

**COLORADO ASSOCIATION OF
FINANCIAL AID ADMINISTRATORS, INC.
A NON-PROFIT CORPORATION
BY-LAWS
ADOPTED JUNE, 1992 with subsequent
amendments**

**ARTICLE 1
OFFICES**

Section 1.1 PRINCIPAL OFFICE

The principal office of the corporation in the State of Colorado shall be located at P.O. Box 8925, Denver, Colorado 80201-8925. The corporation may have such other offices, either within or outside of the State of Colorado as the Board of Directors may designate, or as the business of the corporation may require from time to time.

Section 1.2 REGISTERED OFFICE

The registered office of the corporation, required by the Colorado Non-Profit Corporation Act to be maintained in the State of Colorado, and the address of the registered office may be changed from time to time by the Board of Directors.

**ARTICLE 2
MEMBERSHIP AND MEETINGS**

Section 2.1 MEMBERS

(a) Membership in the corporation shall be open to persons engaged in the administration or support of student financial aid programs.

(b) Members shall be admitted to membership in the corporation at such time as an application for membership is accepted by the Board of Directors and the membership fee, if any, as may be established by the Board of Directors is paid. Membership year shall be from January 1 through December 31. All annual fees will be due and payable by the first Friday in December each year.

(c) Any person who has formerly met the qualifications for membership is eligible for nomination for life membership. A candidate for life membership must be nominated by a regular member of the Association and selected by the Board of Directors. A life member in good standing shall be entitled to vote as a member of the Association and to attend meetings of the Association, but not to hold office in the Association. Life membership is an honorary position and carries no membership fee.

(d) In general, a member who is deemed to be in “good standing” is defined as a member who is current on his/her annual dues. Additionally, a member in “good standing” must be engaged in supporting the mission and vision of CAFAA. Any member’s status can be evaluated at any time during the year and not just at the time of application. CAFAA reserves the right to decline membership or remove a member who was previously in “good standing” if circumstances or actions that occur within a membership period are not consistent with the mission and vision of CAFAA as determined by the Board of Directors.

Section 2.2 ANNUAL MEETING

The annual meeting of the members shall be held at such time in September or October as shall be established by the Board of Directors, commencing with the year 1992, for the purpose of announcing the names of newly elected Directors and Officers and for the transaction of such other business as may come before the meeting. If the day fixed for the annual meeting shall be a legal holiday in the State of Colorado, such meeting shall be held on the next succeeding business day. If the election of directors shall not be held by the day designated herein for any annual meeting of the members, or at any adjournment thereof, the Board of Directors shall cause the election to be held by mail-in ballot or some acceptable means of technology or at a special meeting of the members as soon thereafter as may be convenient.

Section 2.3 SPECIAL MEETING

Special meeting of the members, for any purpose, unless otherwise prescribed by statute, may be called by the President, by the Board of Directors, or shall be called

by the President at the request of one-tenth of the members.

Section 2.4 MEETING OF ALL MEMBERS

If all of the members which are entitled to vote shall meet at any time and place, either within or outside of the State of Colorado, and consent to the holding of a meeting at such time and place, such meeting shall be valid without call or notice, and at such meeting any corporate action may be taken.

Section 2.5 QUORUM

One-fifth of the members entitled to vote, represented in person or through some acceptable means of technology, shall constitute a quorum at any meeting of the members, except as otherwise provided by the Colorado Non-Profit Corporation codes and the Articles of Incorporation. In the absence of a quorum at any such meeting, a majority of the members present may adjourn the meeting from time to time for a period not to exceed sixty days without further notice. At such adjourned meeting at which a quorum shall be present or represented, any business may be transacted which might have been transacted at the meeting as originally noticed. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal during such meeting or that number of members whose absence would cause there to be less than a quorum.

Section 2.6 MANNER OF ACTING

(a) If a quorum is present, the affirmative vote of the majority of the members represented at the meeting and entitled to vote on the subject matter shall be the act of the members, unless the vote of a greater proportion or number or voting by classes is otherwise required by statute or by the Articles of Incorporation or these By-Laws.

(b) All meetings of members shall be conducted in accordance with the procedural rules set forth in the most recent edition of Roberts' Rules of Order.

Section 2.7 VOTING

Unless otherwise provided by these By-Laws or the Articles of Incorporation,

each member in good standing is entitled to one vote upon each matter submitted to vote.

