

*Since 1995, U.S. Bank has printed the directory at their expense and therefore, put their ad on the back cover. Aside from the cover there will be a space in the directory for advertising.*

### **7.2.PROCEDURES**

- It is the responsibility of the secretary to contact all 109 California Community Colleges to update the information contained in the directory.
- Develop a Membership Directory Committee budget and submit to the Fiscal Planning Committee for approval.
- All information is to be transmitted to the printer in the media the printer requires (disk, hardcopy, e-mail transmission). A hard copy is sent along with the diskette as reference. This information needs to arrive at the printer by November 15 in order to be finished and distributed at the December conference.
- A sufficient number of copies should be printed in order to provide each registered attendee at the Fall conference receives a copy of the directory with their conference packet. Additionally copies should be printed to distribute to new members as they join.

## **8. POLICIES AND PROCEDURES COMMITTEE**

### **8.1.CHARGE**

Chair of committee to be appointed by the President. The Chair of the committee will select committee members.

### **8.2.RESPONSIBILITIES**

- In collaboration with the Executive Board, develop policies and procedures to carry out the mandates of the CCCSFAAA bylaws.
- Periodically review and update Policies and Procedures to conform to changes in Association bylaws.
- Submit proposed changes to policy and procedures to the Executive Board for approval.
- Develop and submit budget to the Fiscal Planning Committee for approval.

## **9. SPRING TRAINING COMMITTEE**

### **9.1.COMPOSITION**

Northern and Southern Regional Coordinators (Co-chairs appointed by the Past-President) and any additional appointees deemed necessary.

### **9.2.CHARGE**

To develop, plan, organize and schedule the spring meeting in conjunction with the Training Committee.

### **9.3.RESPONSIBILITIES**

- Identify and secure a Northern and Southern site for the Spring Training.
- Develop a budget to include expected revenue, expenses (lunch, refreshment breaks, materials, presenters, etc.) and submit projected budget to the Executive Board and the Fiscal Planning Committee for approval.
- Develop, plan, organize and schedule the Spring Training in conjunction with the Training Committee.
- Work with the Training Committee to identify prospective speakers and workshops.
- Develop and distribute registration materials.

- Recommend registration fee to cover all expenses associated with the Spring Training to the Executive Board.
- Solicit sponsors and exhibitors.
- Maintain and monitor registration fees and meeting expenditures.
- Work in conjunction with Treasurer on fiscal reporting and record keeping.
- In conjunction with the Treasurer, prepare and present a final report of Income and Expenses to the Executive Board. All profits from the Spring Training is to be added to the CCCSFAAA Scholarship fund per board approval.

#### **9.4.PROCEDURES**

*See Conference Committee*

### **10. FISCAL PLANNING COMMITTEE**

#### **10.1. PURPOSE**

Develops policy regarding financial matters of the association and makes recommendations to the board regarding financial matters of the association.

#### **10.2. RESPONSIBILITIES**

- Prepares and monitors the annual budget.
- Reviews the general financial position of CCCSFAAA.
- Reviews budget requests by CCCSFAAA officers and committees.
- Assists the CCCSFAAA treasurer with policy issues pertaining to accounting procedures, budget, and audits.
- Reviews all audits of the Association.
- Studies and makes recommendations on organization's investments.

#### **10.3. MEMBERSHIP**

Chairperson: Appointed by the President and approved by the board; the treasurer may be the committee chair.

Membership: Appointed by the President and/or the Chairperson, Vice-President, President-Elect, the previous Treasurer and any person involved with fund-raising, other board members wishing to serve.

The Executive Board has overall authority and responsibility for managing the fiscal affairs of the Association.

The Executive Committee will delegate to the Fiscal Planning Committee has the responsibility to work with the Treasurer to recommend actions having financial implications for the association.

The Fiscal Planning Committee will develop recommendations for each income and expense item in the budget based on account information and input from committee chairs and their committees and other resources.

The schedule for budget development will be prescribed by the President and provide for submission of a recommended operating budget to the CCCSFAAA board at the earliest practical time after the beginning of the fiscal year.

Each committee chair is responsible for submitting a proposed budget. The President will provide guidance to committee chairs to assist in developing annual goals and budgets.

At its first annual meeting, the board will consider the recommendation of the Fiscal Planning Committee and approve an official budget for the association. In the event that the budget is not approved at the start of the fiscal year, the Treasurer is authorized to make the following expenditures:

- a) All legitimate, unpaid obligations that were incurred during the previous fiscal year.
- b) Travel for the board and committee meetings held in conjunction with scheduled meetings.
- c) Committee expenses not to exceed a total of 50% during the interim period until a budget is approved.
- d) All other expenditures authorized by the Executive Board.

The treasurer will distribute the official budget and approved budget modifications to the board members, committee chairs, and to members on request.

Request for modifications to the official budget must be submitted to the Fiscal Planning Committee who will then make recommendations to the board. In addition, the Fiscal Planning Committee will continuously review the annual operations budget and make recommendations for modifications as necessary.

The board will review the budget at each meeting and take action on recommended modifications.

The Treasurer is authorized to make payments up to the total amount to each budget category. Unauthorized expenditures over and above the allocated budget must have Financial Planning Executive Board authorization before it will be paid.

#### 10.4. MANAGEMENT OF FUNDS

1. Moneys will be deposited into one of three categories of accounts:
  - 1.1.1. Operating
  - 1.1.2. Asset Reserves
  - 1.1.3. Conference
2. The operating account will be used to pay all CCCSFAAA obligations. The President, President-Elect, and the Treasurer will have signature authority for this account; only one signature will be needed to execute transactions. The account balance cannot exceed the amount of the liability insurance (currently \$\_\_\_\_\_).
3. The asset reserve account will be used only in a fiscal emergency and only after the recommendations of the Fiscal Planning Committee and Executive Boards, as well as the authorization by the majority of the board members. The rules governing signature authority and other account transactions are the same as those for the operating account.
4. At each Fiscal Planning Committee meeting, the Treasurer will present a copy of the most recent bank statement for all accounts along with a reconciliation of the differences between the bank statements and the most recent financial report. The reconciliation will list each outstanding check and amount as well as each outstanding deposit date and amount.

#### 11. REIMBURSEMENT OF EXECUTIVE BOARD MEETING TRAVEL EXPENSES

It is *generally* expected that the cost of attending three (3) out of the six (6) CCCSFAAA Executive Board Meetings will be covered by the board member's institution. CCCSFAAA will cover the cost of attending the remaining three (3) meetings, *to the extent possible*. The board President must send a letter conveying this policy to all nominees for office, as well as incoming regional coordinators.

**Airfare:** Actual cost – lowest rate available must be utilized.

**Hotel Accommodation:** Generally, hotel accommodations will not be reimbursed. The association will cover the cost of single-occupancy, when overnight stay cannot be avoided.

**Meals:** Generally, there is no reimbursement for meals. One-day meeting should be scheduled so as not to incur cost to member. Dinner is covered to maximum of \$18 and breakfast to maximum of \$7.00. Lunch is not covered.

**Mileage:** Based on current IRS rates not to exceed cost of coach airfare.

**Shuttle/Taxi:** The actual cost of shuttle service or taxi service to and from the meeting place. The most economical means must be used.

Car rental will generally not be covered.

