



**PASFAA**

# NEWSLETTER

PENNSYLVANIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

VOLUME XVIII

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NUMBER 1

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## FROM THE PRESIDENT

Dear PASFAA Members:

I was truly honored to assume the Presidency of PASFAA on October 2, but never realized the magnitude of the task until I was hospitalized on October 3 for one week. Thanks to those of you who expressed concern during and after my hospitalization. In short, the prognosis is good and no long-term problem exists.

As I indicated in my remarks to those assembled at the Tuesday afternoon Business Meeting at the PASFAA Conference, for most of our members, PASFAA is both a service and a participatory association. Some of us are able to serve in a more visible capacity; however, many others are also volunteering significant amounts of time in service to committees and other PASFAA efforts. I encourage members to demonstrate interest in serving PASFAA by returning the information form contained in this Newsletter.

The 1984 - 85 year is likely to be extremely busy on the legislative front. We are pleased to have in place a solid and committed Legislative Network with which many PASFAA members are now associated. I assure you that the Government Relations Committee and PASFAA leadership will be taking a proactive position where appropriate and certainly will react to proposed reauthorization efforts as they are made. It is imperative that our sector differences which may relate to some aspects of reauthorization be held in check -- for the postsecondary educational community will not be taken seriously unless we are able to present a united front in our communication with our federal representatives. We must remember that a letter from our Government Relations Committee, no matter how well-documented or considerate of the various institutions represented within PASFAA, is still only a single reaction to proposed legislation. Please respond individually when appropriate in addition to the collective response of our Association.

Recently I attended the annual meeting of the College Board where several sessions brought together members of the secondary school, admissions and financial aid communities. As was pointed out in the recent PACU - sponsored study on "Parents, Programs and Pennsylvania Students' Plans for Postsecondary Education", we must strive for better communication among these constituencies to effectively enable students to reach their full potentials within our Commonwealth. I have already initiated contact with the Pennsylvania Association of College Admissions Counselors to expand articulation between our associations and through meetings with secondary school counselors in November and December, hope to raise awareness in that community as well. All of us can and should participate in this effort when the opportunity arises at our own schools and in our communication externally with secondary school counselors.

I was pleased to note in the membership report which we all received at the Annual Conference that PASFAA is 404 members strong including 102 associate members from governmental agencies, lending institutions, vendors and others. Articulation between the lending community and financial aid officers has brought significant results in our spring GSL Workshops and, as was clearly evident at our Conference, in program sessions which addressed lender interest. We shall strive to continue to expand our membership through the leadership of Art Switzer.

Read on and enjoy the rest of this first Newsletter for the current year which has been ably prepared by our editor, Sheila Angst. Please do not hesitate to contact your sector representative on the Executive Council or the other officers of PASFAA if concerns should arise. We want PASFAA to be aware of your views and to be a viable entity in the regional and national associational network, and we will strive toward that end.

Respectfully,

Barry McCarty, President

## EXECUTIVE COUNCIL NOTES

Council met on December 2 - 3 at the Conference '85 site in Pittsburgh. In addition to an opportunity to review facilities at the Sheraton Inn at Station Square, council conducted its regular meeting, and reports from various committees are included in this newsletter.

Future council meetings are scheduled to be held at 9 a. m. at the PHEAA Board Room, Harrisburg, on Monday February 4, Tuesday April 9, Monday June 3 and, tentatively, Monday August 5. Any matters or concerns which you wish to bring to council attention should be presented to your sector representative or other council members.

## ED CONSIDERING DELAY IN VERIFICATION REQUIREMENTS

According to the November 21st edition of the NASFAA Newsletter, ED is currently considering the possibility of "postponing the release of their unified verification procedures NPRM due to its likely negative impact upon the 1985-86 delivery system." Instead, ED may decide to expand 1985 - 86 Pell validation and issue NPRM with sufficient comment time for other Title IV programs for 1986 - 87 implementation. NASFAA has expressed concern to the department about the lateness of issuing verification NPRM now considering the timing needed for MDE processors and institutions in developing forms and procedures. A final decision, says NASFAA, is due shortly.

## TRAINING PROGRAMS UNDERWAY

The 1984 - 85 schedule of training programs of the Pennsylvania Aid Administrators Training Program (PAATP) is in full swing. November and December are busy with support staff workshops at 7 sites, guidance counselor workshops in 19 locations, and a pilot series of parent meetings at 23 locations. Other PAATP activities are indicated below, and more details of each series will be mailed closer to the activity dates.