Section 2.8 INFORMAL ACTION BY MEMBERS

Any action required or permitted to be taken at a meeting of the members may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof.

Section 2.9 VOTING BY BALLOT

Voting on any question or in any election may be by voice unless the residing officer shall order or any member shall demand that voting be by ballot.

ARTICLE 3 BOARD OF DIRECTORS

Section 3.1 GENERAL POWERS

The business and affairs of the corporation shall be managed by its Board of Directors.

Section 3.2 PERFORMANCE OF DUTIES

A director of the corporation shall perform his or her duties as a director including his or her duties as a member of any committee of the board upon which he or she may serve, in good faith, in a manner he or she reasonably believes to be in the best interests of the corporation, and with such judgment as an ordinarily prudent person in a like position would use under similar circumstances. In performing his or her duties, a director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by persons and groups listed in paragraphs (a), (b), and (c) of the Section 3.2; but he or she shall not be considered to be acting in good faith if he or she has knowledge concerning the matter in question that would cause such reliance to be unwarranted. A person who so performs his or her duties shall not have any liability by reason of being or having been a director of the corporation. Those persons and groups on whose information, opinion, reports and statements a

director is entitled to rely upon are:

- (a) One or more officers or members of the corporation whom the director reasonably believes to be reliable and competent in the matters presented;
- (b) Counsel, public accountants, or other persons as to matters which the director reasonably believes to be within such persons' professional or expert competence; or;
- (c) A committee of the board upon which he or she does not serve, duly designated in accordance with the provision of the Articles of Incorporation or the By-Laws, as to matters within its designated authority, which committee the director reasonably believes to merit confidence.

Section 3.3 NUMBERS

- (a) The directors of the corporation shall be the President and one representative from each of the following:
 - Four year public post secondary institution
 - Four year private post secondary institution
 - Two year public post secondary institution
 - Proprietary post secondary institution
 - Service organizations
 - Area vocational technical institution
- (b) The President-Elect shall serve as an ex-officio, non-voting member on the Board of Directors.
- (c) The Secretary shall serve as an ex-officio, non-voting member of the Board of Directors, and shall act as the recording secretary. In the absence of the Secretary, the Board of Directors shall appoint one of its members to act in that capacity.

Section 3.4 ELECTION, TENURE AND QUALIFICATIONS

(a) The directors of the corporation shall be members in good standing at the time of nomination and throughout their term.

(b) The directors of the corporation shall be elected by postal mail ballot or some acceptable means of technology one month prior to or at the annual meeting of the corporation, and shall be from institutions with primary locations or branches located within the State of Colorado. With the exception of the President, all elected directors may be candidates to succeed themselves.

(c) Each director shall serve a one year term commencing on January 1 of the year following their election, or until his or her successor shall have been duly elected and qualified, whichever is later. The director should attend a transitional meeting that is conducted after the annual meeting but prior to the end of the fiscal year. Preceding and succeeding directors should attend this meeting for the purpose of exchanging information pertinent to the position.

Section 3.5 REGUALR MEETINGS

The President, or in his or her absence the Vice President, shall preside at all meetings of the Board of Directors. The Board of Directors shall provide, by resolution, the time and place, either within or outside the State of Colorado, for the holding of regular meetings without other notice than such resolution.

Section 3.6 SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by or at the request of the President or any two directors. The person or persons authorized to call special meetings of the Board of Directors may fix a place, within or outside the State of Colorado, as the place for holding any special meeting of the Board of Directors called by them.

Section 3.7 NOTICE

Written notice of any special meeting of directors shall be given as follows:

(a) by mail to each director at his or her business address at least fifteen days prior to the meeting; or

(b) by personal delivery or telegram or some acceptable means of technology in the current workplace environment at least twenty-four hours prior to the meeting to the business address or residence address of each director, or in the event such notice is given on a Saturday, Sunday or holiday, to the residence address of each director. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, so addressed, with postage thereon prepaid. If notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transactions of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or these By-Laws.

Section 3.8 QUORUM

Four voting members present shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but if less than such number is present at a meeting, a majority of the directors present may adjourn the meeting without further notice.

Section 3.9 MANNER OF ACTING

(a) Except as otherwise required by law or by the Articles of Incorporation, the acts of the majority of the directors present at

a meeting at which a quorum is present shall be the act of the Board of Directors.

(b) All meetings of the Board of Directors shall be governed by the procedural rules set forth in the most recent edition of Roberts' Rules of Order.

