

Issue: Alcohol Reimbursement

Policy: SUNYFAP does not pay for alcohol consumed by members, officers, committee chairs, guests, etc.

- Procedures:
1. Alcohol ordered at SUNYFAP meetings, events, dinners, etc., should be ordered by individuals and billed individually.
  2. Members of group dinners should request a separate check for alcohol to avoid having alcohol consumed at the table billed to SUNYFAP on the group bill.
  3. Committee chairs and other event leaders need to remind members of this policy.
  4. Notwithstanding the above, the Conference Committee may, at its discretion, schedule events during the annual conference when alcohol will be served and not billed to the individual.

Approved: February 13, 1998

- Issue: Annual Budget, Construction and Management
- Policy: The Treasurer, Budget Committee and Executive Council have joint responsibility for establishing and managing the annual budget of the organization, under the leadership of the President.
- Procedures:
1. All committee chairs and officers shall submit to the Treasurer a budget request for the upcoming year by January 15<sup>th</sup>.
  2. The Budget Committee, under the leadership of the Treasurer, reviews all expenditure requests and the income projections and prepares a recommended line-item budget for the Executive Council during February.
  3. The Executive Council reviews, amends and approves the request one month before the annual business meeting.
  4. The Treasurer, on behalf of the Executive Council, presents the budget to the membership at the annual business meeting.
  5. The Treasurer prepares a written budget status report for each Executive Council meeting.
  6. Amendments to the budget may be made in the following manner:
    - a. Amendments of up to \$100 may be authorized by the President upon recommendation by the Treasurer. Such amendments will be reported to the Executive Council at the next regular meeting.
    - b. Amendments greater than \$100, may be authorized by the Executive Council.
  7. The Budget Committee may be called upon at any time during the year to make recommendations that will be reported at the next Executive Council meeting.
  8. Individual Council members are responsible to review and question all line items in the periodic budget reports for the good of the organization.
  9. All Council members will act prudently with respect to income and expenditure items over which they exercise control, for the good of the organization.
  10. The Treasurer is responsible for monitoring the budget and bringing to the attention of the Budget Committee and/or Executive Council serious emerging budget problems as early as possible.
- Approved: March 4, 1998
- Revised: November 13, 2001

Issue: Audit, Annual

Policy: The organization's finances are to be audited annually by three (3) active members of the organization who are appointed by the President and approved by the Executive Council. Only those members who do not currently serve on the Executive Council or the Budget Committee shall be appointed.

Procedures:

1. The Treasurer and the Audit Committee should begin the process no later than February 15<sup>th</sup> each year.
2. The committee will prepare a report in consultation with the Treasurer. This report will include any findings or suggestions. The report will be presented to the Executive Council at its next meeting.
3. The Treasurer will prepare the annual report to be presented to the membership at the annual business meeting in conjunction with the committee report.

Approved: February 13, 1998

Revised: September 24, 2001

Issue: Awards

Policy: The Association offers the following awards annually or as appropriate.

- Procedures:
1. The Bill Troy Service Award is available to both current and past members as long as they were active members at the time of retirement. Nominations are made by the membership to the Scholarship and Awards Committee by February 1<sup>st</sup> of each year. The award is only given during years when the committee believes that there is a deserving individual who has given a significant long term commitment to SUNYFAP and the profession. It is given at the annual conference and recognized by a permanent plaque given to the awardee.
  2. The Alan Latona Award will be awarded to each outgoing president of the organization. The recognition is a permanent plaque given to the awardee.
  3. The SUNYFAP Service Award is available to members and non-members who make significant contributions to the organization. Nominations are made by the membership to the Scholarship and Awards Committee by February 1<sup>st</sup> of each year. More than one award may be granted. It is given at the annual conference and recognized by a permanent plaque, smaller than the Bill Troy award, given to the awardee.
  4. SUNYFAP Certificates of Appreciation will be determined by the Executive Council prior to the annual business meeting from a list of names put forth by the President. These will include, but are not limited to, outgoing council members, committee members, retirees, etc.
  5. SUNYFAP Presidential Citation is available to persons, organizations, or committees that the President wishes to honor. The names will be put forth to the Executive Council at the same time as the SUNYFAP Certificates of Appreciation.

