OPERATING PRINCIPLES OF THE MARYLAND ASSOCIATION OF STUDENT COUNCILS (MASC) 2026-2027

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 (ACASC)
Associated Student Congress of Baltimore City (ASCBC)
Baltimore County Junior Councils (BCJC)
Baltimore County Student Councils (BCSC)
Calvert Association of Student Councils (CASC)
Carroll County Student Government Association (CCSGA)
Cecil County Council of Student Councils (CCCSC)
Chesapeake Regional Association of Student Councils (CRASC)
Charles County Association of Student Councils (CCASC)
Frederick County Association of Student Councils (FCASC)
Garrett County Association of Student Councils (GCASC)
Harford County Regional Association of Student Councils (HCRASC)
Howard County Association of Student Councils (HCASC)
Kent County Association of Student Governments (KCASG)
Montgomery County Junior Councils (MCJC)
Montgomery County Region of the Maryland Association of Student Councils (MCR)
Prince George's Regional Association of Student Governments (PGRASG)
St. Mary's Association of Student Councils (SMASC)
Washington County Association of Student Councils (WCASC)

ARTICLE III: Vote Allotments and Dues

Section 1. Affiliate Members
Each member student council or student government association shall pay annual dues based on the school's enrollment, as determined by the MASC Board of Directors.

In cases of financial hardship, schools are encouraged to contact MASC to discuss an adjusted dues amount that better fits their budget.

Section 2. Financial Obligations

Affiliate and non-member schools must settle any outstanding financial obligations to MASC before registering for future events.

ARTICLE IV: Committees and Forums

Section 1. Standing Committees

Standing committees may be established by the MASC President, Executive Board, or General Assembly to assist in carrying out the work of the organization.

Committee members shall be appointed by and accountable to their respective committee chairs. The MASC President shall appoint all committee chairs.

Unless otherwise specified in the committee's stated purpose, goals, or objectives, committee chairs have the discretion to manage their committees as they see fit. All committee actions are subject to approval by the MASC President.

Standing committees established by the Executive Board may be dissolved by either the Executive Board or the General Assembly. Standing committees established by the General Assembly may be dissolved by the General Assembly or by a two-thirds (2/3) vote of the Executive Board. In the event of a dissolved standing committee by the Executive Board, an announcement shall be made at the next General Assembly.

Section 2. Responsibilities of Committee Chairpersons

Committee chairpersons shall report to the MASC President or a designated staff member on their committee's progress and activities. Failure to fulfill assigned duties or to act following the committee's stated purpose, goals, and objectives may be considered grounds for removal.

Chairpersons may be removed either by the MASC President or through the established process for removing an appointed staff member.

Section 3. Document Revision Committee

The Document Revision Committee shall be chaired by the MASC First Vice President and vice-chaired by the Parliamentarian. Committee members shall include the MASC Treasurer, Chief of Staff, Legislative Director, one Regional President, one Regional Middle School Representative, and one Member School Advisor. The MASC President and an Executive Director shall serve as ex officio members.

The committee is responsible for reviewing, revising, and submitting MASC governing and operational documents to the Executive Board for approval. This includes any official MASC documents requiring updates or revisions.

The committee is required to solicit input from student leaders at both the state and regional levels and must convene at least once every two years.

Section 4. Elections Committee

The Elections Committee is responsible for ensuring the fairness, integrity, and equality of all MASC **officer** elections, as well as preventing fraud or misconduct. The committee operates from the nomination deadline through the conclusion of voting in any MASC election.

The MASC President shall chair the committee and must remain impartial in all matters, acting only to prevent violations of the election process.

As best as possible, the committee shall be composed of the following members:

- MASC President (Chair)
- Second Vice President
- Parliamentarian
- Secretary
- Three Regional Presidents (not from regions with candidates)
- One Middle School Representative (not from a candidate's region)
- Three Regional Advisors (not from regions with candidates)
- Executive Director

If any of the designated MASC officers are from the same region as a candidate, the MASC President shall appoint appropriate replacements. To ensure a diverse and regionally representative committee, a regional executive board member or member school advisor may serve in place of a Regional President or Regional Advisor, with the approval and confirmation of the original representative.

