FINANCIAL AID COUNCIL

CHARTER

1. NAME OF ORGANIZATION

The name of this organization shall be the Financial Aid Council (FAC).

1. PURPOSE OF ORGANIZATION
2. Address issues that relate to the community and technical college sector only;
3. Address issues that relate to all sectors, but in which we have a vested interest and may want to pursue a different course of action than another sector;
4. Provide a focal point for communication between the community and technical colleges, other sectors, the Washington Financial Aid Association, the Western Association of Student Financial Aid Administrators, the National Association of Student Financial Aid Administrators, the Washington State Student Services Commission, the State Board for Community and Technical Colleges, the Washington Student Achievement Council, the legislature, and all others interested in the administration of Student Financial Aid at Washington Community and Technical Colleges.
5. MEMBERSHIP
6. Any person employed in the Student Financial Aid office at a Washington State Community or Technical College is eligible for membership.
7. Affiliate members shall be those individuals representing offices/organizations that are found to have purposes parallel with those of the FAC and desire to participate in its non-voting activities and are approved for this status by the Executive Committee.
8. VOTING

Only one vote per institution will be allowed. Each institution can select the qualified member whom they desire to cast the institutional vote. A voting quorum will consist of a simple majority of the member institutions.

1. OFFICERS AND DUTIES
2. President: Conduct sector meetings, Executive Committee meetings, and other general meetings as needed. Be a spokesperson for the organization and a focal point for communication with other agencies and groups. The position of President shall be restricted to members currently employed as Associate Directors/Directors/Associate Deans or Deans of Financial Aid/Student Services.
3. President-Elect: Succeeds President after Spring FAC meeting, or if President resigns. Takes assignments from the President as needed.
4. Past-President: Provides wit, wisdom, and continuity for the Organization. Conducts elections for the new officers each spring, or when a replacement or removal is necessary. Is responsible for maintaining current Charter and proposing amendments as needed.
5. Secretary: Takes minutes at the sector meetings, executive meetings, etc., copies and distributes these minutes to the FAC, makes corrections to the minutes as necessary, and performs other duties as requested by the President.
6. Treasurer: Maintains records of all fiscal transactions of the FAC, prepares fiscal statements for submission at each meeting, coordinates the registration process for the winter meeting, and performs other duties as requested by the President.
7. FAC Council Liaison: Represents FAC at other CTC council meetings. Serves as communication between FAC and other CTC councils.
8. ELECTIONS
9. Elections: The Past-President shall conduct annual elections during spring quarter and at least 20 days prior to the Spring FAC meeting. Elections shall be by secret ballot. Results will be announced at the meeting. New officers shall take over at the conclusion of the Spring FAC meeting.
10. Replacements: Should an elected officer vacate his/her position, except for the President position, that position shall be filled by appointment of a majority vote of the Organization as soon after the vacancy occurs as possible.
11. Removal: Removal of an elected officer will require a two-thirds vote of the Executive Committee and a two-thirds vote of the Organization membership and must be done for just cause.
12. Length of Term:
13. President-Elect serves for one year and shall be elected annually.
14. The Secretary and Treasurer serve two-year terms and shall be elected biennially.
15. Committees shall be appointed by the President and serve one-year terms.
16. FAC Liaison will serve one-year term.
17. COMMITTEES
18. An Executive Committee shall consist of the following positions:
	1. The four elected officers;
	2. FAC Council Liaison;
	3. Chairpersons of working committees.

The Executive Committee will meet regularly, throughout the year, to address items on the Master Plan and discuss any statewide/system issues. Others may be invited by the President to participate in the meetings, depending on the agenda.

1. Working committees shall be formed on a permanent or ad-hoc basis to address issues that a majority of the Executive Committee or a majority of institutions at a general meeting deem desirable.
2. A standing committee, consisting of six elected members plus the current FAC President for a committee of seven members. The purpose is to monitor and coordinate computer services related to the financial aid portion of the State Board for Community and Technical Colleges – IT (SBCTC-IT) system. This group is accountable to the Financial Aid Council.

