



Procedures Manual

MAASE Procedures Manual
Table of Contents

Strategic Priorities **pg 5**

Membership **pg 6**

- A. Dues and Fees Structure
 - 1. State Dues
 - 2. Non-Voting Associate Dues
 - 3. Fees
 - 4. Dues and Fees Chart
- B. Professional Learning (PL) Registration
 - 1. Cancellation Policy for Professional Learning Events
 - 2. Outstanding Balances
 - 3. MAASE Member Rate
 - 4. Payment Methods
 - 5. Membership Determination

Board of Directors and Officers **pg 8**

- A. Responsibilities and Expectations of directors
- B. Confidentiality
- C. Review of Policy
- D. Board Officers

Committees, Projects, Communities of Practice and Appointments **pg 10**

- A. Role of Activity Chairpersons
- B. Committee/Project, Community of Practice Meeting Agenda and Minutes Outline
- C. Professional Learning (PL) Steering Committee
- D. Appointees
- E. Ad Hoc Committees
- F. Board of Directors Committees
- G. Standing Committees
- H. Professional Development Committees
- I. Communities of Practice
- J. Proposals for New Projects

Awards **pg 14**

- A. Murray O. Batten Award (presented in December)
- B. Patricia Gilcrest-Frazier Award (presented in June)
- C. Beekman Award (presented in August)
- D. CASE Award

Annual Executive Board Elections	pg 17
Surveys, Positions, Statements, etc.	pg 18
A. Procedure for Taking Positions	
B. MAASE Statement Procedure Chart	
Financial	pg 20
A. Charitable Auction Proceeds	
B. MAASE Support for Charitable Activities	
C. MAASE-Related Expenses for Board of Directors Members	
D. National Conference Attendance Funding	
E. Summer Institute Discounted Registrations	
F. Financial Controls	
1. Documented Policies	
2. Bank Signatories	
3. Contracts - Signatory Authority	
4. CE/SCECH Authority	
5. Monthly Financial Procedures Checklist	
Governance Policies	pg 23
A. Mandated/Legal Policies	
1. Conflicts of Interest and Disclosure of Certain Interests	
2. Conflict of Interest Defined	
3. Definitions	
4. Procedures	
5. Confidentiality	
6. Review of Policy	
B. Document/Record Retention Policy (DRP)	
1. Purpose	
2. Management	
3. Types of Records	
4. Storage	
5. Destruction/Deletion	
6. Cessation of Record Destruction/Deletion	
7. Acknowledgement	
C. Document Retention Schedule (Chart)	
D. Whistleblower Policy	
Technology	pg 34
A. Internet-use policy	
B. Technology	
C. Teleconference	

MAASE Procedures Manual

Appendices

APPENDIX A

- A.1 Communication Plan Matrix
- A.2 CEC Code of Ethics

APPENDIX B – Guide for Committee Chairs

- B.1 New Project Proposal Form
- B.2 Community of Practice (CoP) Proposal Form
- B.3 Meeting Minutes Format

APPENDIX C – Financial

- C.1 Fund Request and Final Expense Summary
- C.2 Expense Reimbursement Form

APPENDIX D – Committees chart

- D.1 Document Retention Policy (DRP)
- D.2 Executive Associate Signature re DRP

Strategic Priorities

MAASE Strategic Priorities are reviewed annually per board policy

Bylaws: 1.05 Strategic Priorities. Annually, the Board of Directors shall approve strategic priorities to carry out MAASE's mission, and shall distribute said priorities to the members of the Corporation at the annual membership meeting.

The Legislative Action Committee makes a recommendation to the Board of Directors annually at the July Board meeting.

Strategic priorities are shared with the General Membership in October and June, and posted on the MAASE website.

The strategic priorities of MAASE are to provide:

1. Technical assistance & information
2. Professional development
3. Networking among members
4. A mechanism for political action
5. Encouragement & support for educational innovation
6. Communication & collaboration with all educators & community partners

MAASE's four focus areas are delivered through its strategic priorities. The four focus areas are:

1. High Quality Student Evaluations
2. Specially Designed Instruction
3. Program Evaluation
4. Highly Skilled Staff

Membership

A. Dues Fees and Structure

The state fees for this organization shall be determined by the Board of Directors and approved by the membership at the annual April meeting for each subsequent year.

1. **State Dues**
The annual fees (July 1 - June 30) will be payable on or before October 15th of each succeeding year.
2. **Non-Voting Associate Dues**
The non-voting associate fees of this organization shall be determined annually, payable on or before October 15th of each succeeding year.
3. **Fees**
Fees will be charged for MAASE events:
 - a. Developing Leaders (DL)
 - b. Professional Learning (PL)
 - c. General Membership Meeting (GMM)
 - d. Summer Institute (SI)
4. **Dues and Fees Chart:**

	DUES	FEES (beginning 2019-20)			
		DL	PL	GMM	SI
Members	\$90	\$0	\$100	\$40	\$300
Non-Members	\$65	\$0	\$140	\$40	\$330
Guests	N/A	\$0	\$140	\$40	\$330
<i>NOTE: Guests must pay at the time of registration.</i>					
Non-Early Bird	N/A	N/A	+\$15	+\$15	N/A
<i>NOTE: Additional fees will be added if registration is made less than 10 days in advance of the event.</i>					

B. Professional Learning (PL) Registration

1. **Cancellation Policy for Professional Learning Events**
Cancellation of registration for a PL event must be one week prior for full reimbursement; otherwise, no reimbursement is available.
2. **Outstanding Balances**
Members with an outstanding balance will not be permitted to register for additional PL events until the balance is paid.
3. **MAASE Member Rate**
By the first of the month prior to MAASE meetings, MAASE membership must be paid in order for the membership discount to be applied.
4. **Payment Methods**
MAASE accepts the following payment methods for Professional Learning Events:
 - Automated Clearing House (ACH)
 - Check
 - Credit Card
5. **Membership Determination**
Any individual who is currently approved and employed as a special education supervisor, director, planner or coordinator who has the primary responsibility for administration, direction, supervision or coordination of special education programs and services for exceptional children, including, without limitation, state, intermediate and local programs approved by the Michigan Department of Education. (Bylaws, 3.01.2.1)

