

# CONSTITUTION OF THE ONTARIO ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS



AS ENACTED AT A GENERAL MEETING

**HELD OCTOBER 20, 1978**

AMENDED MAY 8, 1980  
AMENDED MAY 16, 1985  
AMENDED MAY 1986  
AMENDED MAY 18, 1989  
AMENDED NOVEMBER 15, 1995  
AMENDED NOVEMBER 15, 1996  
AMENDED MAY 15, 1998  
AMENDED MAY 22, 2002  
AMENDED MAY 27, 2004  
AMENDED NOVEMBER 26, 2004  
AMENDED MAY 17, 2007  
AMENDED MAY 14, 2009  
AMENDED MAY 11, 2011  
AMENDED NOVEMBER 7, 2012  
AMENDED MAY 21, 2015  
AMENDED MAY 13, 2016  
AMENDED APRIL 16, 2019  
AMENDED MAY 26, 2021  
AMENDED May 24, 2023

**WITH BY-LAWS**

AMENDED MAY 1981  
AMENDED MAY 1982  
AMENDED MAY 16, 1985  
AMENDED MAY 1986  
AMENDED NOVEMBER 13, 1986  
AMENDED NOVEMBER 19, 1987  
AMENDED NOVEMBER 17, 1988  
AMENDED MAY 18, 1989  
AMENDED NOVEMBER 15, 1995  
AMENDED MAY 15, 1998  
AMENDED MAY 22, 2002  
AMENDED MAY 27, 2004  
AMENDED NOVEMBER 26, 2004  
AMENDED MAY 26, 2006  
AMENDED MAY 17, 2007  
AMENDED MAY 14, 2009  
AMENDED MAY 11, 2011  
AMENDED NOVEMBER 7, 2012  
AMENDED MAY 21, 2015  
AMENDED MAY 13, 2016  
AMENDED APRIL 16, 2019  
AMENDED MAY 26, 2021  
AMENDED May 24, 2023

# ONTARIO ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

## CONSTITUTION

### ARTICLE 1: NAME

1. The name of the Association shall be the Ontario Association of Student Financial Aid Administrators, herein referred to as OASFAA.
2. This Association will use the full name or its acronym, OASFAA, in all public materials, media and correspondence.

### ARTICLE II: OBJECTIVES

1. OASFAA was established to allow member institutions the opportunity to discuss scholastic and need-based financial assistance programs available to the students of its member institutions, and their effect upon the financial well-being of students.
2. OASFAA shall work collaboratively with the provincial ministry, providing feedback on government student aid program policy and procedure through the Executive.
3. OASFAA shall collect data, and design/deliver/facilitate professional development workshops and facilitate the exchange of information to promote learning for its members.
4. OASFAA shall co-operate and maintain effective liaisons with national and other Ontario associations relating to student aid programs.
5. OASFAA will advocate for positive change to post-secondary student aid policy at the provincial and federal level, and lobby on behalf of post-secondary student on issues related to scholastic or needs-based assistance.

### ARTICLE III: MEMBERSHIP

#### 1. Institutional Membership

- i) All publicly funded post-secondary educational institutions and private post-secondary institutions in Ontario recognized by the provincial ministry are eligible for membership. McGill University and Concordia University are included because of their high Ontario resident populations.
- ii) All designated and regular members of each institution are entitled to access the member section of the OASFAA website.
- iii) Memberships are transferable if a member leaves and is replaced at their institution.

## **2. Designated Member**

- i) The Designated member is the main point of contact for each institution. The Designated member may appoint additional regular members for their institution.

## **3. Regular Members**

All regular members are entitled to the rights, privileges and responsibilities of belonging to OASFAA.

## **4. Associate Members**

Other institutions/associations/organizations that have a direct role in student financial assistance programs open to Ontario residents may apply to the Executive for associate membership in OASFAA.

