



MASB

BOARD OF DIRECTOR'S POLICIES

Table of Contents

Section 100

MASB'S FOUNDATION AND BASIC COMMITMENTS

110	Mission Statement
120	Associate Memberships Dues, Privileges, and Benefits VIP Business Associate Member Professional Associate Member
125	Academy Memberships
130	Non-Discrimination
131	Harassment Prevention Harassment Sexual Harassment Retaliation Questions Complaint Procedure Investigation Procedures Resolution Procedure Maintaining a Written Record Conclusion
133	Whistleblowers Reporting Responsibility Wrongful Conduct No Retaliation Reporting Wrongful Conduct Accounting and Auditing Matters Acting in Good Faith Confidentiality Handling of Reported Wrongful Conduct
135	Diversity, Equity, and Inclusion
140	Legal Assistance

- 145 Pupil Membership Counts
- 150 Delegate Assembly
 - Powers and Duties
 - Business Meeting
 - Certification of Delegates and Alternates
- 160 Policy Adoption, Amendment, and Review
 - Review of Policy
 - Schedule of Policy Review
- 170 Services to Member and Non-Member Boards
 - Services to Member Boards of Education
 - Consultation
 - Activities by Staff
 - Service Fees
 - Services to Non-Member Public School Academy Boards and School Boards
- 175 Gifts
 - Gift Expenses
 - Acceptance of Honoraria or Gifts
- 180 Endorsements
 - Definition
 - Policy
- 185 Record Retention
 - Definitions and Terminology
 - Retention Schedules

Section 200

BOARD GOVERNANCE AND OPERATIONS

- 210 Board of Directors
 - Powers of the Board
 - Powers and Duties of Directors
 - Conflict of Interest
- 212 Board of Directors; Membership and Election
 - Qualifications
 - Nominations
 - Notification
 - Uncontested Elections

	Election
	Rules of Procedure for Elections
	Ballot Count
	Taking Office
	Board Vacancies
215	Board Orientation
217	Board Membership; Active Participation
220	Board Officers
	Duties
	President
	President-Elect
	Vice-President
	Immediate Past President
	Officers' Election
223	Executive Committee
225	Nomination of Officers
	Nomination of Vice-President
	Nomination of President-Elect
	Secret Ballot
230	Board Meetings
	Regular Meetings
	Agenda
	Voting
	Parliamentary Procedure
	Minutes
	Membership Participation
	Executive Session
	Number of Meetings
	Participating in Meetings by Telephone or Other Communications
	Equipment
240	Committees
	Committee Charges
	Agenda
	Committee Records
	Voting
	Committee Recommendations
	MASB Representation



Participating in Meetings by Telephone or Other Communications
Equipment

- 243 Association Committees
 - Membership
 - Chairpersons
 - Vice Chairpersons
 - Committee Membership Terms
 - Ad Hoc Subcommittees
 - Voting
 - Reimbursement

- 246 Board Committees
 - Membership
 - Committee Membership Terms
 - Ad Hoc Committees

- 250 Directors' Expenses
 - Reimbursement of Expenses for Officers
 - Reimbursement for President's Expenses
 - Reimbursement for Board Meetings and Committee Meetings
 - Award Ceremonies
 - Other Expenses
 - Registration Fees
 - Definition of Travel Expenses
 - Travel Report/Expense Vouchers Submission and Review

- 265 Advisory Groups/Councils

- 270 Michigan Educational Leadership Group
 - Reports
 - Budget and Finance

- 280 Board Recognitions and Awards
 - President's Award

- 293 NSBA Delegates and Alternates Delegates
 - Alternates
 - Replacement
 - Registration Fees

- 296 NSBA Nominations, Resolutions, Constitutional Amendments, and Dues

Section 300

ASSOCIATION ADMINISTRATION

- 310 Administrative Goals
- 325 Executive Compensation
 - Establishment of Compensation Adjustment
 - Executive Director Benefits and Expenses
- 350 Executive Director
 - Duties and Responsibilities
 - Essential Duties
 - General Duties
- 355 Executive Director; Incapacity or Replacement
 - Interim Executive Director
 - Replacement of Executive Director; Procedures

Section 400

FISCAL MANAGEMENT

- 410 General Financial Policy
- 420 Budget Preparation, Adoption, and Review
- 425 Budget Implementation
 - Limits of Authorization
- 430 Revenues from Members
 - Schedule of Annual Dues
- 450 Financial Reports and Statements
- 455 Audit Selection

- 460 Depositories for Funds and Investments
 - Depositories
 - Investments
 - Scope of Investment Policy
 - Authority
 - Objectives
 - Standard of Care
 - Permissible Investments
 - Diversification
 - Reporting
- 465 Authorized Signatures for Checks
- 470 Surety Bonds and Liability Insurance
- 480 Capitalization and Bid Requirements

Section 500

PERSONNEL

- 510 Employment of Staff
 - Handbook
 - At-Will
 - Conditions of Employment
- 515 Work From Home
- 520 Employee Performance Evaluation
- 540 Staff Benefits
 - Definitions
 - Fringe Benefits
 - Long-Term Savings
 - Holidays
 - Jury Duty
 - Personal Leave
 - Volunteer Time
 - Sick Leave



Parental Leave
Medical and Life Insurance
Disability Insurance
Bereavement Leave
Vacation Leave

- 543 Retiree's Medical and Health Insurance Benefit
- 546 Tuition Reimbursement
 - Eligible Expenses
 - Eligibility Criteria
 - Reimbursement Limitations
- 550 Staff Travel and Business Expenses
 - Definition of Travel Expenses
- 560 Conflict of Interest and Non-Competition
- 563 Use of MASB Facilities and Equipment
- 566 Consulting and Teaching
- 580 Working Conditions
 - Time Schedules

Section 600

PUBLIC AND GOVERNMENTAL RELATIONS

- 620 Voter Education
- 640 Mailing List Requirements
 - Mailing Labels for Board of Director Candidates
 - Mailing List
- 670 Publications
 - Advertising

SECTION 100

MASB'S FOUNDATION AND BASIC COMMITMENTS

- 110 Mission Statement
- 120 Associate Memberships
 - Dues, Privileges, and Benefits
 - VIP Business Associate Member
 - Professional Associate Member
 - Alumni Associate Member
- 125 Academy Memberships
- 130 Non-Discrimination
- 131 Harassment Prevention
- 133 Whistleblowers
 - Reporting Responsibility
 - Wrongful Conduct
 - No Retaliation
 - Reporting Wrongful Conduct
 - Accounting and Auditing Matters
 - Acting in Good Faith
 - Confidentiality
 - Handling of Reported Wrongful Conduct
- 135 Diversity, Equity, and Inclusion
- 140 Legal Assistance
- 145 Pupil Membership Counts
- 150 Delegate Assembly
 - Powers and Duties
 - Business Meeting
 - Certification of Delegates and Alternates
- 160 Policy Adoption, Amendment, and Review
 - Review of Policy
 - Schedule of Policy Review
- 170 Services to Member and Non-Member Boards
 - Services to Member Boards of Education
 - Consultation
 - Activities by Staff
 - Service Fees
 - Services to Non-Member Public School Academy Boards and School Boards

Prohibited Printing Services

175	Gifts	Gift Expenses	Acceptance of Honoraria or Gifts
180	Endorsements	Definition	Policy
185	Record Retention	Definitions and Terminology	Retention Schedules

110 Mission Statement

The mission of the Michigan Association of School Boards is to provide high-quality educational leadership services for all Michigan boards of education, and to advocate for an equitable and exceptional public education for all students.

Approved: 11/10/89
Amended: 9/22/95
7/14/00
Reviewed: 1/18/02
12/18/03
Amended: 05/14/21

120 Associate Memberships

The following classifications of MASB associate memberships are created: VIP Business Associate Member; Professional Associate Member; and Alumni Associate Member.

Dues, Privileges, and Benefits

Dues, privileges, and benefits for each classification of Associate Member shall be established by the board and reviewed by the Finance Committee at least every three years.

VIP Business Associate Member

A VIP Business Associate Member is a business, commercial enterprise, or industry that has demonstrated a substantial interest or support for public education and is open to any corporate business that provides services, supplies, or products to educational institutions or sponsors specific MASB projects or events.

Professional Associate Member

A Professional Associate Member is an individual who provides training, education, or educational services for public institutions other than K-12 school districts, including colleges, universities, and education associations.

Approved: 11/18/94
Amended: 1/21/00
1/18/02
5/21/04
5/14/21

Reference: See MASB Bylaws – Article IV, §§ 1 and 3

125 Academy Memberships

The board of directors of a public school academy chartered by an active MASB member may become an academy member of MASB by paying the appropriate dues, as set annually by the MASB board.

Academy membership is subject to the limitations in the MASB bylaws.

Where a conflict of interest exists or may arise between an active member and a public school academy member with respect to MASB services, the executive director shall determine the extent to which services will be provided.

Approved: 3/15/96
Amended: 5/15/98
Reviewed: 1/18/02
 12/18/03
Amended: 3/16/07
 5/14/21

Reference: See MASB Bylaws – Article IV, §§ 1 and 3; Article VII, § 6

130 Non-Discrimination

No individual affiliated with MASB shall discriminate in its policies and practices with respect to compensation, terms, conditions, or privileges of employment because of an individual's race, color, creed, religion, sex, age, national origin, height, weight, marital status, sexual orientation, disability, or handicap.

Approved: 1/27/89
Amended: 11/12/93
 1/18/02
Reviewed: 12/18/03
 3/06/09

131 Harassment Prevention

MASB is committed to a policy of equal employment opportunity, and does not discriminate in the terms, conditions, or privileges of employment, nor does it condone sexual or other harassment, on account of race, color, creed, religion, sex, age, national origin, height, weight, marital status, gender identity, sexual orientation, disability, or other protected categories under federal or applicable state or local law. Under this policy, equal employment opportunity is required in recruitment, hiring, training, and development, promotion, termination, compensation, benefits and all other terms, conditions, and privileges of employment.

This policy applies to all employees in their working relationships and to harassment by anyone in the workplace. This policy also extends to conduct by directors and other third parties, occurring in the course of MASB's activities, that adversely affects any employee. "Third parties" include, but are not limited to, volunteers, service contractors, and employees of

associations or businesses that are VIP Business Associate members of MASB or are leasing office space from MASB.

Harassment

MASB is committed to providing a professional work environment in which all individuals are treated equally with respect and dignity. In keeping with the commitment, MASB strives to create an atmosphere that promotes equal opportunity and is free of discrimination or harassment based on race, color, creed, religion, sex, age, national origin, height, weight, marital status, gender identity, sexual orientation, disability, or other protected categories under federal or applicable state or local law. Discrimination and harassment, whether verbal, physical, environmental, and whether in the workplace or other work-related settings, is unacceptable and will not be tolerated.

Harassment, other than sexual harassment, is verbal or physical conduct that denigrate or shows hostility or aversion to an individual because of race, color, creed, religion, sex, age, national origin, height, weight, marital status, gender identity, sexual orientation, disability, or any other basis prohibited by applicable law when such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, creating an intimidating, hostile, or offensive work environment, otherwise adversely affecting an individual's employment opportunities.

Harassment may include, but is not limited to, verbal abuse or ridicule, including slurs, epithets, and stereotyping; offensive jokes and comments; threatening, intimidating, or hostile acts; and displaying or distributing offensive materials, writings, graffiti, or pictures.

Sexual Harassment

The Equal Employment Opportunity Commission's guidelines define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature," when:

- "submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- "submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- "such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working." (Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile, was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of harassment involving the same or other staff.)

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits or body parts, foul or obscene language or gestures, displays of foul or obscene

printed or visual material, and physical contact, such as patting, pinching, or intentionally brushing against another's body.

Normal, courteous, mutually agreeable interaction between employees is not sexual harassment. However, because behavior that is acceptable to one individual may be considered offensive by another, employees should consider the effect of their words and actions on others.

Retaliation

In support of MASB's policy against discrimination and harassment, employees who in good faith report an allegation of discrimination or harassment, or who provide information in connection with the investigation of such an allegation, will not be subject to retaliation on account of their action. Any such retaliation will be addressed as a violation of this policy against discrimination and harassment.

Questions

An employee who has any questions about this policy, or about whether specific conducts is discriminatory or constitutes sexual or other harassment should discuss the matter with his or her supervisor, MASB's Human Resource Officer, or MASB's Legal Counsel as soon as possible.

Complaint Procedure

Any employee who in good faith believes that he or she, or another employee, is a victim of discrimination or harassment, or has been subjected to retaliation in violation of this policy should take action. He or she should promptly bring the matter to the attention of his or her supervisor. An employee who is uncomfortable for any reason in bringing such matter to the attention of his or her supervisor should report the matter to another supervisor, MASB's Human Resource Officer, or MASB's Legal Counsel. MASB will investigate all such allegations and prohibits any form of retaliation against any employee making such a complaint.

