The Policies and Procedures

Of

NASSGAP

BD14710_

# A User Guide for the Executive and Program Committees

This document contains NASSGAP policies and procedures, with historical references,

consistent with the authority granted by the Association Bylaws

Fall 2013

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**Legend**

First two letters indicate the type of meeting; the numbers refer to the year in which the meeting was held.

For example:

E-05 decision made during annual Executive Committee meeting, 2005

ME-8/2013 decision made during monthly Executive Committee meeting, Aug. 2013

FE-05 decision made during the Fall Conference Executive meeting, 2005

SE-05 decision made during the Spring Conference Executive meeting, 2005

FB-05 decision made during the Fall Conference Business meeting, 2005

SB-05 decision made during the Spring Conference Business meeting, 2005

**I. Association Calendar**

* 1. Fall

Pre Conference:

July and on-going, collect membership dues

August and on-going, collect conference registration fees

Annual conference: normally held in October alternating in various locations across the country according to the following schedule; even numbered years in a state and odd numbered years in or near Washington, DC.

Post Conference:

Executive Committee appoints the Nominating Committee which is chaired by the Past-President.

Finalize planning for winter/spring Executive Committee meeting including site selection and signing contract.

NASSGAP letterhead is updated by Secretary, distributed to Executive Committee and posted in the NASSGAP member’s repository.

* 1. Winter

Executive Committee meeting, normally held sometime between February and April

Executive Committee decides dues structure for upcoming year

Site planning for fall annual membership conference

Form program planning committee for fall annual membership conference

As budget is developed, consider CEF membership

* 1. Spring

Nominations:

April, President check with Nominations Committee

May 1, Nominating Committee submits names to the President

Nominees for office submitted to membership and additional nominees requested within 5 days

President-Elect and current Treasurer draft budget for upcoming year.

Membership notified of dues structure for upcoming year.

Latest recommended date to sign contract for fall annual membership conference (can be signed earlier).

Treasurer: Current year Treasurer to identify tax preparer and tax preparation schedule

November 1, tax filing is due no later than November 1 following completion of the fiscal year. It is recommended that the tax preparation process – including securing a professional tax preparer – begin at least 60 days in advance and planning begin the previous spring.

Treasurer: April 1, pay annual incorporation fee - $15 due by April 15th each year – <https://app.mt.gov/bear/>.

Secretary sends request to members to update their directory information and gathers other key directory information.

Program committee begins planning for Fall.

* 1. Summer

June, Executive Committee ratifies budget for upcoming year, can be done electronically.

June, deadline for slate of officer nominees to be released by Secretary to voting membership for vote.

June, proposed budget for upcoming year should be ratified by Executive Committee prior to July 1

July 1, deadline for membership to vote on nominees for office.

Membership Dues:

Invoices mailed to state agencies.

Membership dues to be paid.

August, President Elect orders the thank you plaque for the out-going President.

Press release to be issued when the Annual Survey is published.

President-Elect begins planning for following year Executive Committee meeting.

President-Elect should ensure that site planning is underway for the October conference the next year (Washington, DC, in odd number years and a state location in even number years to be selected prior to the October conference so that it can be announced to attendees).

Begin collecting fall annual conference registration fees.

Finalize program and site planning for fall annual membership conference.

Treasurer work with tax preparer to complete association tax forms for the year in which the Treasurer served.

Upcoming deadlines:

Contract renewal for the Annual Survey - every five years – renew in 2013

Renewal of payment securing web URL **(ask Mike Solomon for dates)**

Ongoing:

1. Secretary prepares and distributes minutes for in-person and Conference calls immediately following each Executive Committee meeting.
2. President sends Friends of NASSGAP letters as needed with copies to Executive Committee and requests copies are posted in the NASSGAP member’s repository.
3. Requests for NASSGAP support letters reviewed.

**II. NASSGAP Officers and Duties**

### President

**Authorization:**

1. Article IV - Section 2: Term – 1 year; then succeed to the office of Past-President
2. Article IV – Section 4: Nominating Committee Appointments
3. Article IV – Section 4(d.): Ballots – direct the Secretary to prepare ballots containing the names of each candidate nominated by the Nominating Committee
4. Article V – Section 2: Special meetings
5. Article VI – Section 1: The Executive Committee of the Association
6. Article VII – Section 1: Create other committees with the concurrence of the Executive Committee
7. Article VII – Section 2: Appoint persons representing any class of membership to any committee.

Duties and Responsibilities:

1. Facilitate all NASSGAP correspondence and contracts
2. Preside over and facilitate conferences, Executive and Business meetings including setting the agenda
3. Establish and maintain a “to do” list of action items as approved by the Executive Committee
4. Chair the Executive Committee activities and serve as master of ceremonies for conferences
5. Represent NASSGAP at various conferences and meetings of other associations/organizations
6. Communicate with Committee Chairs
7. At conclusion of term of office, review these Policies and Procedures respective to the President’s duties and provide recommended changes/updates/corrections for Executive Committee approval.
8. Make recommendations to the EC concerning special awards or recognition for any member providing outstanding service or review nominations made by any member of the association.
9. Entertain nominations for Friends of NASSGAP; recognize any retiring Past-Presidents as a Friend of NASSGAP.

### President-Elect

**Authorization:**

1. Article IV – Section 2: Term – 1 year; then succeed to the office of President
2. Article VI – Section 1: The Executive Committee of the Association
3. Article VIII – Section 2: Serve as Parliamentarian

Duties and Responsibilities:

1. Assist President in any required activities or travel to represent NASSGAP
2. Oversee purchase of gift (usually a plaque), to be presented at the annual meeting to the out-going president
3. Serve on the Executive Committee as a voting member.
4. Assist President with the oversight of the NASSGAP Conferences.
5. Review future conference dates/sites with attention to other association’s conference dates.
   1. Including: NAICU, SASFAA, ACE, AACRO, AERO, WASFAA, EASFAA, EduComm, NACUBO, SHEEO, National Governors Association, NASFAA, NCAN, NACAC, MASFAA, NASSGAP, RMASFAA, National Student Employment Association (NSEA), NSPA, Educause, PASFAA, College Board National Forum, APLU (formerly NASULGC)
   2. Update the NASSGAP calendar with other conference information.
6. Maintain, update, and disseminate the Policy and Procedures as appropriate.
7. Serves as Parliamentarian. The primary duty of the parliamentarian is to advise the presiding officer on parliamentary law and matters of procedure when requested.
8. At conclusion of term of office, review these Policies and Procedures respective to the President-Elect’s duties and provide recommended changes/updates/corrections for Executive Committee approval.

### Past-President

**Authorization:**

1. Article VI – Section 1**:** The Executive Committee of the Association

Duties and Responsibilities:

* 1. Serve on the Executive Committee as a voting member
  2. Nominations Committee:
     1. Organize and chair the nomination process for Executive Committee membership.
     2. Identify potential willing and qualified members for the Nominations Committee and submit to the Executive Committee for approval.
     3. Affirm the willingness to serve for all those selected by the Nominations Committee and present the slate to the President by May 1.
     4. Work with the Secretary, as needed, to facilitate the vote by membership, including provision for write-in candidates.
  3. Other duties as assigned by the President.
  4. At conclusion of term of office, review these Policies and Procedures respective to the Past-President’s duties and provide recommended changes/updates/corrections for Executive Committee approval.
  5. Responsible for maintenance of the Policies and Procedures, including updating policy decisions of the Executive Committee and collecting positional updates at end of year.
  6. Provide a first-hand account of issues they faced and topics and experiences of note during their tenures as President and add it to the historical record. (SE-13)

### Secretary

**Authorization:**

1. Article III – Section 1(e.): Annual directory of members
2. Article IV – Section 2: Term – 2 years
3. Article IV – Section 4(d.): Ballots
4. Article IV – Section 4(g.): Election results
5. Article VI – Section 1: The Executive Committee of the Association

