

# BYLAWS OF THE MARYLAND ASSOCIATION OF STUDENT COUNCILS (MASC) 2017-2018

## ARTICLE I: Affiliations and Associations

MASC shall be affiliated or associated with those groups as defined by the MASC Constitution.

## ARTICLE II: Recognized Regions

### **Section 1. The recognized regions of MASC shall be:**

Allegany County Association of Student Councils  
Associated Student Congress of Baltimore City  
Baltimore County Student Councils  
Calvert Association of Student Councils  
Carroll County Student Government Association  
Cecil County Council of Student Councils  
Chesapeake Regional Association of Student Councils  
Charles County Association of Student Councils  
Dorchester County Association of Student Councils  
Frederick County Association of Student Councils  
Garrett County Association of Student Councils  
Harford County Regional Association of Student Councils  
Howard County Association of Student Councils  
Kent County Association of Student Governments  
Montgomery County Junior Councils  
Montgomery County Region of the Maryland Association of Student Councils  
Northern Eastern Shore Association of Student Councils  
Prince George's Regional Association of Student Governments  
St. Mary's Association of Student Councils  
Southern Eastern Shore Association of Student Councils  
Washington County Association of Student Councils

## ARTICLE III: Vote Allotments and Dues

### Section 1. Affiliate Members

Each member student council/government association shall pay dues according to the schedule below:

<u>School Enrollment</u>	<u>Dues</u>	<u>Votes</u>
0-400	\$55	5
401-800	\$60	6
801-1200	\$65	7
1201-1600	\$70	8
1601-2000	\$75	9
2001-up	\$80	10

### Section 2. Associate Members

Each associate member shall pay dues of \$15.00.

### Section 3. Financial Obligations

Affiliate and non-member schools with outstanding financial obligations to MASC shall be either paid or settled before registering for a subsequent event.

## ARTICLE IV: Committees

### Section 1. Standing Committees

Standing committees may be established by the MASC President, Executive Board, or General Assembly to assist in carrying out the business of MASC. Committee members shall be appointed and answerable to committee chairs. Committee chairs shall be appointed by the MASC President. Unless explicitly stated in the committee's charter, committee chairs reserve the right to conduct their committees in the manner that they see fit. The actions of all committees shall be subject to approval by the MASC President. Standing Committees established by the Executive Board may be dissolved by the Executive Board or General Assembly. General Assembly Standing Committees may be dissolved by the General Assembly or by a 2/3 vote of the Executive Board. Upon the dissolution by the Executive Board, an announcement will be made at the following General Assembly.

### Section 2. Responsibilities of Committee Chairpersons

Chairpersons shall report to the MASC President or designated staff member on the progress of the committee. Failure of chairpersons to perform designated duties or to act on their charter shall be grounds for

removal. Committee Chairpersons may be removed by the MASC President or by the process for removing an appointed staff member.

### **Section 3. Document Revision Committee**

The Document Revision Committee shall be chaired by the 1<sup>st</sup> Vice President and shall consist of the MASC Treasurer, Chief of Staff, one Regional President, and one Regional Middle School Representative. The MASC President and an Executive Director shall be ex-officio members of the committee. The committee is responsible for considering input, revising, and then, submitting MASC documents for approval to the Executive Board. These include any MASC documents that require revision. The committee must solicit input from student leaders at the state and regional level.

### **Section 4. Elections Committee**

The Elections Committee is responsible for overseeing MASC elections for fairness and equality as well as to prevent fraud. The Elections Committee will be in function from the nomination date until the end of voting in an MASC election. The MASC President, who shall remain unbiased in all situations and may only prevent violations, shall chair the committee. The committee, as best as possible, shall consist of MASC's President, Second Vice President, Parliamentarian, Secretary, Chief of Staff, three Regional Presidents, one Middle School Representative, three regional advisors, and an Executive Director. The Regional Representatives shall not be from the regions of any of the candidates. In the event that any of the staff members are from the same regions as the candidates the President shall appoint the appropriate replacements. In order to have a diverse committee, reflective of the diversity of MASC regions, a regional executive board member or member school advisor may be substituted in place of the regional president or regional advisor with the permission and confirmation of the regional president or regional advisor. The committee shall investigate charges regarding any violation of the Election Rules. Following the election guidelines, the committee shall be the final decision making body in matters concerning violations of the Election Rules. The committee may take appropriate action by a 2/3 vote.