Section 3.10 INFORMAL ACTION BY DIRECTORS

Any action required or permitted to be taken by the Board of Directors or by a committee thereof at a meeting may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors or all of the committee members entitled to vote with respect to the subject matter thereof. In lieu of written signatures and acceptable technological medium such as e-mail may be used.

Section 3.11 PARTICIPATION BY ELECTRONIC MEANS

(a) Any members of the Board of Directors of any committee designated by such Board may participate in a meeting of the Board of Directors or committee by means of telephone conference or similar communications equipment by which all persons participating in the meeting can communicate with each other. Such participation shall constitute presence in person at the meeting.

(b) Any meeting of the Board of Directors may take place using any acceptable means as they pertain to the holding of said meeting i.e.; members in attendance, quorums met, etc.

Section 3.12 VACANCIES

Any vacancy occurring in the Board of Directors may be filled by appointment by the remaining Board of Directors. A director appointed to fill a vacancy shall serve until December 31st of the year appointed of when his or her successor is duly elected and qualified, whichever is later.

Section 3.13 RESIGNATION

Any director of the corporation may resign at any time by giving written notice to the President or the Secretary of the corporation. The resignation of any director shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 3.14 REMOVAL

Any director or directors of the corporation may be removed at any time, with or without cause, in the manner provided in the Colorado Nonprofit Corporation Act.

Section 3.15 COMMITTEES

By resolution adopted by a majority of the Board of Directors, the director may designate two or more directors to constitute a committee, any of which shall have such authority in the management of the corporation as the Board of Directors shall designate and as shall be prescribed by the Colorado Nonprofit Corporation Act.

Section 3.16 COMPENSATION

Directors as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors, a fixed sum and expenses of attendance at each meeting may be paid for attendance at each meeting of the Board of Directors; but nothing herein shall preclude any director from serving the corporation in another capacity and receiving compensation thereof.

Section 3.17 PRESUMPTION OF ASSENT

A director of the corporation who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent of such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

ARTICLE 4 OFFICERS

Section 4.1 NUMBER

The officers of the corporation shall be from post-secondary institutions located within the State of Colorado and will consist of President, President-Elect, Vice-President, Secretary, Treasurer, and Treasurer-Elect. The persons elected to the position of President, President-Elect, and Vice-President must all be from different institutions. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board of Directors.

Section 4.2 ELECTION, TERM OF OFFICE AND QUALIFICATIONS

(a) The officers of the corporation shall be members in good standing at the time of nomination and throughout their term.

(b) The officers of the corporation shall be elected by postal mail ballot or some acceptable means of technology one month prior to or at the annual meeting of the members of the corporation. With the exception of the President, President-Elect, and the Treasurer, all elected officers may be candidates to succeed themselves.

(c) Each officer shall serve a one year term beginning on January 1 in the year following their election by the membership. Each officer should attend a transitional meeting that is conducted after the annual meeting but prior to the end of the fiscal year. Each officer shall hold office until his or her successor shall have been duly elected or until his or her death or resignation or until he or she shall have been removed in the manner hereinafter provided.

Section 4.3 REMOVAL

Any officer or agent may be removed by the Board of Directors whenever in its judgment the best interest of the corporation will be served thereby, but such removal shall be without prejudice to the contract right, if any, of the person so

removed. Election or appointment of an officer or agent shall not of itself create contract rights.

Section 4.4 VACANCIES

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by appointment or election by the Board of Directors for the unexpired portion of the term.

Section 4.5 PRESIDENT

The President shall be the chief executive officer of the corporation and subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the corporation. He or she shall be the Chairman of the Board, and preside at all meetings of the members and of the Board of Directors. He or she may sign, with the Secretary or any other proper officer of the corporation thereunto authorized by the Board of Directors, deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these By-Laws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

Section 4.6 PRESIDENT-ELECT

The President–Elect shall succeed to the Presidency effective January 1 of the year following their term as President-Elect. In the event of death, resignation, or removal of the President, the President–Elect will automatically become President of the corporation. The President-Elect shall serve as an ex-officio, nonvoting member on the Board of Directors and on all committees, shall serve as Parliamentarian at all regular meetings of the corporation and meeting of the Executive Committee and meetings of the Board of Directors and shall serve as Chairperson of the Standing Committee on Nomination and By-Laws.