February 21 and 22	Professional Development Seminars on Enrollment Planning and Retention Philadelphia - Feb. 21/ Pittsburgh - Feb. 22
March	Lender Services Workshops - 4 sites
April	Proprietary Schools: Workshops for Aid Administrators - 3 sites
May	College Services/UM Workshops - 6 sessions
May	GSL/PLUS Workshops - 10 sites
June	Summer Institute - New Aid Administrators (One week: Sunday - Friday)

## ED OFFERS COMPUTER TECHNOLOGY IN PILOT PROGRAMS

The Department of Education, recognizing the need for more timely and accurate communication, has instituted two pilot projects with an eye toward the advancing computer age. This past fall approximately 190 schools nationwide, including 8 in Pennsylvania, participated in a pilot program which transmitted FISAP data electronically to ED. Recently, ED has solicited interest in an electronic Pell pilot project for next year. As of early November, 14 Pennsylvania schools were among 600 throughout the country expressing interest, according to Bea Rosenfeld, Region III, ED.

In April, 1984 ED's memo solicited interest in the FISAP pilot with institutions submitting equipment compatibility data for review. In most cases, the institution need only hook up a computer terminal and a modem to call ED's computer, which then displayed each page of the FISAP on the screen for the entering of data, following a detailed User's Guide. It was not necessary for institutions to have developed their own computerization of FISAP data. A validation program checked all data entered for errors and upon a clean validation the FISAP was electronically submitted to ED. The institutions participating only needed to mail page 1 with institutional signatures to ED by the regular filing date in addition to the electronic submission. As ED reviews comments from a survey to the participating institutions, it will refine the system and make decisions about a more wide-spread offering for the coming year.

ED has also developed an electronic system for processing of SARs to be tested in a pilot project next year. As indicated in their September memo, ED stated that participating institutions would be able to obtain, change and report Pell Grant data electronically through SAR receipt, SAR correction, payment submissions, payment confirmation and payment adjustment. Two types of processing will be available in this pilot including an institutionally developed system and an ED network system. Institutions still interested in considering participation in this pilot project should contact Bea Rosenfeld, Region III.

## PASFAA '84 CONFERENCE.....THANKS TO MANY

The PASFAA '84 Conference at the Pocono Hershey Resort is history ! Approximately 300 PASFAA members gathered at the four-day meeting for concurrent session workshops, federal and state aid updates, social events, the second annual 3 - mile run, and much more. More than 30 lenders attended this year, the largest lender participation at a PASFAA conference, and several sessions were conducted for their interest.

Conference chairman Catherine Kratzer expresses her personal thanks to everyone who generously gave of time, talent and assistance to make the conference a success. Her special recognition and thanks are extended to her conference committee. "They worked long and hard. I personally have never experienced a greater degree of willingness and cooperation on the part of any group. Again my thanks to the committee and membership for all your support."



### CONFERENCE '84 COMMITTEE TAKES A BOW.

Still working hard at the conference site, the committee pauses for the camera. Our thanks to Mike Schreier of Kutztown University, Rachel Lohman of Wilkes College, Chairman Catherine Kratzer of Northampton County Area Community College, Cynthia Lewis of Moravian College, Kathlene Hetherington of Community College of Philadelphia, and Mary Andrews Miller of Indiana University of Pennsylvania.

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### CONFERENCE '85.....MARK YOUR CALENDARS !!!

The 1985 PASFAA Conference will be held September 29 through October 2, 1985 at the Sheraton Inn at Station Square in Pittsburgh. Members of the 1985 Conference Committee are: Mary Andrews Miller, Chairman, Indiana University of Pennsylvania; Richard Esposito, Pittsburgh Beauty Academy; Pat Loughran, St. Francis College; Doug Mahler, Robert Morris College; and Helen Nunn, Allegheny College. Kate Hetherington of Community College of Philadelphia will also serve on the committee and has been appointed chairman of the 1986 PASFAA Conference.

If you have any suggestions for the 1985 Conference, please contact any member of the committee. The Sheraton Inn at Station Square is located on the Monongehela River with easy access to downtown Pittsburgh and the shops and restaurants at Station Square. So mark your calendars now and plan to be in Pittsburgh for PASFAA '85 !!!

## GOVERNMENT RELATIONS COMMITTEE WILL BE BUSY

As reauthorization proposals are made in Washington this year, the PASFAA Government Relations Committee, chaired by Renee Saleh, will respond. The committee worked very hard last year under the chairmanship of Don Raley to produce a draft document of recommendations for reauthorization from PASFAA. Some copies of that draft were available at the conference but since many did not receive copies, we print it in its entirety in this newsletter.

The Government Relations Committee must finalize this PASFAA position shortly and asks that any comments or suggestions be submitted no later than **January 15th**, with an original of your letter to Renee Saleh and a copy to your sector representative.

### REAUTHORIZATION OF THE HIGHER EDUCATION ACT OF 1965: THE RECOMMENDATIONS OF THE PENNSYLVANIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

Draft Prepared by Government Relations Committee, Sept. 1984

The Pennsylvania Association of Student Financial Aid Administrators (PASFAA) is pleased to submit its recommendations for revisions in Title IV of the Higher Education Act of 1965. These recommendations reflect the concerns and opinions of professional financial aid administrators who represent a diverse array of post-secondary institutions and who function daily at the critical point at which students encounter the Title IV student aid programs.