The committee is responsible for investigating any alleged violations of the Election Rules. Following established election guidelines, the Elections Committee serves as the final decision-making body on all such matters. The committee may take appropriate action by a two-thirds (2/3) vote.

Section 5. Grievance Committee

The Grievance Committee shall consist of eleven members and be chaired by the MASC President. The committee shall include:

- Three MASC-appointed staff members
- Three Regional Executive Board members
- Three Member School Advisors and/or Regional Advisors
- The MASC Executive Director (ex officio)

The committee is appointed at the beginning of each MASC year (gavel to gavel) and is intended to represent a diverse cross-section of the organization. It shall convene—either virtually or in person—to review and rule on any non-election-related grievances submitted through the official MASC Grievance Google Form.

If a grievance is filed against the committee chair, the committee shall elect an acting chairperson from among its members to oversee the matter.

Section 6. Position-Related Standing Committees

Upon request, the MASC President may appoint a staff member as chair of a committee established to support the completion of that staff member's goals. The relevant Department Director and MASC Adult Committee Coordinator will collaborate with the chair to develop the committee's purpose, goals, and objectives.

The committee will report to one of the following, as designated: the MASC President, the executive staff member overseeing the committee, or the MASC Adult Coordinator.

Section 7. Divisional Forums

The Divisional Liaisons shall facilitate a Divisional Forum open to any students within their divisions. These forums will be held virtually and provide an opportunity for networking and outreach about MASC, including event registration and membership. There shall be no application process for attending these meetings, and it is the responsibility of the Divisional Liaisons to ensure as many students as possible receive information about the forum.

Section 8. Action In Middle School (AIMS)

The Second Vice President shall facilitate an AIMS Forum open to any middle school students in Maryland. These forums will be held virtually and provide an opportunity for networking and outreach about MASC, including event registration and membership. There shall be no application process for attending these meetings. It is the responsibility of the Second Vice President to ensure that as many students as possible receive information about the meetings.

Section 9. Additional Committees and Task Forces

Additional committees, task forces, or ad hoc committees may be established by the MASC President, Executive Board, or General Assembly as needed. The MASC President may also create ad hoc committees at their discretion.

Chairs for these committees or task forces shall be appointed by the MASC President. Each committee, task force, or ad hoc committee shall be dissolved by the MASC President upon the completion of its defined 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 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 within the department and also in other departments.
F. Submit articles to directors as necessary for publication in a staff report or MASC publication..
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 Director(s) 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 First Vice-President to create a presentation of staff reports for Executive Board meetings and conferences, with the approval of the Executive Director(s) 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 who 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 MASC President, BOD Chair, or BOD President

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

Duties as assigned by the President:

For the year that MASC may appoint a representative to the National Student Council, the representative shall:

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 councils.
D. Attend a member school for NSC during the 2025-2026 school year. Attend a member school for MASC during the 2026-2027 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. Establish check-in times for specific tasks related to actionable items from department staff.
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 Director(s) 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 Director(s) 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 of all official business meetings.
B. Submit the official minutes to the Department Director, President, and Executive Director(s) within fourteen (14) days of the corresponding MASC meeting. The minutes should begin with a brief synopsis and include links to any related electronic reports.
C. Maintain the appointed staff birthday list and send out electronic birthday cards.
D. Conduct correspondence as needed (e.g., 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 Director(s) 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. Collaborate with the MASC Adult Alumni Coordinator as needed or upon request.