**Duties and Responsibilities:**

1. NASSGAP Directory – serve on the committee responsible for updating the membership directory on an annual basis.
2. Meetings
   1. Prepare membership list of attendees for business meetings.
   2. Obtain a signed list of all attendees for all Executive and Business meetings.
   3. Verify that a quorum is present to conduct business at all meetings.
3. Minutes
   1. At all business meetings and Executive Committee meetings.
      1. Send draft of all meeting minutes to members and/or executives, as appropriate.
      2. Take minutes at all meetings and conference calls.
      3. Secretary will send out finalized minutes to the membership as soon as possible following EC review. (E-05)
      4. Executive committee to review minutes and return comments within one week of submission by Secretary. (E-05)
      5. Final approved minutes are posted to the virtual office.
   2. Include a “To do” list at the end of each set of minutes comprising all tasks assigned during the meeting.
4. Amendments and Bylaw changes
   1. Send changes in writing to the membership at least 30 days in advance of meeting with membership in which change will be considered.
   2. Action of approving or rejecting changes must be ratified by ballot vote of majority of membership.
   3. Ballot vote must be completed within 30 days of meeting when change was discussed.
5. Post approved contracts to the website repository
6. Post President correspondence to the website repository
7. Elections
   1. Prepare ballots containing the names and a brief description of the experience and qualifications of each candidate nominated. Also provide a space for write-in candidates for each office and mail ballots to Voting Members.
   2. Sole person (aside from web master) with ability to view poll result for elections.
8. At conclusion of term of office, review these Policies and Procedures respective to the Secretary’s duties and provide recommended changes/updates/corrections for Executive Committee approval.

### Treasurer

**Authorization:**

1. Article IV – Section 2: Term – 2 years
2. Article VI – Section1**:** The Executive Committee of the Association

**Duties and Responsibilities**:

1. In January of first year of service, send out W9 to all member states notifying of change of treasurer.
2. Pay association bills during the year
3. Prepare the annual budget for membership
4. Monitor investments
5. Train Treasurer Elect
6. Assist President with oversight for the payments of contractual obligations
7. At conclusion of term of office, review these Policies and Procedures respective to the Treasurer’s duties and provide recommended changes/updates/corrections for Executive Committee approval.

**Specific Duties of the Treasurer**

**General**

1. Open checking account and necessary savings accounts (general and separate contract accounts as needed).
2. Obtain debit card for Treasurer and President – consider credit card, if necessary.
3. Receive payments for membership dues, registration fees, donations, and contracts
4. Report receipt of funds regularly to Membership Chair, Conference Chair, and contract representative
5. Make payment on Association obligations per President approval
6. Look into way for NASSGAP to accept credit card payments (on-line w/ PayPal?)
7. Transfer association financial records to incoming Treasurer at, or soon following, fall conference

**Taxes**

1. Annually retain all documents necessary for federal tax preparation – prior year tax form, monthly bank statements, and copy of revenue/expenditure spreadsheet is normally all that is needed.
2. Each Treasurer is responsible for filing taxes for the year in which they served as Treasurer
3. NASSGAP operates on a fiscal year July 1 – June 30. On this basis, tax filing is due no later than November 1 following completion of the fiscal year. It is recommended that the tax preparation process – including securing a professional tax preparer – begin at least 60 days in advance

**Fiscal Responsibility**

1. Obtain treasurer bonding (E-06)
2. Manage CDs, ensuring that CDs – if available – balance maximum yield and financial needs of the organization
3. Maximize interest earnings on all accounts
4. Monitor organization’s cash flow and budget, making sure sufficient surplus funds are available at all times (revenues and expenditures are not always on the same schedule)
5. Balance organization accounts on monthly basis
6. Track prepayments towards future membership dues
7. Monitor and fulfill fiscal responsibilities for all organization liabilities and contracts, including hotel contracts
8. Make sure fiscal processes are serving the needs of the membership (consider means to receive credit card payment)

**Representation**

1. Prepare and deliver Treasurer’s Report at all Executive Meetings, prepare budget for President review and Board approval, prepare and present Treasurer Report to members during the Business Meeting at the Fall and Spring conferences
2. Serve as member of Conference Committee
3. Provide fiscal guidance/advice as needed to various chairs and Executive Board
4. Periodically review Treasurer reports to ensure they are comprehensive and understandable for membership

**Record Retention**

1. Retain copies of all source documents – invoices/copies of checks – for three years
2. Retain all supporting documents for tax preparation purposes – bank statements, etc. – for three years
3. Retain hardcopy contract information and electronic budgets for five years, which then can be housed on web server
4. Retain all hardcopy tax returns indefinitely
5. Annually upload approved annual budgets (pre-year) to the web repository
6. Annually upload the final Treasurer report (post-year) to the web repository

**Miscellaneous**

1. Pay annual incorporation fee - $15 due by April 15th each year – <https://app.mt.gov/bear/>
2. New Mexico will need a form to be completed in order to pay registration/membership fees
3. Make sure LexisNexis has correct name/address for treasurer 1-937-865-1012

Lexis/Nexis

Post Office Box 933

Dayton, Ohio 45401

Vendor no. 0000147046

### Treasurer-Elect

**Authorization:**

1. Article IV – Section 2: Term – 1 year; then succeed to office of Treasurer
2. Article VI – Section 1**:** The Executive Committee of the Association

**Duties and Responsibilities**:

1. Assist the Treasurer with NASSGAP activities
2. At conclusion of term of office, review these Policies and Procedures respective to the Treasurer-Elect’s duties and provide recommended changes/updates/corrections for Executive Committee approval.

### Members-at-Large

**Authorization:**

1. Article IV – Section 2: Terms – 2 years
2. Article VI – Section 1:The Executive Committee of the Association

Duties and Responsibilities:

1. The members-at-large serve as the spokespeople for the members of NASSGAP – acting as representatives for the general membership. Members-at-large focus on how policies and procedures proposed by the Executive Committee will affect general members and raise concerns on behalf of the general membership.
2. First year, generally serves as Site Chair for the conference (E-05, switched fall 11)
3. Second year, generally serves as Program Chair for the conference (E-05, switched fall 11)
4. At conclusion of term of office, review these Policies and Procedures respective to the Member-at-Large’s duties and provide recommended changes/updates/corrections for Executive Committee approval.

