

INTRODUCTION

This SUNYFAP Manual of Policies and Procedures consists of:

- the mission statement of the organization
- policy and procedure statements for the Standing Committees as specified in the By-Laws
- policy and procedure statements for the Ad-Hoc Committees
- policy and procedure statements covering miscellaneous events and issues that routinely occur in the activities and governance of the organization
- the Constitution and By-Laws of the organization

There are (4) Standing Committees of SUNYFAP. All other committees are Ad-Hoc. The Standing Committees are as follows:

- Budget Committee
- Governance Committee
- Nominations and Elections Committee
- Membership Committee

Policies are specific courses of action adopted to achieve certain ends. Procedures are administrative steps put in place to help implement policies. The SUNYFAP Executive Council has formally adopted the policy statements in the attached manual. The procedural steps and all other text constitute approved courses for implementing each policy. Executive Council, Committee Chairs, etc. should look to the procedural text for guidance in policy implementation but need not be precisely bound by those statements.

Each year the Executive Council adopts a line-item budget for the organization. Because it is a “living document” the budget frequently changes through the year to meet changing needs of the organization. Similarly, this Manual of Policies and Procedures should provide a reference for governing the activities of the organization and should be a facilitating document, not an inhibitor. It is, therefore, appropriate and necessary for the Executive Council and Governance Committee to periodically review and, as necessary, add, delete and amend this Manual.

This Manual is to be housed with the SUNYFAP Secretary. The actual maintenance and responsibility for its accuracy rests with the Governance Committee.

SUNYFAP MISSION

- **Foster professional growth of the membership**
- **Develop and maintain a system of professional communication & dialogue among financial aid professionals and the admissions and guidance communities as well as other student personnel professionals**
- **Serve as professional forum for discussion of financial aid policy and procedures**
- **Advocate for affordable, accessible, quality public higher education in New York State**
- **Encourage research consistent with the purpose of the organization**
- **Engage in activities and provide services consistent with the public service mission of the University**
- **Work with SUNY System Administration and campus administrators in serving the best interests of applicants, the University, and the public**