## **ARTICLE IV: EXECUTIVE COMMITTEE**

### **a) Composition/Terms**

- i) The Executive Committee shall consist of the following:
  - Chair/Co-Chairs (herein referred to as Chair)
  - Past Chair/Co-Chairs (herein referred to as Past Chair)
  - Chair of the Policy Committee
  - Chair of the Procedures Committee
  - Chair of the Professional Development Committee
  - Chair of the Technology and Communications Committee
  - Chair of the Systems Committee
  - Chair of the Finance and Membership Management Committee
  - A Representative from each Region (North, South, East and Central)
  - Secretary
- ii) In the case where Co-Chairs represent OASFAA, the Co-Chairs shall consist of one College and one University Representative where possible.
- iii) No more than two members from one institution may hold a seat on the OASFAA Executive and/or any Committee (excluding the Professional Development Committee).
- iv) There is a two year term for all Executive positions.
- v) The consecutive term limit for Executive positions will be three terms. If nominations are not received however, the consecutive term limit may be waived at the recommendation of the Nominating Committee with the approval of the sitting executive, should the current Chair agree to continue for another term.
- vi) An OASFAA member may serve on no more than two committees per year to provide maximum

exposure to all members.

vii) Every effort should be made to maintain a balance of college and university members.

**b) Meetings of the Executive Committee**

i) Quorum: For an Executive meeting to proceed at least 50% plus one Executive member must be present.

ii) There will be a minimum of ten Executive meetings per year.

**c) Election**

i) Biennially, prior to February 1, the Executive will strike a Nominating Committee consisting of three members of OASFAA, at least one of whom will be the Past Chair of OASFAA who shall chair the Committee.

ii) The Nominating Committee shall request nominations biennially for all Executive positions. Nominations shall close no later than February 28. Any designated or regular member of OASFAA may be nominated or may nominate themselves.

iii) Nominations for Co-Chair positions shall include both parties, ideally one from college and one from university, preferably as a single nomination.

iv) The Nominating Committee shall conduct an election electronically, which shall be concluded by March 31. Only the designated member of each institution is allowed a vote during the election.

v) The candidate with the greatest number of votes cast shall be elected to the appropriate position. If the Nominating Committee presents only one candidate for a position, that position shall be filled by acclamation. In the event of a tie, a second ballot will be emailed prior to the Annual General Meeting. During the nomination process, every attempt will be made to attain a balance between college and university representation.

vi) When possible, the retiring Chair, or Co-Chairs, of OASFAA will automatically fill the position of Past Chair(s).

vii) The term of office of the incoming Executive Committee shall commence at the end of the Annual General Meeting.

**d) Vacancies on the Executive Committee**

i) Should the position of Chair/Co-Chair of OASFAA become vacant:

- the Past Chair may assume the open position and the position of Past Chair will remain open OR
- If there are Co-Chairs the remaining Co-Chair can choose to chair alone, OR

- An election may be held to replace the vacant position
- ii) Should the Chair be unable to assume or decline the role as Past Chair the previous past Chair will continue in that role.
  - iii) Should a vacancy occur among the other Executive positions, the Executive shall appoint a designated/regular member to fill the position until the next election.
  - iv) Should any member of the Executive Committee and/or a Standing Committee require a leave of absence, his/her position will not be filled. In the case of an extended absence the position may be replaced by appointment by the Executive until the next election.