**Historical List of Executive Committee Members**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | President | Pres-Elect | Past President | Secretary | Treasurer | Treasurer-Elect\* | Member at Large | Member at Large | Member at Large |
| 2014-15 | Diane Lindeman -- KS |  | Christine Zuzack – PA |  | David Hughes – UT |  | Elizabeth McDuffie -- NC |  |  |
| 2013-14 | Christine Zuzack  – PA | Diane Lindeman -- KS | J. Ritchie Morrow – NE | Phil Axelroth – AR | David Hughes – UT | *NA* | Elizabeth McDuffie -- NC | Jennifer Rogers – MS |  |
| 2012-13 | J. Ritchie Morrow – NE | Christine Zuzack – PA | Julie Leeper – IA | Phil Axelroth – AR | Stephanie Butler – AK | David Hughes – UT | Diane Lindeman – KS | Jennifer Rogers – MS |  |
| 2011-12 | Julie Leeper – IA | J. Ritchie Morrow – NE | Vicki Merkel – WA | David Hughes – UT | Stephanie Butler – AK | *NA* | Diane Lindeman – KS | Leroy Wade – MO |  |
| 2010-11 | Vicki Merkel – OR / WA | Julie Leeper – IA | Lois Hollis – TX(1/2 yr) | David Hughes – UT | Jamie Dushin – MT | Stephanie Butler – AK | Christine Zuzack – PA | Leroy Wade – MO | Lee Andes – VA(1/2 yr) |
| 2009-10 | Lois Hollis – TX | Vicki Merkel – OR | Lee Andes – VA | Stephanie Butler – AK | Jaime Dushin – MT | *NA* | Christine Zuzack – PA | Julie Leeper – IA |  |
| 2008-09 | Lee Andes – VA | Lois Hollis – TX | Marilyn Cargill – VT | Stephanie Butler – AK | J. Ritchie Morrow – NE | Jamie Dushin – MT | Andrea Mansfield – MD (1/2 yr) | Julie Leeper -–IA | Christine Zuzack – PA(1/2 yr) |
| 2007-08 | Marilyn Cargill – VT | Lee Andes – VA | Mary Ann Welch – RI | Vicki Merkel – OR | J. Ritchie Morrow – NE | *NA* | Andrea Mansfield – MD | Stephanie Butler – AK |  |
| 2006-07 | Mary Ann Welch – RI | Marilyn Cargill – VT | Melanie Amrhein – LA | Vicki Merkel – OR | Lee Andes – VA | J. Ritchie Morrow – NE | Lois Hollis – TX | Stephanie Butler – AK |  |
| 2005-06 | Melanie Amrhein – LA | Mary Ann Welch – RI | Theresa Antworth – FL | Marilyn Cargill – VT | Lee Andes – VA | *NA* | Lois Hollis – TX | Elizabeth McDuffie – NC |  |
| 2004-05 | Theresa Antworth – FL | Melanie Amrhein – LA | Maureen Laffey – DE | Marilyn Cargill – VT | Claude Roy – ME | Lee Andes – VA | Naomi Derryberry – TN | Elizabeth McDuffie – NC |  |
| 2003-04 | Maureen Laffey – DE | Theresa Antworth – FL | John Klacik – WA | Melanie Amrhein – LA | Claude Roy – ME | *NA* | Naomi Derryberry – TN | Mary Beth Kelly – PA |  |
| 2002-03 | John Klacik –WA | Maureen Laffey – DE | Jim Garcia – CA | Theresa Antworth – FL | Diane Todd-Sprague – MI | *NA* | Philip Axelroth – AR | Melanie Amrhein – LA |  |
| 2001-02 | Jim Garcia – CA | John Klacik – WA | Cheryl Maplethorpe – MN | Maureen Laffey – DE | Diane Todd-Sprague – MI | *NA* | Philip Axelroth – AR | Theresa Antworth – FL |  |
| 2000-01 | Cheryl Maplethorpe –MN | Jim Garcia – CA | Dennis Obergfell – IN | Maureen Laffey – DE | John Siegrest – CT | *NA* | John Klacik – WA | Jim Beyer – OR |  |
| 1999-00 | Dennis Obergfell – IN | Cheryl Maplethorpe – MN | Ron Gambill – TN | Mary Ann Welch – RI | John Siegrest – CT | *NA* | John Klacik – WA | Jim Garcia – CA |  |
| 1998-99 | Ron Gambill –TN | Dennis Obergfell – IN | Bob Long – WV | Mary Ann Welch – RI | Jan Hilyer – AL | *NA* | Lillian Montoya-Rael – NM | Jim Garcia – CA |  |
| 1997-98 | Bob Long – WV | Ron Gambill – TN | Scott Freeman – NJ | Mary Beth Kelly – PA | Jan Hilyer – AL | *NA* | Lillian Montoya-Rael – NM | Dennis Obergfell – IN |  |
| 1996-97 | Scott Freeman – NJ | Bob Long – WV | Ted Franzeim – VT | Mary Beth Kelly – PA | John Heisner – IA | *NA* | Jan Hilyer – AL | Dennis Obergfell – IN |  |
| 1995-96 | Ted Franzeim – VT | Scott Freeman – NJ | Sheila Joyner – OK | Winona Kahao – LA | John Heisner – IA | *NA* | Jan Hilyer – AL | Bob Long – WV |  |
| 1994-95 | Sheila Joyner – OK | Ted Franzeim – VT | Chas Treadwell – NY | Winona Kahao – LA | Jean Maday – MI | *NA* | Nancy Wasson – ME | Bob Long – WV |  |
| 1993-94 | Chas Treadwell – NY | Sheila Joyner – OK | Doug Collins – OR | John Heisner – IA | Jean Maday – MI | *NA* | Nancy Wasson – ME | Marilyn Baker Quinn – DE |  |
| 1992-93 | Doug Collins – OR | Chas Treadwell – NY | Eddie Shannon – SC | John Heisner – IA | Bill Lannan – MT | *NA* | Jean Maday – MI | Marilyn Baker Quinn – DE |  |

**Prior Presidents:**

1991-92: Eddie Shannon (SC) 1978-79: Kenneth R. Reeher (PA)\*\*

1990-91: Francis Hynes (NY) 1977-78: Haskell Rhett (NJ)

1989-90: Gary Smith (PA) 1976-77: Stan Broadway (NC)

1988-89: Shirley A. Ort (WA) 1975-76: Stan Broadway (NC) & Hugh Voss (MO)

1987-88: R. Ross Erbschloe (AZ) 1974-75: Ronald J. Iverson (VT)

1986-87: Debra Wiley (CO) 1973-74: Richard H. Johnson (WI)

1985-86: John D. Madigan (RI) 1972-73: Walter G. Hannahs (NY)

1984-85: H. Kenneth Shook (MD) 1971-72: Jeffrey M. Lee (OR)

1983-84: Gary K. Weeks (OR) 1970-71: Elizabeth L. Ehart (NJ)

1982-83: Barry M. Dorsey (VA) 1969-70: Kenneth R. Reeher (PA)\*\*

1981-82: Ernie Smith (FL) 1968-69: Ron Jursa (MI)\*\*

1980-81: Eileen D. Dickinson (NY) 1967-68: Dr. Joseph D. Boyd (IL)

1979-80: Ron Jursa (MI)\*\* 1966-67: Arthur Marmaduke (CA)

\*\* denotes President multiple times

* + 1. **NASSGAP Committees and Policies**

**Authorization**

1. Article VII – Section 1: The President may create other committees
2. Article VII – Section 2: The President may appoint persons representing any class

### NASSGAP Executive Committee

**Authorization**

1. Article III – Section 1(c.): Authority to determine eligibility for any class of Membership
2. Article IV – Section 2: Office position vacancies
3. Article IV – Section 4(a.): Executive Committee shall appoint a Nominating Committee
4. Article V – Section 2: The Association shall hold an annual meeting
5. Article VI – Section 1: The Executive Committee of the Association composition
6. Article VI – Section 2: Supervision of the affairs of the Association between annual meetings
7. Article VIII – Section 2: Absence of a quorum

Duties and Responsibilities:

1. Maintain general supervision of the affairs of the Association between annual meetings.
2. Committee Travel Expense Policy

NASSGAP currently pays travel expenses for Executive Committee voting members to attend the annual Executive Committee meeting. This new policy recommendation is specific to providing Executive Committee members with financial support for attendance at the Executive Committee meeting which normally precedes the annual conference, requiring an additional day of attendance for Executive Committee members. Relative to providing financial support for this additional day of attendance, the policy, recommendations are:

1. Create a line item in the Executive Committee budget, specific to each Executive Committee meeting in that budget year, for each year the Executive Committee determines that it can afford to provide the financial assistance to committee members, in the amount it can afford for that meeting
2. The assistance should apply only to costs of additional day for someone already attending the conference (an Executive Committee member who needs financial assistance to attend the conference should apply using the conference scholarship process)
3. The assistance should be available only to Executive Committee voting members, not to committee chairs or other attendees who are not voting members
4. The assistance should be provided only when the Executive Committee member could not otherwise attend
5. The Executive Committee should, in general, ensure that members who run for office or accept nominations understand the cost commitment to their state, so this support would be needed only when something changes for the state, such as a travel moratorium or cost cap

C. NASSGAP appreciates the efforts of its Executive Committee members and other members who undertake travel on NASSGAP’s behalf. Accordingly, it is NASSGAP’s goal to ensure travelers who are invited to travel at NASSGAP’s expense are reimbursed for all reasonable costs, without undue hardship to the traveler, while keeping the costs of travel within expected and reasonable limits and ensuring consistent reimbursement procedures. Specific policies applicable to NASSGAP reimbursement of travel costs are:

1. Qualifying for Travel
2. To qualify for reimbursement, the travel must be invited by NASSGAP or otherwise approved in advance by the NASSGAP president or by vote of the Executive Committee.
3. The NASSGAP president may waive or override these policies at his/her discretion, by providing written notice of the policy being waived to the impacted traveler and the NASSGAP treasurer.
4. Travelers are expected to exercise prudent judgment and fiduciary responsibility for NASSGAP resources in all travel choices. However, travelers are not expected to choose “red eye” or other travel modalities that could reasonably be expected to negatively impact the traveler’s ability to perform the business for which the travel was authorized.
5. If a circumstance arises that is not specifically covered in the NASSGAP travel policies, the most economical course of action should be pursued.
6. Reimbursement Rates
7. NASSGAP provides reimbursement only for those costs not covered by the traveler’s state. An individual may not request reimbursement from NASSGAP if those costs are also being reimbursed by another payer.
8. In general, travel costs are reimbursed at the lowest cost. Travelers who wish to travel by another route or use a more expensive travel modality will be reimbursed at the lower cost and are personally responsible for any additional costs resulting from their choices. Individuals choosing options other than the lowest-cost reasonable route or schedule should include documentation of the lower cost option with their reimbursement requests.
9. Per diem for meals is reimbursed based on proof of purchase not to exceed the daily maximum federal per diem rates for reimbursable meals; i.e. if the traveler is not eligible for breakfast, the traveler’s total reimbursement is restricted to the combined per diem rates for lunch and dinner. (E-13). Mileage reimbursement requests should be submitted with a Google or similar map documenting the route taken and the miles between origin and destination. Mileage reimbursement will not be reimbursed at a higher rate than the cost of airfare and associated ground transportation for the same travel.
10. Airfare will be reimbursed at the advanced-purchase coach rate, plus the cost of one checked bag. Airfare for travel of less than 250 miles (one way) will not be reimbursed without documentation that air travel results in lower total costs.
11. Accommodation cost will be reimbursed at the NASSGAP rate negotiated with the event hotel or at the federal rate for non-NASSGAP events. Accommodation costs will not be reimbursed when the event is within 50 miles of the traveler’s home, unless there is documentation that doing so results in lower total costs or benefits NASSGAP participation.

*Note: Federal per diem rates are published annually at http://www.gsa.gov/portal/category/21287.*

1. Reimbursement Process
2. Requests for reimbursement must include documentation of all costs, except as indicated below, and must be submitted within 30 days of the travel date.
3. NASSGAP reserves the right to reject any reimbursement request that falls outside of the parameters above, in its entirety or in part, unless the exception was specifically approved in advance of the travel purchase.

**Standing and Ad-Hoc Committees of the Association**

The President appoints a Chair for each committee. The President and the Executive Committee established the following rotation schedule to begin with the 2013-14 terms. The schedule must be extended by future Executive Committee members. This rotation schedule assures that terms for the Committee Chairs are staggered. The Chair appoints a Vice Chair to serve during the second two years of the Chair’s term with the understanding that the Vice Chair will assume the duties of the Chair at the end of the Chair’s four-year term. (ME-8/2013).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NASSGAP Committee Chair Rotation** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **2013-14** | **2014-15** | **2015-16** | **2016-17** | **2017-18** | **2018-19** | **2019-2020** |
|  |  |  |  |  |  |  |  |
| **Web Committee** | 1 | 2 | 3 | 4 | 1 | 2 | 3 |
|  |  |  | Vice-Chair | Vice-Chair |  |  | Vice-Chair |
|  |  |  |  |  |  |  |  |
| **Federal Relations** | 3 | 4 | 1 | 2 | 3 | 4 | 1 |
|  | Vice-Chair | Vice-Chair |  |  | Vice-Chair | Vice-Chair |  |
|  |  |  |  |  |  |  |  |
| **Membership** | 4 | 1 | 2 | 3 | 4 | 1 | 2 |
|  | Vice-Chair |  |  | Vice-Chair | Vice-Chair |  |  |
|  |  |  |  |  |  |  |  |
| **Ed Tech Committee** | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
|  |  | Vice-Chair | Vice-Chair |  |  | Vice-Chair | Vice-Chair |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Committee Chairs –  Standing Committees | Federal Relations | Ed-Technical Forms | Membership | Web |
| 2015-16 |  |  |  |  |
| 2014-15 |  |  |  |  |
| 2013-14 | Lee Andes – VA | Susan Degen – OR and  Jason Chavez -- NJ | Marilyn Cargill – VT | Julie Leeper -- IA |
| 2012-13 | Lee Andes – VA | Maureen Laffey – DE and  Christine Zuzack – PA | Marilyn Cargill – VT | Mike Solomon – IL |
| 2011-12 | Lee Andes – VA | Maureen Laffey – DE and  Christine Zuzack – PA | Marilyn Cargill – VT | Mike Solomon – IL |
| 2010-11 | Lee Andes – VA | Maureen Laffey – DE and  Christine Zuzack – PA | Marilyn Cargill – VT | Dennis Obergfell – IN |

### Federal Relations Committee

**Authorization**

1. Article VII – Section 1: The President may create other committees
2. Article VII – Section 2: The President may appoint persons representing any class

Chairs of Federal Relations Committee

1. ?? – 2010 Chas Treadwell
2. 2010 – current Lee Andes

Federal Liaisons

1. ? – 2008 Bart Astor
2. 2008-2010 Marie Bennett
3. 2010 – current Frank Ballmann

Duties and Responsibilities:

1. Review legislative and regulatory issues and provide updates to the membership.
2. Work with the federal liaison on duties and activities.
3. Monitor the federal budget as it relates to the NASSGAP interests and recommend strategies to the Executive Committee, and provide updates to the membership.
4. Work with other higher education associations to build coalitions for support of NASSGAP positions.
5. The federal liaison will serve as “staff” to the federal relations committee and does not have to be a NASSGAP member. The chair of Federal Relations Committee must be a NASSGAP member. (E-10)
6. CEF daily email updates to membership via listserv by federal committee chair (E-05)
7. Participate in Executive Committee meetings as Chair of the Federal Relations Committee.  (Note: Chairs are not voting members of the Executive Committee. Chairs may be asked to attend Executive Committee meetings in person or by telephone. If in-person participation is requested, the spring Executive Committee travel costs are reimbursed by NASSGAP.)
8. Represent NASSGAP interests at meetings, forums, etc.

### ED Technical Forms Committee

**Authorization**

1. Article VII – Section 1:  The President may create other committees
2. Article VII – Section 2:  The President may appoint persons representing any class

Chairs of Committee

1. ? -- 2006                Mary Beth Kelly
2. 2006 – 2011           Maureen Laffey and Sherry Fox
3. 2011 – 2012 Maureen Laffey and Christine Zuzack
4. 2012 – current Susan Degen and Elizabeth McDuffie

Duties and Responsibilities:

1. Represent states’ interests by participating in 1 – 4 FAFSA Design Committee meetings annually with the United States Department of Education (USDOE) to discuss states’ issues with the FAFSA as a result of legislative or policy changes, or as a result of comments received through the review process, as identified by USDOE (Usually 1 or 2 on-site meetings in DC, and 1 or 2 conference calls if needed.  USDOE pays for travel-related expenses.)
2. Share recommended changes with membership for comments, questions, and problems.  Relay appropriate responses back to USDOE.
3. Annually share current year FAFSA with the listserv for members to review state deadline information and make any changes for the upcoming FAFSA.  Follow up with individual states who have not responded to initial request to confirm or change state deadline information.
4. After FAFSA is released for the comment period, seek comments from membership.  Write a letter to USDOE incorporating comments during comment period if appropriate.
5. Communicate through the listserv as any additional FAFSA-related issues develop to keep membership informed.
6. Participate in Executive Committee meetings as Chair of the ED Technical Forms Committee.  (Note: Chairs are not voting members of the Executive Committee. Chairs may be asked to attend Executive Committee meetings in person or by telephone. If in-person participation is requested, the spring Executive Committee travel costs are reimbursed by NASSGAP.)
7. Receive and respond to Executive Committee listserv emails as appropriate.