I. 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 and finance committee to plan a membership marketing plan.
E. Create a social media plan that highlights MASC as an organization (e.g., 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. Collaborate with the MASC Adult Alumni Coordinator as needed or upon request.
I. 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 (a minimum of four: Back to School, Late Fall, Winter, Spring).
B. Consider additional publications such as a bi-monthly review, conference recap, special flyers for events, etc.
C. Work with an Executive Director and/or Adult Bulletin Coordinator to recommend/write short synopsis articles for upcoming MASC events, leadership resources, 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 posted as resources and/or shared at MASC events.
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. Along with the MASC adult Committee Coordinator, work with Special Issues Department committees.
G. Monitor the Special Issues Department and Leadership Google Calendars to ensure events, details, and links are present and updated.
H. Oversee and work intra- and inter-departmentally to plan and execute workshops and webinars (e.g., wellness, environment, and service-specific webinars).
I. Assist the MASC officers and Executive Directors in the issues-based work of MASC.
J. Collect and review staff reports for all executive meetings and general assemblies.

K. Additional duties as assigned by the President.

Section 11. 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 and resources permitting.
B. Share ideas for regions and schools to create local service projects and provide student service-learning (SSL) opportunities for students.
C. Chair the Service Committee to work on service-related publications, webinars, and workshops at MASC Conferences. Establish sub-committees within the Service Committee and collaborate with their respective chairs to support and oversee their work.
D. Submit a monthly service spotlight as ideas for schools and regions.
E. 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.
F. 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 schools.
B. Chair the Environment Affairs Committee to work on environmental-related publications, webinars, and workshops at MASC Conferences. Establish sub-committees within the Environment Affairs Committee and collaborate with their respective chairs to support and oversee their work.
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.
F. As feasible, create an environmental service project for MASC or project ideas to share with regions to implement.
G. As feasible, working with the Service Coordinator, 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 13. Wellness Coordinator

Duties as assigned by the President:

A. Report to MASC on wellness issues in the state of Maryland.
B. Chair the Wellness Committee to work on resources, webinars, and workshops at MASC Conferences.

Establish sub-committees within the Wellness Committee and collaborate with their respective chairs to support and oversee their work.

C. Review solicited and unsolicited mental health, drugs/alcohol rehab, and other wellness resources recommended for the MASC resource website.
D. Make recommendations to MASC on actions to be taken concerning wellness issues.
E. As feasible, working with the Service Coordinator, prepare hands-on wellness projects and activities to present at conferences or Executive Board meetings.
F. Work with the SLACers to research and support any wellness-related bills in the Maryland General Assembly.
G. When needed, collaborate with SLACers to update sections of the MASC platform pertaining to student wellness.
H. Additional duties as assigned by the President.

Section 14. Legislative Director

Duties as assigned by the President:

A. Work with the department members to establish departmental shared goals, conference call schedules, and other intradepartmental communication schedules.
B. 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.
C. Work alongside the President to ensure MASC's presence with the Maryland General Assembly and State Board of Education.
D. Track the actions of the positions in this department to ensure that assigned tasks and responsibilities are being completed.
E. Along with the MASC Adult Committee Coordinator, work with Legislative Department committees.
F. Establish and continue connections between MASC and other advocacy organizations.
G. Be aware of opportunities for students to advocate around the state.
H. Act as a resource for students around the state regarding advocacy projects/activities.
I. Collect and review staff reports for all executive meetings and general assemblies.
J. Additional duties as assigned by the President.

Section 15. 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. Work on civic-related publications, webinars, and workshops at MASC Conferences. Establish sub-committees within the Civic Engagement Committee and collaborate with their respective chairs to support and oversee their work.
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 who may have related bills and issues (e.g., environment, safety, wellness, cyberbullying, etc.).