Adopted: April 3, 1998

Revised: January 29, 2001

Issue: Bill Troy Memorial Colloquium

Policy: Colloquium will not be funded by vendor solicitation.

- Procedures:
1. Colloquium will be held at the annual conference as a reception just prior to the banquet.
  2. Current Colloquium endowment funds will be used exclusively to fund the colloquium.
  3. If it becomes necessary to raise funds to support the colloquium, it will be done by:
    - a. donations
    - b. fund raising
    - c. conference registration fees, as needed
  4. Responsibility for colloquium funding will fall to the executive council who could delegate it to a committee if they chose.

Approved: April 24, 1998

Revised: November 13, 2001

Issue: Check Signing

- Policy:
1. The signature of either the Treasurer or President is sufficient to write checks.
  2. No checks are to be written without paper documentation of the expense.

- Procedures:
1. The Treasurer is responsible for paying all bills of the organization. Thus, the Treasurer collects and keeps all paper documentation (bills, travel vouchers, etc.), enters amounts to the account ledger and prepare checks.
  2. The Treasurer does not prepare checks unless the expenditure has been approved by the Executive Council or President.

Approved: February 13, 1998

Revised: November 13, 2001

Issue: Contracts

Policy: SUNYFAP has a number of regular contractual obligations which are entered into according to the following policies:

1. The Conference Committee recommends a site for the annual conference. The Executive Council approves and the President signs the contract.
2. Minor contractual matters arise due to entertainment or program needs. The Conference Committee approves and the President signs the contracts.
3. Other contractual matters that may arise from time to time should be brought to the President and Executive Council for discussion. Generally the Executive Council will approve and the President will sign the contract.
4. Only the President has the authority or responsibility to contractually bind the organization.

Procedures: The necessary procedures are detailed in the policy statements above.

Approved: February 13, 1998

- Issue: Directory of SUNY Financial Aid Staff
- Policy: SUNYFAP will publish a Directory of SUNY professional financial aid personnel at colleges and SUNY System Administration.
- Procedures:
1. The oversight responsibility for the Directory lies with the Chair of the Membership Committee.
  2. The printing and mailing responsibilities lie with the manager of the membership database, unless otherwise assigned by the Membership Chair. The database manager is a member of the Membership Committee.
  3. The Directory will be published by July 1<sup>st</sup> of each year and mailed to all active members and associate members employed by SUNY.
  4. The Directory will contain, at a minimum, each SUNY college, the professional staff of the Financial Aid Office, their titles, phone numbers and e-mail addresses. Each college will show its address, phone number and fax number. If the phone number is private, it will be so labeled.
  5. The Membership Chair will solicit sponsorship for the Directory at a price approved by the Executive Council. This will be done in conjunction with the Conference Vendor Committee.
- Approved: April 3, 1998
- Revised: November 13, 2001

Issue: Dues, Annual Membership

Policy: Membership dues are established annually by the Executive Council. Membership is individual. If a member loses his/her eligibility for voting, as defined in the constitution, because of a change in employment or other such circumstance, he/she loses the right to vote despite the fact that dues are not refundable. However, the member may maintain associate membership status for the balance of that membership year. The membership year is from May 1 to April 30.

- Procedures:
1. Membership classifications are defined in the constitution. In cases where the status of the individual is unclear, the director at the individual campus will determine whether the member is “professionally employed” in the financial aid office.
  2. A member may change his/her title and/or institutional affiliation during the membership year.
  3. Once paid, the membership belongs to the individual, not the institution, regardless of who paid the dues. This statement should be printed on all forms soliciting membership dues.
  4. Annual dues are not refundable and this should be printed on all forms soliciting membership dues.
  5. Annual dues are paid either as part of the annual conference registration or separately with the completion of the annual membership application.
  6. SUNYFAP does not accept credit cards or bill for membership dues.
  7. The first solicitation of membership after the conference will happen by June 1<sup>st</sup>.
  8. The Chair of the Membership Committee is responsible for implementing these procedures.
  9. The Executive Council shall set the annual dues by November for the fiscal year beginning the following May 1<sup>st</sup>.