### Membership & Communications Committee

**Authorization**

1. Article VII – Section 1:  The President may create other committees
2. Article VII – Section 2:  The President may appoint persons representing any class

Chairs of Committee

1. ? – 2010                      Sheila Joyner
2. 2010 – current           Marilyn Cargill

Duties and Responsibilities:

1. Primary responsibility for the annual directory. (FE-11)
2. Oklahoma currently maintains the NASSGAP Listserv lists.  Communicate any changes needed to the individual listserv lists as appropriate.  Annually update the listserv lists with the change in officers or committee members.
3. Send out membership dues request invoices annually.
4. Contact NASSGAP’s webmaster regarding any changes needed to the NASSGAP Membership Directory as appropriate.
5. Communicate with treasurer to keep up-to-date lists of active and paid members
6. Follow up with states who do not respond to the membership dues invoice for payment.  Keep track of states’ status of current dues payments.
7. Participate in Executive Committee meetings as Chair of the Membership & Communications Committee.  (Note: Chairs are not voting members of the Executive Committee. Chairs may be asked to attend Executive Committee meetings in person or by telephone. If in-person participation is requested, the spring Executive Committee travel costs are reimbursed by NASSGAP.)
8. Receive and respond to Executive Committee listserv emails as appropriate.
9. Annually notify members to update demographic information and post reminders as needed throughout the year.
10. In deference to New York making available the services of the Federal Liaison, the membership dues for that state will be comped. (FE-11)

### Web Committee

**Authorization**

1. Article VII – Section 1: The President may create other committees
2. Article VII – Section 2: The President may appoint persons representing any class

Chairs of Web Committee

1. ? – 2011 Dennis Obergfell (Mike Solomon assist)
2. 2011 – current Mike Solomon

Duties and Responsibilities:

1. Keep NASSGAP web updated with:
   1. Current membership
   2. Conference schedules
   3. Publications and business documents
   4. NASSGAP Survey to the Web
   5. New Homepage Updates with annual budgeted funds
2. Purchase domain name through 2015 (E-05) and oversee website upgrades as needed.
3. Web Committee to be added to the directory (E-05)
4. Enable Secretary to have sole access to private polls used for election purposes and to have ability to make changes to on-line directory

### Nominating Committee

**Authorization**

1. Article IV – Section 4(a.): Executive Committee shall appoint a Nominating Committee
2. Article IV – Section 4(c): In the event of no Spring meeting, how to determine the slate
3. Article VII – Section 1: The President may create other committees
4. Article VII – Section 2: The President may appoint persons representing any class

Chairs of Nominations Committee

1. Current year Past-President and annual designees

Duties and Responsibilities:

1. The Past-President chairs the Nominating Committee.
2. The committee solicits interest and sends recommendations to the Executive Committee from the general membership.
3. The Committee generally proposes a single candidate for each upcoming position that will be vacant at the end of a term.

### Conference Committee

**Authorization**

1. Article VII – Section 1: The President may create other committees
2. Article VII – Section 2: The President may appoint persons representing any class

Duties and Responsibilities:

1. **Conference Program Committee** – Chaired by the second-year member-at-large. Charged with developing conference programs that meet the professional needs of the membership and inviting and confirming speakers.

**Duties and Responsibilities:**

* 1. **Program Location**
* Discuss/confirm with Site Chair the city, hotel, & dates of conference
  1. **Program Agenda**
* Select committee members (to include Exec Committee)
* Set meeting schedule and agenda for conference program committee
* Determine basic schedule (session schedule, breaks, meals, special activities)
* Generate interest session ideas
* Discuss and select interest session topics
* Assign sessions to committee members
* Prepare preliminary program
* Prepare and distribute final program
  1. **Program Speakers**
* Identify speakers
* Identify session moderators (NASSGAP Members)
  1. **Program Communication**
* Use NASSGAP stationery for correspondence as appropriate
* Confirm speaker participation and communicate policy about free day and lunch
* Clarify equipment needs
* Contact potential speakers and moderators
* Write, sign and mail thank-you letters

1. **Conference Site Committee** – Chaired by the first-year member-at-large. Coordinates local arrangements according to the signed hotel contract to include hotel meeting room space and hotel food services, and arranging audio-visual equipment needs for the conference presenters.

**Duties and Responsibilities:**

1. **Program Location**

* Discuss/confirm city, hotel, and dates of conference
* Establish relationship with hotel (April/May)
* Make all arrangements with hotel including:
  + Room rates – individual and meeting
  + Times, locations, menus for all meals/breaks for Exec. Committee Meeting and Conference, including the President’s reception and group meal outing (1 night); tweak food numbers based on registrations
  + Meeting room set-up (classroom /u-shape used in past): pads, pens, water, and candy dishes on tables
  + Audio/Visual and other equipment: podium; podium mic; lapel mic; laptop and projector (obtain from member if possible due to cost of renting from hotel); screen; flip chart and markers; equipment to video or teleconference sessions (optional); Internet availability
* Special accommodations (i.e. food allergies or physical disabilities that limit mobility on stairs, long walks, etc.)
* Monitor the number of rooms reserved
* Note options for free evening (local attractions/things to do and list of restaurants near hotel)
* Note options for ground transportation to/from airport/hotel
* Note the local weather
  1. **Program Agenda**
* Work closely with Program Chair re: schedule and agenda
* Print final agenda for registration packets
  1. **Program Registration and Events**
* Work with Treasurer to create list of attendees – note all first-time attendees for recognition at conference
* Prepare registration packets:
* List of attendees
* Agenda
* Promotional piece for next year’s conference
* Prepare name tags for attendees and speakers
* Set up and staff a registration table during Conference (name tags, handouts, bags or folders for handouts, area informational brochures, etc.)
  1. **Program Communication**
* Promote Conference (program, group dinner, and location) via e-mail campaign: Save the Date (mid-May); Registration Form (mid-June); Teasers (mid-July, mid- and late-August, mid- and late-September)
* Provide all information about site and program on website
* Reach out to those who register for conference but not hotel or for hotel rooms but not conference

|  |  |
| --- | --- |
| Conference Program Chair (Second Year Member-at-Large)  **Duties and Responsibilities:**   * 1. **Program Location** * Discuss/confirm city, hotel, and dates of conference   1. **Program Agenda** * Select committee * Determine basic schedule (session schedule, breaks, meals, special activities) * Generate interest session ideas * Discuss and select interest session topics * Assign sessions to committee members * Prepare preliminary program * Prepare and distribute final program   1. **Program Registration and Events** * Clarify reimbursement rules and procedures   1. **Program Speakers** * Identify speakers * Identify session moderators (NASSGAP Members)   1. **Program Communication** * Use NASSGAP stationery for correspondence as appropriate * Share committee member – names/addresses/phone & FAX numbers- with other members * Contact potential committee members * Confirm speaker participation with policy statement about free day and lunch * Clarify equipment needs * Contact potential speakers and moderators * Write, sign and mail thank-you letters | 1. **Conference Site Coordinator**   (First Year Member-at-Large)  **Duties and Responsibilities:**   1. **Program Location**  * Discuss/confirm city, hotel, and dates of conference * Establish relationship with hotel (April/May) * Make all arrangements with hotel including:   + Room rates – individual and meeting   + Times, locations, menus for all meals/breaks for Exec. Committee Meeting and Conference, including the President’s reception and group meal outing (1 night); tweak food numbers based on registrations   + Meeting room set-up (classroom /u-shape used in past): pads, pens, water, and candy dishes on tables   + Audio/Visual and other equipment: podium; podium mic; lapel mic; laptop and projector (obtain from member if possible due to cost of renting from hotel); screen; flip chart and markers; equipment to video or teleconference sessions (optional); Internet availability * Special accommodations (i.e. food allergies or physical disabilities that limit mobility on stairs, long walks, etc.) * Monitor the number of rooms reserved * Note options for free evening (local attractions/things to do and list of restaurants near hotel) * Note options for ground transportation to/from airport/hotel * Note the local weather  1. **Program Agenda**  * Work closely with Program Chair re: schedule and agenda * Print final agenda for registration packets  1. **Program Registration and Events**  * Work with Treasurer to create list of attendees – note all first-time attendees for recognition at conference * Prepare registration packets: * List of attendees * Agenda * Promotional piece for next year’s conference * Prepare name tags for attendees and speakers * Set up and staff a registration table during Conference (name tags, handouts, bags or folders for handouts, area informational brochures, etc.)  1. **Program Communication**  * Promote Conference (program, group dinner, and location) via e-mail campaign: Save the Date (mid-May); Registration Form (mid-June); Teasers (mid-July, mid- and late-August, mid- and late-September) * Provide all information about site and program on website * Reach out to those who register for conference but not hotel or for hotel rooms but not conference |

