

# OPERATING PRINCIPLES OF THE MARYLAND ASSOCIATION OF STUDENT COUNCILS (MASC) 2024-2025

## ARTICLE I: Affiliations and Associations

The Maryland Association of Student Councils (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 yearly 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 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. The MASC president shall appoint committee chairs. 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 of 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, one regional middle school representative, and one member school advisor. The MASC president and an executive director shall be ex-officio members. The committee is responsible for considering input, revising, and 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 levels. The committee must convene at least every two years.

#### **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 function from the nomination deadline until the end of voting in a MASC election. The MASC president shall chair the committee and remain unbiased in all situations and may only prevent violations. 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 and school representatives shall not be from the regions of any of the candidates. If any of the MASC officers are from the same regions as the candidates, the president shall appoint appropriate replacements. 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 eleven-member grievance committee, chaired by MASC's president, shall comprise a diverse group of MASC-appointed staff (3), regional executive board members (3), and member school advisors and/or regional advisors (3). 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 a grievance is brought against the committee chair, 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 educational legislation 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. The State Legislative Affairs Coordinators (SLACers) shall chair the committee. Other staff members that shall serve on the committee are the Special Issues Director and Deputy Director (as ex-officio members). 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 Department Director(s) will work with

the chair to develop the purpose, goals, and objectives of the committee, and the committee will report to the MASC president or the executive staff member in charge of the committee.

### **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 attending all Executive Board meetings, Workshop Presenter Certification, Staff Development Day, MASC Advance, and all three MASC major conferences.
- C. Formally report on their work at Executive Board meetings and present written reports on their progress at the request of the president, executive director(s), or department director.
- D. Develop and implement goals and an effective action plan for the position's responsibilities.
- E. Work cooperatively with other team members in the department and also in other departments.
- F. Submit articles to directors as necessary for publication in a staff report or newsletter.
- G. Submit a detailed written End-of-Year report.
- H. Abide by the MASC Code of Ethics.
- I. Be a workshop presenter at the MASC conferences.
- J. Additional duties as assigned by the President.

### **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 communication schedules.
- B. Assist the President and Executive Directors in managing and holding accountable the MASC-appointed staff.
- C. Work with the Department Directors to help track the actions of the MASC-appointed staff and ensure that assigned tasks and job responsibilities are being completed promptly and efficiently.
- D. Track the actions of the department directors to ensure that assigned tasks and responsibilities are being completed.

- E. Serve on the MASC Leadership Team to provide Appointed Staff updates, support planning for MASC events, and aid in supporting MASC members.
- F. When requested, work one-on-one with individual staff to help handle any difficulties they face in their work.
- G. Work with the 1st Vice-President to create a presentation of staff reports for Executive Board meetings and conferences, with the approval of the Executive Directors and President.
- H. Oversee accurate updating of the MASC roster, attendance records, and other records.
- I. Additional duties as assigned by the President.

### **Section 3. MASC Board of Directors (BOD) Student Representative**

*Duties as assigned by the President:*

- A. Gain insight and feedback from peers to share with the BOD to help inform decision-making.
- B. Prepare an oral/written report and attend all BOD meetings.
- C. Serve on the MASC Leadership Team to provide BOD updates, support planning for MASC events, and aid in supporting MASC members.
- D. Help in identifying students that may be needed for BOD workgroups or committees.
- E. Attend MASC executive board meetings, conferences, and as many other MASC events as possible.
- F. Fulfill the general obligations of an appointed staff member as listed in the expectations.
- G. Additional duties as assigned by the President.

### **Section 4. Maryland Representative on the National Student Council (NSC)**

*Duties as assigned by the President:*

- A. Commit to participating in nine (9) monthly virtual meetings and one (1) in-person expense-paid gathering in Washington, D.C.
- B. Serve as the voice of Maryland student councils within NSC, ensuring that Maryland students' perspectives, concerns, and initiatives are effectively communicated nationally.
- C. Actively participate in their school and state student council.
- D. Attend a member school for NSC during the 2023-2024 school year. Attend a member school for MASC during the 2024-2025 school year.
- E. Work closely with the MASC Leadership Team to coordinate efforts and initiatives that align with NSC objectives.
- F. Facilitate communication between NSC and MASC, ensuring that relevant information, resources, and opportunities are shared effectively among members.
- G. Present reports at Executive Board meetings and Conferences to foster a connection between NSC and MASC.
- H. Be able to travel alone to Washington, D.C., or other major U.S. cities for NASC events and conferences.

- I. Demonstrate strong communication skills, leadership abilities, and a commitment to representing student interests.
- J. Fulfill any additional duties or obligations assigned by the MASC President or NSC leadership.