**e) Functions of the Executive Committee**

- i) The following shall be the functions of the Executive Committee:
  - a) act on behalf of OASFAA;
  - b) fulfill the objectives of OASFAA;
  - c) ensure that effective communication is maintained with the Student Financial Assistance Branch of the provincial ministry and other agencies, councils and committees;
  - d) maintain the minutes of the meetings of OASFAA and of the Executive Committee and to post the minutes of meetings on the OASFAA website within a reasonable time frame prior to the next scheduled meeting;
  - e) represent OASFAA on external organizations, committees, working groups, task forces etc., with the approval of the Executive;
  - f) the Chairs of the Standing Committees, Regional Representatives and other Executive members are to prepare and distribute the annual reports to the membership at least two weeks prior to the Annual General Meeting.
- ii) The following shall be the functions of the Chair:
  - a) co-ordinate the activities of OASFAA;
  - b) chair all meetings of OASFAA and the Executive Committee;
  - c) call regular meetings of the Executive Committee;
  - d) act as spokesperson on behalf of OASFAA to outside agencies, councils and committees;
  - e) be an ex-officio member of the Policy Committee, Procedures Committee, Professional Development Committee and Technology and Communications Committee;
  - f) develop and circulate the Agenda for all Executive meetings, Joint Executive and provincial ministry staff meetings and the Annual General Meeting;
  - g) assume or delegate responsibilities for the internal and external communications of OASFAA.
- iii) The following shall be the functions of the Past Chair:
  - a) assume all responsibilities of the Chair in the Chair's absence;
  - b) welcome and mentor new Executive members and assist in any transition(s) to provide continuity to the Executive Committee;
  - c) work co-operatively with the Chair to carry out the objectives of OASFAA;
  - d) perform duties as requested by the Chair;

- e) serve as Chair of the Nominating Committee;
  - f) assume responsibility for organizing the recognition of members.
- iv) The following shall be the functions of the Chair of the Policy Committee:
- a) chair all meetings of the Standing Committee on Policy;
  - b) report to the Executive Committee on the proceedings of the Policy Committee, and in conjunction with the Executive, make recommendations to the provincial ministry;
  - c) appoint member(s) to meet with the Student Financial Assistance Branch in conjunction with the Executive;
  - d) hold regular meetings with ministry Policy Unit staff;
  - e) other duties as outlined in By-Law #6.
- v) The following shall be the functions of the Chair of the Procedures Committee:
- a) chair all meetings of the Standing Committee on Procedures;
  - b) report to the Executive Committee on the proceedings of the Procedures Committee, and in conjunction with the Executive, make recommendations to the provincial ministry;
  - c) appoint member(s) to meet with the Student Financial Assistance Branch in conjunction with the Executive;
  - d) hold regular meetings with ministry operational unit staff;
  - e) other duties as outlined in By-Law #7.
- vi) The following shall be the functions of the Chair of the Technology and Communications Committee:
- a) chair all meetings of the Standing Committee on Technology and Communications;
  - b) report to the Executive Committee on proceedings of the Technology and Communications Committee;
  - c) appoint a minimum of one additional website administrator who can serve as a back-up in the absence of the Chair;
  - d) other duties as outlined in By-Law #8.
- vii) The following shall be the functions of the Chair of the System Committee:
- a) chair all meetings of the Standing Committee on Systems;
  - b) report to the Executive Committee on proceedings of the Systems Committee;
  - c) hold regular meetings with ministry operational unit staff;
  - d) other duties as outlined in By-Law #9.
- viii) The following shall be the functions of the Chair of the Finance and Membership Management Committee:
- a) chair all meetings of the Standing Committee on Finance and Membership Management
  - b) report to the Executive Committee on proceedings of the Finance and Membership Management Committee
  - c) hold a minimum of 3 meetings per year with the Standing Committee to review the association's finances.
  - d) be responsible for maintaining accurate and detailed financial records and to present an audited financial statement to the Annual General Meeting as outlined in By-Law # 2;