Investigation Procedures

MASB will investigate, with an internal or external representative as appropriate, all allegations of discrimination, sexual or other harassment, and retaliation. Any employee who is determined, after an investigation, to have engaged in discrimination, harassment, or retaliation shall be subject to discipline, up to and including termination of employment.

Subject to MASB's need to investigate allegations of discrimination, harassment, and retaliation, the allegations will remain confidential. Confidentiality cannot be guaranteed since MASB cannot conduct an appropriate inquiry without revealing certain information. MASB will limit information to those who have a need to know. All employees are obligated to give information they possess to investigators or supervisors if the inquiry relates to official matters.

All employees should act responsibly and truthfully in making allegations, responding to allegations, and providing information in an investigation. As provided by law, MASB will not retaliate against an employee for exercising his or her right to report discrimination or harassment, or for assisting in an investigation of an allegation of discrimination or harassment.

An employee who believes he or she has been subject to retaliation for bringing a complaint of discrimination or harassment, or for participating in an investigation of such an allegation, should bring the matter to the attention of his or her supervisor, another supervisor, MASB's Human Resource Officer or MASB's Legal Counsel.

When a complaint is received, the MASB's Human Resource Officer (or Legal Counsel if the Director is directly involved), will appoint an investigator who will:

- Discuss the matter with both parties and question all staff members who may have knowledge of the incident (discretion will be urged; both parties will be spared unnecessary embarrassment);
- Document findings; and
- Recommend corrective action to the Executive Director, or the President of the MASB Board of Directors if the Executive Director or a member of the Board of Directors is directly involved, as deemed appropriate to stop any substantiated harassment.

Resolution Procedure

Upon completing the investigation of a complaint, the investigator will communicate his or her findings and intended actions to the complainant and alleged perpetrator in a written report.

- If the investigator finds that discrimination, harassment, or retaliation has occurred and the Executive Director or the MASB Board of Directors adopts the recommended corrective action proposed by the investigator, the perpetrator will be appropriately disciplined up to, and including termination.
- If the investigator determines that no discrimination, harassment, or retaliation has occurred, this finding will be communicated to the parties.
- If an investigation results in a finding that the complainant falsely accused another of discrimination, harassment, or retaliation knowingly or maliciously, the complaint will be appropriately disciplined up to, and including termination.

Maintaining a Written Record

Any staff member involved in the process of a discrimination or harassment complaint is encouraged to keep a detailed, written account of the incident(s).

MASB will maintain a complete written record of each complaint and how it was both investigated and resolved. Written records shall be kept by the Director of Finance and Business Services, unless he or she was the subject of the complaint and will be maintained in a confidential manner.

Conclusion

MASB has developed this policy to ensure that all its employees can work in an environment free from discrimination and sexual or other harassment. MASB will make every effort to ensure that all personnel are familiar with the policy, and know that any complaint received will be thoroughly investigated and appropriately resolved.

Approved: 5/17/19

133 Whistleblowers

MASB expects its directors, officers, employees, and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of MASB, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, and employees to report “wrongful conduct” in accordance with this Whistleblower Policy.

Wrongful Conduct

“Wrongful conduct” is defined in this Whistleblower Policy to include: a serious violation of MASB policy; a violation of applicable state and federal law; or the use of MASB property, resources, or authority for personal gain or other non organization-related purpose except as provided under MASB policy.

This definition of “wrongful conduct” is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of MASB.

No Retaliation

No director, officer, or employee who in good faith reports wrongful conduct will suffer harassment, retaliation or adverse employment consequence. Any employee who retaliates against anyone who has reported wrongful conduct in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within MASB prior to seeking resolution outside MASB.

Reporting Wrongful Conduct

MASB encourages its directors, officers, and employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any director, officer, or employee may report wrongful conduct to the executive director or the president of the board of directors. If the wrongful conduct implicates one or both of the executive director or the president of the board of directors, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to the human resource officer. The executive director, president of the board of directors, the human resource officer or any other employee or director to whom a report of wrongful conduct is made are required to immediately advise MASB’s legal counsel of such report of wrongful conduct.

MASB's legal counsel is responsible for investigating and resolving reported complaints of wrongful conduct and, at his or her discretion, shall advise the executive director and/or board president and/or the finance/audit committee.

Accounting and Auditing Matters

The finance/audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. MASB's legal counsel shall immediately notify the finance/audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint of wrongful conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates wrongful conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense, which may result in termination of employment.

Confidentiality

Reports of wrongful conduct or suspected wrongful conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of wrongful conduct or suspected wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Wrongful Conduct

MASB's legal counsel will notify the sender and acknowledge receipt of the reported wrongful conduct or suspected wrongful conduct within five business days, unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Approved: 3/06/09
Amended: 5/14/21

135 Diversity, Equity, and Inclusion

MASB is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

For MASB to be a high-performing organization, we must continuously foster an inclusive work culture that maintains an environment that embraces our nation's diversity. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life

experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race or traits historically associated with race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

MASB's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; professional development and training; social and recreational programs; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees and applicants for employment, regardless of race or traits historically associated with race, color, age, ethnicity, national origin, language, religion, sex (including pregnancy, sexual orientation, gender identity, and transgender status), disability (physical or mental), political affiliation, parental status, or veteran status, will be treated with respect, dignity, and professionalism. Every employee and candidate for employment will have the freedom to compete on a fair and level playing field with equal opportunity. Managers and supervisors will ensure fairness and equity in management practices and decisions, including, but not limited to, recruitment, hiring, merit promotions, training, career development, benefits, and separations.

All employees of MASB have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. MASB expects all employees to help promote and sustain a culture where everyone is valued and respected for who they are and their contributions to our mission.

Any employee who in good faith believes that he or she, or another employee, is a victim of any kind of discrimination or harassment or has been subjected to retaliation in violation of this policy should take action. The employee should promptly bring the matter to the attention of

their supervisor. An employee who is uncomfortable for any reason in bringing such matter to the attention their supervisor should report the matter to another supervisor, MASB's Human Resources Officer, or MASB's Legal Counsel.

Any employee found to have exhibited any inappropriate conduct or behavior against others in violation of this policy will be appropriately disciplined up to and including termination.

Approved: 4/6/79
Amended: 6/19/81
Reviewed: 1/18/02
Amended: 3/21/03
Reviewed: 12/18/03
Amended: 5/14/21

140 Legal Assistance

MASB, as a service to all member boards and in the interest of public education, will consider providing legal assistance through the MASB Legal Trust Fund in pending litigation of statewide significance. The standards and procedures for providing legal assistance are specified in the MASB Legal Trust Fund Rules and Operating Procedures.

Requests from outside organizations for legal assistance or support from MASB, not addressed by the Legal Trust Fund, shall be referred by the board and/or executive director to the Executive Committee.

Note: The MASB Legal Trust Fund Rules and Operating Procedures exist as a separate document, not part of the board policies.

Amended: 5/14/99
Reviewed: 1/18/02
12/18/03

145 Pupil Membership Counts (Cf. 430)

The fall pupil membership count provided by the State Department of Education shall be used for MASB purposes.

Approved: 6/21/96
Amended: 5/14/99
Reviewed: 1/18/02
12/18/03

150 Delegate Assembly

Powers and Duties

The delegate assembly meets in regular session at the annual MASB conference and in special sessions when called by the board.

The delegate assembly establishes policy and rules for MASB through its resolutions and bylaws.

Business Meeting

The delegate assembly, as its first order of business, shall establish and follow rules as recommended by the board or as amended and adopted by the delegates.

Certification of Delegates and Alternates

Delegates and alternates shall be certified by the board they represent before the meeting begins. The executive director shall establish a process for certification of delegates and alternates, notify every active member of the certification process, and establish a deadline for receiving the names of certified delegates and alternates.

Each certified delegate is entitled to one vote at an annual or special meeting. The delegate's certified alternate may vote in the absence of the delegate.

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	11/4/94
Substitute Approved:	3/20/98
Amended:	1/18/02
Reviewed:	12/18/03

Reference: See MASB Bylaws – Article VII, §§ 1-6

160 Policy Adoption, Amendment, and Review

Policies of the board may be adopted, amended or rescinded after one reading at a regularly scheduled meeting of the board. The proposed new policy, amendment or rescission shall be an agenda item for these meetings and information concerning the proposed policy or change shall be mailed to the board at least one week in advance of the meetings.

Review of Policy

Policies adopted by the board will be subject to review by the policy committee, chaired by the immediate past-president. The executive director or designee shall annually review all adopted policies and make recommendations for revisions to the policy committee. Directors may also propose recommendations to the policy committee.

Schedule of Policy Review

Sections of the policy manual shall be reviewed according to the following repeating schedule:

<u>Sections</u>	<u>by March of</u>
500 & 600	2020
100 & 400	2021
200 & 300	2022
Repeating	Every third year

Approved:	4/5/79
Amended:	9/8/89
	11/13/92
	3/20/98
	1/21/00
	1/18/02
Reviewed:	12/18/03
Amended:	3/16/07
	3/18/16
	5/14/21

170 Services to Member and Non-Member Boards

Services to Member Boards of Education

Membership in MASB shall provide board members access to resources that can help them fulfill their governance and leadership roles. Membership services shall include, but not be limited to, legislative representation, professional development conferences, classes and workshops, publications and informational resources, legal consultation and information, policy development, superintendent search assistance and labor relations support.

Consultation

The executive director or designated staff members may consult with and provide assistance to an active member board upon request from the member board.

Activities by Staff

While engaging in superintendent searches, the MASB staff shall not select candidates for member boards. This policy does not prohibit informal consultation by the executive director or designated staff members with an individual board member or administrative staff member.

Service Fees

Member boards shall be charged service fees, as determined by the executive director, plus travel expenses for all in-service or work sessions.

Services To Non-Member Public School Academy Boards and School Boards

The board of a public school academy, chartered by an entity other than an active member board, and the board of a public school district that is not a member of MASB are eligible for the MASB publications package service and participation in CBA courses, conferences, and workshops at a registration fee greater than the registration fee charged for an active member board, as determined by the executive director.

Approved: 4/6/79
Amended: 1/13/84
5/21/85
3/17/95
3/15/96
3/20/98
1/18/02
5/21/04
3/17/06
9/18/15
3/18/16

175 Gifts

The objective of this policy is to ensure that (i) those who incur business gift expenses on behalf of MASB act responsibly; (ii) representatives of MASB act responsibly in accepting gifts or honoraria; and (iii) MASB complies with all applicable laws and regulations governing gift expenses and the receipt of gifts or honoraria.

Gift Expenses

In limited circumstances, it may be appropriate to provide business gifts in recognition of such occasions as outstanding achievements, to offer thanks, as get well wishes, or to acknowledge bereavement. MASB will reimburse for the actual cost of business gift expenses to the extent such expenses are reasonable and appropriate for the situation and are consistent with MASB's values. Any business gift shall always be presented on behalf of MASB, not an individual.

Acceptance of Honoraria or Gifts

An MASB employee or director may accept, in his or her individual capacity, a nominal gift or honorarium that is reasonable and appropriate based on the services provided to or the business relationship established with the person or entity that provided the gift or honorarium. All gifts and honoraria that exceed a value of \$50.00 must be disclosed in writing to the executive director. Gifts or honoraria received by the executive director exceeding \$50.00 in value must be disclosed in writing to the board president. If, after disclosure, it is determined that a gift or honorarium is unreasonable or inappropriate, the recipient shall return the gift or honorarium or reimburse the donor at full cost. Notwithstanding the foregoing, an employee or director may not accept an honorarium or gift, either on behalf of MASB or in his or her individual capacity, if such acceptance would constitute or create the appearance of a conflict of interest.

Nothing in this Policy shall prohibit an MASB employee or director from accepting a gift based on an obvious family or personal relationship when the circumstances make it clear that the motivating factor for the gift is the family or personal relationship and not an MASB business relationship.

An MASB employee or director may not accept business meals or business entertainment offered by a vendor, prospective vendor or other third party, unless such meals or entertainment are reasonable and appropriate in regards to providing a means for facilitating MASB business objectives. Business meals or business entertainment accepted by employees or directors exceeding \$100 in value must be disclosed in writing to the executive director, or to the board president if accepted by the executive director. If, after disclosure, it is determined that a meal or entertainment activity is unreasonable or inappropriate, the recipient shall reimburse the third party responsible for providing the meal or entertainment at full cost. Notwithstanding the foregoing, an employee or director may not accept such a business meal or business entertainment if such acceptance would constitute or create the appearance of a conflict of interest.

Approved: 3/06/09

180 Endorsements

Definition

Endorsement is the process used to award our association's quality designation in support of providers that bring attractively priced and/or enhanced products or services to our members.