All applications for membership shall be submitted to the President and shall be approved or denied by the Board of Directors in October and February. (Bylaws, 3.02)

Board of Directors and Officers

A. Responsibilities and Expectations of Directors

- Directors shall be expected to be dedicated and fulfill the functions of his/her office in an ethical and professional manner.
- Directors shall adhere to the MAASE Bylaws and the operational procedures of the Board.
- Directors may hold periodic retreats for long-range planning and updates. All Directors participate in these retreats.
- The Board of Directors meets prior to the Professional Learning Conferences in October, December, February, April and June each year. Other meetings may be called by the President, as needed.
- It is expected that each Board Committee Chairperson will communicate regularly with Directors in order to demonstrate progress towards the committee's established goals and priorities via online reporting and/or as outlined in the Communication Plan Matrix (Appendix A.1).

B. Confidentiality

Each responsible person or entity shall exercise care not to disclose confidential information acquired in connection with such status or information of which might be adverse to the interests of MAASE. Furthermore, a responsible person or entity shall not disclose or use information relating to the business of MAASE for the personal advantage of themselves or a family member.

C. Review of Policy

- Annually, each Director shall be required to review a copy of the Procedures Manual and Bylaws and to acknowledge in writing that they have done so.
- Annually, each Director shall complete a disclosure form identifying any relationships, positions or circumstances in which they are involved that they believe could contribute to a Conflict of Interest arising. Such relationships, positions or circumstances might include contractual service or goods provided to MAASE, or ownership or employee of a business that might provide goods or services to MAASE. Any such information regarding business interests of a Director shall be treated as confidential and shall generally be made available only to the Executive Associate and President, except to the extent additional disclosure is necessary in connection with the implementation of this policy.
- Board policy shall be reviewed annually by each Director. Any changes to the policy shall be communicated immediately to the Executive Associate and the Board of Directors.

D. Board Officers

The following officers shall serve on the MAASE Board of Directors:

- President
- Vice President
- Vice President-Elect
- Immediate Past President
- Secretary (selected annually by the Board of Directors)
- Treasurer (selected annually by the Board of Directors)

The order of succession is: Vice President-Elect → Vice President → President → Immediate Past President.

Committees, Projects, Communities of Practice and Appointees

A. Role of Activity Chairpersons

(Committee, Projects & Communities of Practice)

- Groups will organize their work around the Four Focus Areas set forth by MAASE
- Establish members and meeting dates/times.
- Establish and provide meeting agendas and meeting minutes.
- Post agenda and minutes of all meetings to the MAASE Wiki page.
- Maintain a MAASE Wiki page for the activity.
- Communicate activity update via online activity form.
- Bring recommendations and/or advisement to the attention of the Executive Associate and the Board of Directors via online activity report and/or as outlined in the Communication Plan Matrix (Appendix A.1).

B. Committee/Project, Community of Practice (CoP) Meeting Agenda and Minutes Outline

Use the following bullet points as a framework for Committee/CoP work:

- Name of Project / Committee / Community of Practice
- Date of Meeting
- Objective of Meeting
- Agenda Items
- Additional Notes

C. Professional Learning (PL) Steering Committee

1. Committee Goals/Objectives (charge)
 - a. Identify membership PL priorities.
 - b. Provide overall direction and support to MAASE PL Committees.
 - c. Advise the Board of Directors regarding member PL needs.
 - d. Ensure a common direction with reference to the MAASE mission and priorities.
2. PL Steering Committee Structure
 - a. Chairperson – Appointed annually by the President
 - b. Tuesday PL Chair
 - c. Summer Institute Committee Chair
 - d. SLIP Committee Chair
 - e. Developing Leaders Chair
 - f. New Administrators CoP Chair may also be included
 - g. Other individuals designated by the President
3. PL Steering Committee Processes/Procedures
 - a. Chairperson or designee reports/updates at Board of Directors meetings via online activity report and other means, as necessary. Refer to the MAASE Communication Plan Matrix (Appendix A.1).

- b. Chairperson facilitates communication among PL chairs and within the Board of Directors. Professional Learning will continue to center around the MAASE Four Focus Areas and will include the current Vice President's projected "theme" for the year of their presidency.
 - c. Committee Meetings (minimum)
 - 1) September (follow-up and direct/supervise current year PL Plan)
 - 2) April (to establish priorities for following year)
4. Optional/Suggested Activities
- a. Review all PL feedback surveys.
 - b. Consider further surveys.
 - c. Identify and convey best practices for adult learning

D. Appointees

- 1. Appointments
 - a. Appointed annually by President and in consultation with Board of Directors
- 2. Appointee Goals (Charge)
 - a. Make contact with individuals from within the specified group.
 - b. Determine and implement Board of Directors direction as it related to groups.
 - c. Advise the Board of Directors regarding organization/group relationships.
- 3. Appointee Processes/Procedures
 - a. Implements communication procedures identified for all "MAASE Activity Leaders" via the online activity reports. Refer to the MAASE Communication Plan Matrix (Appendix A.1).
 - b. Board of Directors (President) provides direction to the Appointee regarding organizations/groups with which to focus for the ensuing year.
 - c. Appointee will establish contact and ongoing relationship/communication with organizations and groups identified.
 - d. Report regularly to the President, Board of Directors and General Membership per the online activity reports
- 4. Suggested Activities
 - a. Meetings with group/organization officers.
 - b. Attend an annual Appointee training program when provided (ie, Leadership Team Retreat).
 - c. Email & telephone correspondence with group/organization officers.

