

OPERATING PRINCIPLES OF THE MARYLAND ASSOCIATION OF STUDENT COUNCILS (MASC) 2022-2023

ARTICLE I: Affiliations and Associations

MASC shall be affiliated or associated with said groups as stated in 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 Junior Councils
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
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
Prince George's Regional Association of Student Governments
St. Mary's 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 School's Enrollment as determined by the Board of Directors.

In situations of financial hardship, schools may contact MASC to negotiate a dues payment that the school can afford.

Section 2. 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 purpose, goals, and objectives, 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 purpose, goals, and objectives 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 first vice president and vice-chaired by the parliamentarian. Members shall consist of the MASC treasurer, chief of staff, secretary, 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 a 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, 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 appropriate replacements. In order to have a diverse committee, also 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 comprise a diverse group of MASC appointed staff (5), regional executive board members (5), and member school advisors and/or regional advisors (5). In addition, a 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 MASC's Board of Directors, shall handle grievances concerning harassment or discrimination, as both are legal matters.

Section 6. Civic Engagement Committee

The Civic Engagement Committee is responsible for researching and spreading awareness about youth-related and education legislation that is going on around the state; this includes but is not limited to the Maryland General Assembly, state Board of Education, relevant local legislation, and relevant federal legislation. This committee shall also propose stances and prepare testimony on behalf of MASC. This committee shall be chaired by the Special Issues Deputy Director and the State Legislative Affairs Coordinators. Another staff member that shall serve on the committee is the Special Issues Director (as an ex-officio member). All other members of this committee shall be appointed by application.

Section 7. 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 the purpose, goals, and objectives of the committee, and the committee may report to the MASC president, 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 8. Additional Committees and Task Forces

Additional committees or task forces may be established by the MASC president, executive board, or general assembly. Committee or task force chairs shall be appointed by the MASC president. Committees or task forces shall be dissolved by the MASC president upon completion of their purpose, goals, and objectives.

ARTICLE V: Staff Members

Section 1. 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 workshop presenter, attending all executive board meetings, Staff Development Day, MASC Advance, and all MASC conferences and functions
- C. Present reports on staff position progress at executive board meetings in an in-person or virtual report format, as determined by the MASC president.
- D. Present written reports on their progress as requested.
- E. Use the designated MASC Google drive for all documents, forms, presentations, etc. associated with the position.
- F. Develop and implement goals and an effective action plan for the position.
- 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.

Section 2. Chief of Staff

Duties as assigned by the President:

- A. Work with department directors to maintain department shared goals, conference call schedules, and other inter-departmental communications schedules.
- B. Assist the President and Executive Directors in managing and holding accountable the MASC Appointed Staff.
- C. Track the actions of the MASC department directors and ensure that department tasks and job responsibilities are being completed in a timely and efficient manner.
- D. When requested, work one-on-one with individual staff to help them handle any difficulties they face in their work.
- E. Work with the 1st Vice-President to create a presentation of staff reports for Executive Board meetings, with the approval of the Executive Directors and President.
- F. Working with the Secretary to oversee accurate updating of the MASC roster and records.
- G. Additional duties as assigned by the President.

Section 3. Communications Director

Duties as assigned by the President:

- A. Work with the department members to establish departmental shared goals, the conference call schedule, and other intra-departmental communications schedules.
- B. Work one-on-one with staff members in the department to help individual staff members establish position goals for the year and handle any difficulties they face in their work.
- C. Track the actions of the positions in this department to ensure that assigned tasks and responsibilities are being completed.
- D. Maintain an attendance record for the appointed staff in this department (update the MASC roster after any MASC event).
- E. Assist the MASC officers and Executive Directors in communicating the work of MASC.
- F. Maintain contact with the department members on a regular basis and ensure shared goals and responsibilities are being met.
- G. Collect staff reports for all executive meetings and general assemblies.
- H. Update the MASC roster with department-related information.
- I. Assist the MASC officers and Executive Directors in communications-based work of MASC.
- J. Additional duties as assigned by the President.

Section 4. Secretary

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.
- C. Maintain and distribute accurate minutes.
- D. Maintain the appointed staff birthday list and send out electronic birthday cards.
- E. Communicate with the State Legislative Affairs Coordinators and parliamentarian to maintain an accurate record of all legislative business (executive board meetings and general assemblies).
- F. Work with the parliamentarian and treasurer to record credentials information at all executive board meetings and general assemblies.
- G. Submit the official minutes to the president and executive directors within fourteen (14) days of the corresponding MASC meeting – the minutes should have a short paragraph synopsis at the beginning and links to any electronic information (including reports) distributed at the meeting.
- H. Assign a substitute for recording minutes in the event that they are unable to attend the meeting, the communications director being the first choice, and notify the President and Executive Directors of the replacement.
- I. Additional duties as assigned by the President.