Policy

The board encourages the executive director to explore endorsements that fulfill the mission, purposes and goals of the association and coincide with MASB's bylaws and resolutions.

MASB may endorse products and services for members when it is of value to members and makes business sense to the organization. Before a prospective endorsement is evaluated, the executive director may require a \$200 application fee from the company offering the product.

All endorsed products, services and events must be screened with due diligence and must have board approval prior to the use of MASB's name. The executive director may approve co-sponsorship of conferences and workshops with state agencies and the Education Alliance and its member organizations.

A formal agreement shall be signed before a new endorsement is announced to association members. The agreement shall not obligate MASB to endorse directly or indirectly the provider's other products, programs or activities.

MASB shall retain the right to review all aspects of the endorsed program, including marketing materials. At the discretion of the executive director, marketing plans may be developed for each program. These shall be reviewed annually by the Finance Committee prior to any recommendation to the board for approval.

The company holding the endorsement will indemnify MASB, including duty to defend. Marketing materials will explicitly state that MASB's endorsement does not constitute a warranty or guarantee of the product. Endorsement contracts approved by the board shall not exceed five years. The executive director and Finance Committee shall monitor all endorsements and annually report the results of the endorsements to the board of directors. If a contract is to be renewed, the executive director and Finance Committee shall present such recommendation to the board at least 90 days prior to the expiration of each contract.

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Amended:	5/21/04
	3/06/09

180-R Endorsements

Endorsement proposals submitted to the board and Finance Committee will include the following:

- (a) An explanation of how the membership would benefit from the product or service.*
- (b) An evaluation of the product or service.*
- (c) An evaluation of the company offering the product or service.*
- (d) A description of a proposed method for responding to member complaints about the product or service.*
- (e) A description of MASB resources needed to fulfill the proposed contract.*
- (f) An explanation of how the proposed endorsement would affect MASB's revenues and tax status.*
- (g) Whether the proposed endorsement is affected by antitrust regulations.*
- (h) Measures designed to protect MASB from liability if a user is harmed by the endorsed product or service.*

185 Record Retention

The policy of MASB is to comply with all applicable laws, regulations, and ethical rules regarding the maintenance and disposition of association records. The goal of this policy is to define "record" and "non-record" materials for the purpose of compliance with all applicable regulatory, statutory and organizational retention requirements, and to establish guidelines for the creation, storage and disposition of such records.

This policy applies to association records in all formats, including but not limited to paper, electronic, images, videotape, audiotape, magnetic disk, optical, microfilm, and any other data

compilation. It covers all organizational records that fall within the broad categories defined below:

- (a) Legal Records (L): Records that must be retained as long as necessary to satisfy legal requirements. This category includes corporate materials (e.g., Articles of Incorporation, Bylaws, Board Minutes, etc.), personnel records, tax records, annual reports, etc.
- (b) Fiscal Records (F): Records that affect the organization's financial situation or tax status. This category includes tax letters, tax returns, sales receipts, business contracts, etc.
- (c) Operational Records (O): Records that must be retained for as long as they are used to satisfy the specific business purpose for which they were created. This category includes certain types of correspondence, contracts, business plans, strategic planning materials, product proposals, sales records, other research instruments and data, etc.
- (d) Historical Records (H): Records that have outlived the legal, fiscal or operational purpose for which they were created or maintained, but which retain significant institutional value within an historic context. These include records of awards issued and received, publications, clearinghouse materials, pictorial documents, member directories, and other documents reflecting the origins and evolution of the association.

Definitions and Terminology

- a. *Active records* - records not yet subject to final disposition as defined in the association retention schedules.
- b. *Disposition* - action taken at the end of a final retention period; usually takes the form of one of the following:
 - (a) Destruction
 - (b) Authorized release to a third party, (e.g., storage facility)
 - (c) Conversion to archival format for permanent preservation
- c. *Electronic records* - Records materials created and stored in a digital format.
- d. *File* - A compilation of related records divided into subject or records series; can be either physical or electronic.
- e. *Inactive records* - Records that have been inactivated and are stored onsite in physical or digitized format or stored off-site at a third-party facility. Generally, inactive records are those that have outlived their operational value but continue to be stored pursuant to legal and/or fiscal requirements, or pursuant to inherent historical value.
- f. *Legal value* - The length of time necessary to retain records to satisfy legal requirements.

- g. *Official record* - The rendition of the record agreed to represent the final and complete version. Sometimes the original paper record is placed into the file; other times, the official record might be a copy of a signed document or an image.
- h. *Operational value* - The length of time necessary to retain inactive records to satisfy reference needs.
- i. *Permanent value* - The determination that a record should be kept permanently. If the record is electronic, ongoing migration to current technologies must be practiced to ensure ongoing access.
- j. *Personal records* - Records belonging to staff that are not related to association business.
- k. *Records series* - A group of related files or documents filed and used in a similar manner. Each records series has a unique name such as "invoices," "cancelled checks," "section newsletters," "personnel files," etc.
- l. *Vital records* - Records required by the association to resume business in the event of a disaster; records without which the association could not operate.

Retention Schedules

The comptroller is responsible for maintaining the association's retention schedules.

Retention schedules define the periods of active and inactive life for association records. At the end of a record's inactive life, it becomes eligible for final disposition. Final disposition can mean destruction or preservation within the association archive.

The retention schedule will identify, at minimum, the document category, record series, retention period, format (for both active and inactive record status), and the disposition directive for all official association records.

The official table of retention schedules is incorporated herein and made a part of this policy by reference.

Approved: 3/06/09
Amended: 5/14/21

Section 100 – reviewed 2017
Section 100 – reviewed 2021

SECTION 200

BOARD GOVERNANCE AND OPERATIONS

- 210 Board of Directors
 - Powers of the Board
 - Powers and Duties of Directors
 - Conflict of Interest

- 212 Board of Directors; Membership and Election
 - Qualifications
 - Nominations
 - Uncontested Elections
 - Election
 - Rules of Procedure for Elections
 - Ballot Count
 - Taking Office
 - Board Vacancies

- 215 Board Orientation

- 217 Board Membership; Active Participation

- 220 Board Officers
 - Duties
 - President
 - President-Elect
 - Vice-President
 - Immediate Past President
 - Officers' Election

- 223 Executive Committee

- 225 Nomination of Officers
 - Nomination of Vice-President
 - Nomination of President-Elect
 - Secret Ballot

- 230 Board Meetings
 - Regular Meetings
 - Agenda
 - Voting
 - Parliamentary Procedure
 - Minutes
 - Membership Participation

	Executive Session
	Number of Meetings
	Participating in Meetings by Telephone or Other Communications Equipment
240	Committees
	Committee Charges
	Agenda
	Committee Records
	Voting
	Committee Recommendations
	MASB Representation
	Participating in Meetings by Telephone or Other Communications Equipment
243	Association Committees
	Membership
	Chairpersons
	Vice Chairpersons
	Committee Membership Terms
	Ad Hoc Subcommittees
	Voting
	Reimbursement
246	Board Committees
	Membership
	Committee Membership Terms
	Ad Hoc Committees
250	Directors' Expenses
	Reimbursement of Expenses for Officers
	Reimbursement for President's Expenses
	Reimbursement for Board Meetings and Committee Meetings
	Award Ceremonies
	Other Expenses
	Registration Fees
	Definition of Travel Expenses
	Travel Report/Expense Vouchers Submission and Review
265	Advisory Groups/Councils
270	Michigan Educational Leadership Group
	Reports
	Budget and Finance
280	Board Recognitions and Awards

Past President Recognition

- 293 NSBA Delegates and Alternates Delegates
Alternates
Replacement
Registration Fees
- 296 NSBA Nominations, Resolutions, Constitutional Amendments, and Dues

210 Board of Directors

Powers of the Board

The MASB board is comprised of the elected representatives of active member boards. The board shall:

- (a) Oversee MASB activities.
- (b) Establish operating policies for MASB.
- (c) Speak for member boards between meetings of the Delegate Assembly.
- (d) Appoint an executive director who shall administer the affairs of MASB.

Powers and Duties of Directors

Each director owes a duty of loyalty to MASB. Each director shall carry out his or her duties as a member of the board in good faith, regularly attend meetings of the board, and stay informed about the business of MASB.

Each director shall support MASB's purposes and be familiar with MASB's corporate articles, bylaws, policies, and resolutions to ensure that actions taken are consistent with them.

Directors shall have authority only when acting at a meeting of the board or when authorized by board action. When making decisions at board of directors' meetings, each director shall act in the best interests of MASB and use the diligence, care, and skill a prudent person would exercise in like circumstances.

Insofar as possible, directors shall:

- (a) Serve as members of committees to which they are appointed.
- (b) Attend MASB-sponsored activities.
- (c) Participate in presentations and ceremonies on behalf of MASB and serve as hosts or chairpersons of events, as directed by the board or president.
- (d) Represent MASB at programs, meetings, or events, as requested by the president or executive director.
- (e) Communicate suggestions, concerns, and complaints to the president or executive director.
- (f) Serve as resource persons to individual school board members, when appropriate.

Conflict of Interest

A director shall not use his or her position as a director or officer of MASB for personal gain nor to promote a private or personal interest.

A director who believes that he or she may be perceived to have a conflict of interest shall disclose the potential conflict to the board. Disclosure shall be made on at least an annual basis on forms provided by the association. In addition, any relationship or circumstance that is created

or arises in the interim should be disclosed to the board as soon as possible.

An actual or potential conflict of interest occurs when a director is in a position to influence a decision that may result in a personal gain for that the director or for a relative as a result of the association's business dealings. However, no "presumption of guilt" is created by the mere existence of a relationship with outside companies.

Personal gain may result not only in cases where a director or relative has a significant ownership in a firm with which MASB does business, but also when a director or relative receives any kickback, bribe, remuneration, substantial gift, or special consideration as a result of any transaction or business dealings involving MASB.

All those covered by this policy have an obligation to bring to the attention of the board any conflict or perceived conflict of any other director who is subject to this policy.

The board shall not approve a contract or other transaction where a director has a conflict of interest, unless the director who has a conflict of interest:

- (a) Discloses the conflict and the disclosure is recorded in the board minutes.
- (b) Refrains from participating in the board's discussion with respect to the conflicted matter.
- (c) Abstains from voting on the motion and the abstention is recorded in the minutes.

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Amended:	5/18/90
	4/16/93
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Reviewed:	1/18/02
	5/21/04
Amended:	3/06/09

212 Board of Directors; Membership and Election

Qualifications

Each director shall be a member of a local or intermediate member board when elected to and serving on the board.

Nominations

Nominations for a board position may be made by any member board in accordance with Article VIII, Section 7 of the bylaws.

Notification

If a director's term is due to end at the next election, the director is encouraged to notify the board of his or her intention to run for reelection at the board meeting immediately preceding the Delegate Assembly.

Uncontested Elections

Ballots shall not be prepared or delivered to member boards if an election for a region or group is uncontested.

Election

Candidates receiving the highest number of the votes cast in a regional or group election shall be elected unless in conflict with Article VIII, Section 6 (Board Limitations Provision) of the bylaws.

If, after the official count, there is a tie vote among two or more candidates, the tie shall be resolved by a random drawing. This shall be done by the executive director prior to the board's March meeting.

In situations where more than the allowed number of candidates from one local school district or intermediate school district board are elected in conflict with Article VIII, Section 6 of the bylaws, the person who received the highest percentage of votes in the regional or group election in which he or she ran shall be seated.

Rules of Procedure for Elections

The following shall be used as guidelines for the executive director or his or her designee for elections:

- (a) Names of all eligible candidates submitted by local and/or intermediate boards shall be placed on the ballot for the position for which they have been nominated by the member board.
- (b) The official ballot and qualifications of each candidate shall be prepared and sent to each member board using the official membership list as of October 1.
- (c) Ballots shall be returned by the secretary or president of the local or intermediate board.
- (d) The executive director shall allow a designated auditing agency to access the official ballots received by the deadline for tabulation.
- (e) The executive director shall provide the auditing agency with a certified list of current, active member boards as of 1:00 pm on the first Wednesday in March.

Ballot Count

The auditing agency shall count only those ballots received from member boards certified by the executive director.

The auditing agency shall certify the results of the election to the executive director as soon as possible after receipt of all valid ballots.

Taking Office

The candidates elected shall assume office on the second Wednesday of March.

Board Vacancies

A vacancy shall be declared and filled in accordance with Article VIII, Section 10 of the bylaws.

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5/2/86
9/8/89
6/23/95
3/20/98
5/14/99
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3/19/04
5/21/04
3/16/07
5/14/10
7/25/14
11/9/16
9/22/17
3/22/19

Reference: See MASB Bylaws – Article VIII, §§ 6-7 and 10, Article X, § 2

215 Board Orientation

The president and executive director shall conduct an orientation meeting for newly elected or appointed board members prior to the board members' first board meeting.