For the most part, our recommendations are intended to fine tune the financial aid delivery system which we believe is basically sound. We would not tamper with the time-honored balance between grants, work, and loan programs which, with adequate funding and streamline administrative procedures, would continue to make post-secondary educational careers financially feasible for the majority of the nation's needy students.

Our recommendations are offered in two basic categories. First, we list our recommendations which are broad and general in nature. Most of these general recommendations would apply to all of the Title IV programs. Second, we offer recommendations which are specific to individual financial aid programs.

The PASFAA Executive Council sincerely appreciates the opportunity to share its concerns and ideas with those who will reshape the nation's federal financial aid delivery system. We hope that there will be no hesitation to call upon us if elaboration of any of our views is required or if we can help in any other way.

The recommendations follow:

#### GENERAL RECOMMENDATIONS

1. We recommend additional need-based financial aid capacity for students registered for less than half-time course loads. The Pell and GSL programs are seen as sources of assistance to help such students meet their direct costs of education (tuition, fees, books). It would be important that additional funds be appropriated to address the needs of this segment of the student population to avoid the possibility of already scarce funds being redirected from the half-time and full-time student segments.

2. We recommend no consolidation of any of the Title IV programs. The programs are doing what they were designed to do. Therefore, there is no need to revise them.

We support the EASFAA recommendation that institutions be permitted to carry forward or backward as much as 20% of an annual allocation of NDSL, CWS, or SEOG federal capital contribution.

We would recommend giving institutions the opportunity to transfer as much as 20% of an annual federal allocation between the CWS and SEOG programs. Any higher amount to be transferred may erode the support for CWSP in the Congress and administration.

3. We recommend that single, dependentless applicants under the age of 22 be assumed to be dependent applicants. Applications from people under 22 filing as independent students would have to be validated.

People filing as independent students would have to establish their independence for an additional year prior to the base year. For example, 1982 would be added to calendar years 1983 and 1984 in the section of the application in which students answer questions about residing with parents, being claimed by parents for tax purposes, and receiving financial assistance from parents.

4. We recommend the development of a self-regulated system of verification for financial aid application data. Using the self-regulatory satisfactory academic progress system as a model, we think the veracity of application data will be improved.

5. We recommend the further training and development of financial aid administrators and support staff through the established financial aid professional organizations. We would encourage the allocation of federal funds to the national, regional, and state organizations to finance training efforts. Successful state training programs such as the Pennsylvania Aid Administrators Training Program (PAATP) may be used as models for development of training efforts in states which are without training programs.

6. We recommend the introduction of uniform standards of audit tolerances based on reasonable percentages of acceptable error.

7. We recommend the elimination of the eligibility criteria termed, "ability to benefit." This is a confusing and unnecessary test in the array of eligibility criteria.

8. We recommend the development of a master calendar for the delivery of Title IV student aid funds. Students and their parents, post-secondary institutions, lending institutions, and state and federal agencies need a predictable calendar to enhance long range planning and program stability.

9. We recommend the restoration of the student loan consolidation mechanism and that the consolidation capability be extended to state guarantee agencies such as the Pennsylvania Higher Education Assistance Agency and GSL participating lenders in addition to Sallie Mae.

10. We recommend the development of a grant program for graduate students. The probability of overwhelming debt is influencing students to either forego graduate school careers or to select graduate programs which will lead to well paying employment.

11. We recommend a more carefully regulated system for allocation of funds in the campus based programs. We have observed an augmentation of funding for what appeared to be pet projects of the U.S. Department of Education. For example, the Department has used its prerogative to allocate College Work-Study funds in a preferential way to institutions which have cooperative education and adult literacy programs. We fear that personnel changes from time to time within the Department may precipitate rapid changes in funding patterns leaving some programs high and dry while developing other programs through preferential treatment in the funding process.

12. The basic income element in the financial need analysis system should be total income rather than adjusted gross income. Too often we see students from families which enjoy comfortable lifestyles qualifying for Pell Grant because the families enjoy generous and legal IRS income deduction.

13. We recommend simplification of the selective service registration monitoring system. Unnecessary duplication of effort and records has been built into this system.

14. Any student in default on any NDSL, GSL, or PLUS loan made for attendance at *any* institution should be ineligible for Title IV aid to attend *any* institution. CFR 690.75(a)(3) specifies that the holder of a defaulted loan is ineligible for further Title IV assistance at only the institution at which the defaulted loan proceeds were used.