- e) be responsible for preparing and presenting a projected budget for the next fiscal year at the Annual General Meeting;
  - f) submit a final conference financial statement, showing actual revenues and expenditures, to the Executive within three months of the end of the conference;
  - g) be responsible for additions and deletions to/from the membership list on the website, with the Chair of Technology and Communications Committee
  - h) be responsible for notifying the Regional Representatives of new members within their region;
  - i) assume responsibility for all financial transactions of OASFAA, including those outlined in By-Laws # 2, 3, 11, 12, 13 and 14;
  - j) Other duties as outlined in By-Law #10.
- ix) The following shall be the functions of the Regional Representatives:
- a) serve as members of the Executive Committee of OASFAA;
  - b) ensure that there is effective two-way communication between themselves and the members within their region;
  - c) meet periodically with members in their region to identify issues and concerns to bring to the Executive
  - d) promote participation in OASFAA and its activities;
  - e) perform other duties as assigned by the Chair and as outlined in By-Law # 14.
- x) The following shall be the functions of the Secretary:
- a) be responsible for taking and distributing the minutes of regular and special membership meetings electronically within a reasonable timeframe after each meeting;
  - b) be responsible for taking and distributing the minutes of Executive meetings electronically within a reasonable timeframe after each meeting;
  - c) provide an abbreviated summary of OASFAA Executive/provincial ministry meetings electronically within a reasonable timeframe after each meeting.
- xi) The following shall be the functions of the Chair of the Professional Development Committee:
- a) chair all meetings of the Standing Committee on Professional Development;
  - b) report to the Executive Committee on proceedings of the Professional Development Committee;
  - c) organize in-person meetings with provincial ministry staff as required.
  - d) other duties as outlined in By-Laws # 5, 12 and 15
- xii) The CASFAA Representative is elected by CASFAA and is an ex- officio member of the OASFAA Executive if they are also a member of OASFAA and will attend Executive meetings only. They will provide feedback and communication between the associations. In the event that CASFAA changes this procedure, the OASFAA Executive will appoint a suitable candidate.

## **ARTICLE V: MEETINGS OF OASFAA AND VOTING**

### **1. General Meetings**

- i) An Annual General Meeting (AGM) shall be held once each year. The Executive shall determine the

date and location of the meeting and shall inform the membership at least three months in advance.

- ii) Individuals with an interest in the field of student aid and Associate members may attend the OASFAA Conference(s), except for the Regional and Business Meetings, upon payment of the established Conference fee.
- iii) The Agenda of the Conference(s) shall provide for the AGM meeting to be held at least once a year.
- iv) The Agenda for the AGM will include:
  - report of the Chair;
  - the Executive Committee's Audited Financial Statement;
  - the Executive Committee's Projected Budget;
  - reports and recommendations of the Standing Committees;
  - review of final financial statement from the previous conference;
  - items of current and topical interest;
  - introduction of the members of the incoming Executive Committee.
- v) The electronic circulation of the Annual General Meeting Agenda by the Chair thirty (30) days before the date of the meeting shall constitute due notice.

## **2. Quorum**

Representatives of 50% plus one of the member institutions in good standing in attendance constitutes quorum at any Annual General Meeting.

## **3. Voting**

Each member institution in good standing shall have one vote at meetings of OASFAA. The Designated member or their appointee will be responsible for this voting privilege.

## **ARTICLE VI: CONDUCT OF MEETINGS**

The purpose of OASFAA meetings is to provide a free exchange of ideas among its members and discussion should be as informal as possible. The Chair and the individuals present shall be guided by Robert's Rules of Order.

## **ARTICLE VII: MEMBERSHIP FEES**

Annual membership fees shall be assessed to each institutional, designated, regular and associate member. Membership fees are regulated by By-Law #1. Payment of the annual institutional membership fee shall be required within two months of the date of the Annual General Meeting for an institution to remain in good standing. Failure to pay fees on time may have consequences, as outlined in By-Law #1.

## **ARTICLE VIII: REPRESENTATION ON OTHER BODIES**

The Executive Committee may recommend regular members of OASFAA to serve on related councils, commissions, external organizations, committees, task forces, etc. Recommendations from these



councils, commissions, external organizations, committees, task forces, etc. are to be referred to the OASFAA Executive via the appropriate Chair or Executive member.

#### **ARTICLE IX: BY-LAWS**

It shall be the responsibility of the Executive Committee to draft and present to a duly called meeting of OASFAA new or revised By-Laws as may be necessary and consistent with the Constitution. A majority of the member institutions voting is required to pass a By- Law.

#### **ARTICLE X: AMENDMENTS TO THE CONSTITUTION**

1. After one month's notice the Constitution may be amended by 50% plus one of the member institutions voting at a duly called meeting of OASFAA.