## **Section 5. Communications Director**

*Duties as assigned by the President:*

- A. Serve on the MASC Leadership Team to provide Communications Department updates, support planning for MASC events, and aid in supporting MASC members.
- B. Work with the department members to establish departmental shared goals and ensure attendance and participation at Department calls.
- 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. Monitor the Communications Department and Leadership Google Calendars to ensure events, details, and links are present and updated.
- F. Assist the MASC officers and Executive Directors in communicating the work of MASC.
- G. Maintain contact with the department members regularly to help and ensure shared goals and responsibilities are being met.
- H. Collect and review staff reports for all executive meetings and general assemblies.
- I. Update the MASC roster with department-related information.
- J. Assist the MASC officers and Executive Directors in the communications-based work of MASC.
- K. Additional duties as assigned by the President.

## **Section 6. Secretary**

*Duties as assigned by the President:*

- A. Maintain and distribute accurate minutes.
- B. Maintain the appointed staff birthday list and send out electronic birthday cards.
- C. 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 contain links to any electronic reports.
- D. Conduct correspondence as needed (i.e. thank you notes, invitations, greetings).
- E. If unable to attend a MASC business meeting, ensure that there is a replacement and notify the Communications Director, President, and Executive Directors of the replacement.
- F. Work with the parliamentarian and chief of staff to update the legislative charts.
- G. Additional duties as assigned by the President.

## **Section 7. Historian**

*Duties as assigned by the President:*

- A. Take pictures and videos and keep a pictorial history of MASC programs and events.

- B. Post pictures and videos to the MASC website within one week of an event (upload to a MASC-provided Google Drive).
- C. Coordinate historical projects at the request of MASC.
- D. Work with Social Media Managers to publicize and promote MASC utilizing visual media.
- E. Create a MASC end-of-the-year slideshow for the May executive board meeting.
- F. Have an action plan at ALL MASC events for who is responsible for taking pictures and videos to ensure full coverage of the event (note - there may be some special seminars or town halls that the historian cannot attend - so be sure that the event is covered).
- G. Review all photos, videos, and screenshots to remove duplicate or lesser-quality photos.
- H. Additional duties as assigned by the President.

### **Section 8. 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 to attract the interest of MASC across social media.
- C. Work with Department Directors and other staff to create a marketing plan for all MASC events.
- D. Work with the treasurer to plan a membership marketing plan.
- E. Create a social media plan highlighting MASC as an organization (i.e. monthly leadership quotes, staff features, etc.).
- F. Track the analytics use of social media (overall stats, likes, discovery, shares, saves, profile views, etc.) for different campaigns.
- G. Maintain contact with students and member schools through the use of social media.
- H. Additional duties as assigned by the President.

### **Section 9. Publications Coordinator**

*Duties as assigned by the President:*

- A. Manage the production and distribution of MASC electronic newsletters (minimum of four: Back to School, Late Fall, Winter, Spring).
- B. Update the MASC brochure that publicizes the mission, events, etc. of MASC (previous samples are available as a guide).
- C. Consider additional publications such as a bi-monthly review, conference recap, special flyers for events, etc.
- D. Additional duties as assigned by the President.

### **Section 10. Special Issues Director**

*Duties as assigned by the President:*

- A. Serve on the MASC Leadership Team to provide Special Issues Department updates, support planning for MASC events, and aid in supporting MASC members.

- B. Work with the department members to establish departmental shared goals and ensure attendance and participation at Department calls.
- C. Work within the department to conduct research and outreach for potential MASC resources to be used at all major conferences.
- D. Maintain contact with department members and 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.
- E. Track the actions of the positions in this department to ensure that assigned tasks and responsibilities are being completed on time.
- F. Monitor the Special Issues Department and Leadership Google Calendars to ensure events, details, and links are present and updated.
- G. Oversee and work intra- and inter-departmentally to plan and execute forums, town halls, seminars, and summits as requested (i.e. mental health, environment, safety, etc.).
- H. Assist the MASC officers and Executive Directors in the issues-based work of MASC.
- I. Collect staff reports for all executive meetings and general assemblies.
- J. Responsibly delegate duties to the Deputy Special Issues Director.
- K. Additional duties as assigned by the President.

### **Section 11. Special Issues Deputy Director**

*Duties as assigned by the President:*

- A. Work with the Special Issues Director to successfully manage and organize the Special Issues Department.
- B. Serve on the MASC Leadership Team to provide Special Issues Department updates, support planning for MASC events, and aid in supporting MASC members.
- C. Train other students to advocate in a variety of ways.
- D. Be aware of opportunities for students to advocate around the state.
- E. Act as a resource for students around the state regarding advocacy.
- F. Be aware and knowledgeable of relevant student issues.
- G. Work with other department members to advocate for their special issues (i.e. environmental, mental health, safety, etc.).
- H. Additional duties as assigned by the President.