Section 4.7 VICE-PRESIDENT

The Vice-President shall in the absence of the President perform all duties of the president, and when so acting, shall have the powers of and be subject to all the

restrictions upon the President. The Vice-President shall serve as Chairperson of the Standing Committee on Public Relations and Publications. The Vice-President shall serve as the organizational liaison for all Colorado State, and federal, congressional legislation issues, and shall perform such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

Section 4.8 SECRETARY

The Secretary shall:

- a) Keep the minutes of the proceedings of the members and of the Board of Directors;
- b) See that all notices are duly given in accordance with the provisions of these By-Laws or as required by law;
- c) Be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents the execution of which on behalf of the corporation under its seal is duly authorized;
- d) Keep a register of the post office address of each member which shall be furnished by the Secretary to such members; and
- e) In general perform all duties as from time to time may be assigned to him or her by the President or by the Executive Committee or the Board of Directors.

Section 4.9 TREASURER

The Treasurer shall:

- a) Have charge and custody of and be responsible for all funds and securities of the corporation;
- b) Receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article 5 of these By-Laws; and
- c) In general perform all of the duties incident to the office of Treasurer and such other duties as from time to

time may be assigned to him or her by the President or by the Executive Committee or the Board of Directors.

Section 4.10 TREASURER-ELECT

The Treasurer-Elect shall:

- a) Be an ex-officio member of the Executive Committee of the Association;
- b) Be charged with learning the responsibilities of the Treasurer position for the year immediately preceding their term as Treasurer;
- c) Be bonded as determined by the Board of Directors.

Section 4.11 BONDS

If the Board of Directors by resolution shall so require, any officer or agent of the corporation shall give bond to the corporation in such amount and with such surety as the Board of Directors may deem sufficient, conditioned upon the faithful performance of their respective duties and offices.

Section 4.12 SALARIES

The officers shall serve without salary

Section 4.13 LOANS TO OFFICERS

No loans shall be made by the corporation to any officer or director of the corporation.

ARTICLE 5 CONTRACTS, LOANS, CHECKS AND DEPOSITS

Section 5.1 CONTRACTS

The Board of Directors may authorize any officer or officers, agent or agents, to

enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 5.2 LOANS

No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 5.3 CHECKS, DRAFTS, ETC.

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 5.4 DEPOSITS

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Section 5.5 GIFTS

The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes of or for any special purpose of the corporation.

ARTICLE 6 NONDISCRIMINATION

The officers, directors, committee members, employees, members and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, color, religion, national origin, sexual orientation or disability.

ARTICLE 7
BOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors and committees having any of the authority of the Board of Directors.

ARTICLE 8
FISCAL YEAR

The fiscal year of the corporation shall end on the last day of December in each calendar year.

ARTICLE 9
CORPORATE SEAL

The Board of Directors may provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the corporation and the state of incorporation and the words ‘CORPORATE SEAL’.

ARTICLE 10
WAIVER OF NOTICE

Whenever any notice is required to be given under the provision of these By-Laws or under the provisions of the Articles of Incorporation or under the provisions of the Colorado Nonprofit Corporation Act, or otherwise, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the event or other circumstance requiring such notice, shall be deemed equivalent to the giving of such notice.

ARTICLE 11
AMENDMENTS

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a majority of the directors present at any meeting of the Board of Directors at which a quorum is present.

ARTICLE 12 EXECUTIVE COMMITTEE

Section 12.1 APPOINTMENT

The Officers of the Corporation and the Immediate Past-President shall constitute the Executive Committee. The designation of such Committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any member thereof, of any responsibility imposed by law.

Section 12.2 AUTHORITY

The Executive Committee, when the Board of Directors is not in session, shall have and may exercise all of the authority of the Board of Directors except to the extent that the Executive Committee shall not have the authority of the Board of Directors in reference to amending the Article of Incorporation, adopting a plan of merger or consolidation, recommending to the members the sale, lease or other disposition of all or substantially all of the property and assets of the corporation otherwise than in the usual and regular course of its business, recommending to the members a voluntary dissolution of the corporation or a revocation thereof, or amending the By-Laws of the corporation.

Section 12.3 TENURE AND QUALIFICATIONS

Each member of the Executive Committee shall hold office until December 31st of the year in which they assumed their office.