Approved: March 4, 1998

Revised: May 14, 1999

Issue: Fee, Annual Conference Registration

Policy: The registration fee for the annual conference is set by the Conference Committee with the approval of the Executive Committee.

- Procedures:
1. The fee recommendation, together with supporting information, is made by the Chair of the Conference Committee to the Executive Council by July.
  2. The financial objective is that the annual conference should never run a deficit.
  3. The annual conference is the major fund raising event that is available to produce income to fund other events sponsored by the organization.
  4. There will always be a comprehensive fee for the conference. In addition, a daily fee should also be set. Care should be taken so that a daily fee structure does not reduce comprehensive fee registrations.
  5. The sponsor/vendor fee should also be set by the Executive Council in July.
  6. SUNYFAP does not accept credit cards or bill for the conference.

Approved: February 13, 1998

Revised: November 13, 2001

Issue: Fee Waivers

Policy: All SUNYFAP members and those non-members eligible for active membership in SUNYFAP are expected to pay all fees for any SUNYFAP events for which they wish to register and attend. The Executive Council sets fees for SUNYFAP activities.

- Procedures:
1. The Membership Chair, in conjunction with the Treasurer, will provide the persons responsible for registrations for all events an up to date listing of paid members.
  2. The people responsible for on-site registrations for all events are to collect any fees from unpaid members. These monies are to be forwarded, along with a membership form, to the Treasurer.
  3. It should be recognized that vendors at the annual conference are accorded one free registration in consideration of their exhibit fee.
  4. Participants (such as trainers or presenters) in SUNYFAP activities may attend the SUNYFAP activity in which they are participating without paying a registration fee with the approval of the President or the Executive Council.

Approved: February 13, 1998

Revised: November 13, 2001

Issue: Honoraria

Policy: In general, SUNYFAP does not pay honoraria presenters, speakers, trainers, etc., although exceptions are occasionally made. Honoraria are not paid to SUNYFAP members or to financial aid professionals, whether from New York State or elsewhere. (A financial aid professional is defined as someone eligible for active membership in SUNYFAP or who would be if he/she worked in SUNY.) Honoraria is not the same as expense reimbursement.

- Procedures:
1. In general, planners of workshops, training sessions, the annual conference, etc., should attempt to use SUNYFAP members and others who will not expect or require an honorarium.
  2. The basis of this policy is that SUNYFAP is a volunteer organization and we should look to friends, colleagues and associates whose assistance will also be voluntary.
  3. Any honoraria to be paid should be discussed with the Executive Council as part of the fee setting decision for the activity.
  4. Honoraria should be kept to a minimum and only exceed \$500 in special circumstances.
  5. It is important that the policy on honoraria be shared with those who are approached to be presenters, speakers and trainers.
  6. Because each committee chair is responsible for bringing budget and fee requests to the Executive Council for approval, only Chairs should discuss honoraria with presenters, speakers and trainers. Committee members may not make honoraria commitments.

Approved: February 13, 1998

Issue: Incorporation, Tax Exempt Status

Policy: SUNYFAP will maintain its status as a domestic non-profit, type B entity incorporated and tax exempt in New York State.