E. Ad Hoc Committees

1. Committee Goal/Objectives (charge)
 - a. Undertake relatively short-term tasks efficiently and without the cumbersome nature of large committee groups.
 - b. Is differentiated from a “Project” by the nature of the task. Projects are more likely to involve many activities and sub-tasks and result in administrative “tools” or extensive guidelines whereby an “Ad Hoc” committee will likely include relatively shorter-term activity tasks and result in products such as proposed position or input statements.
2. Ad Hoc Committee Structure
 - a. Chairperson – Member in good standing appointed by the Standing Committee Chairperson and approved by the President.
 - b. Ad Hoc committee membership appointed by the Standing Committee Chairperson.
 - c. Ad Hoc Committees may include non-members in advisory/resource-person roles.
3. Ad Hoc Committee Processes/Procedures
 - a. Ad Hoc reports out at Standing Committee meetings.
 - b. Ad Hoc Committees may meet during regular MAASE meetings as well as other times throughout the year.
 - c. Regular MAASE Activity reporting procedures do not apply.
4. Suggested Activities
 - a. Utilize the MAASE Listserv as necessary.
 - b. Conduct surveys of MAASE members.
 - c. Tasks directed by the Committee Chair or Board of Directors.

F. Board of Directors Committees

1. Legislative Action
2. Professional Learning Steering
3. Bylaws / Procedures
4. Association Partnerships

G. Standing Committees

1. Finance and Legislation
2. Mini-Grants
3. Membership Services

H. Professional Development Committees

1. Summer Institute
2. Tuesday Professional Learning
3. Developing Leaders
4. SLIP Winter Conference
5. New Administrators CoP

I. Communities of Practice

1. ASD Program Administrators
2. Deaf/Hard of Hearing Program Administrators
3. Early Childhood Program Administrators
4. ISD Collaborative
5. New Administrators
6. Secondary Transition Program Administrators
7. SEI/Adjudicated Youth Program Administrators
8. Supervisors of Low Incidence Outreach
9. Urban District Program Administrators
10. Visually Impaired Program Administrators

J. Proposal for New Projects

Proposals for new projects may be submitted to the Board of Directors at any time.

The project proposal form can be found on the MAASE website under MAASE resources - Forms and in Appendix B.1 of this document.

Awards

A. Murray O. Batten Award

1. Description

The Batten Award (first presented in 1984) is named in honor of Murray Batten, former Director of Special Education in the Michigan Department of Education.

The candidate must be a practicing ISD/ESA special education administrator who emulates the qualities of honesty, integrity, trust, and compassion.

2. Lead Person

Board of Directors ISD/ESA Representative

3. Process

Nominations will be sought in September and October (although nominations may be submitted any time throughout the year). The application process and link will be posted under the NEWS tab on the MAASE homepage. Past award winners will be strongly encouraged to nominate a candidate.

The ISD/ESA Representative will convene a review committee comprised of, at a minimum, one representative from each of the five MAASE regions and one past winner of the award. The committee members will not know the other reviewers. Each committee member will review the applicants per the scoring rubric and the results will be returned to the ISD/ESA Representative for compilation. The President will also review and score the applications; those results will only be used if there is a tie in the committee's work.

The ISD/ESA Representative will contact the colleagues listed in the application to request three letters of support if the nominee is moving forward in the award process. The ISD/ESA Representative will also secure the nominee's work history/resume. The ISD/ESA Representative will be responsible for contacting the winner's nominator. The nominator will be responsible for making *covert* arrangements for the award winner and the winner's entourage (maximum of 20 people) to be in attendance for the award presentation. The MAASE Executive Associate will contact the nominator to make further arrangements.

The award will be presented at the December General Membership Meeting.

B. Patricia Gilcrest-Frazier Award

1. Description

The Patricia Gilcrest-Frazier Award (first presented in 2003) recognizes the outstanding service and leadership in the role of a local district public school special education director.

The candidate must be an approved director of special education and employed (of function) as such in a Michigan local school district or public school academy; demonstrate the qualities of service, leadership, and collaboration; provide visionary leadership; and has implemented innovative programs and/or services that contribute to the field of special education.

2. Lead Person
Board of Directors LEA/PSA Representative

3. Process
Nominations will be sought in April and May (although nominations may be submitted any time thought the year). The application process and link will be posted under the NEWS tab on the MAASE homepage. Past award winners will be strongly encouraged to nominate a candidate.

The LEA/PSA Representative will convene a review committee comprised of, at a minimum, one representative from each of the five MAASE regions and one past winner of the award. The committee members will not know the other reviewers. Each committee member will review the applicants per the scoring rubric and the results will be returned to the LEA/PSA representative for compilation. The President will also review and score the applications; those results will only be used if there is a tie in the committee's work.

The LEA/PSA Representative will contact the colleagues listed in the application to request three letters of support if the nominee is moving forward in the award process. The LEA/PSA Representative will also secure the nominee's work history/resume. The LEA/PSA Representative will be responsible for contacting the winner's nominator. The nominator will be responsible for making *covert* arrangements for the award winner and the winner's entourage (maximum of 20 people) to be in attendance for the award presentation. The MAASE Executive Associate will contact the nominator to make further arrangements.

The award will be presented at the June General Membership Meeting.

C. Beekman Award

1. Description
Beginning in 1973 when Marvin Beekman became the first recipient, the award has recognized individuals who have distinguished themselves in the administration and leadership of special education programs on the local, regional (ISD), or state level.

Candidates will be rated on their education, experience, current administrative responsibilities, honors and special recognitions, organizational memberships and involvement, community activities, and other distinguishing qualities.

2. Lead Person
Board of Directors Vice President

3. Process

Nominations will be sought in May and June (although nominations may be submitted any time throughout the year). The application process and link will be posted under the NEWS tab on the MAASE homepage. Past award winners will be strongly encouraged to nominate a candidate.

The Vice President will convene a review committee comprised of, at a minimum, one representative from each of the five MAASE regions and one past winner of the award. The committee members will not know the other reviewers. Each committee member will review the applicants per the scoring rubric and the results will be returned to the Vice President for compilation. The President will also review the applications; those results will only be used if there is a tie in the committee's work.

The Vice President will contact the colleagues listed in the application to request three letters of support if the nominee is moving forward in the award process. The Vice President will also secure the nominee's work history/resume. The Vice President will be responsible for contacting the winner's nominator. The nominator will be responsible for making *covert* arrangements for the award winner and the winner's entourage (maximum of 20 people) to be in attendance for the award presentation. The MAASE Executive Associate will contact the nominator to make further arrangements.