**Parking:** Cost associated with attending meeting.

**NOTE:** *Exceptions to this policy, or the reimbursement of other expenses, require prior approval of the President/Executive Board.*

## **12. REIMBURSEMENT OF NASFAA LEADERSHIP TRAINING**

CCCSFAAA reimbursement for travel of the President-Elect, Vice-President, and Treasurer (when space is available) for the cost of attending NASFAA Leadership Training will be as follows:

**Airfare:** Actual cost – lowest rate available must be utilized.

**Hotel Accommodations:** The association will cover the cost of single occupancy.

**Meals:** Meals not provided by registering for the conference to maximum of \$25.00 per day with receipts.

**Mileage:** Based on current IRS rates not to exceed cost of coach airfare.

**Shuttle/Taxi:** The actual cost of shuttle service to and from the meeting place. The most economical means must be used. Car rental will generally not be covered.

**Parking:** Cost associated with attending the meeting.

**NOTE:** *Exceptions to this policy or the reimbursement of other expenses require prior approval of the President/Executive Board.*

## **13. REIMBURSEMENT FOR STANDING COMMITTEE/AD HOC TRAVEL**

CCCSFAAA reimbursement for the cost of attending Standing Committee/Ad Hoc meetings will be as follows:

**Airfare:** Actual cost – lowest rate available must be utilized

**Hotel Accommodations:** Generally, hotel accommodation will not be reimbursed. The association will cover the cost of single-occupancy, when overnight stay cannot be avoided.

**Meals:** Generally, no reimbursement for meals. Meals to a maximum of \$25.00 a day with receipts, if overnight stay will be required. Dinner is covered to maximum of \$18.00 AND breakfast to maximum of \$7.00. Lunch is not covered.

**Mileage:** Based on current IRS rates not to exceed cost of coach airfare.

**Shuttle/Taxi:** The actual cost of shuttle service or taxi service to and from the meeting place. The most economical means must be used. Car rental will generally not be covered.

**Parking:** Cost associated with attending meeting.

**Telephone:** cost of conference/telephone calls to conduct CCCSFAAA business.

**NOTE:** *Exceptions to this policy or the reimbursement of other expenses will require approval of the President/Executive Board.*

## **14.CONFERENCE COMMITTEE POLICIES AND PROCEDURES**

The President-Elect will select a chair by the transition meeting (at which time the President-Elect becomes President) or January 1, whichever is first, to design, develop, and direct the Association's annual conference for the year they serve as President.

### **14.1. COMMITTEE CHARGE**

To develop an informative conference that meets the needs of the Association membership.

### **14.2. ROLE**

In concert with the President, the chair will develop a conference program that reflects the selected conference theme and various training needs of the membership. The chair will oversee conference events and committees activities and to serve as the liaison to the CASFAA Conference Committee.

### **14.3. DUTIES**

- In conjunction with the President, select a conference theme.
- Serve as an active member of the CASFAA Conference Committee.
- Under the general direction of the Executive Board and the Budget Development Committee, develop a conference income and expenditure budget.
- Maintain records of all conference budget expenditures and follow standard accounting procedures.
- Develop and recommend to the Executive Board proposed conference registration and sponsor fees, and solicitation of sponsors and/or exhibitors.

- Maintain audit trail for conference financial reporting and record-keeping, documentation, conference evaluations and copies of conference contracts.
- In consultation with the President, sign contracts on behalf of Association.
- Meet with the conference hotel sales management staff to review contracts, catering and accounting methods.
- Establish conference sub-committee structure and appoint chairs.
- Oversee, direct and coordinate sub-committee assignments and activities.
- Establish conference-planning calendar.
- Submit periodic conference updates and progress reports to Executive Board.
- Coordinate the solicitation of conference sponsorships and donations.
- Send thank you letters to conference sponsors and keynote speakers.
- Coordinate with CASFAA Conference Committee Chair to avoid duplication of effort to promote efficiency and harmony.
- Prepare and present final report on conference activities and fiscal reconciliation of expenditures at the first Executive Board Meeting succeeding the conference.

#### **14.4. CONTRACTS**

The Conference Chair will be authorized to sign contracts on behalf of the association for the services needed in conjunction with the conference and/or with the conference hotel. Before binding the association in any contracts the Conference Chair must consult with the President for authorization.

#### **14.5. HOTEL CONTRACT**

The Conference Chair should get a copy of the contract and amendments from CASFAA. There should be a clear understanding of the number of guestrooms blocked, room rate; the cut-off date for reservations at the agreed rate; check-in and checkout time; complimentary rooms per specified number of revenue room nights utilized; upgrade policy transportation to and from the airport; accounting method; exhibit space; meeting rooms accommodations; hotel guidelines on exhibits; banquet service; cancellation policy; guest room billing; audio/video requirements, and drayage policy.

#### **14.6. MEETING(S) WITH HOTEL MANAGEMENT**

The Conference Chair and President should meet with the hotel management and review all aspects of the contract. In addition, during this meeting it should be made clear to the hotel management that CCCSFAAA and CASFAA are separate entities.

#### **14.7. CONFERENCE ADVANCE**

At the beginning of the fiscal year, the Conference Chair may receive an advance from the Executive Board to cover preliminary conference expenditures; the Executive Board approves once the advance as part of annual budget. The Treasurer will set-up a separate conference checking account with the required authorized signatures on the account.

#### **14.8. CONFERENCE SUB-COMMITTEES**

Conference sub-committees will be established and the Conference Chair will appoint prospective Chairs. The Conference Chair will schedule periodic meetings with sub-committee chairs to receive progress updates, and provide direction.

##### **14.8.1. PROGRAM/SPEAKERS**

In conjunction with the President and Chair develop conference theme, oversee and coordinate general content of conference program. Work with facilities sub-committee chair to provide logistics and arrangement protocol (i.e. rooms for guest/keynote speaker). Provide periodic reports to Conference Chair. Prepare post conference report and summary for newsletter.

##### **14.8.1.1. ROLE AND RESPONSIBILITY**

Solicit input from State and Federal Issue Committee, Training Committee, and other CCCSFAAA Committees, Region IX Washington Office of the Department of Education and the Chancellor's Office for program content.

- Coordinate program content with other events
- Select Keynote and guest speakers
- Solicit presenters and moderators
- Send confirmation and thank you letters to presenters and moderators
- Develop and layout the scheduling of sessions
- Confirm moderators and presenters and ensure that copies of handouts are provided.
- Provide moderator and presenters with information regarding their session and guidelines (See exhibit)
- Arrange for backup moderators, panelist, or speakers

## **14.8.2. SOCIAL/ENTERTAINMENT**

In coordination with the Conference Chair selects and schedules conference's social and entertainment events. Provides periodic progress reports to the Conference Chair.

### **14.8.2.1. ROLE AND RESPONSIBILITY**

- Researches events and activities in host city.
- Plan social and entertainment events for conference participants.
- Work with hotel to develop meal menus, breakout refreshment breaks.
- Develop and prepare entertainment and meal budgets.

## **14.8.3. FACILITIES**

Works with the CASFAA Conference Facilities Committee and hotel on facilities accommodations and contract negotiations. Act as liaison with hotel. In conjunction with Conference Chair coordinate assignments of complimentary rooms. In coordination with Program Committee, develop a mechanism for predicting attendance at session and social events and arrange for appropriate space. Serve as facilities troubleshooter. Provide periodic progress reports to the Conference Chair.