**GUARANTEED STUDENT LOAN PROGRAM**

1. Eliminate the origination fee.
2. Restore the nine month grace period.
3. Increase the annual and aggregate loan amounts. We would endorse the NASFAA statement regarding maximum amounts.
4. Extend the maximum repayment schedule to fifteen years.
5. We would require banks to send copayable checks directly to institutions.
6. Full-year loan amounts should be divided by the number of terms included in the year and disbursed to students in multiple payments either by the lender or by the institution if the lender elects to make a single disbursement.
7. Independent students with income in excess of \$30,000 need relief and loan eligibility. Therefore, we recommend adjustments in the eligibility tables to recognize the real needs of this segment of the student population.

**PLUS LOANS**

1. We would extend PLUS loan eligibility to the parents of dependent graduate students.
2. We would support the NASFAA recommendation to extend the aggregate loan maximum to \$21,000 and the maximum repayment schedule to fifteen years.

**STATE STUDENT INCENTIVE GRANT PROGRAM**

1. Funding of the SSIG program has proven to be an excellent investment. The funding should be expanded dramatically.

**CAMPUS - BASED PROGRAMS**

1. We reiterate our strong opposition to the block grant concept as stated in item 2 of our general recommendations above.
2. We recommend the abolition of the state allocation formula in favor of a system which would recognize realistic institutional need and then meet a percentage of it for all institutions. Hold harmless systems could be built in to ease the transition from the current system to a new one. Additional funding would be required to reach an equitable level of treatment for all institutions.

**SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS**

1. The Initial Year and Continuing Year divisions of the SEOG program would be unnecessary if the state allocation formula system were abolished.

**NATIONAL DIRECT STUDENT LOANS**

1. We recommend retention of the five percent interest rate.
2. Increase aggregate loan limits to \$10,000 for undergraduate and \$20,000 for graduate/professional school students.

3. Providing authority for the U.S. Department of Education to capture IRS tax refunds to pay defaulted NDSL notes. The U.S. government should use all its resources to collect its own money.
4. Provide authority for the Department to improve the skip-tracing system to assist colleges in finding lost borrowers.
5. Provide an incentive for prepayment of notes. We think the default rate on low-balance loans would be reduced and money could be recycled more quickly if there were an advantage to borrowers to retire their loan notes early.

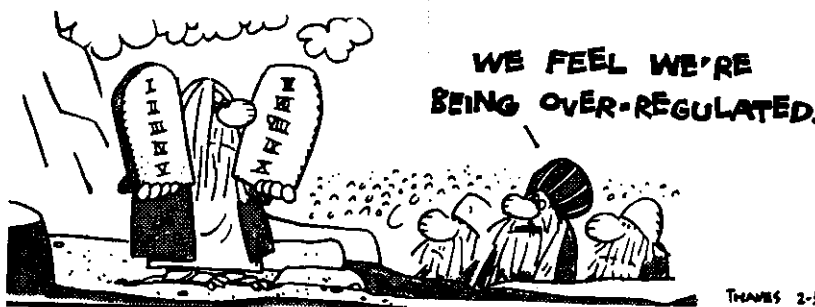
**COLLEGE WORK-STUDY PROGRAM**

1. Eliminate preferential treatment of institutions which operate cooperative education programs and adult literacy programs in the system used to reallocate CWS funds.
2. Resolve the technical conflict in the regulations regarding terminating workers in mid-term. See CRF 443(b)(4). On one hand we have over-award language which requires termination of students when their earning capacity is reached but on the other hand, the institutional agreement we have signed to participate in the program states that students cannot be terminated prior to the end of an academic period.
3. Develop and provide funding for a state incentive program which will encourage the states to develop college work-study programs of their own.

**PELL GRANTS**

1. We would reaffirm the June 30, 1983, recommendation of the American Council on Education which called for additional funding for the Pell Grant program. In real dollars, there has been a significant loss of Pell Grant funds in recent years.
2. Permit the reduction of Pell Grant amounts by the financial aid officer in view of excessive gift aid from other sources.
3. Permit the late payment of a Pell Grant award to the student who completes one term, then withdraws, and finally files the Student Aid Report. For some students the generation of a negotiable SAR is a difficult and lengthy process. CRF 690.61(2)d is too restrictive.
4. Decentralize Pell Grant administration. Centralized processing for Pell Grant eligibility has become too cumbersome. We would recommend the use of realistic educational costs budget and the Uniform Methodology for need determination. The national processors would provide UM data which would be verified at the student aid office. The Pell Grant program would announce the percentage of each applicant's need to be met with Pell Grant funds in any given year. Certain arbitrary limitations may be required to prevent large-scale shifts in Pell Grant funds among the several sectors of the higher education community.

**THE LIGHTER SIDE . . . . .**



THAMES 2-J

## CONSTITUTION AND BY-LAWS REVISED AT ANNUAL CONFERENCE

PASFAA membership voted at the annual conference in October to accept the changes proposed by council to the organization's by-laws and constitution. So that each member may have a copy of those documents for ready reference, we enclose them here.