### **Section 12. 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. Co-Chair the Civic Engagement Committee and empower other students to be advocates with tools, skills, and legislative information (possibly through holding special seminars and workshops).
- E. Be an integral part of any legislative-related events hosted by MASC.
- F. Maintain a relationship with the Maryland Youth Advisory Council and Maryland Civic Education Coalition.



- G. Prepare hands-on projects to present at conferences or Executive Board meetings.
- H. Review the MASC Platform.
- I. Work closely with other MASC staff that may have related bills and issues (i.e. environment, safety, mental health, etc.).
- J. Additional duties as assigned by the President.

### **Section 13. Service Coordinator**

*Duties as assigned by the President:*

- A. In conjunction with other MASC staff members, plan and coordinate MASC service-related projects during major conferences and Executive Board meetings, time permitting.
- B. Plan and coordinate the MASC service projects during major conferences and Executive Board meetings.
- C. Share ideas for regions and schools to create local service projects and provide student service-learning (SSL) opportunities for students.
- D. Consider chairing the Service Committee to work on service-related publications, forums, and workshops at MASC Conferences.
- E. Submit a monthly service spotlight as ideas for schools and regions.
- F. 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.
- G. Additional duties as assigned by the President.

### **Section 14. 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. Consider chairing the Environment Affairs Committee to work on environmental-related publications, forums, and workshops at MASC Conferences.
- C. Make recommendations to MASC on action to be taken on environmental issues.
- D. Work with the SLACers to research and support any environmental bills in the Maryland General Assembly.
- E. Serve as a liaison to environmental advocacy groups at the request of MASC, especially the Chesapeake Bay Foundation.
- F. As possible, create an environmental service project for MASC or project ideas to share with regions to implement.
- G. Prepare hands-on projects to present at conferences or Executive Board meetings.
- H. Ensure that all MASC events are as environmentally friendly as possible (recycling, no Styrofoam products used, reusable water bottles, etc.).
- I. Create quarterly “GreenCrabs” and monthly “Green Goals” to be posted on the MASC website and social media.
- J. Work with the Social Media Manager in promoting recycling and other environmentally

friendly practices – educating the students in Maryland.

- K. Review solicited and unsolicited environmental resources as recommended for the MASC Resource website.
- L. When needed, collaborate with SLACers to update sections of the MASC platform pertaining to environmental issues.
- M. Additional duties as assigned by the President.

## **Section 15. 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. Consider chairing the Mental Health Affairs Committee to work on mental health-related publications, forums, and workshops at MASC Conferences.
- C. Review solicited and unsolicited mental health, drugs/alcohol rehab resources recommended for the MASC resource's website.
- D. Make recommendations to MASC on actions to be taken concerning mental health issues.
- E. Prepare hands-on projects to present at conferences or Executive Board meetings.
- F. Work with the SLACers to research and support any mental health-related bills in the Maryland General Assembly.
- G. When needed, collaborate with SLACers to update sections of the MASC platform pertaining to student mental health.
- H. Additional duties as assigned by the President.

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

*Duties as assigned by the President:*

- A. 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 participating actively 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 Advocate Group (formerly 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.
- B. MASC Student Liaison to the School Safety Subcabinet**
- a. Attend all meetings of the Subcabinet as a public member who may only speak upon being recognized by the chair. Meetings are either in-person or virtual and are typically 10:00 a.m. – 12:00 p.m. requiring one to miss school. The location and dates have the potential to vary. (Information is on the MCSS Facebook page.)
  - 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 with the MCSS Student Advocate Group (formerly Student Focus Group) as requested by MCSS.
  - g. Work with the SLACers to research and support any safety-related bills in the Maryland General Assembly.
  - h. Present reports at Executive Board meetings and Conferences to foster a connection between MCSS and MASC.

## **Section 17. Operations Director**

*Duties as assigned by the President:*

- A. Serve on the MASC Leadership Team to provide Communications Department updates, support planning for MASC events, and aid in supporting MASC members.
- B. Work with the department members to establish departmental shared goals and ensure attendance and participation at Department calls.
- C. Maintain contact with the department members and 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. Monitor the Operations Department and Leadership Google Calendars to ensure events, details, and links are present and updated.
- F. Collect staff reports for all executive meetings and general assemblies.

- G. Assure MASC has all necessary equipment, technology, and hosts for live-streaming events.
- H. Assist the MASC officers and Executive Directors in the operations-based work of MASC.
- I. Additional duties as assigned by the President.