The award will be presented at the August Summer Institute.

D. CASE Award

1. Description

The Council of Administrators of Special Education's (CASE's) Outstanding Administrator of Special Education Award was instituted for recognition of individuals making significant professional contributions to leadership behavior and field practice in the administration of programs for students with disabilities and/or who are gifted. Nominees for this award must have ten (10) years experience in the field of special education, and must be a current member of CASE.

2. Lead Person

Board of Directors President

3. Process

The Board of Directors may submit the MAASE Beekman Award for the CASE Administrator of the Year Award. The form can be located at www.casecec.org/awards/. Applications; the due date is communicated to selected MAASE members.

Annual Board of Directors Elections

- A. The following Board of Directors positions are included with this procedure:
 1. Vice President-Elect
 2. ISD/ESA and LEA/PSA Representatives
 - a. Even Years – LEA/PSA Representatives
 - b. Odd Years – ISD/ESA Representatives
 3. Regional Representatives
 - a. Even Years – Regions 1a, 2, & 4
 - b. Odd Years – Regions 1b & 3
- B. The President will make a “Call for Nominations” for office during the February and April General Membership meetings with nominations closed by the President at that time. Upon acceptance by the Nominee(s), the final list is provided to the Executive Associate after the April meeting.
- C. Nominees will provide a short biography and picture to the Executive Associate by April 25, whereupon the online ballot is created to include nominated individuals and a “write-in” candidate option for each position. The Past President will approve the ballot information prior to dissemination to the membership.
- D. The Executive Associate will post the ballot on the MAASE website and provide notice to the voting membership via e-mail. The length of the election period will be 12 calendar days to begin on the first Monday of May. The Executive Associate will transmit an announcement to the general membership when the ballot is posted, and a “reminder to vote” message approximately 7 days later.
- E. The Executive Associate shall close voting at 5:00 p.m. on the 12th day of voting. The votes will be tabulated and election results reported by phone to the Past President and a printed copy from the online ballot will be given to the Past President.
- F. The Past President will contact all nominees by telephone and inform them of the results.
- G. The Past President will announce the election winner(s) at the June General Membership meeting.

Surveys, Positions, Statements, Etc.

A. Procedure for Taking Positions

According to the MAASE Bylaws (adopted 10/8/2014), “Projects, committees and communities of practice are not permitted to make policy decisions, public position statements or other significant decisions without approval from the Board of Directors” (6.05).

1. Any Committee, Project, Director (from the Board of Directors), or Community of Practice may propose that MAASE adopt an official “position” on a particular issue or topic related to the area of special education by obtaining agreement of at least 80% of their members who have responded to a vote on the matter. Written dissenting reports can be submitted to the Board of Directors for consideration.
2. All proposed positions are taken to the Board of Directors for formal approval, denial or approval with revisions. Positions will be formally approved if 80% of all members of the Board of Directors support the adoption.
3. Due to the speed at which decisions need to be made and the fluidity of the legislature, the Board of Directors may extend authority to certain individuals (Committee Chairs, Officers, Lobbyists, etc.) to advocate for MAASE’s official position while compromising on the “next best thing.” The authorized individual is expected to maintain communication with the President during the advocacy process.
4. All MAASE members may distribute and advocate for official MAASE positions once posted on the MAASE wiki or website. MAASE members who disagree with official MAASE positions or alter the official MAASE positions should clarify that they are speaking on behalf of their own organization or person.
5. Survey approval - It takes a vote of the MAASE Board of Directors for a survey to go out under the MAASE letterhead.

B. MAASE Statement Procedure

Type of Statement	<u>Step 1</u> Decide to Write the Statement	<u>Step 2</u> Communication	<u>Step 3</u> Write the Statement	<u>Step 4</u> Board of Directors Approval	<u>Step 5</u> Statement Disseminated
<p><u>Position Statement</u> A reactive or proactive statement and is constructed to respond to official proposals such as state or federal legislation or MDE proposed rules.</p>	<p>Legislative Action Committee (LAC) Chair and President</p>	<p>LAC Chair informs LAC and President informs the Board of Directors. All are given an opportunity for input to the LAC Chair.</p>	<p>LAC Chair determines writers, coordinates the writing process, and manages the timeline. LAC provides input.</p>	<p>Final Draft is submitted to the President whereby it is disseminated to the Board of Directors for final edits and approval</p>	<p>President disseminates the statement based on input from the LAC and Board of Directors</p>
<p><u>Perspective Statement</u> Requested by an external source and provided to express feedback and/or recommendations for group position statements or proposals.</p>	<p>LAC Chair and President</p>	<p>LAC Chair informs LAC and President informs the Board of Directors.</p>	<p>LAC Chair determines writers, coordinates the writing process, and manages the timeline. LAC provides input.</p>	<p>Final Draft is submitted to the President whereby it is disseminated to the Board of Directors for final edits and approval</p>	<p>President disseminates the statement based on input from the LAC</p>
<p><u>White Paper</u> Presented in anticipation of possible solutions to state and/or federal issues.</p>	<p>LAC Chair and President</p>	<p>LAC Chair informs LAC and President informs the Board of Directors. All are given an opportunity for input to the LAC Chair.</p>	<p>LAC Chair determines writers, coordinates the writing process, and manages the timeline. LAC provides input.</p>	<p>Final Draft is submitted to the President whereby it is disseminated to the Board of Directors for final edits and approval</p>	<p>President disseminates the statement based on input from the LAC and Board of Directors</p>

Financial

A. Charity Auction Proceeds

The Board of Directors would need to authorize a Charity Auction with the proceeds being donated to a 501(c)(3) charitable organization that serves children and/or families.

B. MAASE Support for Charitable Activities

Upon request from an outside individual or group, MAASE may provide non-material support (e.g. announcements, schedule presence, meeting or exhibit space) for charitable activities directly related to its mission and strategic priorities. Furthermore, this support will be provided only to a 501(c)(3) charitable organization and when 100% of the value derived from the activity is provided to the named organization.