### **14.8.3.1. ROLE AND RESPONSIBILITY**

- Coordinate meeting room assignment with Program Committee
- Coordinate audio/visual and other technical needs with Program Committee
- Work with hotel to ensure meeting room set-ups and room comfort levels
- Provide Registration Committee information on guestrooms and services to be included in registration packet
- Provide Registration Committee a diagram of hotel meeting room space to be included in program packet
- Determine business center services availability at hotel, such as photocopying
- Develop interest session
- Coordinate placement of signs for interest sessions

- Arrange for vendors/sponsors shipping and storage needs with hotel
- Arrange for airport transportation for guest speakers if necessary
- Arrange for separate hotel registration card for CCCSFAAA to get an accurate accounting of guestroom utilization
- Arrange for house phone in registration area

#### **14.8.4. PUBLICITY/PRINTING**

Coordinates conference publicity and printing needs with Program Committee. In conjunction with Conference Chair, prepare articles for the CCCSFAAA and CASFAA newsletters.

Develops and prepares printing and mailing budgets. Provides periodic progress reports to the Conference Chair.

##### **14.8.4.1. ROLE AND RESPONSIBILITY**

- Develop, design, print and coordinate pre-conference publicity
- Develop, design and prepare conference packets and programs Materials, registration forms and evaluation forms
- Arranges for conference photographer
- Prepare special recognition for appropriate individuals or agencies

#### **14.8.5. SPONSORS/VENDORS**

Coordinates, monitors and maintain records of fundraising activities, contributors and exhibitors requests. Act as coordinator for sponsors/exhibitors. In conjunction with conference chair establishes contribution incentives for sponsors. Provides periodic progress reports to the conference chair.

##### **14.8.5.1. ROLE AND RESPONSIBILITY**

- Solicits sponsors, exhibitors, vendors and donations
- Mails sponsor applications and confirmation letters
- Develop, prepare and send fund-raising letters to solicit sponsors for refreshment breaks, meals, printing, etc.
- Sends thank you and confirmation letters to sponsors and exhibitors

- Work with Facilities Committee and hotel for space allocation and equipment needs (i.e. tables, electrical outlets, etc.)
- Arrange for name tags and registration of sponsors/exhibitors

#### **14.8.6. REGISTRATION/EVALUATION**

Develops and implements on-site registration procedures. Staffs and facilitates on-site registration and coordinates the pre-registration process. Prepares and mails registration packets. Monitors collection of on-site registration records. Provides periodic progress reports to the Conference Chair.

##### **14.8.6.1. ROLE AND RESPONSIBILITY**

- Prepare packets for pre-registration and registration materials
- Prepares conference program packets, nametags, listing of sponsors, identification, ribbons, etc.
- Monitor conference evaluation process
- Coordinate message board
- Coordinate material from other sources to be included in registration packet
- Arranges for and monitors staffing of registration

#### **14.8.7. PROGRAM DEVELOPMENT**

After a theme has been developed, the general program should include interest sessions, both technical and professional growth sessions that are reflective of the theme. The membership may be surveyed for a perspective on interests and training needs. When developing the program include interest session for person who may not have any direct involvement in financial aid (i.e. Admissions, Counseling, and EOPS). Variety and repeat sessions that deal with "Hot Issues" are an important consideration. Incorporate the results of the CASFAA/CCCSFAA survey as appropriate. Delay finalization of interest sessions until September or October to promote currency.

Design the program and schedule to allow for sufficient time for movement from one activity to the next. Program committee should work closely with facilities staff to assure audio/visual needs are accommodated or for the potential of having to expand space to accommodate unusually highly attended sessions. Develop a process for measuring attendance at sessions.

Require outline from presenter to assure preparation and planning of their presentation. In addition, require all sessions to have some sort of handout to accommodate attendance, limitations. Request advance copies of handouts. Arrange for backup moderators, panelist, and speakers in case of dropouts.

#### **14.8.8. EXHIBITORS**

Exhibitors should be located near the site of the 'breakouts sessions'. Make sure to have two to three extra tables for backup. Work closely with the hotel to secure the appropriate number and to identify the location of electrical outlets or modems needed by exhibitors. A letter should be prepared for the exhibitors instructing them to contact the hotel directly for phone lines.

#### **14.8.9. SPONSOR/FUND RAISING SUGGESTIONS**

Develop a list of prospective sponsors using personal contact or prior conference sponsors/exhibitors. Establish a goal for contributions and set minimum contribution amount, either in-kind or cash. Do not turn down an offer. Request a higher donation/contribution from collectors or billing agencies. When contracting sponsors, emphasize sponsoring a specific event such as the President reception. Develop and implement creative ways of recognizing contributions.

Establish a commitment deadline. Encourage advance payments by providing incentives such as first choice display location. (Location must be coordinated with CASFAA). You may want to develop higher rates for space other than tabletop, (i.e. for backdrops or dividers) or reduce the rate for a second table. The rate should be set to ensure a profit for CCCSFAAA.

A log or account ledger should be developed that identifies a contribution as cash or in-kind and facilitates record keeping and reporting.

#### **14.8.10. CONFERENCE PLANNING CALENDAR**

##### **March**

- Establish initial contact with potential sponsors/vendors using list from previous conference and solicit input from CCCSFAAA membership
- Develop operational budget, refund policy, reimbursement policy, tips and fees structure to be established and approved by the Board by March 30
- Prepare master calendar

##### **April**

- Conference Committee meets with the President

- Formalize comps with CASFAA and hotel
- Develop conference logo/theme
- Make formal presentation and update to board
- Do flyers to advertise at the WASFAA Conference

### **May**

- Finalize printing arrangements
- Finalize deadlines, incentives and roles of/for sponsors and make second request
- Update mailing list/draft invoices/letters to sponsors/vendors

### **June**

- Send out first formal letters to sponsors
- Meet with hotel staff and tour facilities-coordinate with CASFAA
- Prepare article for CCCSFAAA and CASFAA newsletters
- Arrange for shipping and storage at hotel as need for sponsors-coordinate with CASFAA
- Determine service availability at hotel such as photocopying, faxing, etc.
- Finalize information for guestrooms and services to be included in registration packet

### **July**

- Finalize conference theme
- Initial contact with potential speakers, moderators and panelists
- Begin development of restaurant, shopping and entertainment guide
- Prepare article for newsletter
- Update Board
- Begin development of directional and informational signs
- Print diagram of hotel meeting spaces

### **August**

- Initiate entertainment contacts
- Finalize commitment from speakers, moderators, panelist and backups
- Arrange for conference photographer
- Assign comps
- Report to Board

### **September**

- Finalize interest sessions, other social events and entertainment
- Design program and schedule
- Design evaluation form
- Mail-out pre registration notices
- Print interest session signs

### **October**

- Print everything
- Arrange spacing, use of meeting room, etc.
- Mail letter to sponsors instructing them on telephone/modem lines and all else
- Arrange nametags and ribbons
- Provide requirements for sessions
- Require tentative outlines of sessions and copies of handouts from moderators
- Finalize menu and other arrangement for President's reception, breakouts, dinner and breakfast meeting
- Make provisions for materials to be used in registration area-computers, etc.
- Arrange for audiovisual and other technical requirements
- Report to Board
- Arrange head table and other reserved seating assignments
- Finalize registration staffing

### **November**

- Prepare registration packets
- Stuff packets
- Monitor set-up

### **December**

- Meet VIP's

### **February**

- Submit final report to the Board

## **14.9. CONFERENCE FEES**

Conference fees are set with the approval of the Executive Board. Conference registration fees must cover the cost of the conference. Fee structure should be reflective and non-member status. All fees collected, accompanied by supporting documentation, should be submitted to the Treasurer for deposits to the conference checking account within one week of receipt. At a minimum, \$2000 of the profit from the annual conference will be put in the CCCSFAAA Scholarship fund.