#### **ARTICLE XI: DISSOLUTION OF OASFAA**

1. If, for any reason, OASFAA finds it necessary to terminate its affairs, it shall determine the disposition of its assets and files at the final meeting of OASFAA.
2. If it should not be known at the time, that the last meeting of OASFAA was the final one, the Executive Committee shall:
  - i) dispose of the files of OASFAA as it deems best;
  - ii) convert all assets of OASFAA into cash and distribute such assets evenly among the member institutions in good standing.

## **BY-LAWS**

### **BY-LAW #1**

The membership fee will be reviewed annually and may be adjusted if needed to keep OASFAA financially viable. Fees will be differentiated for Designated and Associate Members, with a reduced fee for each additional regular member.

The consequences of late payment of member fees include: User profile is removed from the OASFAA website and access to OASFAA forums is removed; the member(s) will no longer be in good standing. Deadlines will be made available to members.

### **BY-LAW #2**

The Executive Committee shall appoint two persons or delegate the authority to the Treasurer to appoint two persons, not members of the Executive Committee, to audit the financial records of OASFAA prior to the Annual General Meeting each year.

### **BY-LAW #3**

The fiscal year of OASFAA shall commence May 1 and end April 30.

### **BY-LAW #4**

Annually, and soon after the Annual General Meeting, designated and regular members may sign up electronically for their committees of interest.

### **BY-LAW #5**

There shall be a Standing Committee on Professional Development, led by the Chair of Professional Development, to plan and implement the annual conference(s) each year, in accordance with the following terms of reference.

#### **TERMS OF REFERENCE**

1. Co-ordinate, initiate or otherwise be involved in studies, research and professional development on matters related to the professional activities and functions of Association members.
2. Plan OASFAA's Conference(s) and present recommendations regarding content and duration to the Executive within three months/90 days of the proposed dates;
3. Plan the delivery of training and professional development, which could include: in-person, virtually or through multi-media;
4. Present a conference budget to the Executive for approval before any contracts are signed.
5. Undertake other duties as requested by the Executive Committee.

## **MEMBERSHIP**

1. The Chair of OASFAA shall be an ex-officio member/s of the Professional Development Committee.
2. There shall be no fewer than three members.
3. All Designated and Regular members shall be represented on this Committee.

## **BY-LAW #6**

There shall be a Standing Committee on Policy, led by the Chair of Policy, to conduct activities related to the policy aspect of financial aid programs, in accordance with the following terms of reference:

### **TERMS OF REFERENCE**

1. Analyze and evaluate the effectiveness of existing government student assistance programs.
2. Provide policy input to governments, OASFAA, and related agencies. To appoint members to meet with the Student Financial Assistance Branch in conjunction with the Executive.
3. Review manuals/policy/procedures and changes.
4. Undertake other duties as requested by the Executive Committee.

## **MEMBERSHIP**

1. The Chair of OASFAA shall be an ex-officio member/s of the Policy Committee.
2. There shall be no fewer than six members and no more than fifteen members. There shall also be no more than 2 members from one institution on the committee.
3. All Designated and Regular members shall be represented on this Committee.

## **BY-LAW #7**

There shall be a Standing Committee on Procedures, led by the Chair of Procedures, to conduct activities related to aspects of procedure of interest to members of OASFAA, in accordance with the following terms of reference.

### **TERMS OF REFERENCE**

1. Analyze and evaluate the effectiveness of the procedures and the application and other forms used in the administration of government aid programs.
2. Solicit, receive and react to individual concerns within OASFAA which touch on procedural matters.

3. Provide input on procedural matters to government and OASFAA
4. Review manuals/policy/procedures and changes.
5. Undertake other duties as requested by the Executive Committee.

#### **MEMBERSHIP**

1. The Chair of OASFAA shall be an ex-officio member/s of this Committee.
2. There shall be no fewer than six members and no more than fifteen members. There shall also be no more than 2 members from one institution on the committee.
3. All Designated and Regular members shall be represented on this Committee.