J. 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 Website/Facebook page for the most accurate information.)
   b. Represent the views of students from across the State of Maryland regarding school safety and emergency preparedness issues and concerns.
   c. Assist in developing ways for 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 Advocates for School Safety Group (SASS) as requested by MCSS.
   h. Work with the SLACers to research and support any safety-related bills in the Maryland General Assembly.
   i. Work with MASC-certified workshop presenters and members of the MCSS Student Advocates for School Safety Group to work on resources (share on the MASC website and in MASC publications), webinars, and workshops at MASC Conferences.
   j. Serve as a student speaker at invited panels, webinars, school resource officer training sessions, and presentations, sharing student perspectives on school safety.
   k. 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 for students from across the State of Maryland can become more engaged in being active participants 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. Work with the MASC Advisory Board Student Member, MASC-certified workshop presenters,

and members of the MCSS Student Advocate Group to work on resources (share on the MASC website and in MASC publications), webinars, and workshops at MASC Conferences.

i. 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 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 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. Establish check-in times for specific tasks related to actionable items from department staff.
E. Monitor the Operations Department and Leadership Google Calendars to ensure events, details, and links are present and updated.
F. Collect and review staff reports for all executive meetings and general assemblies.
G. Assure MASC has all necessary equipment, technology, and hosts for live-streaming events. Work with the live-streaming hosts to ensure there is an action plan for virtual attendees during check-in and during any team-building or get-to-know-you activities during the meeting.
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 and re-certification of presenters for MASC workshops (Advance in August, and early fall).
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. Review all submitted student workshops for conferences and provide constructive feedback or suggestions for improvement.
D. Evaluate the effectiveness of each workshop and presenter, and provide feedback to presenters within one month of their presentation to support improvement and enhance future workshops.
E. Determine the middle school workshops to be presented at the Fall Leadership Conference, with the option to rotate workshop topics on a three-year cycle.
F. Work with the MASC Leadership Team to create or review workshops to be presented to the entire delegation at the Legislative Session.
G. Continue to add to the MASC Workshop Resources, including icebreakers, teambuilding, energizers, and workshops.
H. Attend weekly Student Workshop Coordinators Meetings.
I. Work closely with the adult MASC Workshop Coordinator to finalize communications, procedures, workshops, certification schedules, and other related logistics.
J. 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. Develop evaluations for the MASC Advance, executive board meetings, and major conferences that include both quantitative and qualitative data collection. Evaluations should be prepared and ready for review by the Operations Director at least two weeks before the event. Data compilation and analysis must be completed within fourteen (14) days following the event and submitted to the Operations Director for review.
C. As requested, collaborate with other staff members to develop evaluation tools for webinars and forums. Provide guidance and mentorship in compiling and reporting evaluation data.
D. 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 matters related to parliamentary procedure, as well as the interpretation and application of the MASC Constitution and Operating Principles.
B. Assist members of the General Assembly in understanding and navigating parliamentary 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 biannual (every two years) review of the MASC Constitution and present a report of findings and recommendations to the Executive Board.
F. As needed, host review sessions of Parliamentary Procedures before conferences. Work with the chief of staff and an Executive Director following the MASC webinar planning guide.
G. Work with the R's appointed by the President before the Legislative Session and Convention, assisting with preparation, coordination, and overall readiness.
H. Additional duties as assigned by the President.

Section 21. Technical Operations Coordinator

Duties as assigned by the President:

A. Regularly review the MASC website and provide recommendations for updates, corrections, missing content, broken links, and improvements to mobile-friendly viewing.
B. Annually update the "About Us" pages, specifically the staff pictures and bios.
C. Update specific MASC pages on an ongoing basis – applications, events and conferences, resources, etc.
D. Serve as the primary host for all live-streamed and hybrid MASC events. Develop and implement an action plan to engage virtual attendees during check-in and throughout team-building or introductory activities during the meeting. If unable to attend, be responsible for arranging a qualified substitute to fulfill hosting duties.
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. Collaborate with the MASC First Vice President to communicate with school presidents and advisors regarding MASC events, programs, and conferences.
B. Work with the MASC Second Vice President in communicating with school presidents and advisors about MASC events, programs, and conferences.
C. Add schools, school websites, principal and advisor names, and contact information to the spreadsheet maintained by MASC's First Vice President. Whenever possible, also include the school president's name and contact details.
D. Add regional general assemblies and executive board meetings to the spreadsheet maintained by MASC's First Vice President.
E. With support from Regional Advisors and a MASC Executive Director in identifying these schools, actively reach out to schools in your division that are not regular members of MASC.
F. Serve as a connector between MASC and school student leadership and advisors..
G. Facilitate monthly Divisional Forums – submit the agenda to MASC's First Vice President at least one week before each scheduled forum. Prepare a contingency plan to ensure the forum is hosted in your absence.
H. Attend regional executive board meetings and general assemblies whenever possible to present information about MASC, promote event attendance, and demonstrate MASC's support for the regions. If unable to attend, consider submitting an approved report to the regional president or advisor to present.
I. When initiated by regional leaders and advisors, assist in facilitating in-person or virtual division-wide activities, projects, or initiatives—such as a Divisional MASC one-day leadership conference or retreat, service project, advocacy forum, opportunities fair, and similar events.
J. Collaborate with the Communications Director and Social Media Managers to support marketing and communications efforts within your specific division.
K. For Divisions 6-8: Work with each other to increase representation from the Eastern Shore.
L. Additional duties as assigned by the President.

ARTICLE VI: Removal of an Appointed Staff Member

Section 1. Rationale

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 filed by the president/executive director(s).

Section 2. Roles

The MASC President shall report any formal written complaints to the MASC officers. In cases involving a failure to fulfill staff responsibilities, the officers and directors—along with an Executive Director—may, if appropriate, hold a conference with the appointed staff member involved.

Following this conference, an improvement plan shall be developed, aligned with the staff member's established duties and responsibilities. The staff member will enter a probationary period of two weeks (or another appropriate timeframe no shorter than two weeks), beginning on the date of the conference, to comply with the terms of the improvement plan.

If the staff member fails to meet the expectations outlined in the improvement plan within the specified time, they may be removed from their position by a three-fourths (3/4) vote of the MASC officers.

Section 3. Ethical Violations

In the event of an ethics violation or a serious behavioral offense within MASC, the MASC officers may take immediate action upon receiving a formal written complaint. Removal of a staff member under these circumstances requires a three-fourths (3/4) vote of the MASC officers.

If a behavioral violation occurs during a conference where the staff member is registered through their school, the matter shall be addressed by the school's advisor and principal, who hold primary responsibility for the student.

For more confidential or sensitive situations, the MASC Executive Director(s) and the Chair of the Board of Directors will review the matter and take appropriate action.

Section 4. Resignations

If an appointed staff member chooses to resign, they must submit a written resignation to both the MASC President and an Executive Director.

Section 5. Vacancies

Vacated positions shall be filled by a presidential appointee, subject to confirmation by the MASC Leadership Team. When applicable, and if qualified as determined by the MASC President, the appointee should be selected from the relevant standing committee associated with the position or from candidates who applied 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

Nominee applications shall be evaluated by a selection committee composed of:

- MASC President
- MASC Second Vice President
- One Regional President
- One Regional Advisor
- One high school president
- One middle school advisor
- The current Student Member of the Maryland State Board of Education.

Regional and school representatives on the selection committee must not represent the same region as any nominee under consideration. If any MASC officer is from the same region as a nominee, the MASC President shall appoint a neutral replacement to ensure impartiality. If the MASC President is from the same region as a nominee, the President shall remain impartial by serving solely in a supervisory capacity and shall not participate in the vote.

The selection committee will invite up to twelve top-rated nominees to participate in structured interviews. Following the interviews, the committee may select up to five finalists. During the entire process, if a grievance is filed alleging a violation of the SMOB election rules, as approved annually by the Executive Board, the Selection Committee shall use the Election Guidelines to determine appropriate action for the candidates, requiring a two-thirds majority vote.