### **14.9.1. ASSOCIATION MEMBERSHIP**

Membership fee shall be included in the conference registration fee structure.

### **14.9.2. CONFERENCE FEE REFUNDS**

The Conference Committee will establish a deadline for requesting a refund on conference registration fees. Request for refunds are to be submitted to the Treasurer in writing by established deadline.

#### **14.10. ACCOUNTING PROCEDURES**

1. The Treasurer will establish a separate checking account for the Conference Committee after the first meeting of the Conference Committee.
2. All monies collected will be submitted to the Treasurer for deposit.
3. The President, Treasurer and Conference Chair will be authorized signatures on the conference checking account. (Two signatures will be required on a check).
4. On a monthly basis the Conference Chair will submit written documentation of all expenditures and accounting transaction to the Treasurer.
5. The Conference Chair will have sub-committee members complete appropriate forms for reimbursement of expenses, record keeping and documentation.
6. The Treasurer will receive all bank statements.
7. The Treasurer will submit a copy of the bank statement to Conference Chair for her/his monthly reconciliation.
8. Conference participant registration forms and fees, copies of sponsors/exhibitors application and fees shall be submitted to the Treasurer.
9. The Conference Chair and Treasurer will meet periodically to reconcile conference accounting records.
10. All final conference accounting records must be submitted to the Treasurer by February 28 following the conference.
11. The Treasurer will close out the conference checking account after all conference expenses have been paid and the Conference Chair has reconciled all final records.

#### **14.11. BUDGET**

A conference preliminary balanced budget should be presented to the Executive Board for approval no later than the second meeting of the fiscal year. Conference fees must cover conference expenses.

#### **14.12. BUDGET DEVELOPMENT**

Each sub-committee should be developing a preliminary budget. When developing a prospective budget the sub-committees should take into consideration:

- 1) that the conference must pay for itself
- 2) use prior year conference expenses, as a base, as needed
- 3) expected revenue to be generated; and
- 4) prior and projected conference attendance

The Conference Chair can then develop a comprehensive preliminary budget to submit to the Executive Board for approval no later than second board meeting of the fiscal year.

#### **14.13. ELEMENTS OF A CONFERENCE BUDGET**

Budget categories include but are not limited to the following:

1. Sub-committee Travel and Mileage
2. Supplies and Materials
3. Awards, Certificates, Gifts
4. Audio/Video Equipment Rental
5. Conference Meals
6. President's Reception
7. Refreshment Break
8. Speakers
9. Printing
10. Decorations
11. Postage
12. Entertainment
13. Photocopying
14. Hotel Costs

#### **14.14. CONFERENCE REGISTRATION FORM**

The conference registration form should include the following information to facilitate the registration and accounting process:

1. Participant name, title, college/organization name, mailing address and phone number, FAX and E-mail address.
2. Conference fee structure for members and non-members.
3. Refund policy and deadline.
4. Registration procedures.
5. A line for special meal or facilities accommodations/need request.
6. Membership only invitation for non-conference attendants.
7. Hold harmless clause.
8. "Office use only box" containing space to record and delineate the type of registration received, check number, received by, date received, and amount received.

#### **14.15. REGISTRATION PROCEDURES**

Plan to operate with approximately 300 packets. Packets should include at minimum:

- Program and pocket program
- Meal/drink tickets
- Name badges and ribbons
- Sponsor list
- Program change notice
- Evaluation form
- Other miscellaneous information
- Errata sheet

Although space will be available at the hotel on the night prior to the start of the conference to do any necessary last minute stuffing, pre-stuff as many packets as possible in advance. Request and make adequate provisions for the supplies at the registration table (i.e. typewriter, stapler/staples, tape, etc.). If any person, association or agency requests to have information included in registration packets, be sure it is pre-folded in advance and mailed first class to ensure timely delivery. Include receipts for pre-registered attendees in the packet. Print two sets of labels – one for the nametag and one for the registration packet.

Set-up separate lines for pre-registrants and on-site registration. Have the registrants verify the contents of their packets and the spelling of their name at the registration table.

Schedule staff at the registration table at least one-half hour before all meal functions to facilitate the purchase of extra meal tickets. Number the extra meal tickets, to assist with the accounting record keeping process.

#### **14.16. EXPENSE REIMBURSEMENT PROCEDURES**

A completed reimbursement form signed by the committee chair should be submitted to the conference chair for payment. All requests for reimbursement must be accompanied by original receipt and committee chair approval. The sub-committee chair should maintain a copy of the reimbursement form, conference chair for record keeping and the original should be submitted to the Treasurer.

#### **14.17. RECORD KEEPING**

Back-up documentation should be maintained for all expenditures and revenue generated by the conference chair and copies should be sent to the Treasurer.

#### **14.18. MODERATOR GUIDELINES**

1. Introduce the session by giving a brief overview of the subject.
2. Introduce each panelist, giving his/her correct name, title, institution, and brief comment about the content of each presentation.
3. Advise the audiences of the session format. Let them know if there will be questions at the end of the session or if they may ask questions during the presentation.
4. Enough handouts should be available, but if not, circulate a mailing list and make sure that you, the presenter, or the session coordinator follow-up with sending the material.
5. MONITOR THE TIME CAREFULLY! Each presenter must know before the conference how much time he/she has for his/her portion of the presentation. Your job is to make them stick to the schedule. Let the presenter know when they have five minutes time remaining as unobtrusively as possible by passing them a note. Let them know ahead of time what method you will use to alert them when time is running out.
6. Last but not least! Enjoy and have a good session.

#### **14.19. FACILITATOR GUIDELINES**

1. Give a brief overview of topic, parameters for discussion and objective to be reached.

2. Encourage and permit time for all group members to express his/her opinion.
3. Give equal status to all opinions expressed and do not attempt to stifle dissent.
4. View your role as supportive.
5. Be well organized to ensure that things move along without interruption, but flexible enough to allow for spontaneity.
6. Personalize interaction with participants.
7. Mediate disputes and seek compromise when necessary.
8. Be assertive without being dictatorial.
9. Bring discussion to a closing.

#### **14.20. TIPS FOR PRESENTERS**

You have been recognized as an educational leader and have much to offer to our conference participants. The Conference Planning committee wants to work closely with you. Between now and "your" interest session the committee will provide whatever assistance needed to make your session a "memorable" one for you and the participants.