Approved: 1/18/02
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Amended: 5/14/10

217 Board Membership; Active Participation

If a board member is absent from board meetings as defined in Article VIII, Section 10(d) of the bylaws, the board may consider the following criteria in determining a waiver of the bylaws: illness, death in the family, employment or self-employment responsibilities, inclement weather, or other legitimate reasons.

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9/14/84
5/17/91
3/17/95
Reviewed: 1/18/02
12/18/03
Reference: See MASB Bylaws – Article VIII, § 10(d)

220 Board Officers

The officers of the board are the president, president-elect, vice-president, and immediate past president. An officer shall be a member of an active member board and a member of the MASB board.

Duties:

President

The president shall preside at board meetings; perform all duties imposed by statute as the president of a Michigan nonprofit corporation; and carry out those functions prescribed by the board. The president shall appoint all committee chairs and members of the board of directors to serve on committees subject to board approval. The president may appoint board ad hoc committees in consultation with the officers of the board. He/she shall be an ex officio member, with voting privileges, and shall be counted in determining a quorum of all committees. The president also shall be the chairperson of the Federal Relations Network delegation.

The president shall facilitate the negotiation of a contract between the executive director and the board of directors. The president shall also review the executive director contract annually with the executive director and make recommendations to the full board for any changes or extension no later than November 15 of each year.

President-Elect

The president-elect shall assume the duties of the president in his or her absence and shall assist the president in carrying on the business of MASB. The president-elect shall be chairperson of the board Finance Committee. The president-elect shall also be a member of the Federal Relations Network delegation.

Vice-President

The vice-president shall be chairperson of the Resolutions and Bylaws Committee and perform other duties as determined necessary by the president. The vice-president shall also be a member of the Federal Relations Network delegation.

Immediate Past President

The immediate past president shall be chairperson of the Policy Committee. The immediate past president shall also be a member of the Federal Relations Network delegation. If the office of the immediate past president is vacant, the most recent past president serving on the board shall be the immediate past president.

Officers' Election

The election of board officers shall occur at the board meeting immediately preceding July 1. The officers shall assume office as provided in Article IX, Section 4 of the bylaws.

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10/27/89
5/18/90
3/22/91
1/21/94
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1/18/02
7/12/02
5/21/04
7/27/05
3/17/06
3/16/07
3/18/16
9/22/17
3/22/19

Reference: See MASB Bylaws – Article IX, §§ 1-5

223 Executive Committee

An Executive Committee shall act in the place of the board at such times when the board cannot meet and there is need for board action. The board shall be informed of any actions taken by the Executive Committee within five working days of the meeting. Minutes of such meetings shall be available within the timelines stipulated in Policy 230.

Voting by proxy or absentee ballot is not permitted.

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Amended: 3/26/82

10/27/89
5/18/90
6/23/95
5/14/99
1/18/02
5/21/04

Reference: See MASB Bylaws – Article X, § 1

225 Nomination of Officers

Nomination of Vice-President

At the March meeting of the MASB Board of Directors, the floor will be open for announcement or nomination of interest to serve as vice-president of the board. At the board meeting immediately preceding July 1, announced candidates will have an opportunity to address the board regarding their interest and qualifications for the position prior to a vote by the whole board.

Nomination of President-Elect

It is contemplated, but not mandatory, that the vice-president be nominated for the office of president-elect. Any other interested individual is required to notify the whole board of their interest at the March board of directors meeting.

Secret Ballot

When there is more than one nominee for a board office voting shall be by secret ballot.

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9/8/89
9/14/90
5/17/91
4/16/93
5/15/98
5/14/99
1/18/02
3/19/04
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Amended: 5/14/10
5/17/13
3/18/16
11/9/16
5/19/17

230 Board Meetings

Regular Meetings

As a nonprofit corporation, the board shall conduct its business in sessions open to the membership, except as provided in this policy.

Agenda

A proposed agenda for regular meetings of the board shall be prepared by the executive director and president and be made available to the board at least five days before the day of the meeting.

Voting

Voting by proxy or absentee ballot is not permitted.

Parliamentary Procedure

The board shall observe "Robert's Rules of Order, Newly Revised," except that the president may participate in discussions and shall have a vote on all matters before the board.

Minutes

Proposed minutes of each meeting, reflecting points of discussion and actions taken, shall be prepared and be made available to the board prior to the next board meeting.

Membership Participation

Members of MASB member boards are invited to attend board meetings and shall be given limited time to voice opinions or problems. A visitor wishing to be heard shall first be recognized by the president, identify himself or herself and comment as briefly as the subject permits. The president is responsible for the orderly conduct of the meeting and shall rule on such matters as the amount of time to be allowed for a presentation and the appropriateness of the subject being presented. The board may review and overrule the president's ruling.

Executive Session

The board reserves the right to meet in executive session. Actions taken in executive session shall be confirmed by the board in an open, regular meeting and recorded in the board's official minutes of the meeting during which the executive session was held. At the board's request, the executive director may or may not be present at any executive session.

Number of Meetings

The board shall meet at least five times per year, according to a schedule established annually by the board.

Participating in Meetings by Telephone or Other Communications Equipment

On occasion, because of limiting circumstances, a meeting may be conducted through telephone conferencing or other communications equipment so long as all persons participating in the meeting can converse with each other.

Participants at remote locations will be counted as part of the quorum. Upon request a roll call vote will be granted.

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5/21/04
3/17/06
3/16/07
3/15/13
3/22/19

Reference: MASB Bylaws – Article VIII, § 4

240 Committees

The board authorizes the establishment of advisory committees to recommend improvements in the conduct of MASB affairs, in education, and in the governance of education in Michigan. There shall be two types of advisory committees: association committees and board committees. (See 243 and 246.) The board may establish other special or ad hoc committees as necessary. Annually, the chair and staff member assigned to the committee shall determine a schedule of meetings. The staff member responsible shall insure that accurate meeting dates and times are posted to the MASB webpage calendar.

Committee Charges

The board annually shall approve the charge for each association and board committee.

Agenda

A proposed agenda and supporting materials for meetings of a committee shall be prepared by the staff liaison and committee chairperson and disseminated to the committee members at least five days before the day of the meeting.

Committee Records

Each committee shall keep minutes of all its meetings. The minutes shall include: date, time, and place of meeting; committee members present and absent; general points of discussion; and a

record of all actions taken and recommendations to the board. The minutes shall be signed. Attendance records shall be considered in making reappointments to association and board committees.

Voting

Voting by proxy or absentee ballot is not permitted.

Committee Recommendations

All committee recommendations shall be presented to the board for consideration.

MASB Representation

Committee chairs and committee members may represent MASB before other groups and organizations only when authorized and the testimony or position statements have previously been approved by the board or the president and executive director.

Participating in Meetings by Telephone or Other Communications Equipment

On occasion, because of limiting circumstances, the work of a committee may be facilitated through telephone conferencing or other communications equipment so long as all persons participating in the meeting can converse with each other.

Participants at remote locations will be counted as part of the quorum. Upon request a roll call vote will be granted.

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5/14/99
1/18/02
5/21/04
3/11/05
3/17/06
3/18/16

Reference: See MASB Bylaws – Article X, §§ 4-8

243 Association Committees

Association committees shall include the following:

- (a) Resolutions and Bylaws Committee
- (b) Government Relations Committee.

Membership

The board encourages the recruitment of local and intermediate school district board members to serve on association committees. When considering membership for association committees, the committee chair and staff liaison shall give preference to board members who are MASB certified board members. Racial and ethnic diversity, as well as regional designation and district size, shall be considered when recruiting potential committee members.

Representatives of other education associations, appropriate groups or interested persons may also be invited to serve on association committees on an ad hoc basis.

The non-director membership of all association committees shall be greater than the number of voting director members on the committee.

Chairpersons

All association committee chairpersons shall be appointed by the president with board approval, except for the chairperson of the Resolutions and Bylaws Committee who shall be the vice-president.

At least one director shall be appointed to each committee. The chairperson of each committee shall be a director, unless specifically exempted by board policy.

Vice Chairpersons

Each association committee shall elect a vice-chairperson from among its non-board of director members.

Committee Membership Terms

All appointments to association committee positions shall be for one year. No association committee member shall serve for more than three consecutive one-year terms on the same committee.

The terms of committee membership shall begin with the annual July board organizational meeting, except for the Resolutions and Bylaws Committee. Terms on this committee will terminate at the end of the annual conference.

Ad Hoc Subcommittees

When two or more association committees are working on the same or similar issue, and in the judgment of the president and executive director it would be expeditious to avoid duplication of

time, effort and resources, an ad hoc subcommittee may be formed by the president to make recommendations to the respective association committees. The purpose and function of the ad hoc subcommittee shall be limited to the immediate issue or problem. The chairperson of each association committee involved shall nominate to the president three additional persons who are knowledgeable about the issue or problem to serve on the subcommittee with the chairpersons.

Voting

Voting by proxy or absentee ballot is not permitted.

Reimbursement

Association committee members who are local or intermediate school board members shall be reimbursed for their in-state travel expenses in accord with MASB policies.

The chairperson of the Government Relations Committee shall be reimbursed for his/her travel expenses, as defined in Policy 250, related to NSBA's Advocacy Institute.

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5/21/85
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9/15/94
3/17/95
5/12/95
3/15/96
5/14/99
1/18/02
5/21/04
7/27/05
3/16/07
9/18/15
3/18/16

Reference: See MASB Bylaws – Article X, §§ 4-8

* The MASB Legal Trust Fund is not listed as an association committee because it operates under its own operating rules and procedures that dictate eligibility, composition, term of office and other matters relating to the membership of the Legal Trust Fund's Board of Trustees.

243-R Association Committees: Guidelines for Board and Staff

Multiple Committee Appointments

A person, other than a director, shall not be appointed to more than one association committee.

Same Board Eligibility

A person who is on the same board as a director is eligible to serve on an association committee, but not on the same association committee as the director.

Vacancies on Association Committees

A board appointment of a person to an association committee is an appointment of the person, not the district.

If a vacancy occurs on an association committee, that vacancy may be filled by a person from another district.

The committee chairperson shall recommend any mid-year replacements to an association committee to the board for approval.

Committee Membership Limitations

The number of persons on an association committee cannot be increased during the year.

Representation on Association Committees

The membership on association committees shall be assigned with sensitivity and balance to geographic location in the state, district size, prior committee attendance, gender, and race.

246 Board Committees (CF. 240, 243, 265)

Board committees shall include the following:

- (a) Executive Committee.
- (b) Finance Committee.
- (c) Policy Committee.
- (d) Leadership Development Committee.

Membership

Board committee membership shall be limited to MASB directors and staff liaisons.

Committee Membership Terms

All appointments for board committee positions shall be for one year. The terms of committee membership shall begin with the July board meeting.

Ad Hoc Committees

The president may appoint board ad hoc committees in consultation with the officers of the board.

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5/14/10
9/18/15
3/18/16
11/9/16

250 Directors' Expenses

Reimbursement of Expenses for Officers

The President, president-elect, vice-president, and immediate past president shall receive reimbursement for costs associated with attending the following:

- (a) MASB Functions. Conferences, academies, workshops, institutes, and CASBA/ISD meetings when certified board member awards are presented.
- (b) NSBA Functions. Annual conference, summer leadership seminar, Advocacy Institute, and Equity Symposium.
- (c) Other Functions. Council of School Attorneys Conferences.

If an officer is issued an association credit card, the officer shall comply with internal guidelines on credit card use.

Reimbursement for President's Expenses

MASB shall reimburse the president for travel expenses incurred for attendance at all functions and meetings where the president is the official MASB representative and for attendance at all MASB board and association committee meetings.

MASB shall reimburse the spouse or companion of the president for travel expenses incurred when traveling with the president to the MASB annual conference, NSBA annual conference,

NSBA advocacy institute, NSBA equity symposium, and NSBA summer leadership seminar. Expenses incurred for spouse or companion travel are subject to tax under IRS regulations.

Reimbursement for Board Meetings and Committee Meetings

MASB shall reimburse directors for travel expenses incurred for attendance at MASB board meetings and for attendance at meetings of board and association committees to which they have been appointed.

Officers shall be reimbursed for travel expenses incurred for attendance at all MASB committee meetings.

Award Ceremonies

MASB shall reimburse directors for travel expenses to attend CASBA/ISD meetings within their region when Certified Board Member Awards are presented.

Other Expenses

An officer or director is authorized to represent MASB at other functions not covered by this policy if the best interests of MASB will be served by the travel and the anticipated expenses will not exceed \$200. If the anticipated expenses exceed \$200, an officer or director may represent MASB at other functions not covered by this policy if the Executive Committee or the executive director determines that the best interests of MASB will be served by such travel and approves the travel in advance of the function. In such cases, travel expenses incurred by the officer or director shall be reimbursed.