### **Section 5. Grievance Committee**

The seventeen-member grievance committee, chaired by MASC's president, shall be comprised of a diverse group of MASC appointed staff (5), regional executive board members (5), and member school advisors and/or regional advisors (5). In addition, an MASC executive director shall serve. The committee, appointed at the beginning of each MASC year (gavel to gavel), shall convene either by technological means or in person, to review and rule on any non-election related grievances brought to the attention of MASC either by the grievance form or by other written means. If the grievance is brought against the chair of the committee, the committee will elect an acting chairman from within the committee. The executive director, with representatives from the Maryland State Department of Education, shall handle grievances concerning harassment or discrimination, as both are legal matters.

### **Section 6. Position Related Standing Committees**

Upon request, the MASC President may name a staff member chair of a committee that will work towards the completion of that staff position's goals. The MASC President will work with the chair to develop a committee charter, and the committee may report to the MASC President, Chief of Staff or the executive staff member in charge of the committee. Position related committees may be dissolved by the MASC President, Executive Board, or General Assembly.

## **Section 7. Additional Committees**

Additional committees or taskforces may be established by the MASC President, Executive Board, or General Assembly. Committee or taskforce chairs shall be appointed by the MASC President. Committees or taskforces shall be dissolved by the MASC President upon completion of their charter.

# **ARTICLE V: Staff Members**

## **Section 1. Secretary of Records**

Duties as assigned by the President:

- A. Maintain and distribute accurate minutes
- B. Communicate with the SLACers and Parliamentarian to maintain a record of legislative business
- C. Maintain an attendance record for Executive Board meetings
- D. Submit the official minutes to the officer team within fourteen (14) days of the corresponding MASC meetings

## **Section 2. Secretary of Correspondence**

Duties as assigned by the President:

- A. Conduct Correspondence as needed (i.e. Thank You notes, Invitations, Greetings)
- B. Organize and maintain a directory of necessary contact information for the Executive Board

## **Section 3. State Legislative Affairs Coordinators (SLACer)**

Duties as assigned by the President:

- A. Research youth related bills in the Maryland General Assembly
- B. Propose stances on such bills to be considered by MASC
- C. Represent MASC's positions to the Maryland General Assembly
- D. Empower other students to become their own advocates with tools, skills, and legislative information
- E. Be an integral part of any legislative related events hosted by MASC
- F. Promote Lobbying Day to all regions of the state to ensure a balanced representation of MASC
- G. Chair the MASC Legislative Affairs Committee

## **Section 4. Forums Coordinator**

Duties as assigned by the President:

- A. Promote issues pertaining to the students in the state of Maryland, especially Health, Social, and Educational issues
- B. Work with the State student member on the Board of Education (SMOB) to plan the forums on Educational topics for the October Executive Board meeting
- C. Plan forums on Health and Social issues for the February Executive Board meeting
- D. Research various issues as necessary or upon request from the Executive Board

## **Section 5. Environmental Affairs Coordinator**

Duties as assigned by the President:

- A. Report to MASC on environmental issues in the state of Maryland, particularly those relating to public schools

- B. Make recommendations to MASC on action to be taken on environmental issues
- C. Serve as a liaison to environmental advocacy groups, notably the Chesapeake Bay Foundation, at the request of MASC
- D. Organize an environmental service project for MASC
- E. Ensure that all MASC events are as environmentally friendly as possible (i.e. recycling at all MASC functions)