The following "tips" have been developed to assist presenters and speakers but are not intended to restrict or limit in any way:

1. Immediately complete and return your equipment needs to the moderator of your session.
2. Think of yourself as a member of the audience. What would you want to learn or have discussed at this session? What type of speaker impresses you?
3. Visualize and think about ways your session can be outstanding. Then make it happen.
4. Develop a preliminary outline for your session. Don't worry, it will likely change between now and when your session is held.
5. Refer to research literature, journals, etc. pertaining to your topic. Those in attendance will consider you the "expert".
6. Talk with other presenter(s), if any, who have also been selected on your panel, to coordinate the general scope of each other's presentation, determine the speaking order, discuss audio visual plans, time needed, etc. This doesn't mean you necessarily agree with one another, but that you will have a pretty good idea of one another's focus. This can also help

to insure that the first presenter doesn't "steal the thunder" of succeeding speakers. Sharing one another's outline is also helpful.

7. Survey or talk with others experience about your topic to get their view and knowledge about the issue. This may help you think about things you normally wouldn't have thought of and gives you credibility with your audience by referring to other experts. It shows you've done your homework.
8. Think of ways you might be able to make your audience feel at ease and comfortable. Getting the audience to feel they are involved can help be a part of a good presentation, though it may not always be appropriate. It is important to feel they are "with you", without saying things they necessarily want to hear.
9. The session moderator can help, but any way you may be able to make the audience feel at ease especially at the beginning of your presentation, is helpful. There are lots of "icebreakers" which can work for you. Humor always seems to work. You want to get their attention.
10. Keep refining your outline. The content of your presentation is essential.
11. Since most sessions have an hour time limitation, it is important to organize and condense your points to allow time for other speakers, if appropriate, and question and answers.
12. Create helpful handouts. People love handouts. Handouts demonstrate you've prepared for the session and give people something they can "take back home" and refer to at a later time. Reproduce enough copies for everyone in your audience. Your session's moderator will be distributing copies for you during an appropriate time during the presentation.
13. Practice, practice, practice. The more you know your stuff, the more confidence you will have and the better the session for those attending.
14. Please be on time. Most sessions are one hour long. Even if you have some great things to share, it will not make a good impression by showing up after "your" session is underway.
15. We recommend you stand up when you speak (rather than speaking from your seat at the table). What you are saying is important. Standing permits you to have eye contact with virtually everyone in the room and help them see you better.
16. Allow time for questions and answer. Please paraphrase and repeat the questions so everyone can hear it before responding. If others are on the panel, you can determine if you want to take the question as they come up during each presentation or after everyone has finished. Let the audience know the Q & A plan before you begin.

17. If these tips don't help, just remember the three basic rules of a good speech:

- Stand up, so they'll see you.
- Speak up, so they'll hear you.
- And sit down, so they'll like you.

## **15. MEMORANDUM OF UNDERSTANDING - CONFERENCE**

### **CASFAA & CCCSFAAA Memorandum of Understanding Regarding the ANNUAL CONFERENCE**

The California Association of Student Financial Aid Administrators (CASFAA) and the California Community Colleges Student Financial Aid Administrators Association (CCCSFAAA) have agreed to conduct their respective annual conferences during the month of December with CCCSFAAA Conference preceding the CASFAA Conference.

The CASFAA Executive Council and the CCCSFAAA Executive Board have mutually agreed on the following items pertaining to the annual conference:

- Each organization will designate a site selection representative to representative to represent each association on matters regarding conference site and contractual agreements;
- The chair of the CCCSFAAA Conference Committee or his/her designee will be a member of the CASFAA Conference Committee.
- Both Conference chairs will attend the first meeting with conference hotel staff to clearly establish respective identities with the hotel;
- CASFAA will provide a letter of introduction for the CCCSFAAA Conference Chair to the appropriate hotel staff before the first meeting with the hotel;
- The CCCSFAAA Conference will be held for two days with the first day beginning no earlier than 12:00 noon on Friday and ending no later than 12:00 noon on Sunday;
- Pre-conference activities, including a meeting of the CCCSFAAA Executive Board will occur all day Thursday and one-half day Friday; Post-conference activities may occur on Sunday from 12:00 noon to 5:00pm;

- CCCSFAAA will have first priority, before any other organization or group, for room space during the CCCSFAAA Conference (for meetings, social gatherings and overnight accommodations);
- CCCSFAAA will receive two (2) complimentary suites during the days of their meeting. One suite will be for the President and the other suite will be for the CCCSFAAA Conference Chair. This provision will be effective for all CASFAA/CCCSFAAA contracts negotiated and signed after 9/1/92;
- CCCSFAAA will be entitled to a maximum of seven (7) complimentary single room nights;
- CCCSFAAA will receive a credit for 200 people if the contract includes a hosted reception;
- Each year, CCCSFAAA will be entitled to the lesser of 50% or two, of the complimentary board meetings available to CASFAA. Complimentary board meetings are to include all amenities stipulated in the hotel contracts. If fewer than three complimentary board meetings are available in any given year, CASFAA will designate their use;
- CCCSFAAA will be entitled to a maximum of four (4) room upgrades;
- CCCSFAAA Conference exhibitors will not be required to tear down on Saturday night unless stipulated by the hotel contract;
- CASFAA will not release any hotel space until CCCSFAAA has been contacted and concurs with any adjustments with conference space requirements;
- Mutual expenses that may occur in conjunction with both conference, including but not limited to drayage and security, will be agreed upon by the Conference chairs prior to the signing of any contract;

It is understood that this agreement will be binding on the associations until such time as it is rescinded or modified by mutual agreement of both associations.

\_\_\_\_\_  
**CASFAA President    Date**

\_\_\_\_\_  
**CCCSFAAA President    Date**

## 16. CCCSFAAA LIAISONS

### 16.1. CCCSFAAA LIAISON TO THE CASFAA BOARD

#### 16.1.1. ROLE:

To represent CCCSFAAA at the CASFAA Board meetings

#### 16.1.2. RESPONSIBILITIES:

- Attend all CASFAA Board meetings or select a substitute if not able to attend.
- Attend Executive Board meetings (approximately six (6) times per year.
- Represent community college perspectives on the CASFAA Board.
- Communicate issues from the CCCSFAAA Board to the CASFAA Board.
- Solicit CASFAA's support for issues that may be specific to community colleges.
- Coordinate with CASFAA in working with CSAC and EdFund.
- Maintain CCCSFAAA "mascot" – Christina the Bear. Take to CASFAA meetings and pass on to successor when the term expires.
- Provide a report on CASFAA Board meetings/issues to CCCSFAAA Board. Recommend action when necessary.