C. MAASE-Related Expenses for Board of Directors Members or Designee

Expenses that are incurred by MAASE Board of Directors Members or Designees as a result of authorized business of MAASE will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, food and supplies/materials of reasonable and adequate quality when conducting business beyond routine meetings, annually scheduled events, and under exceptional circumstances.

MAASE does not reimburse for routine Board of Directors meetings, scheduled conferences, or standard committee work (beyond those determined in the membership fee schedule). When on MAASE business, MAASE Board of Directors members or Designees are expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business. (MAASE is historically a voluntary, nonprofit organization reliant upon the membership to set and support the goals of the organization.)

1. Authorization
 - a. Requests for MAASE expense reimbursement must be approved by the Board prior to incurring the expense.
 - b. All such requests must be submitted to the Board at least thirty (30) days prior to the date a decision is needed.
2. Procedure
 - a. Request for funds should be submitted on the Expense Reimbursement form (Appendix C.2) and should detail the expenditures (not be labeled in broad general terms).
 - b. Travel should be by the most direct and economical route.
 - c. In all instances of travel reimbursement, full itemization of expenditures is required.

Excessive and unnecessary travel will not be approved or reimbursed.

3. Reimbursement

- a. Reimbursement for travel, rooms, meals, and other meeting expenses shall be made, within budgetary constraints, at the current rates approved by the Board and on the basis of itemized expense accounts and submitted on MAASE Expense Reimbursement form (Appendix C.2).
- b. Travel will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the rate of IRS rate per mile. (If members attend meetings as a group, the allowance will be made accordingly.) Taxi fare from home and conference destination to terminal and return is allowable with receipt.
- c. Lodging will be reimbursed at a reasonable per diem rate.
- d. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, and tips will be made upon presentation of supporting receipts.
- e. The completed Expense Reimbursement Form with receipts should be forwarded to the Executive Associate. The Executive Associate will provide the form/receipts to the Treasurer for approval of payment.

D. National Conference Attendance Funding

The MAASE Board of Directors may provide national conference funding to the Officers/Committee Chairs below (starting on July 1st of the term year). Reimbursement shall include economy travel, lodging, registration and reasonable and customary meals based on the General Services Administration Federal Travel Regulations. At its June meeting, the Board of Directors shall approve the budget, which contains allocations that support one conference/training per position. The events below are suggestions, but not an exhaustive list.

1. President
 - Annual CASE Conference & Board Meeting (fall conference)
 - OSEP Annual Conference
2. Vice President and Vice President-Elect
 - CASE Conference
3. Immediate Past President
 - National CEC Conference
 - CASE Conference
4. National CASE Representative (appointed by the Board of Directors)
 - CASE Legislative Summit and Leadership Conference (summer conference)
 - Annual CASE Conference & Board Meeting (fall conference)
5. Finance & Legislation Committee Chairperson
 - CASE Legislative Leadership Conference

6. Executive Associate

- As proposed by Executive Associate and approved by the Board of Directors
- At the request/direction of the President

The Board may approve additional conferences at its discretion. Designees may attend in place of the named Officer or Director.

**If the Vice President or Vice President-Elect is serving as the International CASE Representative, s/he shall be expected to attend all CASE Board of Directors Meetings*

E. Summer Institute Discounted Registrations

The breakout session's lead presenter will receive a \$100 discounted conference registration rate.

F. Financial Controls

1. Documented Policies

- a. Receipts - Check ledger against registration
- b. Disbursements - Treasurer reviews cancelled check images
- c. Issuing Checks - Dual signatures are required on each check issued from MAASE. Current Bank Signatories are able to sign.
- d. Reconciliation/Closing -
 - Treasurer compares the financial institution statements to the internal reports
 - Compare bank statement activity to Quick Book activity
 - Review and approve bank reconciliation
 - Review of vendor totals
 - Review of 1099s issued
 - Comparison of actual results to expectations regularly
 - Review Bank statement with comparison from previous year

2. Bank Signatories

Three signatories will be on record including President, Treasurer, and Executive Associate. There will be at least 2 signatures on every withdrawal.

3. Contracts - Signatory Authority

The President (or designee) or the Executive Associate shall have signatory authority for the Board of Directors.

4. CE/SCECH Authority

The Executive Associate shall have authority to apply for and reconcile State Continuing Education Credit Hours (SCECHs) sponsored by MAASE for professional learning activities.

Governance Policies

A. MANDATED/LEGAL POLICIES

The following policies are mandated by regulations created by State and Federal statutes and regulations. Policies that require signatures will be signed annually by each member of the Board of Directors after the start of the fiscal year.

1. **Conflicts of Interest and Disclosure of Certain Interests**

This conflict of interest policy is designed to help board of directors, officers, staff and volunteers of the Michigan Association of Administrators of Special Education (MAASE) identify situations that present potential conflicts of interest and to provide MAASE with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a director, officer, staff person or volunteer has or may have a conflict of interest with respect to the transaction. The policy is intended to provide compliance with the procedures prescribed in MAASE governance policies or Federal or State Laws and Regulations. In the event there is an inconsistency between the requirements and procedures prescribed herein, the Federal or State Laws and Regulations shall control.

2. **Conflict of Interest Defined**

For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:

- a. Outside Interests: The entering of a contract or transaction by MAASE, MAASE officers, volunteers, staff, or members representing MAASE interests and a non MAASE person or entity solely for the purpose of personal or family material financial gain of MAASE officers, volunteers, staff or members.
- b. Outside Activities: The entering of a direct or third party contract or transaction between MAASE, a MAASE officer, volunteer, staff person or member (including family members of said parties) and a non-MAASE person or entity for the sole purpose of competing with MAASE services or activities and/or rendering of MAASE services and activities.
- c. Gifts, Gratuities and Entertainment: MAASE officer, volunteer, staff person or member (including family members of said parties) accepting gifts, entertainment or other favors from any individual or entity that does or seeks to do business with, or is a competitor of MAASE; or has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from MAASE where it might be inferred that such action was intended to influence or possibly would influence the MAASE officer, volunteer, staff person or member in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value, which are not related to any particular transaction, or activity of MAASE.