**NASSGAP Conference Chairs: Site and Program**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Location** | **President** | **Pres Elect** | **Program Chair** | **Program Chair Assistants** | **Site Chair** |
| Oct. 14 | San Diego, CA | Christine Zuzack - PA | Diane Lindeman – KS | Jennifer Rogers – MS |  | Elizabeth McDuffie -- NC |
| Oct. 13 | WDC | J. Ritchie Morrow – NE | Christine Zuzack - PA | Diane Lindeman -- KS | Diane Lindeman - KS | Jennifer Rogers – MS |
| Oct. 12 | Scottsdale, AZ | Julie Leeper – IA | J. Ritchie Morrow – NE | Leroy Wade – MO | Diane Lindeman – KS | Diane Lindeman – KS / April Osborn – AZ |
| Oct 11 | WDC | Vicki Merkel – OR/WA | Julie Leeper – IA | Christine Zuzack – PA |  | William Henderson – DC |
| Oct 10 | Seattle, WA | Lois Hollis – TX | Vicki Merkel – OR | Julie Leeper – IA | Christine Zuzack – PA | John Klacik – WA |
| Oct 09 | Tampa, FL | Lee Andes – VA | Lois Hollis – TX | Julie Leeper – IA |  | Theresa Antworth – FL |
| May 09 | WDC | Lee Andes – VA | Lois Hollis – TX | Julie Leeper – IA |  | Christine Zuzack – PA |
| Oct 08 | New Orleans, LA | Marilyn Cargill – VT | Lee Andes – VA | Julie Leeper – IA |  | Melanie Amhrein – LA |
| May 08 | WDC | Marilyn Cargill – VT | Lee Andes – VA | Julie Leeper – IA |  | Christine Zuzack – PA |
| Oct-07 | Park City, UT | Mary Ann Welch – RI | Marilyn Cargill – VT | Julie Leeper – IA |  | Kent Larson – UT Lynda Reid – UT |
| Jun-07 | WDC | Mary Ann Welch – RI | Marilyn Cargill – VT | Stephanie Butler – AK |  | Christine Zuzack – PA |
| Oct-06 | Burlington, VT | Melanie Amrhein – LA | Mary Ann Welch – RI | J. Ritchie Morrow – NE |  | Marilyn Cargill – VT |
| Jun-06 | WDC | Melanie Amrhein – LA | Mary Ann Welch – RI | Shiela Joyner – OK / Peggy Wipf – ND |  | Jamie Dushin – MT |
| Oct-05 | San Francisco, CA | Theresa Antworth – FL | Melanie Amrhein – LA | Teresa Maxwell - ?? | Vicki Merkel – OR | Maureen Laffey – DE |
| Jun-05 | WDC | Theresa Antworth – FL | Melanie Amrhein – LA | Elizabeth McDuffie – NC | Lee Andes – VA | Andrea Mansfield – MD |
| Oct-04 | Austin, TX | Maureen Laffey – DE | Theresa Antworth – FL | Naomi Derryberry – TN |  | Lois Hollis – TX |
| Jun-04 | WDC | Maureen Laffey – DE | Theresa Antworth – FL | Mary Ann Welch – RI | Marilyn Cargill – VT | Angela March - ?? |
| Oct-03 | Indianapolis, IN | John Klacik – WA | Maureen Laffey – DE | Mary Beth Kelly – PA |  | Dennis Obergfell – IN |
| Jun-03 | WDC | John Klacik – WA | Maureen Laffey – DE | Claude Roy – ME | Mary Beth Kelly – PA | Mary Beth Kelly – PA |
| Oct-02 | Minneapolis, MN | Jim Garcia – CA | John Klacik – WA | Geoff Flynn – NY |  | Cheryl Maplethorpe – MN |
| Jun-02 | WDC | Jim Garcia – CA | John Klacik – WA | Melanie Amrhein – LA |  | Mary Beth Kelly – PA |
| Oct-01 | Myrtle Beach, SC | Cheryl Maplethorpe – MN | Jim Garcia – CA | Theresa Antworth – FL | Melanie Amrhein – LA | Eddie Shannon – SC |
| Jun-01 | WDC | Cheryl Maplethorpe – MN | Jim Garcia – CA | Gustavo DeLeon – TX | Theresa Antworth – FL | Maureen Laffey? – DE |
| Oct-00 | Providence, RI | Dennis Obergfell – IN | Cheryl Maplethorpe – MN | William Hurry – RI |  | Mary Ann Welch – RI |
| Jun-00 | WDC | Dennis Obergfell – IN | Cheryl Maplethorpe – MN |  |  |  |
| Oct-99 | Albuquerque, NM | Ron Gambill – SC | Dennis Obergfell – IN |  |  |  |
| Jun-99 | WDC | Ron Gambill – SC | Dennis Obergfell – IN | Cheryl Maplethorpe – MN |  |  |
| Oct-98 | San Diego, CA | Bob Long – WV | Ron Gambill – SC |  |  |  |
| Jun-98 | WDC | Bob Long – WV | Ron Gambill – SC |  |  |  |
| Oct - 96 | Nashville, TN |  |  |  |  |  |

### Conference Policies

**Conference Site selection**

1. The annual conference is held annually generally in October alternating in various locations across the country according to the following schedule: even numbered years in a state and odd numbered years in or near Washington, DC, in order to avoid a meeting in DC during an election year.

**Conference Revenue**

1. NASSGAP will not have vending areas. It was decided that it is not desirable to have the members “marketed” during a conference. (E-10)
2. PayPal may be used to enable members to pay conference fee with the incremental costs assigned to the payer. (E-10)

**Conference Insurance**

1. NASSGAP will not purchase conference insurance unless the conference site requires it. (E-10)

**Conference Budget**

1. Conference budget will cover the registration fee for the NASSGAP President beginning in 2014. (ME-8/2013).
2. Speakers/members in profession are expected to pay all costs. Limited assistance may be available as specified in the Scholarship policy and if funding is available.
3. Conference registration fee revenue should just cover the costs assigned to a conference, determined by dividing projected cost by projected paid attendance (may be rounded under discretion of the Executive Committee).
4. Reduced conference rates: half conference rate approved for those attending only “Sunday and/or Monday” OR “Tuesday and/or Wednesday.” Full conference rate for those attending Monday and Tuesday. (FE-06)
5. Government officials will be charged the membership conference registration rate. Rate may be waived at the discretion of the Executive Committee. Presenters and Speakers who are not members, and who wish to be full conference participants, must pay the conference fee unless a request is approved by the Executive Committee. (E-06).
6. Individuals with news/press agencies may attend only if they are paid attendees or invited guests unless a request is approved by the Executive Committee. (ME-9/2013).
7. Speakers/Presenters:
   1. Who present either before or directly after the lunch have been invited to stay for lunch. (SE-05)
   2. Speakers are the guests of NASSGAP for the day they present and pay 50% of conference rate in order to stay the second day, unless it is deemed by the Executive Committee that it is in the best interest of NASSGAP to waive all or a portion of the fee for the remainder of the conference. (SE-13)
   3. Program committee can request approval from the Executive Committee to pay for presenters’ conference-related expenses, chargeable to the Conference Budget. (E-11)
8. Conference Registration Fee Refund Policy:
   1. NASSGAP will refund the full conference registration fee upon a written request to the NASSGAP treasurer for such refund. The request must be received no later than seven days prior to the start of the conference or the date by which a meal count is required by the conference venue; whichever is earlier.
   2. Under extenuating circumstances, the established refund deadline may be waived based on a consensus of the Executive Committee that such circumstances warrant special consideration.
   3. When accepting a request for a refund after the established refund deadline, the Executive Committee may authorize a full or partial refund.
9. Federal Liaison
   1. NASSGAP contracted staff will not pay conference fees for NASSGAP conferences (E-06) Updated to refer to “federal relations liaison” (E 11)
   2. All expenses related to conference and meeting attendance for federal relations liaison are paid by NASSGAP, chargeable to the Federal Relations budget. (E 11)
10. Conference Scholarship

Relative to financial assistance for NASSGAP members to attend annual NASSGAP conferences, the recommendations are:

1. Create a line item in the budget each year the Executive Committee determines NASSGAP can afford to provide financial assistance to members for NASSGAP conference attendance, in the amount NASSGAP can afford for that year
2. Cap the support at a fixed amount so NASSGAP may provide support up to that amount, which may be credited against the conference fee or paid out for approved travel expenses
3. The Executive Committee will determine the fixed amount annually, as well as the number of scholarships to offer annually, based on the budget, conference costs, need to attract attendees, and other documented criteria
4. Requirements for a member to be eligible for support:
   1. Support will be limited to members from dues-paying states
   2. Support commitment is not transferrable to another member
   3. There will not be any post-support requirements such as reports on how the recipient benefitted
   4. Support must be used to attend the NASSGAP annual meeting
5. In the years when support is available, the Executive Committee should distribute a conference scholarship application form (sample follows) with an annual deadline, requiring
   1. Sign-off/approval by applicant’s supervisor or agency CEO supporting attendance to the conference.
   2. Information on whether anyone else from that state is attending and when someone from that state last benefitted from such support
   3. Documentation that the state supports the applicant’s attendance and will share in the costs to the extent possible
   4. A statement from the applicant on why the applicant wants to attend and the benefits to the applicant and the state from such attendance
6. The NASSGAP President should annually identify a working group to evaluate conference scholarship applications and recommend approval to the NASSGAP President, describing in writing how each application was reviewed and prioritized. These records should be available to the membership upon request.
7. The criteria NASSGAP should use to prioritize applications when applicants exceed available funding are:
   1. The benefit to the applicant of attending, based on the applicant’s position/role in the applicant’s agency and the relevance of the conference agenda to the applicant’s work
   2. When the state was last represented at a conference and when the applicant (or another applicant from that state) received support
   3. Whether anyone else from the state will be attending
   4. The applicant’s statement of why the applicant wishes to attend



**National Association of State Student Grant & Aid Programs**

**Application for Conference Scholarship Assistance**

Deadline for Applications: August 1, 2012

The purpose of the NASSGAP scholarship is to provide an opportunity for individuals who, due to financial constraints, would be unable to attend the Fall NASSGAP conference without scholarship support. The scholarship will be awarded up to the amount of $1,000 and can be used toward the conference registration fee or paid out for travel expenses. Applications will be reviewed after the deadline and scholarship recipients will be notified by August 31st.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Have you attended a NASSGAP Conference in the past? If so, when?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. When was the last time that your state was represented at a NASSGAP Conference?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Are there other representatives from your state that are planning to attend the Fall NASSGAP conference? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Are there other conferences that you are planning, or expecting, to attend this year?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Is your state a NASSGAP paying member? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. What is the situation that prevents your state from paying for the full costs for you to attend the conference? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Please provide a brief description of why you want to attend this conference?

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Describe how you think attending this conference will benefit you as an individual and/or your agency or state?

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Signature of Applicant Date

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Signature of Applicant’s Supervisor or Agency CEO Date

(This signature is attesting that the agency or state supports the applicant’s attendance at the conference and will share in the costs of the conference, to whatever extent possible, if the applicant receives a scholarship.)

Please mail, fax or email the application to the following:

NASSGAP Scholarship Review Committee

c/o Diane Lindeman, Director of Student Financial Assistance

Kansas Board of Regents

1000 S.W. Jackson; Suite 520

Topeka, KS 66612-1368

Email: dlindeman@ksbor.org

Fax: 785-296-0983

1. Travel Expenses for Conference Presenters

Relative to paying travel expenses for conference presenters to attend the NASSGAP annual conference, policy recommendations are:

1. Costs to pay travel expenses of conference presenters should be allocated to the budget associated with the conference in question
2. Assistance with travel costs should be made available only to presenters from outside the organization (not to NASSGAP members who may also be presenters at a particular NASSGAP conference)
3. Assistance should be made available on a case-by-case basis, based on factors such as the need for that specific presenter, budget availability, etc., contingent upon approval of the NASSGAP president
4. The amount of assistance provided and the rationale for providing the assistance should be clearly documented and available to the membership
5. Costs of travel are defined as transportation, hotel, and meals that are not provided at the conference

### Directory Committee

**Authorization**

1. Article VII – Section 1: The President may create other committees
2. Article VII – Section 2: The President may appoint persons representing any class

Duties and Responsibilities:

1. The committee will be chaired by the Secretary with membership to include the President, the Membership Committee Chair, federal relations liaison, the Federal Relations Chair, and the NASSGAP Website master.
2. Assist the Secretary in creating the NASSGAP directory each year.

### Finance and Fiscal Policies

**Fiscal year**

* 1. The financial affairs of the Association shall be conducted on a fiscal year, beginning July 1 and ending June 30. (Bylaws)
  2. Decision to not change the dates of term for elected officers to match fiscal year. (E-06)
  3. Discussion to align fiscal year with terms of office for Executive Committee. Decision to postpone discussion, form a committee and discuss further at a future meeting. (E-06)

**Federal Liaison**

1. Conference attendance for federal liaison is paid out of the federal relations committee (see Conference Budget, Item G). (FE-11)
2. In deference to their making available services, the membership dues for New York shall be paid for out of the Federal Relations Budget. To balance the budget, the Membership Dues will be increased by that amount. (FE-11).

**Annual Membership Dues**

1. Determined annually by the Executive Committee prior to setting the annual budget
2. Removed 5 percent discount for pre-payment of dues when paid in advance for future years. (SE-07)
3. Members may prepay and lock in their membership dues for up to three years in advance regardless of any subsequent changes in membership dues. Prepayments are non-refundable. (E-13)

**NASSGAP Paying Dues to other organizations**

1. Recommend paying dues to the Committee for Educational Funding because of the wealth of information sharing. (discussed in many meetings but not necessarily in minutes)
2. Recommend contributing to Student Aid Alliance (E-05)
3. Recommend barter dues with NCAN and consider College Cost Partners (E-06) (later turned down by NCAN, currently under consideration)

**Expenses Reimbursement**

1. Form to be posted on the web (E-05)
2. Process:
   1. Form and Receipts
      1. Sent to Treasurer (E-06)
      2. Rejected suggestion to eliminate receipts and go to per diem. Members to be fiscally conscious in using association funds. (FE-06)
   2. To be approved by the President (E-05)

**Lexis-Nexis**

1. NASSGAP receives 15% royalties from the Lexis-Nexis revenues produced by the use of our online surveys. (E-05)
2. The “contract” renews automatically every five years. (E-05)
3. **We need to set up a yearly systematic way to update any contractual situations with new contact list. (E-05)**

### Membership

**Code of Conduct and Responsibilities**

1. In support of the Association Objective as described in Article II, Section 1, members are expected to:
   1. Uphold high standards within the industry by remaining in good standing with the appropriate governing boards and agencies;
   2. Operate beyond reproach by administering programs within appropriate governing laws and regulations;
   3. Prioritize, when possible, the best interest of the students we serve.
2. In support of the Association Objectives as described in Article II, Section 2 and 3, members are expected to:
   1. Nurture an environment that fosters positive relationships and free exchange of ideas;
   2. Refrain from inappropriately using the conference, listserv, or membership directory as a marketing tool;
   3. Respect the sensitivity of information shared at conferences, meetings, and via listserv by holding all exchanges as private unless otherwise granted permission by the originating source.
3. In support of the Association Objective as described in Article II, Section 4, members are expected to:
   1. Represent the collective position of NASSGAP or the position that otherwise best protects the interests of the Association, when speaking on behalf of or otherwise representing NASSGAP;
   2. Make clear, when appropriate, that an otherwise opposing position does not represent that of NASSGAP;
   3. Contribute, to the extent appropriate and practical, to Association discussions and formation of NASSGAP positions and opinions; and make clear, when appropriate and practical, if the position or opinion of the member agency differs from that of NASSGAP.
4. In support of the Association Objectives as described in Article II, Sections 5 and 6, members are expected to:
   1. Encouraged, when appropriate and practical, to contribute to discussions that formulate the basis for NASSGAP collaboration with other associations, councils, and agencies;
   2. Maintain, when appropriate and practical, good working relationships with other Association members and those in collaboration with the Association;
   3. Make clear, when appropriate and practical, when NASSGAP collaboration with other associations, councils, and agencies is in opposition of the interests of the member agency.
5. In support of the Association Objectives as described in Article II, Section 7, members are:
   1. Encouraged, but not required, to propose ideas and volunteer service in any area of NASSGAP research, conference, and other Association activities;
   2. Encouraged, but not required, to participate in listserv discussions, polls, and surveys;
   3. Expected to accurately represent, to the best of their ability, the member agency’s policies, data, and opinions when responding to such discussions, polls, and surveys.
6. In support of the Association’s basic fiduciary and administrative responsibilities, members on a Committee or elected office are expected to:
   1. Protect the Association’s finances by exercising high standards of stewardship over Association resources;
   2. Fulfill to the best of their ability the requirements and expectations of office or membership on a committee or otherwise notify the Executive Committee or appropriate Chair if unable to do so.
7. Repeated and/or egregious violations of the above Code of Conduct may result in action by the Executive Committee to facilitate removal of either the individual or agency membership from the Association.