### 16.2. OTHER LIAISONS

#### 16.2.1. EdFund Advisory and Enhancement Workgroup

- Expenses paid by EdFund
- One day meeting 4-6 times a year
- Appointed by the CCCSFAAA President
- One representative from the North and one from the South

#### 16.2.2. EdFund Loan Council

- Expenses paid by EdFund
- One day meeting 4-6 times a year

- One community college representative

**16.2.3. CSAC Grant Advisory Committee**

- Expenses paid by EdFund
- One day meeting 4-6 times a year
- Appointed by Chancellor's Office
- One community college representative

**16.2.4. CSAC Grant Advisory Committee**

- Expenses paid by CSAC
- One day meeting 4-6 times a year
- Appointed by the CCCSFAAA President

**16.2.5. Site Selection Committee Liaison to CASFAA**

- Expenses paid by CCCSFAAA
- One-two meetings per year
- Appointed by CCCSFAAA President

**16.2.6. Ad Hoc Committees**

- Expenses paid by CCCSFAAA under the sponsoring CCCSFAAA Committee

**16.2.7. Current positions being filled**

- Outreach Task Force (State Issues Committee)
- Distance Education Workgroup (Federal Issues Committee)

**17. BOARD TRAVEL/REGIONAL REPRESENTATIVE/LIAISON REIMBURSEMENT POLICY**

If the person is elected to the CCCSFAAA Board as a Regional Representative or an officer of the Association, CCCSFAAA will pay the expenses for at least three of the CCCSFAAA meetings and for additional meeting expenses to the extent funds are available. Regional Representatives also serve as Regional

Representatives for the Chancellor's Office. By an agreement negotiated with the Chancellor's Office in 1999. The Chancellor's Office pays one day's expenses for the Regional Representatives. CCCSFAAA and CASFAA share the expenses for the CCCSFAAA Liaison to CASFAA Board meetings. CASFAA reimburses the liaison for attendance at CASFAA meetings. If the liaison does not serve as a Regional Coordinator on the CCCSFAAA Board and would not normally attend the CCCSFAAA meetings, the liaison is expected to attend the CCCSFAAA Board meetings and report on CASFAA issues and concerns. If the person is elected to the CCCSFAAA board as a Regional representative or an officer of the Association, CCCSFAAA will pay the expenses for the CCCSFAAA meetings and CASFAA meetings are to be paid by CASFAA.

## **18. NEWSLETTER**

The CCCSFAAA Newsletter will be mailed to all members of the Association as well as other individuals who work with the Association. The December issue will be distributed at the annual conference. At this time, the Newsletter has no advertising space.

The President, Vice-President and President-Elect are expected to provide an article for each edition of the Newsletter. The President assigns Editor the newsletter. Anyone may submit an article for the Newsletter. Regional Representatives are encouraged to write articles on regional activities. It is the decision of the editor to include or exclude any article. It is also the responsibility of the Editor to set the publication schedule for the Newsletter and inform the Executive Board of that schedule.

The following statement should be included somewhere in each copy of the Newsletter:

*CCCSFAAA News is the primary vehicle of communication for the California Community Colleges Student Financial Aid Administrators Association and is mailed to all current members. We invite all members to submit articles, questions or information for publication. Opinions expressed in this newsletter are those of the authors and not of the Association or of the institution represented by the authors.*

## 19. APPENDIX

**19.1. BYLAWS**

# California Community Colleges Student Financial Aid Administrators Association

## Bylaws

- Article I: Name, Principal Office, Purposes and Restrictions
- Article II: Members
- Article III: Dues
- Article IV: Executive Board
- Article V: Officers
- Article VI: Election of Officers
- Article VII: Regional Coordinators
- Article VIII: Vacancies
- Article IX: Membership Meetings
- Article X: Committees, Auditors and General Counsel, Rules, Bonding and Disbursement
- Article XI: Indemnification and Insurance
- Article XII: Amendment of Bylaws
- Article XIII: Interpretation

### Article I

#### **Name, Principal Office, Purposes and Restrictions**

##### **1.01 Name.**

The name of the Association shall be the California Community Colleges Student Financial Aid Administrators Association, a California nonprofit mutual benefit corporation ("Association").

##### **1.02 Principal Office.**

The Executive Board shall determine the location of the principal office of the Association, provided that until the Executive Board otherwise determines the principal office shall change each year to the county of the institution in which the Treasurer is employed.

##### **1.03 Purposes.**

The purposes of the Association include:

- a. To advance the profession of California community colleges student financial aid administration ("the profession") through conferences, workshops and other related activities and services.

- b. To advance the profession through cooperative efforts in developing effective student financial aid programs that will enhance student access to the California community colleges.
- c. To advance the profession by facilitating communication between members of the profession, government agencies, and private and community organizations.

#### **1.04 Restrictions.**

All policies and activities of the Association shall be consistent with:

- a. Applicable federal, state and local anti-trust and trade regulation laws;
- b. Applicable tax-exemption requirements, including the requirements that the Association not be organized for profit and that no part of its net earnings are used for the benefit of any private individual; and,
- c. All other legal requirements, including the California Nonprofit Corporation Law under which law this Association is incorporated and to which its operations are subject.

## **Article II**

### **Members**

#### **2.01 Membership Qualifications.**

There shall be three classes of members:

Associate, Active and Lifetime.

#### **2.02 Active Membership.**

Active Membership shall be limited to practicing student financial aid administrators and staff at California Community Colleges/Districts or the California Community College Chancellor's Office. Each active member shall be entitled to one vote on all matters that come before the Association and to hold office on the Executive Board.

#### **2.03 Associate Membership.**

Associate membership shall include representatives of Community College Student Services Offices such as Educational Opportunity Programs and Services Offices, Admissions and Records Offices, Counseling, Disabled Student Programs and Services, or other educational institutions and government agencies, foundations, private and community organizations interested in financial aid matters and persons in an institution of postsecondary education. Associate members are eligible to serve on Association committees. An Associate member shall not be entitled to vote and may not serve as an officer of the Association.

#### **2.04 Lifetime Membership.**

The Executive Board may award Lifetime membership to any person. Lifetime Member dues for the recipient of this honor shall be waived. A Lifetime Member is entitled to all the rights and privileges of an Associate membership in the Association.

#### **2.05 Termination.**

A membership shall be suspended or terminated whenever the Executive Board, or a committee or person authorized by the Executive Board, in good faith determines that any of the following events have occurred:

- (a) resignation of member;
- (b) expiration of the period of membership, unless the membership is renewed on the renewal terms fixed by the Executive Board; or
- (c) an occurrence of any event that renders a member ineligible for active membership.

#### **2.06 Discipline.**

Any member of the Association may be dropped from membership by action of the Executive Board for just cause after being afforded an opportunity to be heard by a committee appointed by the President.

#### **2.07 Member Obligation to Follow Association Rules.**

Each member of this Association agrees to be bound by these Bylaws and any amendments thereto, and by the lawful actions of the Executive Board of voting members of the Association.

### **2.08 Member Liability.**

No member of the Association shall be personally liable for any of the debts or obligations of the Association.

### **2.09 Restricted Use of Association Name.**

No member of the Association may use the Association's name or their membership in the Association in the sale or promotion of goods or services.

## **Article III**

### **Dues**

#### **3.01 Dues.**

The Executive Board shall set dues and fees, make assessments and set the terms of payment after a vote by the Association membership.

#### **3.02 Refunds.**

No dues will be refunded.

## **Article IV**

### **Executive Board**

#### **4.01 Executive Board.**

The Executive Board is the governing body of the Association and has authority and is responsible for the supervision, control, and direction of the Association.

#### **4.02 Composition.**

The Executive Board consists of sixteen persons who shall be the six officers and ten Regional Coordinators.

#### **4.03 Election and Term of Office.**

Each Executive Board member shall serve a one-year term, commencing January 1 and ending on December 31, with the exception of the Treasurer who shall serve a two-year term.

**4.04 Meetings.** The Executive Board shall meet at least annually at the time and place it selects. The presence of more than 50% of the Executive Board constitutes a quorum.

## **Article V**

### **Officers**

#### **5.01 Officers.**

The officers of the Association include: President, President-Elect, Vice-President, Secretary, Treasurer, and Past-President. shall comprise the Executive Committee.

#### **5.02 Qualifications.**

Officers must be active members.