## **Section 6. Webmaster**

Duties as assigned by the President:

- A. Maintain the MASC Website
- B. Document all MASC events including but not limited to archiving photos, posting updates and contributing to the archival materials of MASC
- C. Complete all other assignments assigned by the President
- D. Train others in MASC on the operation of the MASC Website, if necessary

## **Section 7. Chief of Staff**

Duties as assigned by the President:

- A. Assist the President whenever necessary
- B. Consistently communicate with directors and staff members throughout the year
- C. Track the actions of the MASC executive staff and ensure that assigned tasks and job responsibilities are being completed in a timely and efficient manner
- D. Work one-on-one with the entire staff to help individual staff members establish goals for the year and handle any difficulties they face in their work
- E. Work with the 1<sup>st</sup> Vice-President, create a presentation of staff reports for executive board meetings, with the approval of the executive directors and president

## **Section 8. Historian**

Duties as assigned by the President:

- A. Take pictures and create a pictorial history of MASC programs and events
- B. Coordinate historical projects at the request of MASC
- C. Publicize and promote MASC utilizing visual media
- D. Create an end of the year presentation for MASC

## **Section 9. State Charity Coordinator**

Duties as assigned by the President:

- A. Implement statewide community service projects at all MASC events
- B. Submit no fewer than three (3) Maryland state charity nominees to the executive board at the MASC Advance in August
- C. Be the liaison to the selected state charity and other charity/advocacy organizations at request of MASC
- D. Lead the efforts in promoting the State Charity at all MASC events and work with school and regional leaders to build support for the charity
- E. Research possibilities for an MASC service project, at the request of either the President or the Executive Board

- F. Set goals pertaining to the state charity and report on the progress of such goals to the MASC President

### **Section 10. Student Training Coordinator**

Duties as assigned by the President:

- A. Arrange and evaluate the forums and workshops for all MASC events
- B. Recruit and certify presenters for MASC workshops
- C. Coordinate the “training of the trainers” and make sure all presenters are up to date with the MASC library of workshops
- D. Evaluate the effectiveness of each workshop and return feedback to workshop presenters within one month of presentations in order to improve the workshops
- E. Chair the Student Training Committee
- F. Add new materials to the MASC Library of Workshops, Icebreakers, and Energizers
- G. Maintain ties with the Maryland Leadership Workshops, Inc., to further develop student leadership workshops

### **Section 11. Parliamentarian**

Duties as assigned by the President:

- A. Advise the president, Executive Board, and General Assembly on matters of parliamentary procedure, and on the provisions of the Constitution and bylaws
- B. Aid the president in the annual revision of the bylaws
- C. Conduct a bi-annual constitutional review and present a report of the recommendations from this review to the Executive Board
- D. Act as a consultant when regarding issues with the Constitution or bylaws as well as parliamentary procedures according to Robert’s Rules of Order, Newly Revised
- E. Work with the Secretary of Records in maintaining records of all legislation introduced at MASC Executive Board and General Assemblies

### **Section 12: Publications Coordinator**

Duties as assigned by the President:

- A. Manage the production and distribution of MASC publications both online and in print
- B. Manage the production of creative and practical student leadership resources to be made available to member schools via the MASC website or by email by request of the member school
- C. Collaborate with the webmaster to maintain a collection of useful publications, resources, website links, etc. (including work with the “*Leadership Library*”) for use by MASC and by member schools
- D. Chair the MASC Public Relations and Outreach Committee with the Social Media Manager

### **Section 13. Divisional Liaisons**

Defined as:

- A. Eastern Division - HCRASC, CCCSC, NESASC, DCASC, KCSGA, SESASC
- B. Southern Division - CCASC, CASC, SMASC, PGRASG
- C. Central Division - BCSC, ASCBC, CRASC, HCASC, MCR, MCJC
- D. Western Division - CCSGA, FCASC, WCASC, ACASC, GCASC

Duties as assigned by the President:

- A. Serve as a connector between MASC and regional student governments in the designated division
- B. Publicize MASC activities and attempt to increase event attendance from within the designated division
- C. Facilitate communication between regional leaders and advisors
- D. Attend meetings of regions within the designated division, presenting information about MASC when possible
- E. Explore the possibility of an area-specific MASC leadership conference within the designated division
- F. Serve on the Student Training Committee and aid the Student Training Coordinator with the MASC Library, recruiting trainers, writing/facilitating workshops, and other responsibilities deemed necessary by the MASC President and Student Training Coordinator.