PENNSYLVANIA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
October, 1984  
CONSTITUTION AND BY - LAWS, Revised.

## CONSTITUTION

- ARTICLE I  
NAME**  
The name of this organization shall be Pennsylvania Association of Student Financial Aid Administrators.
- ARTICLE II  
PURPOSE**  
The purpose of this Association shall be:  
Section 1. To encourage and assist the professional preparation, effectiveness, and recognition of:
- a. Student financial aid administrators in post-secondary educational institutions;
  - b. Secondary school counselors and administrators interested in the development of student financial aid programs;
  - c. Administrators and representatives of government agencies interested in the development of student financial aid programs, and;
  - d. Representatives of foundations, community organizations, business and other corporate or individual entities interested in the development of student financial aid programs.
- Section 2. To improve the quality of professional aid administration in post-secondary educational institutions.
- Section 3. To provide for effective and meaningful communication with agencies of the States and Federal Government responsible for the implementation of student financial aid programs.
- Section 4. To improve the quality of professional advice and information provided to students and guidance personnel relative to educational financial aid.
- Section 5. To assist and encourage interested organizations, community groups, and foundations in the development of student financial aid programs.
- Section 6. To promote the research, studies, seminars, and workshops necessary to the continued growth of professional student financial aid administrators.
- ARTICLE III  
MEMBERSHIP**  
Section 1. There shall be four (4) classifications in this Association:
- a. Life membership shall be an honorary membership granted by the Executive Committee to individuals for appropriate reasons.
  - b. Active membership shall be the voting membership and shall be limited to persons responsible for the administration of student financial aid and/or having the authority to award aid representing institutions of post-secondary education located in the Commonwealth of Pennsylvania.
  - c. Associate membership shall include the representatives of secondary schools, government agencies, foundations, private and community organizations interested in financial aid matters, and representatives of post-secondary educational institutions who do not qualify for Active membership.
  - d. Student membership shall be for and limited to graduate and undergraduate students in post-secondary education.
- ARTICLE IV  
OFFICERS**  
Section 1. The Officers of this Association shall consist of President, President- Elect, Vice - President, Treasurer, Secretary, and Immediate Past- President.  
Section 2. Officers shall be elected every two (2) years, as specified in the By- Laws and, with the exceptions of the President, President- Elect, and Immediate Past President, may succeed themselves.  
Section 3. a. The term of office of President- Elect shall begin upon election and continue for one (1) year; at the end of that year, the President- Elect assumes the office of President for one (1) year and, at the end of that year assumes the office of Immediate Past- President for one (1) year.  
b. The term of office for each of the remaining officers shall begin upon election and shall continue through the succeeding two (2) years.  
Section 4. The duties of officers shall be as specified in the By- Laws and in the parliamentary authority adopted by the Association insofar as the latter does not conflict with the former.  
Section 5. Vacancies shall be filled as specified in the By- Laws.
- ARTICLE V  
EXECUTIVE COUNCIL**  
Section 1. The Executive Council shall consist of the Officers of the Association, and the seven (7) members elected at large by their respective constituencies to serve as Councilpersons.  
Section 2. The President shall hold a reorganizational meeting of the Executive Council within thirty (30) calendar days following elections.
- ARTICLE VI  
MEETINGS**  
Section 1. Meetings of the Association shall be held on the dates and at the places determined by the Executive Council. Notices of all meetings shall be mailed appropriately at least thirty (30) days before meetings.  
Section 2. A meeting of the Association shall be held between the dates of September 15th and November 15th of each year.  
Section 3. One-tenth (1/10) of the eligible voting members of the Association shall constitute a quorum at any regularly called meeting of the Association.
- ARTICLE VII  
AMENDMENTS**  
This Constitution may be amended by a two-thirds (2/3) majority of members voting; provided, that each amendment shall have been proposed in writing to the Secretary, (a) by the Executive Council; or (b) by a Committee authorized by the Association, and provided further that a copy of the proposed amendment shall have been mailed to each active member of the Association at least thirty (30) days before the vote is called by the Executive Council. Voting shall be by the double envelope method of secret balloting.
- ARTICLE VIII  
ADOPTION**  
This Constitution shall become effective immediately upon adoption by the Active members of the Association.

## BY - LAWS

- ARTICLE I  
MEMBERSHIP AND DUES**  
Section 1. Application for membership in the Association shall be made to the Treasurer.  
Section 2. The amount of the annual membership dues shall be established by the Executive Council.

- Section 3. Bills for annual membership dues shall be sent by the Treasurer at least thirty (30) days prior to the start of the Association's fiscal year, which shall be October 1st through September 30th of each succeeding year, to each current member and to each prospective Active member of the Association. Dues are normally payable at or before the annual meeting of the Association. Additional members may join the Association after the annual meeting of the Association.