Section 5. Historian

Duties as assigned by the President:

- A. Take pictures and keep a pictorial history of MASC programs and events.
- B. Post pictures to the MASC website within two weeks of an event by uploading them to a shared Google Drive.
- C. Ensure that there is a historian or person to take pictures at all MASC programs and events.
- D. Coordinate historical projects at the request of MASC.
- E. Work with the Social Media Managers to publicize and promote MASC utilizing visual media.
- F. Create an MASC end of the year slideshow.
- G. Have an action plan at all MASC events for who is responsible for taking pictures to ensure full coverage of the event (note: there may be some special seminars, town halls that the historian is not able to attend, so be sure that the event is covered).
- H. Additional duties as assigned by the President.

Section 6: Publications Coordinator

Duties as assigned by the President:

- A. Manage the production and distribution of MASC electronic newsletters.
- B. Manage the production of creative and practical student leadership resources to be made available to member schools via the MASC website.
- C. Create an MASC brochure that publicizes the mission, events, etc. of MASC (previous samples are available as a guide).
- D. Additional duties as assigned by the President.

Section 7. Social Media Manager

Duties as assigned by the President:

- A. Manage the announcement of MASC electronic publications on all social media platforms.
- B. Manage the production of creative and practical methods of attracting interest of MASC across social media.
- C. Work with Department Directors and other staff to create a marketing plan for all MASC events.
- D. Track the analytics use of social media (overall stats, likes, discovery, shares, saves, profile views, etc.) for different campaigns.
- E. Work with a select committee of students and other staff to help in the creation of social media campaigns for events, selling spirit wear, etc.
- F. Maintain contact with students and member schools through the use of social media.
- G. Additional duties as assigned by the President.

Section 8. Special Issues Director

Duties as assigned by the President:

- A. Work with the department members to establish departmental shared goals, the conference call schedule, and other intra-departmental communications schedules.
- B. Work within the department to conduct research and outreach for potential MASC resources to be used at all major conferences.
- C. Work one-on-one with staff members in the department to help individual staff members establish position goals for the year and handle any difficulties they face in their work.
- D. Track the actions of the positions in this department to ensure that assigned tasks and responsibilities are being completed.
- E. Maintain contact with the department members on a regular basis and ensure shared goals and responsibilities are being met.
- F. Oversee and work intra and inter-departmentally to plan and execute forums as requested (i.e. women's leadership, mental health, environment, safety, etc.).
- G. Assist the MASC officers and executive directors in issues-based work of MASC.
- H. Collect staff reports for all executive meetings and general assemblies.
- I. Update the MASC roster with department-related information.
- J. Responsibility delegate duties to the Deputy Special Issues Director.
- K. Additional duties as assigned by the President.

Section 9. Deputy Special Issues Directorx

- A. Work with the Special Issues Director to successfully manage and organize the Special Issues Department.
- B. Attend MASC Officer Team meetings with the Special Issues Director as requested.
- C. Co-Chair the Civic Engagement Committee with the State Legislative Affairs Coordinators (SLACers).
- D. Work with the SLACers to lead any type of legislative advocacy and to plan the MASC Advocacy Week.
- E. Train other students to advocate in a variety of ways.
- F. Be aware of opportunities for students to advocate around the state.
- G. Act as a resource for students around the state in regard to advocacy.
- H. Be aware and knowledgeable of relevant student issues.
- I. Work with other department members to advocate for their special issues (i.e. environmental, mental health, safety, etc.).
- J. Additional duties as assigned by the President.

Section 10. 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 be their own advocates with tools, skills, and legislative information.
- E. Be an integral part of any legislative related events hosted by MASC.
- F. Communicate with other SLACer(s) on bills going through their chamber (House or Senate).
- G. Additional duties as assigned by the President.

Section 11. Service Coordinator

Duties as assigned by the President:

- A. Responsible for planning and coordinating MASC service projects.
- B. Plan service projects at MASC events and work with school and regional leaders to build support for these projects.
- C. Work with the 1st Vice President and Divisional Liaisons to track and record service projects executed on the regional level.
- D. Work with the Social Media Managers to promote special service opportunities such as the "Day to Serve", September 11th National Day of Service and Remembrance, MLK Day of Service, Global Youth Service Day, etc.
- E. Additional duties as assigned by the President.