#### **Section 14. Evaluations Coordinator**

Duties as assigned by the President:

- A. Coordinate evaluations of MASC programs and events
- B. Create evaluations for students, trainers, and advisors to use at the end of each event/conference
- C. Compile feedback from all evaluations and relay the information back to the MASC President and Executive Board within one month of the event
- D. In collaboration with the Chief of Staff, create monthly/quarterly evaluations for staff to fill out for one another, the officer team, and themselves

#### **Section 15. Social Media Manager**

Duties as assigned by the President:

- A. Manage the distribution of MASC electronic publications on all social media platforms
- B. Manage the production of creative and practical methods of attracting interest across social media
- C. Maintain contact with students and member schools through the use of social media
- D. Collaborate with the Webmaster to update any MASC social networks throughout the year.
- E. Chair the MASC Public Relations and Outreach Committee with the Publications Coordinator

#### **Section 16. Maryland Center for School Safety Liaison**

Duties as assigned by the President:

- A. Serve as a liaison and goodwill ambassador to the Maryland Center for School Safety (MCFSS)
- B. Represent views of students from across the State of Maryland as to school safety and emergency preparedness issues and concerns as well as making recommendations to enhance the same.
- C. Assist in developing ways students from across the State of Maryland can become more engaged in being an active participant in school safety and emergency preparedness.

- D. Participate in MCFSS Governing Board meetings (as a non-voting member) based on the student's availability and academic schedule.
- E. Assist in promoting school safety and emergency preparedness for students on the MCFSS website.
- F. Assist in promoting the Mission of the MCFSS to stakeholders from across the State of Maryland.
- G. Report to MASC the work of the MCFSS

### **Section 17. Communications Director (and Deputy if appointed)**

Duties as assigned by the President:

- A. Track the actions of the Publications Coordinator, Social Media Manager, Historians, Divisional Liaisons, and Webmaster to ensure that assigned tasks and responsibilities are being completed
- B. Assist the MASC Officers, executive directors, and Chief of Staff in communicating the work of MASC
- C. Work one-on-one with staff members in his/her department to help individual staff members establish goals for the year and handle any difficulties they face in their work
- D. Maintain contact with his/her department members on a regular basis

### **Section 18. Special Issues Director (and Deputy if appointed)**

Duties as assigned by the President:

- A. Track the actions of the Forums Coordinator, SLACers, State Charity Coordinators, Environmental Coordinators, and Liaison to the Maryland Center for School Safety to ensure that assigned tasks and responsibilities are being completed
- B. Assist the MASC Officers, executive directors, and Chief of Staff in the issues based work of MASC
- C. Work one-on-one with staff members in his/her department to help individual staff members establish goals for the year and handle any difficulties they face in their work
- D. Maintain contact with his/her department members on a regular basis
- E. Chair the Special Events Committee with the MASC President if necessary

### **Section 19. Operations Director (and Deputy if appointed)**

Duties as assigned by the President:

- A. Track the actions of the Student Training Coordinators, Recording Secretary, Evaluations Coordinator, and Parliamentarian to ensure that assigned tasks and responsibilities are being completed
- B. Assist the MASC Officers, executive directors, and Chief of Staff in the operations-based work of MASC
- C. Work one-on-one with staff members in his/her department to help individual staff members establish goals for the year and handle any difficulties they face in their work
- D. Maintain contact with his/her department members on a regular basis

### **Section 20. Additional Non-Voting Staff Members**

Assistants, interns, apprentices, committee members, mentors, network and/or advisory positions may be established to aid a particular staff position fulfill their duties as determined by the MASC President. These staff positions will be non-voting members of the Executive Board. They will work with the respective staff member(s) throughout the year. If the respective staff member is not available they may designate one of the above to vote as a representative of the position.