Registration Fees

MASB shall waive the registration fee for directors attending the following MASB activities: conferences, academies, workshops institutes, Council of School Attorneys conferences and CBA classes.

Directors must submit completed registration forms for the above activities, events, and classes. Transportation, lodging, and meal costs not included in the registration fee are the responsibility of the director.

Definition of Travel Expenses

As used in this policy, "travel expenses" are defined as actual and reasonable costs incurred for any of the following:

- (a) Costs of transportation by automobile at the Internal Revenue Service approved rate per mile, based upon actual miles traveled or mileage given on an official state highway map, and tolls.
- (b) Costs of transportation by common carrier (air, bus or rail). Directors are expected to utilize the least expensive rates available.

- (c) Costs of lodging, meals, taxi or rental car allowances at current prevailing rates in the locality where the expense is incurred, parking, telephone calls, and gratuities.
- (d) Cost of meals (including the meal expenses of a spouse or companion) that directors are encouraged to attend as a group.

An expense outside this definition is not reimbursable, unless expressly approved by the president.

Travel Report/Expense Vouchers Submission and Review

For travel expenses incurred on behalf of MASB, a director shall submit to the executive director a travel report/expense voucher that includes the date and purpose of the expenditure, an itemized statement of all expenses incurred, and supporting receipts or other verification for the expenses claimed.

The executive director and the chair of the Finance Committee may review expenses claimed by directors.

Approved: 4/6/79
 Amended: 5/2/86
 9/14/90
 5/17/91
 1/21/94
 5/15/98
 5/14/99
 5/12/00
 1/18/02
 Reviewed: 12/18/03
 Amended: 5/21/04
 3/16/07
 5/14/10
 5/17/13
 9/18/15
 3/18/16
 11/9/16
 3/22/19

265 Advisory Groups/Councils (Cf. 240, 243, 246)

The board may approve and recognize the creation of advisory groups and/or councils within the framework of MASB for any purpose that it deems appropriate.

Approved: 1/12/91
 Amended: 1/18/02
 Reviewed: 12/18/03

Reference: See MASB Bylaws – Article X, § 4

270 Michigan Educational Leadership Group

The MASB board, in recognition of MASB's shareholder status in the Michigan Educational Leadership Group, Inc., appoints its executive director as a director of MELG's board of directors. The MASB board empowers its executive director to exercise all the powers vested in MELG shareholders commensurate with the shares of ownership in MELG held by MASB, as authorized by MELG's articles of incorporation.

Reports

At least semi-annually, the executive director shall advise MASB's board regarding the business and financial activities of MELG, including any fee or compensation paid to MASB's executive director in his or her capacity as a member of the MELG board of directors, a committee of that corporation, or as an officer of MELG. The executive director shall remit to MASB any fee or compensation paid to himself/herself or a like amount shall be deducted from his/her annual compensation.

Budget and Finance

The Finance Committee shall consider the financial needs of MELG when developing MASB's proposed budget.

The executive director shall not exercise MASB's shareholder rights to levy a special assessment (any payment exceeding the amount listed in MASB's approved budget) by MELG without the approval of the MASB board, as evidenced by formal action taken at a meeting of MASB's board.

MASB shall not make any loan to MELG without the prior approval of the MASB board, as evidenced by action taken at a meeting of MASB's board.

Adopted: 3/20/98
Reviewed: 1/18/02
Amended: 5/21/04
3/16/07

280 Board Recognitions and Awards

The board supports recognition and awards for individuals or groups for extraordinary service to MASB and/or special achievements regarding MASB or in the field of public education.

The following classes of recognition and awards have been established by the board and may be awarded annually to individuals: MASB Past President, retiring MASB directors, legislators, and others who support the mission of MASB.

President's Award

The president may provide recognition to a recipient(s) for outstanding leadership and service on behalf of public education.

Approved: 4/10/92
Amended: 6/23/95
1/18/02
7/18/03
Reviewed: 12/13/03
Amended: 3/11/05
3/16/07
5/14/10
3/15/13

293 NSBA Delegates and Alternates Delegates

The voting delegates, as allocated by NSBA (Article V, Section 3(c)), shall be elected by the board as follows:

- (a) The president and president-elect shall be included among the delegates elected.
- (b) Article V, Section 3(d) of the NSBA constitution and bylaws require that since ten percent of the state population is one or more national minority, one or more delegates shall be a school board member of a national racial minority.
- (c) All delegates shall be directors.
- (d) If the president or president-elect is not a member of a national racial minority, the board will appoint another eligible director as a delegate.
- (e) If one or more elected delegates cannot serve, the board may elect other eligible directors.

Alternates

One or more alternates, as allocated by NSBA (Article V, Section 3(c)), shall be elected by the board. Preference should be given to directors who have not attended a NSBA delegate assembly as a delegate or an alternate. Preference shall also be given to a director who has not been an alternate for the longest period of time prior to the current year. (i.e. a director who was an alternate five years ago would have preference over one who was an alternate two years ago).

- (a) The elected alternates shall be directors, one of whom shall be the immediate past-president.

- (b) If, after the election, one or more elected alternates cannot serve, the board shall elect other directors to fill any vacant alternate positions.

Replacement

The president shall be empowered to appoint a replacement delegate or alternate if the board is unable to act in a timely manner.

Registration Fees

MASB shall pay registration fees and expenses of delegates and the immediate past-president and registration fees only of the other alternates.

Approved: 4/6/79
 Amended: 6/19/81
 9/14/84
 3/10/89
 6/20/91
 3/17/95
 5/14/99
 5/12/00
 1/18/02
 5/21/04
 3/15/13

REFERENCE: NSBA’S BYLAWS – ARTICLE V, § 3

Section 3. Composition.

- (a) The Delegate Assembly shall consist of voting delegates who shall be entitled to one vote each and delegates *ex officio* entitled to the right of expression but no vote.
- (b) Each delegate and alternate shall be a school board member or an officer of an Association Member and shall not be employed as staff by an Association Member.
- (c) Each State Association Member shall designate two voting delegates for a term of one year, and additional voting delegates to serve a term of one year on the basis of the following formula:

Full-Time Pupils Enrolled in Public Elementary and Secondary Day Schools in Districts in the Association Member’s State or Area	The Additional Voting Delegates
Under 300,000	0
300,000 to 1,500,000	1
1,500,001 to 2,500,000	2
2,500,001 or more	3

- (d) If at least 10 percent of the aggregate number of persons in a state or area represented by an Association Member is of one or more national racial minority, the Association Member shall designate that at least one of any additional delegates for which that Association Member may qualify shall be a school board member of a national racial minority.

- (e) Each Association Member may designate for each voting delegate one alternate delegate who may serve in the absence of any voting delegate of such member, but who shall otherwise have no voice or vote.
- (f) Members of the Board of Directors who are not serving as voting delegates shall be delegates *ex officio*.
- (g) In the event a state is not represented by an Association Member, the Board of Directors of the Association may appoint one voting delegate from that state to serve for a period of one year.

296 NSBA Nominations, Resolutions, Constitutional Amendments, and Dues

Procedures established by the NSBA delegate assembly require state association approval for recommendations for nominations for NSBA officers and directors and proposals for NSBA dues, beliefs, policies, resolutions, bylaws and constitutional amendments. The deadlines for submitting the recommendations and proposals are stated in the NSBA Bylaws.

Michigan direct affiliate or member districts wishing to make recommendations or proposals to the MASB board for submission to NSBA shall submit the recommendation or proposal to the MASB board within a timeframe to ensure compliance with the NSBA deadlines.

Proposals from direct affiliates or member districts for NSBA nominations or dues, policies, beliefs, resolutions, and bylaw changes may be submitted to the National School Boards Association when authorized by a 2/3 vote of delegates present and voting at the previous annual or special meeting of MASB or by a majority vote of the board.

Notice of action taken by the delegate assembly or the board shall be sent to the submitting district on or before the NSBA deadlines.

MASB shall give its members timely notice of these deadlines each year through one of its publications.

Approved: 10/16/81
 Amended: 3/22/91
 5/15/98
 5/14/99
 Reviewed: 1/18/02
 12/18/03
 Amended: 3/22/19

Section 300

ASSOCIATION ADMINISTRATION

- 310 Administrative Goals
- 325 Executive Compensation
 - Establishment of Compensation Adjustment
 - Executive Director Benefits
- 350 Executive Director
 - Duties and Responsibilities
 - Essential Duties
 - General Duties
- 355 Executive Director; Incapacity or Replacement
 - Interim Executive Director
 - Replacement of Executive Director; Procedures

310 Administrative Goals

It is the duty of the executive level staff to support, promote and advance the cause of public education. In carrying out these duties, each member of the staff shall observe MASB policies and bylaws as well as the laws of the state and nation.

Duties and work efforts of the administrative staff shall relate to the implementation of the association's strategic plan and its measurable goals.

Each staff member shall seek to perform his or her duties in a manner which will bring respect and dignity to MASB and which exemplifies the highest standards of integrity and ethical behavior.

Approved: 4/6/79
Reviewed: 1/18/02
Amended: 7/27/05

325 Executive Compensation

The association's objective is to provide compensation sufficient to attract, retain and motivate highly qualified executive talent and be competitive in the association industry on a national basis.

Annually, no less than 60 days prior to expiration of the current contract, the executive director's compensation and benefits will be assessed by the board officers and a recommendation will be made to the board of directors. The officers shall provide background information to the board that supports this recommendation. The assessment will be based on comparison to organizations having the following similar attributes to MASB:

- (a) Membership type (professional association)
- (b) Membership size
- (c) Budget size
- (d) Staff size
- (e) Geographic scope

The board officers will examine the data from various sources which may include sources such as the American Society of Association Executives compensation survey, the Michigan Society of Association Executives compensation survey, the National School Boards Association compensation survey and the Michigan Educational Leadership Group compensation survey. A minimum of three sources will be considered, taking into account the time lag between data collection, publication, and application of the data in the executive director compensation consideration. Professional assistance may or may not be required.

Establishment of Compensation Adjustment

Consistent with knowledge gained through this assessment, the board officers will make its determination of the compensation offer to the executive director based on the totality of information gathered in the performance evaluation and compensation review process.

Accordingly, the officers will consider the executive's performance review and the reference data as applied by the committee in reaching a conclusion about compensation, including both salary adjustment and benefits adjustment(s). Any compensation adjustment for the executive director shall be consistent with the employment contract.

Executive Director Benefits and Expenses

Benefits for the executive director shall be determined and documented in the contract that is approved by the board. In addition to specific benefits noted in the contract the following will apply:

- (a) The association shall pay or reimburse the executive director for reasonable and necessary expenses incurred by the executive director in the performance of duties under his/her contract, subject to and in accordance with the association's policies and on the further condition that such expenses are allocated within association's budget. This will include payment for cell phone expenses in full. Expenses meeting the above criteria may be conditionally approved for payment by the association's chief financial officer, (or designee) and shall be submitted not less than quarterly. Expenses are subject to final approval by the association's finance committee chairperson or president.
- (b) The executive director's travel expenses will be subject the same restrictions that are outlined in policy 550, which requires and defines "actual and reasonable" expenses. Any companion travel will be paid for by the executive director, other than de minimis and occasional meals included as part of a group event.
- (c) The executive director shall be solely and exclusively responsible for all taxation consequences associated with the compensation and benefits as outlined in the contract.

Related board deliberation and decision will be recorded contemporaneously in the organization's minutes.

If necessary, this process will also be applied to officers and or key employees, as defined by and in keeping with IRS regulations.

Approved: 3/06/09
Amended: 5/13/11
9/18/15
9/22/17

350 Executive Director

Duties and Responsibilities

The executive director, who is chief executive officer of MASB, is employed by and directly responsible to the board. Members of the MASB staff are responsible to the executive director.

The executive director shall: direct of the work of MASB staff; act as a general manager of MASB; be secretary-treasurer of the board without voting powers; prepare an annual budget for MASB; and perform specific duties as assigned by the board.

The executive director shall act in accordance with board policies, rules, and regulations as well as in compliance with laws and regulations established by the state and federal governments.

Whenever possible, the executive director shall notify the board (by electronic means or written hard copy) prior to the use of vacation or personal time or extended association related travel, if the time out of the office is expected to exceed seven working days.