## ARTICLE II

## ELECTION OF OFFICERS AND COUNCILPERSONS

Section 1. Officers and Councilpersons of the Association must be Active members of the Association.

Section 2. Election of officers and Councilpersons shall be held under the supervision of the Membership and Elections Committee and shall take place at the Annual Conference of the Association.

Election shall be by plurality of Active members present and voting. No write-in vote will be counted unless the person receiving the vote has been nominated by the assembly. Voting shall be by the double envelope method of secret balloting.

Section 3. Elections shall be held according to the schedule:

- President-Elect --- each year.
- Treasurer --- each two (2) years in even numbered years.
- Vice-President --- each two (2) years in even numbered years.
- Secretary --- each two (2) years in even numbered years.
- Councilpersons --- each two (2) years in odd numbered years.

## ARTICLE III

## DUTIES OF THE OFFICERS AND COUNCILPERSONS- AT- LARGE

Section 1. The President shall preside at all meetings of the Executive Council and of the Association, and perform such other duties as pertain to the office of President; shall be a member, ex officio, of all committees; shall be the Association's representative to the Eastern Association of Student Financial Aid Administrators (EASFAA); and shall submit an annual report to the Association.

Section 2. The President-Elect shall assist the President and in all ways prepare for the Presidency. In the absence or disability of the President, the President-Elect shall have all the powers and shall perform all the duties of the President without prejudice to his/her subsequent term of office as president. The President-Elect shall nominate an Active member to serve as Annual Conference Chairperson for the subsequent administrative year and shall serve as the Chairperson of the standing committee for Professional Standards.

Section 3. The Vice-President shall serve as Chairman of the standing committee on Legislation and Government Relations and shall perform such other duties as are appropriate to the office.

Section 4. The Treasurer shall be responsible for the fiscal records of the Association and of the Executive Council and perform such other duties appropriate to the office as the Executive Council may prescribe. The Treasurer shall be responsible for receiving and disbursing all monies of the Association under policies approved by the Executive Council and shall keep adequate and appropriate records of such receipts and disbursements. The Treasurer shall be ready whenever required to turn over to the Council all monies, accounts, record books, papers, vouchers, and other records pertaining to the office, and shall turn the same over to a successor when appropriate. The Treasurer shall submit an audited annual report to the Association.

Section 5. The Secretary shall assume the responsibility for coordinating the editing, publishing, and circulating of the Association's newsletter. The Secretary shall also notify the members of any regularly scheduled meetings at least two weeks prior to such meetings, and shall serve as Chairperson of the standing committee for Public and Professional Information. The Secretary shall be responsible for the recording of the minutes of the Executive Council and Association meetings.

Section 6. The Immediate Past-President shall provide such assistance to the President as is appropriate and shall serve as the Chairperson of the standing committee for Membership and Elections.

Section 7. Councilperson-at-Large. The seven (7) at-Large Councilpersons are to be nominated by and elected from, and are to represent the following constituencies individually. If a constituency does not provide nominations during the nomination process, the President may nominate and Executive Council shall approve by 2/3 majority vote a seat on the Executive Council.

- One (1) Councilperson to be elected by and from public two-year institutions of post-secondary education.
- One (1) Councilperson to be elected by and from private two-year institutions of post-secondary education.
- One (1) Councilperson to be elected by and from private four-year institutions of post-secondary education.
- One (1) Councilperson to be elected by and from state-related institutions of post-secondary education.
- One (1) Councilperson to be elected by and from state-owned institutions of post-secondary education.
- One (1) Councilperson to be elected by and from nursing institutions of post-secondary education.
- One (1) Councilperson to be elected by and from proprietary institutions of post-secondary education.

## ARTICLE IV

## DUTIES OF THE EXECUTIVE COUNCIL

Section 1. The Executive Council shall have all the power and authority over the affairs of the Association except that of modifying any official action taken by formal vote of the membership of the Association.

Section 2. Regular meetings of the Executive Council shall be scheduled each year. Special meetings may be called by the President or upon petition of five (5) or more members of the Council.

Section 3. A simple majority of members shall constitute a quorum at any official meeting of the Council.

## ARTICLE V

## COMMITTEES

Section 1. There shall be five (5) standing committees of the Association which shall be responsible to the Executive Council.