## **Section 21. Responsibilities of Staff Members**

All staff members shall:

- A. Serve under the direct supervision of the MASC President and/or designee
- B. Meet the duties and responsibilities of being an Executive Board member, including becoming a certified presenter, attending all Executive Board meetings, Staff Development Day, MASC Advance, and all MASC conferences and functions
- C. Present reports on their progress at executive board meetings (must include a minimum of one slide presentation to his/her Director or Chief of Staff prior to the meeting for their report)
- D. Present written reports on their progress during every Executive Board meeting, at Convention, and at the request of the MASC President and Chief of Staff
- E. Develop and implement goals and an effective action plan for the position
- F. Submit articles to the Chief of Staff as necessary for publication in a staff report
- G. Submit an end of the year written report, including quantitative and qualitative data
- H. Abide by the MASC Code of Ethics
- I. Be a workshop presenter at all possible MASC events

## **ARTICLE VI: Removal of an Appointed Staff Member**

### **Procedure:**

1. The removal of an appointed staff member may occur due to a failure to fulfill responsibilities, or actions that negatively affect the organization. The removal of an appointed staff member can only occur when a written complaint is filed with the MASC President by an Executive Board Member, Grievance Committee, or is filed by the President.
2. The President shall report any formal written complaints to the MASC officers. In situations involving a failure to complete staff duties, the officers and chief of staff will, if appropriate, hold a conference with the charged appointed staff member. An improvement plan shall be developed based on the established staff responsibilities. The charged staff member shall have a two-week probation period (or other established appropriate timeframe), beginning on the date of the conference to comply with the provisions of the improvement plan. If, after the established timeframe the charged staff member has not successfully complied with the provisions of the improvement plan, he or she will be removed by a 3/4 vote of the officers.
3. In the event of an ethics violation or a severe behavioral violation within MASC, the officers may act immediately on a formal written complaint. Removal will require a 3/4 vote of the MASC officers.
4. If an appointed staff member resigns their position, he/she must submit a written resignation to the MASC President and an MASC Executive Director.
5. The vacated position will be filled with an appointee of the President's discretion, with the confirmation of the Executive Board. When applicable the appointee shall come from said positions respective Position Related Standing Committee or a non-voting staff member who holds a position that is in direct correlation to the position in question.

## ARTICLE VII: Selection of Nominees for Student Member on the Maryland State Board of Education

### **Section 1. Authorization**

In accordance with the provisions of Section 2-202 of the Education Article of the Annotated Code of Maryland, the Maryland Association of Student Councils is responsible for nominating annually two students for consideration by the Governor for appointment to the position of Student Member of the Maryland State Board of Education.

### **Section 2. Nominations**

Each public high school in the State shall be notified annually that it may nominate one student for consideration for the position of Student Member of the Maryland State Board of Education.

### **Section 3. Selection of Finalists**

The applications of the nominees shall be rated by the selection committee composed of the MASC President, MASC Second Vice President, one Regional President, one Regional Advisor, and the current Student Member of the Maryland State Board of Education. The twelve top-rated nominees shall be invited to interview. The selection committee shall conduct structured interviews, and five finalists shall be selected.

### **Section 4. Election of Two Candidates**

The five finalists shall speak before a General Assembly of the Maryland Association of Student Councils. Following the speeches, the voting delegates shall elect the two candidates whose names are to be forwarded to the Governor for consideration for appointment to the Maryland State Board of Education.