The committee is called the Financial Aid System Team (FAST).

The purpose of FAST will be:

1. To facilitate, through meetings, workshops, specially designed training sessions, and other means, the consideration of common technical financial aid system problems and solutions for FAC and other SBCTC user groups.
2. To consult with and advise SBCTC user groups and FAC as appropriate on matters relevant to interfacing financial aid software with other systems (ctcLink/PeopleSoft) and to respond to requests from other user groups.
3. To advise the FAC on matters related to maintenance of the system software and hardware.
4. To advise the FAC or others as appropriate on matters about the development of technical financial aid computing systems.
5. To communicate routinely with the FAC membership on system issues.
6. To serve as a resource for the SBCTC Financial Aid Support Team and vice versa.

The membership of FAST will:

1. Be made up of seven representatives of member colleges to FAC who have interest and expertise in technical computing issues related to Financial Aid. If possible, at least one member will have system experience other than PeopleSoft. The Associate Director of Campus Solutions - Financial Aid, from SBCTC will also serve as an ex-officio member. As needed, a functional analyst from FA Support at SBCTC may serve in this role.
2. Be elected by the Financial Aid Council. FAST members will serve three year rolling terms. If no one is willing to serve, standing members will have the opportunity to serve an additional three-year term until the next election. Two replacements for the standing committee will be called for each year replacing the two longest serving members. This rotation will continue annually as members three-year terms expire. Rolling terms provide continuity and leadership for the Financial Aid Systems Team while being respectful of members’ willingness to serve.
3. Be called upon to elect their FAST Chair; it is expected that the Chair of FAST will work closely and in cooperation with the President of FAC. In the eventuality that the FAST Chair cannot serve out a full term, a recommendation regarding filling the position will come from FAST membership.
4. Delegate to the FAST Chair responsibility for recording and distributing minutes from all FAST meetings and other organizational duties, as necessary. Distribution of minutes is to be made to the full membership of the FAC.

The Voting Process will:

1. Provide each member of FAST with one (1) vote.
2. Require a quorum of at least five (5) FAST members be present at any given meeting; decisions will be resolved by a simple majority vote of members present. If fewer than five members are available to meet, no decisions may be made.
3. Permit written proxy as acceptable representation at any meeting provided it is submitted to the chair of FAST from the absent member.

There will be bi-weekly meetings and other meetings as deemed necessary by the FAST Committee.

1. MEETINGS

The Organization shall have a general meeting once each quarter during the academic year. The fall meeting shall be in conjunction with the Washington Financial Aid Association meetings, the winter and spring meetings will be at a time and place designated by the Executive Committee. Other general meetings of the Organization shall be called at the discretion of the Executive Committee. The Executive Committee shall meet as often as the Chairperson deems necessary to accomplish the business of the Organization.

1. AMENDMENTS
2. Any member may propose an amendment to the Charter by putting the amendment in writing, stating the purpose of the proposed amendment, acquiring the signatures of five institutions, and submitting the proposal to the Past-President for inclusion on the agenda of the next general meeting. The Past-President shall take whatever measures are necessary to assure that all institutions are aware of the proposed change and the pros and cons of the change.
3. An amendment to the Charter shall require two-thirds majority vote for approval.
4. FINANCE
5. The organization shall set a minimum account reserve for access accommodations. The minimum reserve will be a separate line item on the FAC budget. The account reserve is set at $2000.
6. Annual membership dues to include 2 members per college beginning 2023-2024 fiscal year.
7. Dues for 2023-2024 are set at $250 per college, to be evaluated each spring for the upcoming year. Additional attendees will be charged $50 for each quarterly meeting.
	1. The organization is not able to issue refunds once registrations have been received from attendees.

 XI. COMMUNICATION

The Pri-faid listserv is a communication tool reserved for Directors/Deans who have oversight of daily operations of financial aid and assistant/associate directors of financial aid for the 34 community and technical colleges of Washington. Additional members can be added through a motion and vote by the FAC membership. The proposal should be submitted to the Past-President, just as amendments would be submitted (*see IX. Amendments section*).