In some cases, MAASE Directors or Committee Chairpersons may wish to show their gratitude for speakers or other resources who have supported their work (e.g. MDE staff who present at a conference, attorneys who provide opinions,

etc.). Each Committee, Project, and Community of Practice has a budget, and Chairs should work with the MAASE President to determine if a gift is appropriate/allowable, and whether it would be a conflict of interest to give.

- d. Corporate/Commercial Perks: A MAASE officer, volunteer, staff person or member (including family members of said parties) shall not use any part of the organization for personal advantage or the personal advantage of my friends or relatives. This includes utilizing MAASE purchasing/debit/credit cards to earn perks (e.g. sky miles or hotel points, etc.), not for personal gain, conflict of interest, etc.

In the event hotel rooms at a venue that MAASE utilizes are compensated (“comped”), Committee Chairpersons shall make a recommendation to the President about whose rooms are comped. The President shall consider the Chair’s recommendation and bring a final recommendation to the Board of Directors for approval.

3. Definitions

- a. “Conflict of Interest” is any circumstance described in this Procedures Manual.
- b. “Family Member” is a spouse, parent, child, brother, sister, or spouse of a parent, child, brother or sister.
- c. “Material Financial Interest” in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person or Family Member’s judgment with respect to transactions to which the entity is a party.
- d. “Contract or Transaction” is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant the establishment of any other type of pecuniary relationship. The making of a gift or contribution to MAASE is not a Contract or Transaction.

4. Procedures

- a. Prior to an action on a Contract or Transaction involving a Conflict of Interest, The person having a Conflict of Interest shall disclose all facts material to the Conflict of Interest in writing to the President and the Board of Directors or have comments reflected in minutes of appropriate meetings.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which there is a Conflict of Interest shall disclose to the President and the Board of Directors or the committee members of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board or committee’s discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in

the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.

- e. MAASE volunteers, staff or members who are not members of the Board of Directors of MAASE, who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the President and Executive Board any Conflict of Interest with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known. This person or entity shall refrain from any action that may affect MAASE's participation in such Contract or Transaction. In the event it is not entirely clear that a Conflict of Interest exists, the individual or entity with the potential conflict shall disclose the circumstances to the President and Board of Directors, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

5. Confidentiality

Each responsible person or entity shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of MAASE. Furthermore, a responsible person or entity shall not disclose or use information relating to the business of MAASE for the personal advantage of themselves or a family member.

6. Review of Policy

- a. Each new Board of Directors member shall be required to review a copy of this policy and to acknowledge in writing that they have done so.
- b. Each Board of Directors member shall complete a disclosure form identifying any relationships, positions or circumstances in which they are involved that they believe could contribute to a Conflict of Interest arising. Such relationships, positions or circumstances might include contractual service or goods provided to MAASE, or ownership or employee of a business that might provide goods or services to MAASE. Any such information regarding business interests of a Board of Directors member shall be treated as confidential and shall generally be made available only to the President and Board of Directors, except to the extent additional disclosure is necessary in connection with the implementation of this policy.
- c. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to this policy shall be communicated immediately to the President and the Board of Directors.

B. DOCUMENT/RECORD RETENTION POLICY

1. Purpose

The document retention policy ("DRP" or "Policy") is intended to ensure the most efficient and effective operation of the Michigan Association of Administrators of Special Education ("MAASE"). The records of MAASE are important to its proper functioning. Our records include virtually all of the records produced. Such records can be in electronic or paper form. Thus, items that may not be considered important (e.g.

interoffice emails, desktop calendars, printed memoranda, etc.) are records that are considered important under this policy. Questions regarding these procedures (e.g., what records to retain or destroy, when to do so, or how) should be directed to the MAASE Board of Directors or DRP Manager (MAASE Executive Associate).

The goals of this DRP are to ensure that MAASE:

- a. Retains important documents for reference and future use;
- b. Deletes documents that are no longer necessary for its proper functioning;
- c. Organizes important documents for efficient retrieval; and
- d. Ensures that the MAASE Board of Directors and contractor(s) know what documents should be maintained or destroyed.

Federal and state laws require MAASE to maintain certain types of records for particular periods. Failure to maintain such records could subject MAASE to penalties and fines, obstruct justice, spoil legal evidence, and/or seriously harm MAASE's position in litigation. Thus, it is imperative for the Board and Contractor(s) to fully understand and comply with this, and any future records retention or destruction policies and schedules, unless and until MAASE's legal counsel determines that the records are no longer needed.

"Records" discussed herein refers to all MAASE business records (and is used interchangeably with "documents"), including written, printed, and recorded materials, as well as electronic records (i.e., emails and documents saved electronically). All business records shall be retained for a period no longer than necessary for the proper conduct and functioning of MAASE. No business records shall be retained longer than five (5) years, except those that (1) have periods provided for herein, (2) are in the Document Retention Schedule, found in Appendix D.1, or (3) are specifically exempted by MAASE's DRP Manager.

2. Management

To ensure compliance with this DRP, MAASE's DRP Manager, the MAASE Executive Associate, is responsible for the following oversight functions:

- a. Implementing the DRP;
- b. Ensuring that the Board of Directors and volunteers are properly educated, understand, and follow the DRP's purpose;
- c. Providing oversight on actual retention and destruction of documents;
- d. Ensuring proper storage of documents;
- e. Periodically following-up with counsel to ensure proper retention periods are in place;
- f. Ensuring the proper storage of documents;
- g. Suspending the destruction of documents upon foreseeable litigation; and
- h. Keeping Board of Directors and Contractor(s) apprised of changes in relation to the DRP.

MAASE's DRP Manager shall annually review the DRP, modify it accordingly, and inform and educate MAASE Board of Directors and volunteers on any such changes. All questions relating to document retention and/or destruction should be directly addressed to MAASE's DRP Manager.