#### **5.03 Election and Term of Office.**

Officers are elected by written or electronic ballot as provided in these Bylaws. Each officer shall serve a one-year term, commencing January 1 and ending on December 31, with the exception of the Treasurer, who shall serve a two-year term. The regional coordinators shall be elected by their respective regions to serve a two-year term. The odd numbered regions shall elect a new representative during the odd numbered years, and the even numbered regions during the even numbered years.

#### **5.04 Duties.**

The officers perform those duties that are usual to their positions and which are assigned by the Executive Board, including those duties set forth in position descriptions, for each officer as adopted by the Executive Board. The President shall preside at all meetings of the Association and the Executive Board; the President-Elect shall preside in the absence of the President. The Treasurer is the financial officer of the Association.

#### **5.05 Removal.**

An officer may be removed, for cause, by majority vote of the Executive Board. Members of the Executive Board whose status changes from a voting to a non-voting status must vacate their office and will lose their membership on the Executive Board.

#### **5.06 Compensation.**

Officers do not receive compensation for their services. However they may receive reimbursement for their expenses to the extent that the Association is able to fund.

## **Article VI**

### **Election of Officers**

#### **6.01 Nomination and Elections Committee.**

The Nomination and Elections Committee shall consist of the Past-President who shall serve as Chair, President-Elect, one Regional Coordinator from the northern region and one Regional Coordinator from the southern region as designated by the Chair.

#### **6.02 Nominating Process.**

The Committee shall solicit nominations for each office from the voting membership and shall designate a ballot slate which includes two nominees for each office. The nominations for President-Elect and Vice-President shall be from opposite (northern or southern) regions of the state, and shall alternate between north and south each year. The Committee shall make known its procedures to the voting membership at the time nominations are solicited.

#### **6.03 Election.**

The election shall be conducted by written or electronic ballot in accordance with the California Nonprofit Corporation Law. A quorum for this purpose shall be the number of votes cast. A candidate who receives a majority of the votes shall be elected.

## **Article VII**

### **Regional Coordinators**

#### **7.01 Regional Coordinators.**

A Regional Coordinator shall represent each of the Regions, including: Region I, Region II, Region III, Region IV, Region V, Region VI, Region VII, Region VIII, Region IX, and Region X.

#### **7.02 Qualification.**

Regional Coordinators shall be Active members.

#### **7.03 Selections and Term of Office.**

Each Region shall elect one of its members to serve as Regional Coordinator to serve for a two-year term commencing January 1 and ending December 31. The current Regional Coordinator will be responsible for ensuring the election of a new Regional Coordinator by September 15 in their second year of office.

Odd-numbered regions shall elect a new coordinator during odd numbered years and even-numbered regions shall elect a new coordinator during even numbered years.

**7.04 Duties.**

Regional Coordinators shall attend all Executive Board meetings and serve as liaison between the Executive Board and members of the Region. In addition, Regional Coordinators shall schedule, plan and conduct meetings and training activities for their Regions and transmit information on financial aid issues and Association matters to Region members, shall serve on Committees as assigned, and shall perform other duties as assigned by and through the President.

**7.05 Vacancies.**

If a vacancy occurs, the Region shall elect another Regional Coordinator to fill the remaining portion of the term.

**7.06 Compensation.**

Regional Coordinators do not receive compensation for their services. However, they may receive reimbursement for authorized expenses to the extent that the Association is able to fund.

**Article VIII**

**Vacancies**

**8.01 Vacancies.**

A vacancy occurring in any office of the Executive Board other than that of the President, Past-President or the President-Elect, shall be filled by the appointment of the Executive Board until the installation of the next elected Executive Board. An affirmative vote of a majority of the entire Executive Board, which may be conducted by written or electronic ballot, shall be necessary to fill such a vacancy.

**8.02** Such appointment shall not prejudice the election of the incumbent to a regular term of office.

**8.03** If a vacancy occurs for the office of President, the position will be assumed by the President-Elect, and will serve the remainder of his or her own term as President.

**8.04** A vacancy in the office of President-Elect may be filled by a vote of the membership through either the annual election or a special election to be determined by the Executive Board.

**8.05** A vacancy in the office of Past-President shall be filled by the appointment of the previous immediate Past-President or the most recent Past-President.

## **Article IX**

### **Membership Meetings**

#### **9.01 Annual Membership Meeting.**

The Association shall hold an annual meeting of the membership at a location and on the date that the Executive Board determines.

#### **9.02 Special Meetings.**

The President, the Executive Board or five percent or more of the voting members may call a special meeting of the Association membership. If a special meeting is called, by members as authorized by these Bylaws, the request for the meeting shall be submitted in writing or by electronic notice to the Secretary specifying the general nature of the business proposed to be transacted.

#### **9.03 Notice.**

The Board must give Association members reasonable notice of all annual and special meetings. The notice must include a description of the business to be discussed and must be given at least ten days before the meeting.

#### **9.04 Voting.**

The presence of thirty-five percent of the voting membership constitutes a quorum. A majority of members where a quorum is present is necessary to make a decision except where some other number is required by law. Proxy voting is not permitted. Written and electronic voting is permitted as specified in the California Nonprofit Corporation Law.

## **Article X**

### **Committees, Auditors and General Counsel, Rules, Bonding, and Disbursement**

#### **10.01 Committees.**

The Executive Committee shall consist of the officers of the Association and shall have the full authority of the Executive Board between meetings of the Executive Board, provided that it shall report all of its actions to the Executive Board at the next meeting of the Executive Board. The following committees are deemed standing committees and members will be appointed each year: Conference Committee, Scholarship Committee, Training Committee and Newsletter Committee. The President may appoint other committees as necessary. The Association shall have such committees as determined by the Executive Board to meet the goals of the Association. These committees shall act in an advisory capacity to the Executive Board and committee membership is for the duration of the Executive Board that made the appointment.

#### **10.02 Auditors and General Counsel.**

Auditors and General Counsel are appointed by the Executive Committee.

#### **10.03 Rules.**

The Executive Board may establish rules that are consistent with these Bylaws for the policies, procedures, and programs of the Association.

#### **10.04 Bonding.**

All individuals with significant financial responsibility on behalf of the Association, including individuals authorized to sign checks, shall be bonded within appropriate limits as determined by the Executive Board.

#### **10.05 Disbursements.**

The President, Past-President, or Treasurer is vested with the authority to disburse funds of the Association.

## **Article XI**

### **Indemnification and Insurance**

#### **11.01 Indemnification.**

To the fullest extent permitted by the law, the Association shall indemnify and hold harmless any and all agents against all claims to which they may be subjected by reason of any alleged or actual action or in action in the performance of their duties performed in good faith on behalf of the Association. "Agent" for this purpose shall include officers, and Regional Coordinators.

#### **11.02 Insurance.**

The Association shall have the right to purchase and maintain insurance to the full extent permitted by the law on behalf of its agents against any liability asserted against or incurred by the agent in such capacity arising out of the agent's status as such.

## **Article XII**

### **Amendment of Bylaws**

#### **12.01 Amendment by Executive Board.**

These Bylaws may be amended by a majority vote of the Executive Board provided that amendments to the Bylaws by the Executive Board may not materially and adversely affect the rights of members or change the authorized number of Officers.