#### **BY-LAW #8**

There shall be a Standing Committee on Technology and Communications, led by the Chair of Technology and Communications, to manage the OASFAA Website on behalf of the members of OASFAA, in accordance with the following terms of reference.

#### **TERMS OF REFERENCE**

1. Manage and oversee the activity, access and content of the OASFAA website to ensure an effective flow of communication between the Executive and members.
2. Ensure that updates are posted within 5 business days from the date of request;
3. Ensure that there is an effective flow of communication between the Executive and members using the most up-to-date communication tools that are available;
4. Manage and oversee the activity and access to software or alternative platforms used for teleconferencing
5. Undertake other duties as requested by the Executive Committee.

#### **MEMBERSHIP**

1. The Chair of OASFAA shall be an ex-officio member/s of this Committee.
2. There shall be no fewer than five members and no more than 2 members from the same institution.
3. All Designated and Regular members shall be represented on this Committee.

## **BY-LAW #9**

There shall be a Standing Committee on Systems, led by the Chair of Systems, to manage ONE-Key Administrative system issues and enhancement requests on behalf of the members of OASFAA, in accordance with the following terms of reference.

### **TERMS OF REFERENCE**

1. Receive and/or identify system enhancements required to either fix or enhance a function of service delivery and to report said enhancements or fixes to the Ministry liaison for actioning.
2. To maintain and monitor the list of system fixes and/or enhancements which includes prioritizing items that should be put forward to the Ministry, assigning realistic or expected delivery timelines and to ensure that items are resolved and/or addressed accordingly.
3. A minimum of 6 meetings per year (May 1 – April 30) should be held with a minimum of 3 of these meetings with Ministry representation.
4. To report monthly to the OASFAA Executive and through the posting of minutes and working documents to the OASFAA website.
5. To undertake other duties as requested by the OASFAA Executive and/or the Ministry liaison.

### **MEMBERSHIP**

1. The Chair of OASFAA shall be an ex-officio member/s of this Committee.
2. The Systems Chair must be a active OAFSAA member with experience in financial aid/OSAP administration who is well versed on both the functional and semi-technical administrative requirements of OSAP program delivery.
3. 6-8 Members At Large
  - a. A mix of college and university representation
  - b. A mix of the various student information systems
  - c. A mix of small, mid-size and large institutions
  - d. Ministry representation/support as required.

## **BY-LAW #10**

There shall be a Standing Committee on Finance and Membership Management, led by the Chair of Finance and Membership Management, to manage to manage the financial and membership activities on behalf of the members of OASFAA, in accordance with the following terms of reference.

## **TERMS OF REFERENCE**

1. To oversee the accurate and detailed financial records of the Association and to assist in the preparation of an annual audited financial statement to the Annual General Meeting as outlined in By-Law # 2.
2. To act as the second signing authority on financial transactions of the association where required (should generally be a member from the same institution as the Chair of this committee).
3. To assist with preparing and presenting a projected budget for the next fiscal year at the Annual General Meeting.
4. To assist with the submission a final conference financial statement, showing actual revenues and expenditures, to the Executive within three months of the end of the conference.
5. To assist with the additions and deletions to/from the membership list on the website, in collaboration with the Chair of Technology and Communications Committee.
6. To assist with the notification of the Regional Representatives of new members within their region.
7. To assist, as required, with all financial transactions of OASFAA, including those outlined in By-Laws # 2, 3, 11, 12, 13 and 14.

### **BY-LAW #11**

Recognizing the additional costs associated with the portfolios of the OASFAA Executive committee members, an annual allocation will be made each year, at the end of the fiscal period (generally April) to the institution of the OASFAA Chair (\$1,000 or \$500 each in the event of Co-Chairs) and to the institutions of the OASFAA Policy, Procedures, Professional Development, and Technology and Communication Chairs, the Secretary and the Treasurer (\$250 each).