3. Types of Records

Appendix D.1 lists several categories of records, as well as specific records that contain specific retention periods. This is referred to as a Document Retention Schedule. All records not provided for in the DRS or described herein, shall be classified into three types, (1) Temporary Records, (2) Final Records, and (3) Permanent Records.

a. Temporary Records

Temporary records include all business documents that have not been completed. Such include, but are not limited to written memoranda and dictation to be typed in the future, reminders, to-do lists, reports, case studies, and calculation drafts, interoffice correspondence regarding a client or business transaction, and running logs.

Temporary records can be destroyed, or permanently deleted if in electronic form (see protocol below for proper destruction of data in electronic form) when a project/case/file closes. Upon the closing of a project/case/file, gather and review all such temporary records. Before these documents are destroyed or permanently deleted, the DRP Manager must ensure there are duplicates of all the final records pertaining to the project/case/file. Upon destruction or deletion, the final records (and duplicates) shall be organized in a file marked "FINAL" and stored appropriately.

b. Final Records

Final records include all business documents that are not superseded by modification or addition. Such include, but are not limited to: documents given (or sent via electronic form) to any third party not employed by MAASE, or government agency; final memoranda and reports; correspondence; handwritten telephone memoranda not further transcribed; minutes; design/plan specifications; journal entries; cost estimates; etc. All accounting records shall be deemed final.

Except as provided for in the DRS, all final documents are to be discarded ten (10) years after the close of a project/case/file.

c. Permanent Records

Permanent records include all business documents that define MAASE's scope of work, expressions of professional opinions, research and reference materials. Such include, but are not limited to contracts, proposals, materials referencing expert opinions, annual financial statements, federal tax returns, payroll registers, copyright registrations, patents, etc.

Except as provided for in the Document Retention Schedule (Appendix D.1), all permanent documents are to be retained indefinitely.

d. Accounting and Corporate Tax Records

Accounting and corporate tax records include, but are not limited to: financial statements, ledgers, audit records, invoices and expense records, state and property tax returns, payroll, accounting procedures, gross receipts, customer records, purchases, etc.

Unless otherwise specified in the DRS, such records should be retained for the minimum of six (6) years or until the statute of limitations for a particular record expires (MAASE's legal counsel shall be consulted for clarification as needed).

e. Workplace Records

Workplace records include, but are not limited to Articles of Incorporation, Bylaws, meeting minutes, deeds and titles, leases, policy statements, contracts and agreements, patents and trademark records, etc.

Unless otherwise specified in the DRS, such records should be retained in perpetuity.

f. Employment, Employee and Payroll Records

Employment records include, but are not limited to job announcements and advertisements; employment applications, background investigations, resumes, and letters of recommendation of persons not hired; etc.

Unless otherwise specified in the DRS, such records should be retained for the minimum of one (1) year.

Employee records include, but are not limited to employment applications, background investigations, resumes, and letters of recommendation of current and past employees, records relating to current and past employee's performance reviews and complaints, etc.

Unless otherwise specified in the DRS, such records should be retained for the minimum of three (3) years following unemployment with MAASE.

Payroll records include, but are not limited to wage rate tables; salary history; current rate of pay; payroll deductions; time cards; W-2 and W-4 forms; bonuses; etc.

Unless otherwise specified in the DRS, such records should be retained for the minimum of six (6) years.

g. Bank Records

Bank records include, but are not limited to bank deposits; check copies; stop payment orders; bank statements; check signature authorizations; bank reconciliations; etc.

Unless otherwise specified in the DRS, such records should be retained for the minimum of three (3) years.

h. Legal Records

Legal records include, but are not limited to all contracts, legal records, statements, and correspondence, trademark and copyright registrations, patents, personal injury records and statements, press releases, public findings, etc.

Unless otherwise specified in the DRS, such records should be retained for the minimum of ten (10) years.

i. Historical Records

Historical records are those that are no longer of use to MAASE, but by virtue of their age or research value may be of historical interest or significance to MAASE.

Historical records should be retained indefinitely.

4. Storage

a. Tangible Records

Tangible records are those that must be physically moved to store, such as paper records (including printed versions of electronically saved documents), photographs, audio recordings, advertisements and promotional items. Active records and records that need to be easily accessible may be stored in MAASE's office space or equipment. Inactive records can be sent to MAASE's off-site storage facility.

b. Electronic Records

Electronic mail ("E-mail") should be either printed and stored as tangible evidence, or downloaded to a computer file and kept electronically or on an external device.

Electronic files shall be backed up regularly on removable media (e.g. flash drive, CD, etc.). It is important that all Directors and Contractors take precautionary measures to save electronic work and records.

When saving sensitive or important records on an external device, the information should be duplicated in an alternate format.

5. Destruction/Deletion

a. Tangible Records

Tangible records should be destroyed by shredding or some other means that will render them unreadable. When uncertain about how to destroy a record, such as a photograph, compact disk, or tape recording, ask the advice of MAASE's DRP Manager.

b. Electronic Records

E-mail records that are "deleted" remain in MAASE's web system. Thus, the MAASE DRP Manager will be responsible for permanently removing deleted emails from the computer system.

Deleting files and emptying the recycling bin is usually sufficient in most circumstances to get rid of a record. However, because electronic records can be stored in many locations, MAASE DRP Manager will be responsible for permanently removing deleted files from the computer system.

Where duplicate records are involved, both copies must be destroyed/deleted.

6. Cessation of Record Destruction/Deletion

If a lawsuit is filed or imminent, or a legal document request has been made upon MAASE, all record destruction must cease immediately. MAASE's DRP Manager may suspend this DRP to require that documents relating to the lawsuit or potential legal issue(s) be retained and organized. A critical understanding of this section is imperative. Failure to follow this protocol may result in MAASE/its Contractor(s) being subject to fines and penalties, among other sanctions.

7. Acknowledgement

The DRP Manager (MAASE Executive Associate) will sign a document in Appendix D.2 indicating his/her acknowledgement that adherence to the DRP is a condition of his/her contractual agreement.

C. Document Retention Schedule

The Document Retention Schedule can be found in Appendix D.1.