Section 12. 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 at the request of MASC, especially the Chesapeake Bay Foundation.
- D. Create an environmental advocacy, education, or service project for MASC.
- E. Ensure that all MASC events are as environmentally friendly as possible (recycling, no Styrofoam products used, reusable water bottles, etc.).
- F. Create monthly "Green Goals" to be posted on the MASC website and advertised through various platforms.
- G. Work with the SLACers to research and support any environment bills in the Maryland General Assembly.
- H. Work with the Social Media Managers in promoting recycling and other environmentally friendly practices.
- I. Additional duties as assigned by the President.

Section 13. Mental Health Affairs Coordinator

Duties as assigned by the President:

- A. Report to MASC on mental health issues in the state of Maryland, particularly those relating to public schools.
- B. Make recommendations to MASC on action to be taken on mental health issues.
- C. Host a seminar regarding mental health and wellness when possible.
- D. Create and procure mental health resources for MASC.
- E. Work with the SLACers to research and support any mental health related bills in the Maryland General Assembly.
- F. Work with the Social Media Managers in publicizing mental health resources.
- G. Additional duties as assigned by the President.

Section 14. Diversity, Equity, & Inclusion Affairs Coordinator

- A. Report to MASC on DEI issues in the state of Maryland, particularly those relating to public schools.
- B. Make recommendations to MASC on action to be taken on DEI issues.
- C. Work with the SLACers to research and support any DEI related bills in the Maryland General Assembly.
- D. Create and procure DEI resources for sharing with Maryland students.
- E. Chair the Diversity, Equity, & Inclusion Committee.
- F. Additional duties as assigned by the President.

Section 15. Liaisons to the Maryland Center for School Safety

Duties as assigned by the President:

1. Advisory Board MASC Student Member:
 - A. Attend all meetings of the Advisory Board as a voting student member (Meetings are typically always 10:00 a.m. – 12:00 p.m. requiring one to miss school. The location and dates have the potential to vary so be sure to check the MCSS Facebook page for the most accurate information.)
 - B. Represent views of students from across the State of Maryland regarding school safety and emergency preparedness issues and concerns.
 - 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. Assist in promoting school safety and emergency preparedness for students by increasing the presence of MCSS within MASC and using social media to promote their work.
 - E. Work closely with the MASC student liaison to the School Safety Subcabinet in sharing information.
 - F. Report all meeting information to MASC.
 - G. Work with the MCSS Student Focus Group as requested by MCSS.

- H. Work with the SLACers to research and support any safety related bills in the Maryland General Assembly.
 - I. Additional duties as assigned by the President.
2. MASC student liaison to the School Safety Subcabinet will:
- A. Attend all meetings of the Subcabinet as a public member who may only speak upon being recognized by the chair (Meetings are typically always 10:00 a.m. – 12:00 p.m. requiring one to miss school. The location and dates have the potential to vary so be sure to check the MCSS Facebook page for the most accurate information.)
 - B. Take notes at all of these meetings and relay pertinent information to the Advisory Board MASC Student Member.
 - C. Work closely with the Advisory Board MASC Student Member in reporting meeting information to MASC.
 - D. 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.
 - E. Assist in promoting school safety and emergency preparedness for students by increasing the presence of MCSS within MASC and using social media to promote their work.
 - F. Work closely with the MASC student liaison to the School Safety Advisory Board in sharing information.
 - G. Report all meeting information to MASC.
 - H. Assist the Advisory Board MASC Student Member with managing the Student Focus Group.
 - I. Work with the MCSS Student Focus Group as requested by MCSS.
 - J. Work with the SLACers to research and support any safety related bills in the Maryland General Assembly.
 - K. Additional duties as assigned by the President.

Section 16. Operations Director

Duties as assigned by the President:

- A. Work with the department members to establish departmental shared goals, the conference call schedule, and other intra-departmental communications schedules.
- B. Work one-on-one with staff members in the department to help individual staff members establish position goals for the year and handle any difficulties they face in their work.
- C. Track the actions of the positions in this department to ensure that assigned tasks and responsibilities are being completed.
- D. Maintain contact with the department members on a regular basis and ensure shared goals and responsibilities are being met.

- E. Collect staff reports for all executive meetings and general assemblies.
- F. Assist the MASC officers and executive directors in the operations-based work of MASC.
- G. Assure MASC has all necessary equipment, technology, and hosts for live-streaming events.
- H. Additional duties as assigned by the President.