Section 12.4 MEETINGS

Regular meetings of the Executive Committee may be held without notice at such time and place as the Executive Committee may fix from time to time. Special meetings of the Executive Committee may be called by any member thereof upon not less than fifteen (15) days' notice stating the place, date and hour of the

meeting, which notice may be written or oral, and may be through some acceptable means of technology as agreed upon by the Executive Committee members as appropriate and, if mailed, shall be deemed to be delivered when deposited in the United States Postal Service mail addressed to the member of the Executive Committee at his or her business address. Any member of the Executive Committee may waive notice of any meeting and no notice of any meeting need be given to any member thereof who attends in person. The notice of a meeting of the Executive Committee need not state the business proposed to be transacted at the meeting.

Section 12.5 QUORUM

A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting thereof, and action of the Executive Committee must be authorized by the affirmative vote of a majority of the members present at a meeting at which a quorum is present.

Section 12.6 INFORMAL ACTION BY EXECUTIVE COMMITTEE

Any action required or permitted to be taken by the Executive Committee at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the officers entitled to vote with respect to the subject matter thereof.

Any meeting of the Executive Committee may take place using any acceptable means of technology as they pertain to the holding of said meeting i.e.: members in attendance, quorums met, etc.

Section 12.7 PROCEDURE

The President shall preside over the Executive Committee and may fix his or her own rules of procedure which shall not be inconsistent with these By-Laws. The Secretary shall keep regular minutes of the proceedings and report the same to the Board of Directors for its information at the meeting thereof held next after the proceedings shall have been taken.

Section 12.8 OTHER COMMITTEES

Other committees not having and exercising the authority of the Board of Directors in the management of the corporation may be appointed in such manner

as may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the corporation and the President of the corporation shall appoint the members thereof. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation shall be served by such removal.

ARTICLE 13 ACCEPTABLE MEANS OF TECHNOLOGY

Acceptable means of technology for the purposes of voting and being present at a meeting may include but is not limited to any medium currently acceptable in the workplace such a telephone conference calls, audio or videoconferences, electronic mail, facsimile transmissions, and interactive video. The use of any means of technology to conduct the business of the organization shall be at the discretion of the President.

ARTICLE 14 EMERGENCY BY-LAWS

The Emergency By-Laws provided in this Article 14 shall be operative during any emergency in the conduct of the business of the corporation resulting from an attack on the United States or any nuclear or atomic disaster, notwithstanding any different provision in the preceding articles of the By-Laws or in the Articles of Incorporation of the corporation or in the Colorado Nonprofit Corporation Act. To the extent not inconsistent with the provisions of the Article, the By-Laws provided in the preceding articles shall remain in effect during such emergency and upon its termination the Emergency By-Laws shall cease to be operative.

During any such emergency:

- a) A meeting of the Board of Directors may be called by any officer or directors of the corporation. Notice of the time and place of thee meeting shall be given by the person calling the meeting to such of the directors as it may be feasible to reach by any available means of communication. Such notice shall be given at such time in advance of the meeting as circumstances permit in the judgment of the person calling the meeting.
- b) At any such meeting of the Board of Directors, a quorum shall consist of

the number of directors in attendance at such meeting.

c) The Board of Directors, either before or during any such emergency, may, effective in emergency, change the principal office or designate several alternative principal offices or regional offices, or authorize the officers to do so.

d) The Board of Directors, either before or during and such emergency, may provide, and from time to time modify, lines of succession in the event the during such an emergency any or all officers or agents of the corporation shall for any reason be rendered incapable of discharging their duties.

e) No officer, director or employee acting in accordance with these Emergency By-Laws shall be liable except for willful misconduct.

f) These Emergency By-Laws shall be subject to repeal or change by further action of the Board of Directors or by action of the member(s), but no such repeal or change shall modify the provisions of the next preceding paragraph with regard to action taken prior to the time of such repeal or change. Any amendment of these Emergency By-Laws may make further or different provision that may be practical and necessary for the circumstances of the emergency.

Amended October 1996
Amended September 2004

Chapter 10

Articles of Incorporation

[Not included for privacy purposes]

Appendix A

A1 REIMBURSEMENT EXPENSE FORM

A2 MEMBERSHIP FORM

A3 IRS TAX EXEMPT FORM

A4 VOLUNTEER FORM

A5 SPEAKER CONTRACT

A6 CONDUCTING SUCCESSFUL MEETINGS

A7 PARLIMENTARY PROCEDURES

These forms are available in the forms section of the CAFAA web site.