Essential Duties

The administration of MASB and the following essential duties are delegated to the executive director, who shall:

- (a) Be responsible for the selection, placement, evaluation, transfer, and dismissal of personnel.
- (b) Supervise the staff assuring proper personnel practices are adhered to, reply to correspondence, and maintain an organizational chart and job descriptions for all staff positions.
- (c) Recommend to the board policies, procedures, budgets, consultative services, and staff needs necessary to advance the objectives of MASB.
- (d) Relate to the news media on MASB's behalf.
- (e) Unless assigned to a designee, sign and execute all contracts, financial vouchers, and checks on behalf of MASB, as authorized by the board.
- (f) Be responsible for implementing the association's budget, as approved by the board.
- (g) Designate a staff person to assume responsibilities of the executive director in his or her absence exceeding seven working days.
- (h) Maximize the racial and ethnic diversity of staff.
- (i) Be responsible for working with the board to develop and implement the strategic plan that includes measurable goals.

General Duties

The administration of MASB and the following general duties are delegated to the executive director, who shall:

- (a) Prepare notices of meetings, agendas, and reports for the board and keep proper minutes of all duly called meetings.
- (b) Keep adequate corporate records, assure efficient business practices are utilized, prudently invest MASB funds, and maintain an acceptable financial accounting and reporting system for MASB to assure unqualified audit opinions.
- (c) Provide assistance and counsel to the membership.

- (d) Develop timely publications and keep website information and mailing lists up-to-date.
- (e) Encourage and assist in establishing meaningful county/area associations and regional meetings.
- (f) Maintain permanent historical records of the association.

Approved: 4/6/79
 Amended: 1/13/84
 1/21/94
 5/10/96
 5/14/99
 1/18/02
 5/16/03
 3/11/05
 3/17/06
 5/17/13
 11/9/16

Reference: See MASB Bylaws – ARTICLE XII, § 1

355 Executive Director; Incapacity or Replacement

Interim Executive Director

In the event the executive director is unable to perform the duties of his or her office due to illness or other incapacitation, the board shall, at a special meeting called by the president, designate an interim executive director to carry out the functions of that office until the regular executive director resumes his or her duties or until a permanent replacement is employed.

Replacement of Executive Director; Procedures

When the board determines a permanent replacement for the executive director is needed, the Executive Director Succession Plan will be followed.

Approved: 6/6/86
 Amended: 1/18/02
 7/12/02
 5/16/08

Section 400

FISCAL MANAGEMENT

- 410 General Financial Policy
- 420 Budget Preparation, Adoption, and Review
- 425 Budget Implementation
 - Limits of Authorization
- 430 Revenues from Members
 - Schedule of Annual Dues
- 450 Financial Reports and Statements
- 455 Audit Selection
- 460 Depositories for Funds and Investments
 - Depositories
 - Investments
 - Scope of Investment Policy
 - Authority
 - Objectives
 - Standard of Care
 - Permissible Investments
 - Diversification
 - Reporting
- 465 Authorized Signatures for Checks
- 470 Surety Bonds and Liability Insurance
- 480 Capitalization and Bid Requirements

410 General Financial Policy

The board determines how the association's funds shall be spent when it adopts the annual budget, as prepared and presented by the executive director and staff.

Once the budget is adopted, it authorizes the limits within which the executive director will operate.

The association shall maintain a fiscal year-end fund balance of no less than 8 months of operating expenditures. Any expenditure that would cause the association's fiscal year-end balance to go below that amount shall require prior approval by the board of directors.

Approved: 4/6/79
Amended: 5/14/99
1/18/02
5/16/03
9/22/17

420 Budget Preparation, Adoption, and Review

The executive director, in cooperation with the Finance Committee, shall prepare the annual budget for consideration by the board.

The preliminary budget shall be presented to the Finance Committee for consideration by April 30. The board shall adopt the final budget by May 31 each fiscal year.

The Finance Committee, no later than February 28 each year, shall review the current year's budget to determine if revisions are necessary.

Approved: 4/6/79
Amended: 6/19/81
5/2/86
5/10/96
5/14/99
1/21/00
Reviewed: 1/18/02
Amended: 9/18/15

Reference: See MASB Bylaws – Article XII, § 1

425 Budget Implementation

Limits of Authorization

Any anticipated net deficit in a program budget exceeding both \$10,000 and ten percent of that program's total budgeted amount or any net deficit exceeding 2.5 percent of the total budget shall require prior approval of the board.

In an emergency, the executive director may take action necessary and appropriate, and then inform the president and the Finance Committee.

Approved: 4/6/79
Amended: 5/2/86
1/21/94
7/9/99
1/18/02
7/27/05
3/22/19

430 Revenues from Members (Cf. 145)

Schedule of Annual Dues

The annual dues for membership shall be determined by district size and established by the board prior to March 31 for the next fiscal year.

Determination of district size for billing purposes shall be made from the fall pupil membership count of the preceding year's enrollment as published by the State Department of Education.

There shall be no refund of dues if a member board withdraws from MASB membership.

Approved: 4/6/79
Amended: 5/2/86
5/10/96
5/14/99
1/18/02

450 Financial Reports and Statements

The executive director shall make a quarterly financial statement and the annual IRS form 990 available to each director.

The annual audited financial report, and three most recent IRS Form 990's, and IRS Form 1023 shall be made available to the membership and general public on the website.

Approved: 4/6/79
Amended: 5/10/96
1/18/02
3/06/09
5/17/13

455 Audit Selection

The Finance Committee shall act as the board's Audit Committee.

The auditing firm selected to conduct the annual audit shall be recommended to the Audit Committee by the executive director and approved by the board. No less often than every five years, bids to conduct the audit shall be solicited from at least three firms.

Representatives of the Audit Committee and the president shall annually conduct a pre-audit interview.

Approved: 1/21/94
Amended: 1/18/02
 3/11/05
 1/8/07
 5/16/08

460 Depositories for Funds and Investments

Depositories

Depositories for MASB funds shall be recommended by the executive director to the Finance Committee and approved by the board.

Investments:

Scope of Investment Policy

This investment policy applies to all MASB operating and general funds.

Authority

The executive director is responsible for conducting investment transactions. The executive director shall establish a system of internal controls and investment practices.

Objectives

The objectives for investing the association's assets are: first, the safety and preservation of principal in the overall portfolio; second, maintaining the necessary liquidity to match expected liabilities; and third, obtaining a reasonable return.

Standard of Care

The executive director shall exercise reasonable skill, prudence, and diligence when investing MASB funds.

Permissible Investments

MASB assets or funds may be invested only in the following instruments:

- (a) Interest bearing savings, money market, and savings accounts in a bank, savings and loan association, or credit union approved as a depository by the board.
- (b) Obligations of the U.S. government, its agencies, and instrumentalities and obligations of the State of Michigan.
- (c) Certificates of deposit issued by a federally insured national or state depository institution authorized to operate in Michigan.
- (d) Commercial paper that matures within 270 days of date of purchase and is rated within the two highest classifications established by at least one of the nationally recognized standard rating services.
- (e) Prime bankers' acceptances issued by a bank that is a member of the Federal Deposit Insurance Corporation.
- (f) Mutual funds and/or managed funds that have a record of low to moderate risk.
- (g) Investment pools composed of instruments that are legal for investments by MASB's members.

Diversification

The executive director shall diversify MASB's investments to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, issuer, or class of securities.

Reporting

The executive director shall submit a semi-annual investment report to the Finance Committee. The report shall summarize recent market conditions and investment strategies, describe MASB's current portfolio, summarize investment transactions during the reporting period, and compare investment results with budgetary expectations. The Finance Committee shall submit a similar annual report to the board.

Approved: 4/6/79
Amended: 1/21/94
5/10/96
5/15/98
1/18/02
5/16/08
3/06/09

465 Authorized Signatures for Checks (Cf. 350)

In accord with Policy 350, the signature of the executive director, or designee, is sufficient for any check not exceeding \$5,000 drawn upon an MASB account. However, two authorized signatures are necessary for each check exceeding \$5,000 drawn upon an MASB account.

The executive director and at least two staff members, designated by the executive director, are authorized to sign all checks.

In the absence of the executive director, a facsimile signature may be used when checks are prepared as authorized by the executive director.

Approved: 1/27/89
Amended: 11/12/93
5/10/96
5/14/99
1/18/02

470 Surety Bonds and Liability Insurance

The executive director shall assure the board that all appropriate personnel have adequate bonds and insurance protection.

MASB shall carry surety bonds in an adequate amount for all personnel designated to handle MASB funds and carry liability insurance in an adequate amount to cover the association and its employees.

The insurance shall cover personal injury, bodily injury, property damage and errors and omissions.

Approved: 4/6/79
Amended: 6/19/81
Reviewed: 1/18/02
Amended: 3/11/05

Reference: See MASB Bylaws – Article XII, § 1

480 Capitalization and Bid Requirements

Any asset that has a useful life of more than one year and costs more than \$1,000 will be capitalized rather than expensed in the year of purchase. In general, the straight-line method of depreciation should be followed, unless there is a documented business reason to use an accelerated method.

Assets will remain on the schedule of fixed assets until they are disposed of either by sale or salvage. All sales or disposals of assets must be approved by both the director of fiscal and business operations and the assistant director of fiscal and business operations. Sales will be arms length transactions with documentation to support market price.

An annual capital expenditures budget will be presented to the board for approval following general budgeting practice.

The executive director shall solicit bids or competitive price quotes for MASB expenditures over \$20,000 for equipment, supplies, and services. For lesser expenditures, competitive price quotes are encouraged, and may be requested by the authorized approver.

The purchase of any fixed asset that serves the entire MELG group will be capitalized on MELG's books, and recorded on MASB's books as an addition to the "investment in MELG". This will also apply to any cash contribution to a capital reserve fund for MELG.

All purchases and disposals of capital assets shall be reported annually to the auditors.

Approved: 4/6/79
Amended: 6/19/81
11/12/93
1/9/96
5/14/99
1/18/02
3/17/06
3/22/19

Section 400 – Reviewed 2017
Section 400 – Reviewed 2021

Masb-bod-hndbk-section 400

Section 500

PERSONNEL

- 510 Employment of Staff
 - Handbook
 - At-Will
 - Conditions of Employment
 - Appeals

- 515 Work From Home

- 520 Employee Performance Evaluation

- 540 Staff Benefits
 - Definitions
 - Fringe Benefits
 - Long-term Savings
 - Holidays
 - Jury Duty
 - Personal Leave
 - Volunteer Time
 - Sick Leave
 - Parental Leave
 - Medical and Life Insurance
 - Disability Insurance
 - Bereavement Leave
 - Vacation Leave

- 543 Retiree's Medical and Health Insurance Benefit

- 546 Tuition Reimbursement
 - Eligible Expenses
 - Eligibility Criteria
 - Reimbursement Limitations

- 550 Staff Travel and Business Expenses
 - Definition of Travel Expenses

- 560 Conflict of Interest and Non-Competition

- 563 Use of MASB Facilities and Equipment

- 566 Consulting and Teaching

510 Employment of Staff

The executive director shall employ staff members and be responsible for their performance consistent with the Association's goals and budget. This will be done while considering the racial and ethnic diversity of the staff.

Handbook

The executive director shall review the employee handbook on an annual basis.

At-Will

All employees, other than the executive director, shall be considered employed at the will of MASB and their employment may be terminated with or without cause and with or without notice at any time at the option of the executive director.

Conditions of Employment

The conditions of employment for all MASB employees are detailed in writing as provided in their personnel file or in policies.

Approved:	5/12/89
Amended:	5/13/94
Reviewed:	1/20/00
Amended:	1/18/02
	7/12/02
	5/21/04
	7/27/05
	3/16/07
	5/16/08
	5/17/19

515 Work From Home

MASB allows Work from Home (WFH) arrangements to be made between MASB and each employee that qualifies under the following provisions. The executive director has the authority to further develop rules to implement this policy in the best interests of the organization.

1. MASB recognizes WFH as a voluntary work arrangement, agreed upon between MASB and the employee, in which the employee works at an alternative worksite on a regular basis on specified days.
2. WFH is a privilege and not a company-wide benefit; and it in no way changes the terms and conditions of employment.
3. Not all MASB jobs are suitable for regular WFH arrangement.

4. Employees who have completed six (6) months of continuous service may submit a request to their supervisor to WFH. Employees may be able to WFH with less than six months of service with the approval of the executive director.
5. The supervisor, in consultation with the executive director, will approve or deny telecommuting requests after considering several factors, including, but not limited to:
 - a. Is the position suitable for WFH?
 - b. Does the employee consistently demonstrate work habits that are well-suited to WFH, including, but not limited to self-motivation, self-discipline, the ability to work independently; and a demonstrated record of meeting established performance expectations?
 - c. Does the arrangement meet the needs of members and serve MASB's business and operational needs?
6. The employment relationship for an employee using the WFH policy stays the same as for employees not working from an alternative worksite. Compensation does not change, and employees are expected to follow all existing job requirements, MASB policies, guidelines and expectations that are in effect in the main office. In addition, the employee shall:
 - a. Be available by phone and e-mail during normal work hours. Absences (including unavailability during work hours) must be pre-approved.
 - b. Promptly notify the supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.
 - c. Alter their schedule to attend mandatory meetings or other situations needing a physical presence and/or as needed by the supervisor or executive director.
 - d. Assure the alternative worksite is adequate and safe and has sufficient phone service; a secure internet connection with enough speed to perform work; and that confidential information will be safeguarded.
 - e. Use, exclusively, the computer and software provided and configured with security software by MASB.
 - f. Have adequate dependent care arrangements in place to ensure the employee's ability to WFH.
 - g. Report, at once, to their supervisor any injury that occurs at the alternative site during work hours.
 - h. Refrain from having in-person meetings at the alternative worksite unless pre-approved by their supervisor.
 - i. Sign and agree to abide by the WFH agreement between the employee and MASB.
7. Supervisors will regularly check employee compliance with the WFH agreement, relevant policies and guidelines, performance standards, expectations for work products, productivity and time accountability.
8. WFH agreements may be discontinued at any time by MASB or the employee.