Section 4. Election of Two Nominees

The finalists shall deliver speeches before the MASC General Assembly. Following the speeches and a question/answer session, voting delegates will select their top two nominees using a preferential vote. The names of these two finalists will be submitted to the Governor for consideration for appointment to the Maryland State Board of Education. Nominee names must be submitted to the Governor no later than forty (40) days before the close of the Maryland 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 must first submit a signed bid contract, along with a proposed facilities plan and a detailed event budget, following the bid proposal guidelines and using the provided budget spreadsheet. In the case of the event being at a school, an email to an Executive Director verifying the school facility is available is also required before consideration. These materials will be reviewed by the Executive Board, which will evaluate all proposals and select the host site via a simple majority vote.

The MASC Leadership Team shall serve as the official MASC Conference Planning Team and will be responsible for the planning and implementation of all MASC conferences. Throughout this process, the planning team may seek input or recommendations from the Executive Board as needed.

In the event of a financial deficit resulting from a conference, MASC shall absorb the loss. Any decisions regarding the distribution of proceeds from a mutually sponsored MASC activity shall be made by the MASC Board of Directors.

Within two months following the conference, the MASC Treasurer shall submit a report to the Executive Board, which must include a comprehensive financial statement detailing the outcome of the event.

ARTICLE IX: Reimbursement Policy

Section 1. Eligibility

Members of the MASC Executive Board are eligible for reimbursement of expenses as outlined in this section. MASC conference presenters who are not members of the Executive Board are eligible for reimbursement of travel-related expenses for MASC training days and conferences where they are presenting, provided that regional transportation is not available for those events.

Section 2. Deadline

Vouchers must be submitted electronically to MASC via the posted Google Form by midnight on the last day of January and by midnight on the last day of May. The MASC Treasurer will review and verify the eligibility of each submission.

Section 3. Travel Rate

Executive Board members shall be reimbursed at a rate of 14 cents per mile for transportation to and from all MASC-sponsored events (*Note - this rate is restricted in tax law.*) When regional transportation is unavailable, MASC-certified presenters who are not Executive Board members may also receive reimbursement for travel expenses to events, including training sessions and workshops they facilitate. MASC-appointed staff members may request reimbursement for all pre-approved travel necessary to fulfill their staff responsibilities. Additionally, MASC officers may request reimbursement for travel to and from all MASC-sponsored events. Any exceptions to these policies must be pre-approved by the MASC Treasurer and an Executive Director.

Executive Board members shall be reimbursed at a rate of 14 cents per mile for transportation to and from Executive Board meetings and MASC conferences. (*Note - this rate is restricted in tax law.*) When regional transportation is unavailable, MASC-certified presenters who are not Executive Board members may also receive reimbursement for travel expenses to events, including training sessions and workshops they facilitate. MASC-appointed staff members may request reimbursement for all pre-approved travel necessary to fulfill their staff responsibilities. Additionally, MASC officers may request reimbursement for travel to and from all MASC-sponsored events. Any exceptions to these policies must be pre-approved by the MASC Treasurer and an Executive Director.

Section 4. Additional Travel Fees

Toll bridge fees, highway fees, tunnel fees, and parking fees incurred while traveling to and from MASC functions shall be reimbursed upon submission of a valid receipt. Reimbursements for these fees are subject to the limitations outlined in Section 3 of this Article.

Section 5. Elected Officer Registration
MASC shall cover the registration fees for elected officers attending MASC-sponsored activities. For MASC-affiliated or associated activities, MASC may provide partial payment. Please note that this does not include the VISION National Student Leadership Conference. MASC will cover both registration and hotel expenses for the NASC LEAD Conference.

ARTICLE X: Meeting Procedures

Section 1. Parliamentary Procedure
MASC follows Robert's Rules of Order, Newly Revised. 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.

Section 2. Executive Board Meeting Standing Rules
A set of standing rules must be approved at the first Executive Board meeting each year. These rules will govern procedures for debating, speaking, and other related matters.

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 remain in effect until September 1, 2027.

Adopted 8/5/2026