- Procedures:
1. It is the responsibility of the Treasurer to see that the organization maintains its status.
  2. The Treasurer will maintain records certifying the non-profit tax-exempt status.
  3. As necessary, the Treasurer will work with an accountant to accomplish whatever filings are necessary to maintain the status. This includes, but is not limited to, the filing of appropriate tax returns. Tax returns, when necessary, are filed by September 15<sup>th</sup>.
  4. Since November 20, 1997, the organization has been incorporated as a domestic non-profit, type B entity.
  5. SUNYFAP's EIN # is 06-1538992  
State tax exempt # is EX219920

Approved: March 7, 2000

Revised: November 13, 2001

Issue: Investment Policy

Policy: SUNYFAP resources are to be invested to produce maximum income while protecting principal.

- Procedures:
1. Resources are to be invested to yield substantially greater returns than are paid by typical passbook accounts. The investments do not need to be guaranteed or insured but should be conservative and have a substantial history for reliability. Such things as CDs with sound banks, commercial paper, money market funds and short term government bonds (such as 91 day, 6 month and 1 year Treasuries) are ideal for consideration.
  2. The Treasurer is responsible for estimating the cash flow needs of the organization and the amount of money available for investment and the lengths of the investments.
  3. The Budget Committee is responsible for devising the organization's investment strategy. They should review the strategy at least once annually.
  4. The Treasurer, with Executive Council approval, is responsible for implementing the strategy, using professional advice as necessary.

Approved: February 13, 1998

Issue: Lodging and Meal Expense

Policy: Lodging and meal expense will be capped at state per diem rate when possible. Use of tax exempt certificates is mandatory.

- Procedures:
1. For Executive Council meetings, the Treasurer and/or President will make all arrangements for the stay.
  2. For conference preliminary work, the Conference Chair will determine who is required and the Facilities Chair will make all arrangements.
  3. For Committee work, the Committee Chair will determine who is required and make all arrangements. Committee lodging and meal expense must be approved by Executive Council prior to it taking place unless specifically covered in the budget of the committee.
  4. Expenses will only be paid on those members who are necessary to the event. Any others who accompany necessary members will need to pay their own expenses.
  5. Members will share double rooms unless single room pricing is comparable under the discretion of the President.

Approved: April 3, 1998

Revised: November 13, 2001  
March 1, 2004

Issue: Newsletter

Policy: A newsletter will be produced by the Members-At-Large at least four times each year.

- Procedure:
1. Standard sections of the newsletter will include:
    - a. NYSHESC update
    - b. System Administration update
    - c. Student Loan Service Center update
    - d. Executive Council update
    - e. Committee reports
    - f. Executive Council meeting dates
    - g. Who's New in SUNY (form)
    - h. Listing of Executive Council members
    - i. Welcome to new SUNY employees and changes within SUNY
  2. Newsletter will be printed on colored paper.
  3. Newsletter will be sent to paid members and courtesy list.
  4. Newsletter will not be subsidized by an outside sponsor.

Approved: April 3, 1998

Issue: Policies and Procedures

Policy: The Secretary and Past President of the organization are to maintain a current listing of all policies and procedures of SUNYFAP.

- Procedures:
1. The Past President is responsible for keeping the manual updated. Approved updates will be added to the manual and distributed at the next Executive Council meeting.
  2. The manual is to be given to Executive Council members and committee chairs.
  3. All policies and procedures will be approved by the Executive Council.
  4. Copies of the updated discs will be kept by the President, Past President and Secretary.

Approved: February 13, 1998

Revised: November 13, 2001

Issue: Record Retention

Policy: SUNYFAP needs to keep its records in a manner whereby they are available and safe.

- Procedures:
1. The Treasurer will keep seven years of records on hand. All financial records not archived will be kept in a fireproof locked box.
  2. The Secretary will keep at least two years of records on hand. All records not archived will be kept in a fireproof locked box.
  3. Archives will be stored at the Student Loan Service Center in the promissory note room and will be clearly labeled.
  4. Any SUNYFAP records retained in an individual member's home or office should be clearly marked as the property of SUNYFAP. Directions should be given to a responsible person to deliver these records to an appropriate SUNYFAP member in case the member holding the records dies or is unable to surrender these records himself/herself.
  5. The secretary will keep a list of non-fiscal assets of the corporation.