Adopted: 5/14/21

520 Employee Performance Evaluation

The performance of each employee shall be evaluated annually. A standard format, as determined by the executive director, shall be used for all evaluations, except for the executive director's evaluation, which is determined by the board.

Approved: 1/21/94
Reviewed: 1/20/00
Amended: 1/18/02

540 Staff Benefits (Cf. 580)

Definitions

As used in this policy, “staff” means both non-exempt and exempt employees of MASB. “Exempt” means the executive director and all other employees not covered by the overtime provisions of the federal Fair Labor Standards Act.

Fringe Benefits

Employees working 30 or fewer hours per week shall receive no benefits beyond hourly compensation, except for benefits required by law and as otherwise indicated in this policy. The executive director may establish pro-rated benefits for part-time employees who work more than 19, but less than 40, hours per week.

The board shall determine and provide fringe benefits for full-time staff, other than the executive director, in accord with this policy.

All fringe benefits provided for the executive director will be established by contract.

Long-Term Savings

Each staff person, including part-time employees who work over 19 hours per week while working at least three consecutive months at MASB, is eligible for 401K contribution equal to 12 percent of that employee's annual salary, or prorated annual salary, based upon the guidelines established by the executive director.

Within 15 business days following the last day of each calendar quarter, MASB shall contribute an amount equal to three percent of the annual salary earned by each eligible staff person during the calendar year toward a long-term savings/retirement program established by MASB.

MASB shall forward the additional amount which an employee elects to have withheld from his or her biweekly paycheck to the annuity program no later than five business days after the end of each biweekly pay period.

Holidays

MASB shall pay employees for: Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, and regular work days from December 24 through January 1.

Jury Duty

MASB shall pay the difference between the jury duty compensation and the regular compensation of an employee called for jury duty.

Personal Leave

As determined by the executive director, each employee shall be entitled to personal leave necessary for situations which require the employee's presence during work hours and are of such nature that they cannot be attended to during the employee's non-working hours. At the beginning of the fiscal year, MASB shall credit each employee with sixteen (16) non-accumulative personal leave hours.

Volunteer Time

As determined by the executive director, each employee shall be entitled to two days of leave to participate in volunteer activities.

Sick Leave

Sick leave for all employees, including part-time employees who work over 19 hours per week while working at least six consecutive months at MASB, shall accrue at the rate of one-half workday for each two weeks of service up to a maximum of 120 days. Part-time employees will accrue sick leave on a prorated basis as determined by the executive director. Sick leave may be used after completion of the first month of employment.

Sick leave may be used by an employee for personal illness, for the birth or adoption of a child, or for illness in the immediate family which necessitates absence from work as approved by the executive director. Immediate family in such cases shall include the employee's spouse, children, parents, parents-in-law, brothers, sisters, and any person whose financial or physical care is the principal responsibility of the employee.

A terminated employee with MASB shall not be entitled to a payout of accumulated sick leave.

Parental Leave

MASB will grant paid leave for up to twenty (20) workdays for child birth or adoption to be utilized by the primary care giver of the child or children. Any additional days taken must be covered by sick time, vacation time or unpaid leave as covered by those policy areas in MASB board policy and the employee handbook.

MASB will also grant paid leave of absences for up to five (5) workdays of parental leave for a custodial parent that is not considered the primary care giver. Any additional requested time will be covered by sick time, vacation time, or unpaid leave as covered by those policy areas in MASB board policy and the employee handbook.

The total length of the period of absence for the custodial parent is not an administrative determination, but rather a determination made by the employee and her attending physician. The period of time may be expected to vary from employee to employee. The period of time preceding delivery varies greatly based upon the degree of disability of the employee and subject to doctor's orders. Any additional time requested not covered by the physician's statement would be personal leave subject to administrative decision.

Medical and Life Insurance

MASB shall provide a percentage of the costs for employees and their eligible dependents upon proper completion of an application by the employee, and acceptance by the insurance underwriters and insurance administrators, as defined by MASB, in the current insurance policy, toward the following:

- (a) Medical/health insurance.
- (b) Group term life insurance in an amount equal to the employee's salary with accidental death and dismemberment, except that an employee whose annual salary exceeds \$50,000.00 may elect to have MASB cap his or her group term life insurance coverage at \$50,000.00.
- (c) A dental insurance plan.
- (d) A vision insurance plan.

The percentage of the costs paid by MASB and by the employees shall be determined each year by the Board when it approves the annual budget, as recommended by the Finance Committee.

The sole responsibility of MASB is for the remittance of premiums on behalf of eligible employees and dependents as defined. Any disputes, including claims eligibility, are subject to procedures of the insurance underwriters and insurance administrators.

Disability Insurance

The board shall provide long-term disability insurance for all eligible staff.

Bereavement Leave

If a death occurs among members of an employee's immediate family, the employee shall be excused from work for up to five days without loss of pay, as determined by the executive director, to attend the funeral and make other necessary arrangements.

The executive director may also allow bereavement leave for other deaths under extenuating circumstances.

Vacation Leave

Employees, including part-time employees who work over 19 hours per week while working at least six months at MASB, shall be given vacation leave credit according to the following schedule:

0 - 2 years' employment	-10 days per year
after 2 years through 5 years	- 15 days per year
after 5 years of employment	- 20 days per year

Part-time employees will accrue vacation leave on a prorated basis according to the above schedule as determined by the executive director.

Unless otherwise approved by the executive director, each new employee shall have vacation leave credited according to the schedule.

The executive director's vacation leave shall be determined by contract.

An employee shall not use vacation leave until after three months of employment with MASB, except as otherwise authorized by the executive director.

Employees who have used their allotted vacation leave and terminate their employment with MASB or who may otherwise be terminated from employment at any time prior to the end of MASB's fiscal year, shall have vacation leave pro-rated and shall reimburse MASB for the pro-rated portion of the vacation leave used.

Unused vacation leave days, up to a maximum of ten days, shall be taken within six months after the end of MASB's fiscal year. Failure to do so will cause forfeiture of unused vacation days. Under extenuating circumstances, the executive director may allow employees to carry over more than ten unused vacation days into a new fiscal year and grant additional time beyond six months to use the unused vacation days.

Additional payment shall not be allowed for unused vacation days, except for unused days accrued prior to termination of employment.

Approved: 5/12/89
Amended: 6/19/92
11/12/93
5/13/94
11/17/95

3/21/97
5/14/99
11/19/99
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7/18/03
3/19/04
3/17/06
5/16/08
3/06/09
7/25/14
11/9/16
5/17/19
5/15/20
5/14/21

543 Retiree’s Medical and Health Insurance Benefit

Eligible staff members, as defined below, who retire from MASB shall receive reimbursement from MASB for the costs incurred for purchasing health and medical insurance according to the following schedule:

- (a) MASB will reimburse \$100 per month towards premium costs for health and medical insurance incurred by an eligible staff member.
- (b) MASB will reimburse an additional \$10 per month for each continuous year of full-time service over ten years the eligible staff member completed with MASB prior to retirement, but MASB’s total contribution for reimbursement of premium costs incurred by an eligible staff member shall not exceed \$250 per month.

Before providing the reimbursement to the eligible staff member, MASB must receive a receipt, invoice, or another source of information that documents the retiree’s costs of the health and medical insurance premiums.

MASB will make this benefit available to an eligible staff member for ten years after he or she retires from MASB or until the eligible staff member qualifies for Medicare benefits, whichever is sooner.

This benefit will terminate as indicated above or if the retiree accepts full-time employment elsewhere and the employer offers health and medical insurance that the retiree is eligible to receive or upon the death of the retiree.

Under this policy, an “eligible staff member” is a staff member who:

- (a) Began his or her employment with MASB prior to July 1, 2009,
- (b) Retires from MASB after completing at least 10 continuous years of full-time employment with MASB, and
- (c) Is at least 55 years of age.

Adopted: 7/9/99
Reviewed: 1/20/00
1/18/02
Amended: 7/15/04
5/17/19

546 Tuition Reimbursement

The purposes of the employee tuition reimbursement plan are to encourage employees to acquire knowledge that will expand their skills and abilities and to provide financial assistance to eligible employees voluntarily taking job-relevant educational courses outside of working hours. If an employee avails himself or herself of the tuition reimbursement plan, it is done so without promise of job advancement or pay increases.

The fields of study and/or course work must, in MASB's sole opinion, serve the needs of MASB and maintain or improve an employee's current job skills.

Eligible Expenses

Expenses eligible for reimbursement are: tuition; books; and inescapable fees paid at the time of registration (lab fees, registration fees, etc.)

Department directors are responsible for administering the tuition reimbursement plan through the director of fiscal and business operations. However, the executive director shall have final approval on all eligibility issues.

Eligibility Criteria

All full-time employees are eligible for tuition reimbursement upon completion of their first full year of continuous service.

Reimbursement Limitations

Each fiscal year the board shall determine an amount to be set aside for tuition reimbursement for all employees. This amount shall not exceed an annual maximum of \$3,500.00 for any given employee. All tuition reimbursement shall be provided after successful course completion.

Employees participating in the plan shall forfeit back to MASB a pro-rated amount of the total reimbursement received in a calendar year if the employee terminates his or her employment with MASB within one year after successful course completion.

Approved: 6/17/94
Amended: 5/12/00
Reviewed: 1/18/02
Amended: 3/17/06

546-R Tuition Reimbursement

Department Directors' Responsibilities

Department directors have the responsibility to explain the tuition reimbursement plan to employees, encourage its use as a means of personal growth and development, and review and approve an eligible employee's request for tuition reimbursement.

Employee Responsibilities

Each eligible employee has the responsibility to:

- (a) Submit requests for anticipated tuition reimbursement by August 1 of each fiscal year. Notwithstanding, reasonable requests at other times will be considered.*
- (b) Outline for each request the following: name of the institution to be attended; name of course; brief course description; anticipated fees; and a brief rationale as to how and why the course relates to the employee's current or anticipated work or job skill level at MASB.*
- (c) Attend accredited educational institutions.*
- (d) Select courses that will maintain or enhance the employee's current or anticipated job skill level.*
- (e) Obtain approval before starting courses.*
- (f) Provide documentation (transcript) indicating that the employee earned at least a "B" or "satisfactory" grade to maintain tuition assistance eligibility.*
- (g) Deduct the amount of tuition assistance received from other sources (e.g. grants, scholarships, or veteran's assistance) from the amount of MASB tuition reimbursement.*
- (h) Provide a receipt for all expenses for tuition, books, and fees.*
- (i) Notify the director of personnel to update the employee's file to reflect satisfactory completion of course work.*

Note: Courses taken on an "audit" basis are not eligible for tuition reimbursement.

Job-Relevant Course Criteria

Course work must relate to the employee's current or anticipated work or job skill level with MASB and contribute to the employee's value to MASB.

Tuition Reimbursement and Taxes

Tuition reimbursement is considered compensation and included as gross income subject to federal, state, local, and FICA taxation. Some exemptions might apply if tuition reimbursement qualifies as a work-related, educational expense. Each employee should consult the director of fiscal and business operations regarding the tax aspects of tuition reimbursement.

550 Staff Travel and Business Expenses

An employee of MASB is authorized to travel or to incur expenses on behalf of MASB when, in the judgment of the executive director or representative, the best interests of MASB will be served.

The executive director, or designee, shall approve all travel expenses before any expense is incurred. After incurring travel expenses, employees shall attest to all expenses reported on the travel report/expense voucher.

Travel report/expense voucher shall include the date and purpose of each expenditure with the supporting receipts or other verification including an itemized statement of all expenses.

Definition of Travel Expenses

As used in this policy, “travel expenses” are defined as actual and reasonable costs incurred for any of the following:

- (a) Costs of transportation by automobile at the Internal Revenue Service approved rate per mile, based upon actual miles traveled or mileage given on an official state highway map, and tolls.
- (b) Costs of transportation by common carrier (air, bus or rail). Employees are expected to utilize the least expensive rates available.
- (c) Costs of lodging, meals, taxi or rental car allowances at current prevailing rates in the locality where the expense is incurred, parking, telephone calls, and gratuities.