Section 17. Student Workshop Coordinator

Duties as assigned by the President:

- A. Recruit and facilitate the certification of presenters for MASC workshops (one day at the Advance, then at least one additional training in the early fall, usually September).
- B. Coordinate the training of the presenters and make sure all presenters have access to the workshop resources.
- C. Evaluate the effectiveness of each presenter and workshop and return feedback to workshop presenters within one month of presentations in order to improve the presentation and workshops.
- D. Continue to add to the MASC Workshop Resources including icebreakers, teambuilding, and energizers.
- E. Determine the middle school workshops to be presented at the Fall Leadership Conference.
- F. Determine the workshops to be presented at the Legislative Session.
- G. Additional duties as assigned by the President.

Section 18. Evaluations Coordinator

Duties as assigned by the President:

- A. Create, distribute, collect, and compile data for evaluations for all MASC events and programs.
- B. Work with other staff members to help create evaluations for special events such as seminars, town halls, summits, forums, etc.
- C. Work with other staff members to compile data from special event evaluations.
- D. Complete data compilation within fourteen (14) days of the event.
- E. Additional duties as assigned by the President.

Section 19. 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 Operating Principles.
- B. Aid the members of the General Assembly in understanding the procedures during meetings.

- C. Maintain records of all legislation (charts) at MASC Executive Board meetings and General Assemblies.
- D. Work with the treasurer to check and report credentials at any MASC event where business is conducted.
- E. Conduct a bi-annual constitutional review and present a report of the recommendations from this review to the Executive Board.
- F. Additional duties as assigned by the President.

Section 20. Technical Operations Coordinator

Duties as assigned by the President:

- A. Responsible for helping the executive director in maintaining the MASC website by checking for overall typos or oversights.
- B. Help to organize other online-based activities going on within MASC including helping with any system that MASC is using to organize information (e.g. Google Drive or GSuite).
- C. Take the lead in finding/setting up/monitoring any event/conference platform that MASC may decide to use.
- D. Serve as the de facto host for any live-streamed/hybrid MASC events and if unable to attend, responsible for finding someone else to host.
- E. Additional duties as assigned by the President.

Section 21. Divisional Liaisons

Divisions defined as:

1. Garrett, Allegany, Washington
2. Frederick, Carroll, Howard
3. Baltimore City, Baltimore County, Harford
4. Montgomery, Prince George's, Anne Arundel
5. Charles, Calvert, St. Mary's
6. Cecil, Kent, Queen Anne's
7. Talbot, Caroline, Dorchester
8. Wicomico, Worcester, Somerset

Duties as assigned by the President:

- A. Work with the MASC 1st Vice President in communicating with regional presidents and regional advisors about MASC events, programs, and conferences.
- B. Work with the MASC 2nd Vice President in communicating with regional 2nd vice presidents/middle school representatives about MASC events, programs, and conferences.
- C. Serve as a connector between MASC and regional student governments, regional leaders, and advisors.

- D. Actively reach out to schools in the assigned division that are not regular members of MASC (Regional Advisors and the Executive Directors can help with the identification of schools).
- E. Attend regional meetings and present information about MASC to increase MASC event attendance and show MASC support of regions when possible.
- F. Explore the possibility of a Divisional (area-specific) MASC one-day leadership conference/retreat, service project, etc.
- G. Work closely with the Communications Director for marketing and communications in the specific division.
- H. Additional duties as assigned by the President.

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/executive director.
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 directors, along with an executive director, 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 a time period, the charged staff member has not successfully complied with the provisions of the improvement plan, they 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. On occasion, a behavior violation may be handled by an advisor and school principal if the violation takes place at a conference where staff is registered through the school and the school advisor/principal is accountable.
4. If an appointed staff member resigns their position, they must submit a written resignation to the MASC president and a 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, if applicable, or from an application submitted during the staff application process.

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 up to five finalists shall be selected.

Section 4. Election of Two Candidates

The finalists shall speak before a General Assembly of the Maryland Association of Student Councils. Following the speeches, the voting delegates, using a preferential ballot, 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 a 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 MASC conference planning team shall consist of the MASC President, First Vice President, Treasurer, Second Vice President, Chief of Staff, and Department Directors. 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. All information regarding proceeds from an MASC mutually sponsored activity will be determined by the MASC Board of Directors. If feasible, 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 electronically with the MASC treasurer by midnight, the last day in January and by midnight on the date of the last executive board meeting (end of May/early June).

Section 3. Travel Rate

Executive Board members shall be reimbursed 14 cents a mile for transportation to and from Executive Board meetings and MASC conferences. MASC certified presenters who are not on the executive board may also get reimbursements for traveling expenses to events as well as training and events 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 pre-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 activities shall be paid for by MASC. MASC-affiliated/associated activities may be partially paid for by MASC. This does not include the National Student Council Conference.

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: Adoption

This document shall take effect upon its approval by a two-thirds vote of the Executive Board and shall expire on September 1, 2023.

Date Passed: 8/4/22