Approved: November 13, 2001

- Issue: Refund, Annual Conference Registration Fee
- Policy: Under certain circumstances, established by the Executive Council, the conference registration fee is refundable.
- Procedures:
1. The refund policy should be stated on the annual conference registration form.
  2. The policy is that normally refunds are granted if requested, in writing, and the request is postmarked at least two (2) days before the first day of the conference.
  3. Under extenuating circumstances, such as illness, the deadline may be waived. Such refunds may be authorized either by the Conference Committee Chair or the Treasurer. It is important that the two are consistent in the decisions made so that similar situations are treated the same.
  4. The dues portion of the conference fee is not refundable.
  5. Other offices are not authorized to approve refunds.
- Approved: February 13, 1998

Issue: Rooms, complimentary

Policy: Generally, the annual conference hotel contract will include complimentary rooms as part of the package. Complimentary rooms are distributed according to the procedures outlined below.

- Procedures:
1. The Chair of the annual Conference Committee is responsible for assigning complimentary rooms.
  2. Complimentary rooms should be distributed to speakers (non SUNYFAP members) for whom the organization would be providing overnight accommodations.
  3. If there are rooms remaining, they will be distributed as follows:
    - a. SUNYFAP President
    - b. Conference Chair

Approved: February 13, 1998

Issue: Sponsors and Vendors

Policy: SUNYFAP will neither solicit nor accept any money, gifts or compensation from any entity described in S620(8)a (lenders/servicers) and/or S620(8)b (guarantee agencies) of New York State Education Law. The Treasurer and all other members of SUNYFAP will refuse any payment to SUNYFAP of any kind from such entities. If any member accepts such payment on behalf of SUNYFAP in violation of this policy, the Treasurer will immediately return the funds and report the breach of policy to the President and the Executive Council.

Procedures:

Approved: May 11, 2007

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Issue: Tax Exempt Status

Policy: SUNYFAP will maintain its tax exempt status by complying with all pertinent regulations.

Procedures:

1. The Treasurer is responsible for seeing that the organization maintains its tax exempt status.
2. The Treasurer is responsible for filing necessary forms, reports, etc., to maintain our status and for advising the organization of problems in this regard.

3. The Treasurer shall use the services of a Certified Public Accountant if the need arises.
4. At this time our tax exempt status is permanent provided we file federal tax returns when they become necessary.
5. Our EIN # is 22-3003817  
State tax exempt # is EX219920

Approved: May 4, 1998

Revised: November 13, 2001

Issue: Travel Expense Reimbursement

Policy: Members of the Executive Council and designated SUNYFAP members, who are on official SUNYFAP business, shall be reimbursed for real out of pocket costs such as parking, tolls, lunches, transportation and lodging not to exceed state rates after other sources of reimbursement have been utilized. Mileage will be reimbursed at the prevailing state rate.

Procedures: 1. Although the travel must have prior approval of the Executive Council, the reimbursement does not need to be approved if within policy guidelines.

2. Reimbursement will follow after the member submits a standard SUNYFAP voucher and receipts to the Treasurer.
3. It is expected that all members examine the various traveling options and select that which is the most economical to the organization, including carpooling or similar options. Options include state or college owned vehicle, train, airfare or vehicle leasing. These are in addition to any required lodging, parking, tolls or taxi expenses, etc. Any expenditures in excess of \$250 must have the prior approval from either the President or the Treasurer of the organization.

Approved: November 28, 1998

Revised: July 18, 2001  
June 11, 2004

Issue: Voting Policy

Policy: Voting privileges are extended to the officers and members-at-large currently comprising the Executive Council.

Procedures: 1. If a member-at-large is unable to attend a board meeting, he/she will designate a substitute for that meeting by notifying the President prior to the day of the meeting.

2. Substitutes for members-at-large will have the same voting privileges as the member-at-large.

Approved: February 28, 1998

Revised: November 13, 1998  
03/10/2005