## ARTICLE VIII: Finance/Program Policy for MASC-Sponsored Activities

At the time of bid submission for an MASC-sponsored conference, the host school or regional organization shall present a proposed facilities program and budget for the activity for consideration by the Executive Board. The Executive Board will consider all proposals and select a host.

The conference planning team shall be responsible for planning and implementing all MASC conferences. The conference team shall update the Executive Board on their work. The Executive Board may make recommendations to the planning team during this process.

MASC shall absorb any financial deficit resulting from the activity. One-half of the proceeds from an MASC mutually sponsored activity shall be relinquished by the hosting organization to MASC. In the event that a hosting organization is not concretely defined, the MASC Executive Board shall decide the disbursement of funds. Within one month following the activity, the hosting organization shall present a report on the activity, including a financial statement, to the Executive Board.

## ARTICLE IX: Reimbursement Policy

### **Section 1. Eligibility**

Members of the MASC Executive Board are eligible to be reimbursed for expenses listed in this section. MASC Conference Presenters not serving on the Executive Board are eligible for reimbursement of travel related expenses for MASC Training Days and for Conferences at which they are serving as presenters.

### **Section 2. Deadline**

Vouchers must be filed with the MASC Treasurer by midnight, the last day in January and by midnight on the date of the last executive board meeting (late May/early June).

### **Section 3. Travel Rate**

Executive Board members and committee members shall be reimbursed 35 cents a mile for transportation to and from Executive Board meetings. MASC certified presenters who are not on the executive board may also get reimbursements for traveling expenses to events and trainings for which they are facilitating workshops. MASC appointed staff members may also request reimbursement for all pre-approved travel required to fulfill staff responsibilities. MASC officers may request reimbursement for travel to and from all MASC sponsored events. Exemptions shall be granted as approved by the Treasurer and an Executive Director.

### **Section 4. Additional Travel Fees**

Toll bridge fees, highway fees, tunnel fees, and parking fees, while traveling to and from MASC functions, shall be reimbursed upon submitting a receipt. Reimbursements for these fees are to be limited to the provisions stipulated in Section 3 of this Article.

### **Section 5. Elected Officer Registration**

Elected officer registration fees of MASC-sponsored/affiliated/associated activities shall be paid for by MASC.

### **Section 6. Expiration**

Executive Board members are eligible for reimbursement until midnight on the last executive board meeting of the year.

## ARTICLE X: Meeting Procedures

In addition to the points recognized in Robert's Rules of Order, Newly Revised, MASC also recognizes a "Point of Clarification", as defined by a purely factual correction allowing for no bias or personal opinion. In the event that the MASC President is not in attendance, the First Vice President shall chair the meeting. Succession to the chair would then pass in sequence to the Treasurer followed by the Second Vice President.

## ARTICLE XI: Jurisdiction

This document shall be an attachment to the MASC Constitution for the duration of its official life but shall be superseded by the Constitution in the event of any conflicts.

## ARTICLE XII: Assistant Executive Director

The position of Assistant Executive Director is open to any adult with at least five years' experience as a school or regional advisor. The main role of the Assistant Executive Director is to attend and direct any Maryland Association of Student Councils' event that the Executive Director cannot attend and to aid the Executive Director in all areas where requested.

### **Section 1. Application Process**

1. The applicants will submit a one page resume and a one page letter detailing why they would like the position and the reasons they would be most fitting for the job.
2. The applications will be reviewed by a committee composed of the MASC Executive Director, the current MASC President, one regional advisor, one regional president, and one middle school representative.
3. If needed, the applicants will be interviewed by the above committee and will recommend their choice to the Executive Board for approval.

### **Section 2. Conditions**

1. The position will be a volunteer position.
2. MASC will cover travel and registration expenses for MASC sponsored events outside the state of Maryland.
3. The tenure of the position will be for one year and may be renewed by vote of the Executive Board.

## ARTICLE XIII: Adoption

This document shall take effect upon its approval by a two-thirds vote of the Executive Board and shall expire on September 1, 2018.

Approved 8/9/17