An expense outside this definition is not reimbursable, unless expressly approved by the executive director.

The executive director, or designee, prior to reimbursement, shall review staff travel reports/expense vouchers.

Approved: 4/6/79
Amended: 5/2/86
 3/21/97
Reviewed: 1/20/00
 1/18/02
Amended: 5/21/04

560 Conflict of Interest and Non-Competition (Cf. 566)

The executive director shall develop and implement a staff regulation requiring each employee to disclose any source of income to the employee which may involve a conflict of interest between MASB and that employee.

As a condition of employment, all employees shall be required annually to sign both a conflict of interest statement and a non-competition declaration.

Approved: 4/6/79
Reviewed: 1/20/00
Amended: 1/18/02
3/19/04

563 Use of MASB Facilities and Equipment

MASB'S facilities and equipment are owned and controlled by MASB and, shall be used solely for MASB's benefit.

The executive director shall develop and implement a staff regulation prohibiting the use of MASB facilities and equipment by any employee for private personal gain or commercial use without authorization of the executive director. This authorization shall be verified in writing and shall be granted only for a specific, limited purpose and time. Authorization shall not be granted for any use which is contrary to the purposes, goals, or resolutions of MASB.

Adopted: 5/14/99
Reviewed: 1/20/00
Amended: 1/18/02

566 Consulting and Teaching (Cf. 560)

An executive level employee may undertake nominal amounts of outside consulting work, university teaching, or other professional work upon written approval by the executive director.

Approved consulting, teaching, or other professional work shall not be in competition or conflict with MASB purposes, goals, or resolutions or MASB services to its members.

Approved: 4/6/79
1/7/97
Amended: 5/14/99
Reviewed: 1/20/00
Amended: 1/18/02

580 Working Conditions

Time Schedules

Normal working hours shall be 40 hours per week.

The normal workday for employees shall begin at 8:00 a.m. and end at 5:00 p.m., unless otherwise authorized by the executive director.

The executive director shall develop and implement a uniform procedure governing situations where employees exempt from the Fair Labor Standards Act's overtime provisions are required to work at an MASB-sponsored activity that takes place outside normal working hours, as defined in this policy.

Overtime can only be authorized by the employee's immediate supervisor and the executive director. Paid leave time shall be counted when computing overtime pay.

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	5/2/86
	5/12/89
	3/21/97
	5/15/98
	5/14/99
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	1/18/02

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Section 600

PUBLIC AND GOVERNMENTAL RELATIONS

- 620 Voter Education
- 640 Mailing List Requirements
 - Mailing Labels for Board of Director Candidates
 - Mailing List
- 670 Publications
 - Advertising

620 Voter Education

MASB may conduct forums at which political issues are debated, but shall not provide a forum for candidates to campaign for public office.

Approved: 10/3/86
Revised: 5/18/90
Amended: 5/14/99
Reviewed: 1/20/00
Amended: 1/18/02
3/17/06
5/16/08

640 Mailing List Requirements

Mailing Labels for Board of Director Candidates

The executive director shall make available to each candidate running for election to the board of directors' an electronic file containing the physical addresses and email addresses for the voting group or region in which he or she is a candidate.

Mailing List

Except as provided in this policy, MASB's mailing lists shall be reserved for MASB purposes only.

Access to the mailing lists is limited to MASB staff and mailing services operating under the supervision of MASB.

The executive director, in consultation with the president, may cooperate with governmental and educational entities to send mailings to MASB's membership. Materials to be sent shall meet all of the following criteria:

- (a) They shall be nonpartisan.
- (b) They shall not be related to a candidate's campaign for political office.
- (c) They shall be filed with the executive director prior to the date of mailing.

The executive director shall inform the board of any such action.

Approved: 4/6/79
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5/14/99
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Amended: 1/18/02
5/21/04
5/16/08
3/06/09
5/17/13

640-R Mailing List Requirements

Mailings to Individual Members

Legislators, the Michigan State Board of Education, governmental agencies and other associations who want to use MASB's mailing list of individual board members shall adhere to the following guidelines.

Mailing Preparation, Labels and Postage

All mailings shall be approved by the executive director. MASB will coordinate and assemble the mailing and the group responsible for the mailing will provide MASB with a check to cover handling and postage.

Disclaimer

Each outside mailing handled by MASB shall be identified in this manner: "MASB funds were not used for this mailing." The disclaimer shall be printed on the insert or envelope.

Conference Registrants

MASB may provide to VIP's and exhibitors a mailing list of individual board members who have registered for the annual fall conference. The mailing list may include email addresses and its use shall be limited to contacting the board members to provide notice of exhibits, presentations, receptions, or other professional or social activities occurring at the annual fall conference. Email addresses shall only be provided under this rule if board members have been given the opportunity to opt out of receiving emails from VIP's and exhibitors.

Non-Individual Mailing Lists

The only mailing list available to outside groups without complying with guidelines for individual members is a list of board presidents or superintendents, or both, using the addresses of school district offices. MASB reserves the right to refuse requests for non-individual mailing lists.

Cost

VIP's, exhibitors, and other firms providing financial consideration to MASB will be provided mailing lists of school districts, only, at no cost. For all other entities, the cost for school district mailing labels shall be determined by the director of fiscal and business operations.

Public Requests

All requests from the general public for MASB mailing lists shall be referred to the Michigan Education Directory.

670 Publications

MASB recognizes the need to communicate with its membership and to promote public school education by means of various publications.

Advertising

MASB may refuse to print or publish advertisements in its publications that do not meet the following standards approved by the MASB board:

- (a) Advertisements shall comply with Policy 130 Non-Discrimination.
- (b) Advertisements shall not be potentially libelous or defamatory; false, misleading, deceptive, or fraudulent; obscene; or unlawful.
- (c) Advertisements shall not be contrary to the purposes of MASB as set forth in its bylaws, policies, or resolutions.
- (d) Advertisements shall not include any political advertisement for a candidate for public office or a political party.

Approved: 4/6/79
Reviewed: 1/20/00
Amended: 1/18/02
5/16/08
5/14/21

670-R Publications – Advertising Regulations

Advertising Agreements

The Director of Communications, PR & Marketing or Designee may enter into an agreement with a prospective advertiser for advertisements in accord with the following:

- (a) *The form, size, wording, illustration, and typography of an advertisement shall be subject to the Director of Communications, PR & Marketing or designee's approval.*
- (b) *The location of an advertisement shall be at the discretion of the Director of Communications, PR & Marketing or designee, unless a definite location is specified by contract.*
- (c) *The Director of Communications, PR & Marketing or designee may contract with an advertiser for advertising space in successive issues of a publication, up to a maximum of 12 issues.*
- (d) *The Director of Communications, PR & Marketing or designee shall require an advertiser to furnish the written consent of a person in order to include the person's name or likeness in an advertisement.*
- (e) *Advertising rates shall be established by the executive director.*

- (f) *The editor shall determine the amount of space available for advertising purposes. When the amount of space allotted for advertising is filled, the editor has the right to refuse further applications for advertising space in that issue.*

Amended: 11/09/2016

Section 600 – Reviewed 2021

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MASB

BOARD OF DIRECTOR'S POLICIES

INDEX

Academy Memberships	125
Administrative Goals	310
Advisory Groups/Councils	265
Audit Selection	455
Associate Memberships	120
Dues, Privileges, and Benefits	
VIP Business Associate Member	
Professional Associate Member	
Association Committees	243
Membership	
Chairpersons	
Vice Chairpersons	
Committee Membership Terms	
Ad Hoc Subcommittees	
Voting	
Reimbursement	
Audit Selection	455
Authorized Signatures for Checks	465
Board Committees	246
Membership	
Committee Membership Terms	
Ad Hoc Committees	
Board of Directors	210
Powers of the Board	
Powers and Duties of Directors	
Conflict of Interest	
Board of Directors; Membership and Election	212
Qualifications	
Nominations	
Notification	

Uncontested Elections	
Election	
Rules of Procedure for Elections	
Ballot Count	
Taking Office	
Board Vacancies	
Board Meetings	230
Regular Meetings	
Agenda	
Voting	
Parliamentary Procedure	
Minutes	
Membership Participation	
Executive Session	
Number of Meetings	
Participating in Meetings by Telephone or Other Communications Equipment	
Board Membership; Active Participation	217
Board Officers	220
Duties	
President	
President-Elect	
Vice-President	
Immediate Past President	
Officers' Election	
Board Orientation	215
Board Recognitions and Awards	280
President's Award	
Budget Implementation	425
Limits of Authorization	
Budget Preparation, Adoption, and Review	420
Capitalization and Bid Requirements	480
Committees	240
Committee Charges	
Agenda	
Committee Records	
Voting	
Committee Recommendations	

<ul style="list-style-type: none"> MASB Representation <ul style="list-style-type: none"> Participating in Meetings by Telephone or Other Communications Equipment 	
Conflict of Interest and Non-Competition	560
Consulting and Teaching	566
<ul style="list-style-type: none"> Delegate Assembly <ul style="list-style-type: none"> Powers and Duties Business Meeting Certification of Delegates and Alternates 	150
<ul style="list-style-type: none"> Depositories for Funds and Investments <ul style="list-style-type: none"> Depositories Investments <ul style="list-style-type: none"> Scope of Investment Policy Authority Objectives Standard of Care Permissible Investments Diversification Reporting 	460
<ul style="list-style-type: none"> Directors' Expenses <ul style="list-style-type: none"> Reimbursement of Expenses for Officers Reimbursement for President's Expenses Reimbursement for Board Meetings and Committee Meetings Award Ceremonies Other Expenses Registration Fees Definition of Travel Expenses Travel Report/Expense Vouchers Submission and Review 	250
Diversity, Equity, and Inclusion	135'
Employee Performance Evaluation	520
<ul style="list-style-type: none"> Employment of Staff <ul style="list-style-type: none"> Handbook At-Will Conditions of Employment 	510
<ul style="list-style-type: none"> Endorsements <ul style="list-style-type: none"> Definition Policy 	180

Executive Committee	223
Executive Compensation	325
Establishment of Compensation Adjustment	
Executive Director Benefits and Expenses	
Executive Director	350
Duties and Responsibilities	
Essential Duties	
General Duties	
Executive Director; Incapacity or Replacement	355
Interim Executive Director	
Replacement of Executive Director; Procedures	
Financial Reports and Statements	450
General Financial Policy	410
Gifts	175
Gift Expenses	
Acceptance of Honoraria or Gifts	
Harassment Prevention	131
Harassment	
Sexual Harassment	
Retaliation	
Questions	
Complaint Procedure	
Investigation Procedures	
Resolution Procedure	
Maintaining a Written Record	
Conclusion	
Legal Assistance	140
Mailing List Requirements	640
Mailing Labels for Board of Director Candidates	
Mailing List	
Michigan Educational Leadership Group	270
Reports	
Budget and Finance	
Mission Statement	110
Nomination of Officers	225
Nomination of Vice-President	
Nomination of President-Elect	

Secret Ballot	
Non-Discrimination	130
NSBA Delegates and Alternates Delegates	293
Alternates	
Replacement	
Registration Fees	
NSBA Nominations, Resolutions, Constitutional Amendments, and Dues	296
Policy Adoption, Amendment, and Review	160
Review of Policy	
Schedule of Policy Review	
Publications	670
Advertising	
Pupil Membership Counts	145
Record Retention	185
Definitions and Terminology	
Retention Schedules	
Retiree's Medical and Health Insurance Benefit	543
Revenues from Members	430
Schedule of Annual Dues	
Services to Member and Non-Member Boards	170
Services to Member Boards of Education	
Consultation	
Activities by Staff	
Service Fees	
Services to Non-Member Public School Academy Boards and School Boards	
Staff Benefits	540
Definitions	
Fringe Benefits	
Long-Term Savings	
Holidays	
Jury Duty	
Personal Leave	
Volunteer Time	
Sick Leave	
Parental Leave	
Medical and Life Insurance	

Disability Insurance	
Bereavement Leave	
Vacation Leave	
Staff Travel and Business Expenses	550
Definition of Travel Expenses	
Surety Bonds and Liability Insurance	470
Tuition Reimbursement	546
Eligible Expenses	
Eligibility Criteria	
Reimbursement Limitations	
Use of MASB Facilities and Equipment	563
Voter Education	620
Whistleblowers	133
Reporting Responsibility	
Wrongful Conduct	
No Retaliation	
Reporting Wrongful Conduct	
Accounting and Auditing Matters	
Acting in Good Faith	
Confidentiality	
Handling of Reported Wrongful Conduct	
Work From Home	515
Working Conditions	580
Time Schedules	