**Benefits**

* 1. Employees of Voting Membership agencies

1. Voting (one vote per agency) privileges (Bylaws)
2. Invited to attend any/all association meetings, unless closed session is called for by the President
3. Eligible to serve on Executive Committee
4. Access and use of Virtual Office
5. Access and use of website polling/survey functions
6. Associate Members
   * + 1. Associate members may attend, but not vote, during the annual NASSGAP business meeting. (FB-09)
       2. Benefits for Associate Members also include all those listed under Friends of NASSGAP
7. Friends of NASSGAP
   * + 1. Eligible to serve on existing and ad hoc NASSGAP committees
       2. Attendance at conference at membership rates
8. Payment of membership dues:
   * + 1. Membership dues must be current in order to
          1. Vote. (E-11)
          2. Membership dues must be current in order to attend a conference. (E-11)
       2. Loss of Benefits for failure to pay membership dues:
          1. Correspondence should be sent from the membership committee on a quarterly basis with punitive step of removal them from the listserv as a final step. (E-05) (amended E-11)
          2. Non-dues paying states that participate in NASSGAP by responding to annual survey, will remain on the listserv to ensure “full communications” with the states on the use listserv. (SE-05) (E-10) (amended E-11)
          3. For states delinquent in paying dues, they will be provided one year grace period for
9. Access to the virtual office. (E-11)
10. Serving on a committee. (E-11)

### Awards and Recognition

**Distinguished Service Award**

1. Created to recognize significant contributions to NASSGAP. (E-05)
2. President selects, Executive Committee affirms. (E-05)
3. Not a mandatory award. Award only as qualifying candidates are identified. (E-05)
4. Recipients:

Sheila Joyner, Fall 2006 conference

Dennis Obergfell, Fall 2006 conference

Chas Treadwell, Fall 2006 conference

Sheila Joyner, Fall 2008 conference

**Friends of NASSGAP**

1. Any member can recommend that someone become a Friend of NASSGAP. (E-05)
2. All living past presidents who are not current NASSGAP members and who are no longer in the financial aid community, invited to become a “Friend of NASSGAP”. (E-05) (FE-06)
3. All others must be approved by majority vote of the Executive Committee (FE-11)
4. List of Friends, city

Mr. Stan Broadway, Raleigh, NC Mr. Gary Smith, Mechanicsburg, PA

Mr. James Byer, Eugene, OR Mr. Ernest Smith, Jr., Indialantic, FL

Mr. Douglas Collins. Eugene, OR Mr. Hugh Voss

Dr. Jerry Davis, Dillsburg, PA Mr. John Siegrist, West Hartford, CT

Mr. Gustavo DeLeon, Austin, TX Mr. Gary Weeks, Keizer, OR

Mr. Barry Dorsey, Martinsville, VA Ms. Sheila Joyner, OK, President 1994-95

Mr. Ross Erbschole Ms. Judy Knapp (E-10)

Mr. Jim Garcia, Sacramento, CA Ms. Mary Beth Kelly, PA, Chair ED Tech Forms (FE-11)

Mr. Jack Guinn, Baton Rouge, LA Ms. Jeanne Saunders, Washington DC USDOE

Ms. Arlene Hannawalt, Clancy, MT Mr. John Klacik, Olympia, WA

Mrs. Jan Hilyer, Montgomery, AL Ms. Lois Hollis, Austin, TX

Mr. Francis Hynes, Castle-on-the-Hudson, NY Ms. Sherry Fox, Ewing, NJ

Mr. Ronald Iverson, Cave Creek, AZ Ms. Mary Ann Welch, Warwick RI

Mr. Richard Johnston Mr. Chas Treadwell, NY President (deceased)

Mr. Ron Jursa, Grayslake, IL Ms. Peggy Wipf (deceased)

Mr. Peter Keitel, Delmar, NY

Mr. William Lannan, Helena, MT

Mr. Joseph McCormick, Fisherville, KY

Mr. Kenneth Reeher, Camp Hill, PA

Mr. Haskell Rhett, Skillman, NJ

Mr. Kenneth Shook, Westminster, MD

### Miscellaneous Items

**NASSGAP Hats**

1. For public relations, team development, gifts for presenters.
2. To be given to speakers and first time attendees or sold for $10 (SE-07)
3. Hats are stored by NASSGAP’s Federal Liaison.

**Association Historian**

1. Chas Treadwell agreed to be the “bard.” (E-06)

**Inactive Committees**

### Long Range Planning Committee

1. Proposed, no action taken (E-06)

### Tax and Corporate Structure Committee

**Authorization**

1. Article VII – Section 1: The President may create other committees
2. Article VII – Section 2: The President may appoint persons representing any class

Chairs of Committee

1. ? – 2011 Karen Wing

Duties and Responsibilities:

1. Work with the Treasurer to assure the appropriate tax and corporate structure forms are incorporated for NASSGAP and in order.
2. Participate in Executive Committee meetings as Chair of the Tax and Corporate Structure Committee.  (Note: Chairs are not voting members of the Executive Committee. Chairs may be asked to attend Executive Committee meetings in person or by telephone. If in-person participation is requested, the spring Executive Committee travel costs are reimbursed by NASSGAP.)

### Research Committee

**Authorization**

1. Article VII – Section 1: The President may create other committees
2. Article VII – Section 2: The President may appoint persons representing any class

Chairs of Research Committee

1. 2005 – 2011 Cheryl Maplethorpe

Duties and Responsibilities:

1. Created Policy and Issues Committee to track issues and policy on the forefront (E-05)
2. Committee renamed Research Committee (SE-05)
3. Sample topics for committee consideration: (SE-05)
   1. Performance Measures – Assessing effectiveness of State programs
   2. Balance of need based and merit aid.
   3. Continue to bring research to the conference that affects membership on an annual basis.
   4. Undocumented Aliens
   5. Incarcerated Students and access to higher education programs
   6. College Savings Plans as a source of revenue
   7. Lessons Learned
   8. Summary of Research for the past month with highlights of which are the most important to read
   9. Suggest Research topics for the Research Conference to explore
   10. Sift through Research Conference presentations to see what information is there that can be translated to an action plan.
   11. Identification of reoccurring themes in state updates.
   12. Output of surveys and questions on the NASSGAP listserv
   13. Advance notice of upcoming issues
4. Participate in Executive Committee meetings as Chair of the Research Committee.  (Note: Chairs are not voting members of the Executive Committee. Chairs may be asked to attend Executive Committee meetings in person or by telephone. If in-person participation is requested, the spring Executive Committee travel costs are reimbursed by NASSGAP.)

### Survey Committee

**Authorization**

1. Article VII – Section 1: The President may create other committees
2. Article VII – Section 2: The President may appoint persons representing any class

Chairs of Committee

Duties and Responsibilities:

1. Oversee the progress each year of any grant on improving the survey.
2. Assist with the annual survey special questions.
3. Assist with the annual survey collection in a timely fashion.
4. Data Categories:
   1. Regional Exchange Program- Should not count this as state aid unless it is state controlled money that is appropriated to higher education. (E-05)
   2. Tuition Funded Program – Will not be included as state aid (E-05)
   3. Loan Forgiveness Programs for non-students – Should count for this survey and not change the rules in the middle of the stream. (E-05)