## **Section 18. Student Workshop Coordinator**

*Duties as assigned by the President:*

- A. Actively recruit and facilitate the certification of presenters for MASC workshops (Advance in August, and early fall, usually September, and possibly after the Fall Leadership Conference).
- B. Coordinate with regions and divisions for possible training tailored towards specific geographical locations across Maryland (must be hosted by a school/regional advisor).
- C. Coordinate the training of the presenters and make sure all presenters have access to the workshop resources.
- D. Evaluate the effectiveness of each presenter and workshop and return feedback to workshop presenters within one month of presentations to improve the presentation and workshops.
- E. Determine the middle school workshops to be presented at the Fall Leadership Conference (may rotate workshops every three years).
- F. If requested, work with others to create or review workshops to be presented to the entire delegation at the Winter Leadership Conference and Convention.
- G. Continue to add to the MASC Workshop Resources including icebreakers, teambuilding, energizers, and workshops.
- H. Attend weekly Student Workshop Coordinators Meetings.
- I. Additional duties as assigned by the President.

## **Section 19. Evaluations Coordinator**

*Duties as assigned by the President:*

- A. Must have a good working knowledge of creating and using Google Forms (questions, uploading files, submitting responses, etc.) and Google Sheets.
- B. As requested, create evaluations with quantitative and qualitative data collection for all events 2 weeks in advance of an event. Complete data compilation within fourteen (14) days of the event.
- C. Compile feedback from previous evaluations for future events to the MASC President one month in advance.
- D. Knowledge to create, distribute, collect, and compile data for evaluations for **all** MASC events and programs.
- E. As requested, work with other staff members to help create evaluations for special events such as seminars, town halls, summits, forums, etc.
- F. As requested, work with other staff members to compile data from special event evaluations.
- G. Additional duties as assigned by the President.

## **Section 20. Parliamentarian**

*Duties as assigned by the President:*

- A. Advise the President, Executive Board, and General Assembly on parliamentary procedure matters, and the provisions of the Constitution and Operating Principles.
- B. Aid the members of the General Assembly in understanding the procedures during meetings.
- C. Work with the secretary and chief of staff to update legislation charts.
- D. Work with the treasurer to check and report credentials at any MASC event where official 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. As needed, host review sessions of Parliamentary Procedures before conferences.
- G. With the president's advice, select the R's before conferences and help with preparations.
- H. Aid the SWCs in fine-tuning Parli Pro workshops/mini-workshops.
- I. Additional duties as assigned by the President.

## **Section 21. Technical Operations Coordinator**

*Duties as assigned by the President:*

- A. Review the MASC website and make recommendations for changes, updates, missing information, bad links, mobile-friendly viewing, etc.
- B. Annually update the "About Us" pages, specifically the staff pictures and bios.
- C. Update MASC pages on an ongoing basis – applications, events and conferences, membership schools, resources, etc.
- 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 22. Divisional Liaisons**

Divisions are 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. Actively reach out to schools in your division that are not regular members of MASC (Regional Advisors and the Executive Directors can help with the identification of schools).
- D. Serve as a connector between MASC and regional student governments, regional leaders, and advisors.
- E. Conduct regular conference calls with regional and school student leaders in the division - invite regional and school advisors to participate.
- F. Attend regional executive board meetings and general assemblies as possible and present information about MASC to increase MASC event attendance and show MASC support of regions when possible.
- G. If initiated by regional leaders and advisors, aid in the facilitation of an in-person or virtual division-wide activity, project, or initiative such as a Divisional (area-specific) MASC one-day leadership conference/retreat, service project, advocacy forum, opportunities fair, etc.
- H. Work closely with the Communications Director and Social Media Managers for marketing and communications in their specific division.
- I. For Divisions 6-8: Work with each other to increase representation from the Eastern Shore.
- J. 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 to 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 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 specified time, 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. A behavior violation will 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. If the violation is more confidential, the executive directors and the Board of Directors chair will handle the situation and take appropriate action.

4. If an appointed staff member resigns their position, they must submit a written resignation to the MASC president and an executive director.
5. The vacated position will be filled by an appointee of the president's discretion, with the confirmation of the MASC Leadership Team. When applicable the appointee shall come from said positions' respective position-related standing committee 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**

By the provisions of Section 2-202 of the Education Article of the Annotated Code of Maryland, MASC 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, one high school president, one middle school advisor, and the current student member of the Maryland State Board of Education. The regional and school representatives shall not be from the regions of any of the candidates. If any of the MASC officers are from the same regions as the candidates, the president shall appoint appropriate replacements. Up to 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 MASC. Following the speeches, the voting delegates shall select their top two candidates whose names will be forwarded to the Governor for consideration for appointment to the Maryland State Board of Education. Nominee names must be submitted to the Governor 40 days before the close of the General Assembly.

## 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 Leadership Team will serve as the MASC conference planning team. The conference planning team shall be responsible for planning and implementing all MASC conferences. The conference team may ask for recommendations from the executive board 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. Within two months following the conference, the MASC Treasurer 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 last day of May.

### **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 travel 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 VISION National Student Leadership Conference or the National Association of Student Councils (NASC) National 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. If 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, 2025.

Passed: 8.7.25