D. Whistleblower Policy

The Michigan Association of Administrators of Special Education (MAASE) adopts the following policy, approves its inclusion in the organization's employee handbook, and directs the Executive Associate to ensure that the policy is provided to all staff employed and individuals providing contracted service, as well as volunteers. Further, the Executive Associate will include this policy in all ongoing training programs for staff and volunteers, as well as new staff orientation.

As a subdivision of the national Council for Exceptional Children (CEC), MAASE is committed to compliance with all applicable laws, regulations, and international conventions in all of its activities as outlined in the CEC Code of Ethics (Appendix A.2). MAASE requires lawful and ethical behavior of its officers, executive board members, staff and volunteers. Further, MAASE expects high standards of business and personal ethics in the fulfillment of their duties and responsibilities.

1. Reporting

The purpose of this policy is to support the organization's goal of legal and ethical compliance. MAASE encourages its officers, executive board members, staff, and volunteers to share their questions, concerns, suggestions, or complaints with someone who can address them properly. It is the responsibility of all officers, executive board members, staff and volunteers to report legal or ethics violations. If any individual reasonably believes that a policy, practice, or activity of the organization is in violation of the law, public policy, or the national CEC Code of Ethics, that individual will be protected from retaliation if he or she reports the alleged policy, practice, or activity to the Executive Associate, President, or Vice President and provides the MAASE Executive Associate, President or Vice President with reasonable opportunity to investigate and correct the alleged inappropriate activity. If the reporting individual is uncomfortable speaking with or not satisfied with the response of the

foregoing individuals, the issue may be reported to any member of the Board of Directors. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the parameters of an adequate investigation.

2. Retaliation

No officer, board of directors member, staff person, or volunteer who makes a good faith report under this policy (or who cooperates in inquiries or investigations) shall suffer harassment, retaliation, or adverse employment consequence. Any staff person or volunteer who retaliates against an individual who has reported a violation in good faith is subject to discipline up to and including termination.

3. Acting in Good Faith

To be protected by this policy, individuals who report violations or suspected violations must be acting in good faith based on a reasonable belief that the reported information represents a valid policy, ethical or legal violation. Unsubstantiated allegations or reports that prove to have been made falsely or maliciously will be viewed as a serious disciplinary offense.

Technology

A. Internet Use Policy

In process

B. Social Media Presence Procedures (BOD approval 2/3/14)

MAASE utilizes web-based and social media as part of an integrated communications strategy to encourage engagement with and among its members and to foster and strengthen relationships with its constituencies.

Standard Social Media Requirements (e.g. Facebook®, LinkedIn®, Twitter®)

- All MAASE and MAASE-related pages on social media sites shall adhere to applicable state, federal and local laws, regulations and policies including all applicable MAASE bylaws and procedures.
- Each MAASE and MAASE-related page on social media sites shall clearly identify the page as an official MAASE publication.
- Whenever possible, and if appropriate, MAASE and MAASE-related pages on social media sites should link back to the MAASE website for additional information.
- All MAASE and MAASE-related pages on social media sites shall clearly indicate they are maintained by the association and shall have association contact information prominently displayed.

1. Social Media Administrators

Effectively managing and protecting MAASE's image is a critical responsibility for all members. Members must not speak or otherwise imply that they are acting on behalf of MAASE or that they have an official MAASE opinion unless authorized to do so.

Only those officially designated as Social Media Administrators are authorized by MAASE's Board of Directors to use social media to speak on behalf of MAASE, although any member may use social media to speak for themselves individually.

- a. Those officially designated as Social Media Administrators to use social media (e.g. Twitter®, Facebook®, LinkedIn®) to speak for the Michigan Association of Administrators of Special Education are: the President, Vice President, Vice President-Elect, Past President, Executive Associate, and/or a Board of Director's Designee.
- b. MAASE Social Media Administrators will maintain the official MAASE presence on any social media/social networking site. Only those designated as Social Media Administrators may create official MAASE social media sites. MAASE reserves the right to have any unofficial pages removed by the social media/social networking site.

- c. The use of the MAASE's name, logo, or other branding elements on social networking sites is limited to MAASE's official sites only; the MAASE name, logo, or other branding elements should be added to such sites only by designated Social Media Administrators.
- d. Social Media Administrators may post social media communications on behalf of the organization, provided it aligns with the MAASE Vision, Mission, Strategic Priorities, Four Focus Areas, and/or Legislative Platform.
- e. MAASE members are encouraged to utilize MAASE's social media channels and to participate in MAASE's social media communications.

2. Page Administration Recommendations

These policies aim to provide guidance in creating an administrative framework for MAASE or MAASE-related pages.

Administrative access for MAASE pages/accounts on social media sites should be shared with the MAASE Executive Associate and the MAASE President.

- a. For those platforms that allow multiple administrators (e.g. Facebook®, LinkedIn®), the MAASE Executive Associate should have administrative access.
- b. For those platforms that use a single login (e.g. Twitter®), the login information must be shared with the MAASE Executive Associate and the MAASE President.

3. Page Monitoring Recommendations

An essential part of managing a presence on a social media platform is monitoring that presence to ensure that all content posted is appropriate. These policies address circumstances under which content may be removed.

- a. The Social Media Administrator should monitor each page regularly to ensure that all material is in compliance with all applicable social media policies. Because s/he has the responsibility to review content and posts, s/he should have a thorough understanding of MAASE and any applicable social media policies.
- b. MAASE reserves the right to restrict or remove content that is believed to be factually incorrect, in violation of any applicable social media policy or in violation of any applicable law.
- c. Any content or comments posted to a MAASE or MAASE-related page on a social media site containing any of the following items shall be removed:
 - 1. Profane language or content;
 - 2. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status or with regard to national origin, physical or mental disability or sexual orientation;
 - 3. Sexual content or links to sexual content;
 - 4. Solicitations of commerce that is not approved by MAASE;
 - 5. Conduct or encouragement of illegal activity.

C. Teleconferencing

Teleconferencing is cost-prohibitive and many presenters do not allow recordings of their session. It is also believed that one of the biggest assets to onsite learning is the opportunity to network with other administrators. At this time, MAASE will offer onsite professional learning.