#### **12.02 Amendment by the Voting Membership.**

These Bylaws may be amended by a majority affirmative vote of the association's voting members, provided that each amendment shall have been proposed in writing to the Secretary of the Executive Board by a petition of five percent of the members of the association. The members must approve changes to the Bylaws that materially and adversely affect the rights of members or change the authorized number of Officers.

## **Article XIII**

### **Interpretation**

#### **13.01 Interpretation.**

These Bylaws are subject to the California Nonprofit Corporation Law and must be interpreted so as to conform to that law, as it is interpreted and amended from time to time.

Revised: 06/06/2006 Susan Jones, CCCSFAAA Past-President, Bylaws and Procedures Chair

**19.2. SAMPLE LETTER FOR REGIONAL REPRESENTATIVES**

**SAMPLE LETTER FOR REGIONAL REPRESENTATIVES**

December 15, 2006

<FIRSTNAME> <LASTNAME>  
<TITLE>  
<COLLEGE>  
<ADDRESS>  
<CITY> <STATE> <ZIP>

Dear <FIRSTNAME>:

Each of us recognizes how essential and vital it is to have an opportunity to mentor each other, network, keep abreast of changing legislation and share professional expertise. All these factors contribute to and enhance the manner in which we effectively serve our students and add to our professional growth. The positions of the California Community College Chancellor’s Office Representative and the CCCSFAAA Regional Representative facilitate and foster the coordination of these viable and necessary functions.

There are usually five meetings each year, alternating between Northern and Southern California. It is generally expected that the cost of attending the CCCSFAAA Executive Board meetings will be covered by the Chancellor’s Office and the CCCSFAAA Executive Board to the extent funding is available. The Association will cover all costs associated with attending the remaining three CCCSFAAA board meetings to the extent possible. Reimbursement of costs associated with the Chancellor’s Office Representatives attendance at meetings would be covered by the Chancellor’s Office only as funding levels in the state budget allows.

The CCCSFAAA Regional Representatives and the Chancellor’s Office Representative are selected by their region and serve a two-year term. Even numbered regions (2,4,6,8,10) will elect Regional Coordinators in even years and odd regions (1,3,5,7,9) in odd years.

The following members have been nominated for the position. Please cast your vote and return the ballot to me by\_\_\_\_\_.

Enclosed is a copy of the CCC Chancellors Office Representative and CCCSFAAA Regional Representative responsibilities.

Sincerely,

**19.3. CCCSFAAA REIMBURSEMENT POLICY**

## CCCSFAAA REIMBURSEMENT POLICY

**General:** All committee members are urged to conserve the Association's funds by keeping expenses to the minimal amount required to satisfactorily conduct Association business and covering any expenses from other sources when possible. The committee chair must sign reimbursement requests from committee members before payment will be done. The President must sign reimbursement requests from the Executive Board before payment will be made.

**Travel Expenses:** CCCSFAAA members may receive reimbursement for attendance at a meeting of a committee of which they are a member or for attendance at other approved activities, if not reimbursed by another source. Any CCCSFAAA member who is not an Executive Board member, but would like to be reimbursed for attendance at an Executive Board meeting must have the prior approval of the President.

**Airfare:** When traveling by air, members shall travel by coach fare. Members are encouraged to make air reservations as early as possible to take advantage of the lowest fares. Original air ticket receipts, or itinerary forms for electronic tickets, must be submitted.

**Mileage/Parking/Tolls:** Private car mileage will be reimbursed at the IRS standard rate of \$.40.5 per mile, not to exceed the cost of coach airfare. Parking and tolls will be reimbursed providing they are reasonable. Original receipts must be submitted.

**Other Transportation:** Ground transportation to and from airport/lodging facilities and meeting sites will be reimbursed provided they are reasonable. No rental car expenses shall be reimbursed without prior approval of the President. Original receipts must be submitted.

**Meals:** Breakfast, lunch and dinner are reimbursed when the CCCSFAAA activity exceeds 24 hours. Guidelines permit reimbursement on a per diem basis up to \$40.00 (\$10.00/breakfast, \$15.00/lunch, and \$25.00/dinner). The per diem allowance begins at the time when it is reasonable for the member to leave to attend the essential CCCSFAAA activity and ends when it is reasonable for the member to return home. Reimbursement requests should be for actual costs to a maximum of \$40.00 for each 24-hour period. If any meal is provided, the amount assigned to that meal will be deducted from the allowable per diem. Other meals for functions less than 24 hours must be pre-approved by the President.

**Lodging:** The Association will pay lodging expenses if the required CCCSFAAA activity will exceed 24 hours. If the activity will not exceed 24 hours, but the geographic location of the members makes it impractical to travel within one day, with the prior approval of the President; CCCSFAAA will cover the cost of the lodging.

**Postage/Printing/Telephone:** Only charges for authorized CCCSFAAA activities will be reimbursed. Original receipts bills or an itemized statement of charges must be submitted.

**Other:** Only charges for authorized CCCSFAAA business will be reimbursed. Receipts are required for other expenses in excess of \$10.00.

Reimbursement request must be made within 30 days of the expense, or by December 24 of the expense year, whichever is earliest. The proper committee chair or Executive Board member must approve requests for payment to third parties. Original bills or invoices must be submitted.

**19.4. CCCSFAAA REQUEST FOR REIMBURSEMENT OR PAYMENT FORM**

# CCCSFAAA 2007 Request for Reimbursement or Payment

Submit within 30 days of expense

Payee: \_\_\_\_\_ Budget Category: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

---

## STEP ONE - Travel Expenses

See reverse side for Reimbursement Policy and Payment Guidelines

Purpose of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Airfare (Attach original ticket receipts) \$ \_\_\_\_\_

Personal Auto \_\_\_\_\_miles @40.5 per mile \$ \_\_\_\_\_

Parking/Tolls (Attach original receipts) \$ \_\_\_\_\_

Other Transportation (Attach original receipts) \$ \_\_\_\_\_

Lodging (Attach original receipts) \$ \_\_\_\_\_

Meals Total (Calculate Below) \$ \_\_\_\_\_

# BKFST\_\_\_ # LUNCH\_\_\_ # DINNER\_\_\_ #PER DIEM\_\_\_

**TOTAL TRAVEL EXPENSES:** \$ \_\_\_\_\_

### Other Expenses

Printing Expense (Attach original invoices/receipts and describe cost)

\_\_\_\_\_ \$ \_\_\_\_\_

Postage/Shipping (Attach original invoices/receipts and describe cost)

\_\_\_\_\_ \$ \_\_\_\_\_

Other Expenses (Attach original invoices/receipts and explain)

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL OTHER EXPENSES:** \$ \_\_\_\_\_

---

Total expense for which claim is being made \$ \_\_\_\_\_

Minus amount paid with CCCSFAAA Credit Card \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT REQUESTED** \$ \_\_\_\_\_

***I certify that I have not been or will not be reimbursed by any other agency for any portion of the requested reimbursement.***

Claimant Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP TWO** *Forward reimbursement claim form and all receipts to the Committee Chair for approval/signature*

**STEP THREE**

Committee Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP FOUR** *Committee Chair must submit this approved/signed form to:*

**Brad Hardison  
CCCSFAAA Treasurer  
Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, CA 93109**

*PLEASE NOTE: Reimbursement check may take up to 10 business days upon receipt by the Treasurer.*