- The standing committee for Legislation and Government Relations shall be chaired by the Vice-President of the Association. Committee membership must be approved by a simple majority vote of the Executive Council. This committee shall have the responsibility of coordinating the Association's interests, with governmental and quasi governmental authorities.
- The standing committee for the Annual Conference shall be chaired by an Active member of the Association, selected by the President according to the time schedule set forth in Article III, Section 2, of these By-Laws, and approved by a two-thirds (2/3) majority vote of the Executive Council. Committee membership must be approved by a simple majority vote of the Executive Council. This committee shall have the responsibility for all aspects of the Association's Annual Conference.
- The standing committee for Membership and Elections shall be chaired by the Immediate Past-President of the Association. Committee membership must be approved by a simple majority vote of the Executive Council. This committee shall have the responsibility of providing for the soliciting of new members and installations of the Association's officers and councilpersons.
- The standing committee for Public and Professional Information shall be chaired by the Secretary of the Association. Committee members must be approved by a simple majority vote of the Executive Council. This committee shall have the responsibility for the Association's newsletter and shall provide for appropriate information distribution to the various publics serviced by the profession.
- The standing committee for Professional Standards shall be chaired by the President-Elect of the Association. Committee members shall be those Active members elected to the Executive Council of the Association as Councilpersons-at-Large. This committee shall have the responsibility to adopt standards of good and ethical practice for the administration of financial aid within the Commonwealth of Pennsylvania and shall provide for the professional recognition of excellence in financial aid administration. The Chairperson of this committee will serve as liaison to the Pennsylvania Aid Administrators Training Program's Planning and Development Committee.

Section 2. The Executive Council, by a two-thirds (2/3) majority vote, shall authorize and establish such temporary committees as are deemed to be in the best interest of the Association.

## ARTICLE VI

## VACANCIES IN OFFICES

Should an officer or Councilperson leave the profession of financial aid administration, or relinquish his/her position for any reason, the following procedure shall be followed:

Section 1. Should the President be unable to take office or complete the term of office, the President-Elect shall assume the Presidency.

Section 2. A vacancy occurring in any office or Council position other than the Presidency shall be filled upon nomination by the President and a two-thirds (2/3) majority vote of the Executive Council. An officer or Councilperson seated in this manner shall serve until the next Annual Meeting of the Association at which time an election or special election shall be held. The position of President-Elect, filled in this manner, shall not provide for succession to the Presidency.

Section 3. An appointment to the Executive Council made in accordance with the provisions of the Article shall not prejudice the election of the incumbent to a regular term of office.

ARTICLE VII

APPOINTMENT OF EMPLOYEES OR AGENTS

Section 1. Provided the necessary funds are available, the Executive Council may employ personnel whose titles, duties, and remuneration shall be determined by the Council.

Section 2. Any employee or agent of the Association with fiscal responsibility may be bonded at the expense of the Association in the amount determined to be appropriate by the Executive Council.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Revised, shall govern the Association proceedings in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws.

ARTICLE IX

STANDING RULES

Section 1. Standing Rules may be adopted or amended by the Association or by the Executive Council by a majority vote of those present and voting, provided a quorum is present, at any meetings of either body.

Section 2. A record of the Standing Rules of the Association shall be kept by the Treasurer and be made available to new Council members and, upon request, to any member of the Association.

ARTICLE X

LIMITATION ON ACTIVITIES

Section 1. The Association is organized and operated exclusively for charitable and educational purposes within the meaning of sections 170 (c) (2) (B), 501 (c) (3), 2055 (a) (2), and 2522 (a) (2) of the Internal Revenue Code of 1954. No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall be empowered to make the election authorized under section 501 (h) of the Internal Revenue Code of 1954. The Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on the behalf of or in opposition to any candidate for public office. Notwithstanding any other provision herein, the Association shall not carry on any activities not permitted to be carried on

- a. by an organization exempt from federal income taxation under section 501 (a) of the Internal Revenue Code of 1954 as an organization described in section 501 (c) (3) of such Code,
- b. by an organization described in section 509 (a) (1), (2), or (3) of the Internal Revenue Code of 1954 (as the case may be), and/or,
- c. by an organization, contributions to which are deductible under sections 170 (c) (2), 2055 (a) (2), or 2522 (a) (2) of the Internal Revenue Code of 1954.

Section 2. The Association shall use its funds only to accomplish the objectives and purposes specified in these By-Laws, and no part of the net earnings of the Association shall inure to the benefit of or be distributable to its directors, officers, other private individuals, or organizations organized and operating for profit, except that the Association is authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE XI

DISSOLUTION

On dissolution or final liquidation of the Association, any remaining assets shall, after payment or the making of provision for payment of all of the lawful debts and liabilities of the Association, be distributed to one or more regularly organized and qualified charitable and/or educational organizations to be selected by the Executive Council.

ARTICLE XII

REFERENCES

References herein to sections of the Internal Revenue Code of 1954, as amended, are to provisions of such Code as those provisions are now enacted or to corresponding provisions of any future United States internal revenue law.