### **BY-LAW #12**

Executive Members with “required travel” expenses in excess of \$100 (per trip) to attend Executive meetings, in-person meetings with MCU, committees, task forces, or working groups, etc. (excluding conferences) will be subsidized by OASFAA to a maximum, per person, of \$1,000 per year. The total funds disbursed for travel subsidies in the year may not exceed the proposed travel costs in the current year’s budget. (per Motion of October 2002).

### **BY-LAW #13**

OASFAA will provide two complementary conference registrations for every \$1,000 in sponsorship funding received for conferences.

### **BY-LAW #14**

## **CONFERENCE LATE FEES, CANCELLATION AND REFUND POLICY**

All conference cancellations and requests for refunds MUST be submitted in writing to the Chair, Professional Development Committee, and are subject to the following refund schedule:

- A late fee of \$50 will be charged to members who do not submit Conference fee payments by the stipulated deadline;
- At least one month in advance of the conference – full refund less a \$50 administrative fee;
- Less than one month and at least two weeks in advance of the conference – 50% refund, which includes administrative fee;
- Less than two weeks in advance of the conference – No refund of any kind (including medical emergencies).

Conference registration may be transferred to another member from the same institution. Refunds will be processed and issued within four to six weeks following the conference.

## **BY-LAW #15**

### **MEMBER RECOGNITION**

#### **1. Recognition of OASFAA Executive Involvement**

It is a policy of the OASFAA Executive to recognize members of the Executive who have recently served as Chair of a Committee and/or Chair/Co-Chair/Past Chair of OASFAA.

##### **(a) Chair of a Committee**

A Committee Chair/Past Chair shall receive a Certificate of Appreciation at the end of his/her term.

##### **(b) Chair/Co-Chair of OASFAA**

The Chair/Co-Chair of OASFAA shall receive a token of appreciation from the membership at the end of his/her term. This token of appreciation can be in the form of a plaque, picture or some other form of memento to recognize the year(s) of service in that position. The value of the token(s) of appreciation shall not exceed \$200.

#### **2. Exit or Retirement of Financial Aid Administrator**

It is the policy of the OASFAA Executive that a person be recognized for their years of service with OASFAA as a Financial Aid Administrator or other appropriate title and, if applicable, their year(s) of contribution to the OASFAA membership by serving on a Committee or the Executive.

##### **(a) Any member – no OASFAA Committee/Executive involvement**

Any member in good standing with no OASFAA Committee/Executive involvement will receive verbal recognition at the Annual General Meeting.

**(b) 1 – 10 years with OASFAA Committee/Executive involvement**

The Past Chair will present a Certificate of Appreciation at the Annual General Meeting to the member in good standing, expressing OASFAA's sincere appreciation for the involvement of the Financial Aid Administrator.

**(c) 11+ years with OASFAA Committee/Executive involvement**

The Past Chair will present a Certificate of Appreciation at the Annual General Meeting to the member in good standing, expressing OASFAA's sincere appreciation for the involvement of the Financial Aid Administrator. The Past Chair shall also arrange for a gift certificate for the Financial Aid Administrator up to a maximum of \$150.

**(d) OASFAA Chair**

A lifetime free membership will be offered to any member who has served on the Executive as Chair, upon full retirement.

**BY-LAW #14**

Members of OASFAA with concerns, questions or issues will email their concern, question or issue to their Regional Representative to bring forward to the monthly Executive teleconference for discussion.

In the case of an urgent issue that may impact other member institutions, members are asked to contact the Chair of the applicable Standing Committee or the Chair(s) of OASFAA before making contact with the provincial ministry directly. This ensures that all members, and not just individual members of OASFAA, are aware of any issues and solutions that might possibly pertain to them.

Members are also encouraged to utilize the forum postings on the website to open dialogue on issues, which might identify possible solutions.

**BY-LAW #15**

Vendor participation will be encouraged at conferences; however, vendors will be required to secure and cover the cost of renting space directly with the venue.