ARTICLE XIII

AMENDMENT OF THE BY-LAWS

These By-Laws may be amended by a two-thirds (2/3) majority of members voting, provided that each amendment shall have been proposed in writing to the Secretary, (a) by the Executive Council; or (b) by a committee authorized by the Association at its Annual Meeting; or (c) by a petition of any five (5) members of the Association; and provided further, that a copy of the proposed amendment shall have been mailed to each Active member of the Association at least thirty (30) days before the vote is called by the Executive Council. The President shall appoint a committee to review the Constitution and By-Laws every four years.

ARTICLE XIV

ADOPTION

These By-Laws shall become effective immediately upon adoption by the Active members of the Association.

**REGION III STAFF AND STATE ASSOCIATION PRESIDENTS MEET**

On October 29, presidents (or their representatives) of the Virginia, West Virginia, Pennsylvania, and Del.-D.C.-Md. state financial aid associations met in Philadelphia with Region III staff Dr. Smallwood, Bea Rosenfeld and Harry Sweeney to discuss matters of common concern. Training efforts by the state associations and ED's planned training projects for the year were outlined as well as areas of technical assistance available through the regional office. It was pointed out that the NDSL Default Prevention Program appears successful with ED reporting collection of loan funds from 16% more borrowers than prior to the program. Schools interested in obtaining the series of ED letters and envelopes for mailing to delinquent borrowers or for more information about the program should contact the region III office.

The state association presidents and Region III staff will meet again April 15th, and PASFAA President Barry McCarty urges association members to inform him of issues of concern for that discussion.

**MEMBERSHIP AND ELECTIONS COMMITTEE**

**Art Switzer, Past President**

As past president, I am now responsible for membership and elections during the coming year. It is my hope that you will all take seriously the importance of these two elements to the ongoing success of our association. Membership is, of course, the life blood of our organization. It is my request that every member make an effort to encourage others to join. One of the very important ways in which we can hold down our membership fee is to increase our total membership. Besides helping on various committees and activities of PASFAA, elections give members an opportunity to participate in the leadership of the organization. Next summer we will solicit nominations for council sector representatives and for president elect.





**MOVING OR CHANGING POSITIONS ?**

PASFAA memberships belong to the individual and not your institution. Please be sure to provide PASFAA with changes of address or changes in title. Complete information including name, old address, new address, telephone number and title should be sent to Financial Aid Office, East Stroudsburg University, East Stroudsburg, PA 19301 where the PASFAA membership list is maintained.

The PASFAA membership directory will again be printed for the association by Bob Prince of Financial Collection Agencies and should be available next month. We ask each member to review directory information and submit corrections. Future issues of the Newsletter will include directory changes to allow members to keep their copies up to date.

**NEWSLETTER PUBLICATION SCHEDULE**

Editions of the PASFAA Newsletter are scheduled for mid-February, mid-April, and mid-June.

Articles, editorials, position opening notices and other contributions must be submitted by the first of the month of publication. All materials or any questions about the Newsletter should be sent to Sheila Angst, P.O. Box 516, Reading, PA 19603.

**DATES TO REMEMBER:**

PASFAA Sept. 29 - Oct. 2, 1985

EASFAA May 5 - 8, 1985

NASFAA July 28 - 31, 1985

**POSITION OPENING**

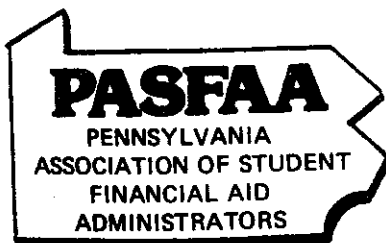
Swarthmore College, Assistant Director, Financial Aid. Full-time 12-months. Position available January 2, 1985. \$16,360 - \$20,460 - \$24,560.

Responsible for the administration of the College Work-Study Program; Pell Grant validation and reporting; endowed scholarship stewardship; all computer functions and other support to the Director.

Experience in financial aid administration required; Master's degree preferred; organizational ability, good human relations and counseling skills necessary. Send resume to Personnel Office, Swarthmore College, Swarthmore, PA 19081. Telephone inquiries to the Director of Financial Aid, Laura T. Alperin (215 - 447 - 7358) or Director of Personnel Services, Lee Robinson (215 - 447 - 7397) welcome.

**POSITION OPENING**

FINANCIAL AID COUNSELOR: Full-time, entry-level professional position. Work with institutional, state, and federal student aid programs. Bachelor's degree, good communications skills, eagerness to learn complex systems required. M.A. degree, computer orientation, financial aid experience preferred. Submit letter of application with resume and three letters of reference by January 1, 1985 to: Director of Financial Aid, Dickinson College, Carlisle, PA 17013. Affirmative Action, Equal Opportunity Employer.



P.O. Box 516  
Reading, PA 19603

Sheraton Inn at  
Station Square,  
Pittsburgh

Park Plaza, Boston

J.W. Marriott,  
Washington, D.C.