

Revised June 2010

Revised February 2014



MICHIGAN ASSOCIATION OF MIDDLE SCHOOL EDUCATORS

Board Policy & Administrative Guidelines

TABLE OF CONTENTS

BYLAWS-----	3
SECTION 1: JOB DESCRIPTIONS-----	6
President-----	7
President Elect-----	8
Past President-----	9
Treasurer-----	10
Executive Director-----	11
Board Members-----	14
Regional Coordinator-----	15
Building Representative-----	16
Association Manager-----	17
SECTION 2: NOMINATIONS AND ELECTIONS-----	18
Nominations-----	19
Elections-----	19
Rotation of Terms-----	20
SECTION 3: MEMBERSHIP-----	21
Region Map-----	23
SECTION 4: FINANCIAL OPERATIONS-----	24
SECTION 5: ANNUAL CONFERENCE-----	26
SECTION 6: PUBLICATIONS-----	28
SECTION 7: AWARDS AND HONORS-----	30
SECTION 8: BOARD OPERATIONS-----	34
APPENDICES-----	37
Appendix A: Board Nomination Guidelines-----	38
Appendix B: Financial Guidelines-----	41
Appendix C: Annual Conference Planning-----	42
Appendix D: Award Nomination Guidelines-----	49
Appendix E: Drive In Conference-----	58
Appendix F: Grants-----	59
Appendix G: Consultant Services-----	63
Appendix H: Information Services Teacher Tips MAMSE Updates-----	64
REGIONS MAP-----	65

BY-LAWS (adopted MARCH, 2009)

MICHIGAN ASSOCIATION OF MIDDLE SCHOOL EDUCATORS, INC.

ARTICLE I – NAME

The name of this Association shall be Michigan Association of Middle School Educators, Incorporated.

ARTICLE II – PURPOSE

The primary purpose of the Michigan Association of Middle School Educators is to instruct individuals and groups of educators for the purpose of improving or developing their understanding of middle level schools, and to instruct the public on what a middle level school is through discussion groups, forums, panels, lecturers and printed materials. Information concerning the middle school will be based upon learning theory, child development research, and other pertinent middle level school research. The Association will foster an awareness of the needs of young adolescents and promote the utilization of resources for their benefit.

ARTICLE III – MEMBERS

Sec. 1. The membership of this association shall be open to anyone interested in the middle level school movement and the needs of young adolescents.

Sec. 2. The membership fee shall be paid annually. The term of membership shall be for a twelve month period.

ARTICLE IV – OFFICERS

Sec. 1 The officers of the Association shall be a President, a President-Elect, a Past-President, a Treasurer, and ~~fifteen (15) directors~~ **four (4) Directors**. These officers shall perform the duties prescribed by these bylaws and by the parliamentary procedures of Robert's Rules of Order.

Sec. 2 At the annual conference election results shall be presented by the President-Elect.

Sec. 3 Only members of the Association shall vote in the election of officers and board members.

Sec. 4 The officers shall be elected by ballot to serve for two years

Sec. 5 The Board of Directors shall serve for a period of two years with two directors being elected in odd numbered years and two elected in even numbered years.

Sec. 6 If the President-Elect comes from the existing Board, the resultant vacancy shall be filled by the Board meeting after the election is certified.

Sec. 7 Any position with only one nominee will not hold an election and the Board will declare such candidates elected. If there are two or more nominees for a vacancy, members eligible to vote for that position will receive a ballot.

ARTICLE V – ASSOCIATION MEETINGS

Sec. 1 The annual conference shall be known as the annual meeting of the Association and shall be for the purpose of conducting business that may arise.

Sec. 2 Members of the Association, present and in good standing, shall constitute a quorum.

ARTICLE VI – THE BOARD OF DIRECTORS

Sec. 1 The Board of Directors shall consist of the officers of the Association, the Directors, a Collegiate Middle Level Association representative and the Executive Director ex officio.

Sec. 2 The Board shall have general supervision of the affairs of the Association, fix the hour and place of meetings, make recommendations to the Association, and shall perform such other duties as are specific in these bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

Sec. 3 Members of the Board who are unable to attend board meetings may be replaced. The President may appoint to fill the unexpired term of the member.

Sec. 4 The Board shall appoint an Executive Director. Compensation and responsibilities of the position shall be arranged to the mutual satisfaction of the Board and Executive Director.

Sec. 5 The President, President-Elect, Treasurer and members of the Board of Directors shall have a vote; the immediate Past-President shall have a vote, the Collegiate Middle Level Association representative shall have a vote.

Sec. 6 ~~Ten~~ **Five** board members shall constitute a quorum. In addition, there shall be present at the discretion of the President, those whose responsibilities promote the functioning of the Association.

Sec. 7 ~~MAMSE shall be organized according to a regionalized concept, dividing the state into fourteen (14) MAMSE regions.~~ **MAMSE shall be organized by a Board of Directors.**

~~a. Each region will be represented on the MAMSE Board of Directors by one person.~~

b. There will be ~~one (1)~~ **four (4) Directors; they are Publications, Member Services, Liaison, Finance Development.**

~~c. Regional representatives to the MAMSE Board of Directors will be elected only by MAMSE members of that particular region. All MAMSE members will be eligible to vote for officers and the at-large candidate.~~

~~d. Regions shall be designated by numbers, according to the accompanying map. (Ex. MAMSE region #9).~~

- e. ~~Regions shall be organized according to Board policy, but shall at least include an overall regional coordinator.~~ Regions will be encouraged to conduct drive-in conferences, seminars, workshops, and other activities aimed at promoting middle level education, as set forth in MAMSE Board Policy and Administrative Guidelines.

Sec. 8 The Collegiate Middle Level Association (CMLA) representative will be selected by CMLA with MAMSE Board approval and serve for a one year term.

ARTICLE VII – COMMITTEE CHAIRPERSONS

Sec. 1 A Membership Chairperson ~~shall~~ **may** be appointed by the President. The Chairperson shall report periodically to the Board. The Membership Chairperson if not already on the Board, shall attend Board meetings ex officio.

Sec. 2 Such other Chairpersons, standing or special, shall be appointed by the President of the Association or the Board as from time to time shall deem necessary to carry on the work of the Association. The President “or his/her designee” and Executive Director shall be an ex officio member of all committees.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

Rules contained in the latest edition of Robert’s Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE IX – AMENDMENTS OF BYLAWS

An amendment to the bylaws may be proposed at any time by a majority of the Board of Directors or by any member in good standing at the annual meeting of the Association, provided that a majority of the membership in attendance supports the proposal.

A proposed amendment to the bylaws shall be submitted to the general membership for a vote during the annual election.

To take effect, the amendment must be approved by two-thirds of the ballots cast.

SECTION ONE

Job Description

A. President----- 7

B. President Elect----- 8

C. Past President----- 9

D. Treasurer----- 10

E. Executive Director----- 11

F. Board Members of Directors----- 14

G. Regional Coordinator----- 15

H. Building Representative----- 16

I. Association Manager----- 17

PRESIDENT

NATURE OF POSITION

I-A-1 The President is the presiding officer at meetings of the Board of Directors and represents the Association at all official functions.

ACCOUNTABILITY

I-A-2 The President is directly accountable to the membership and the Board of Directors.

QUALIFICATIONS

I-A-3 Candidates for this office must meet these qualifications:

- a. Be a member of MAMSE
- b. Have been a member of the Board of Directors a minimum of one year prior to election as President-Elect or served MAMSE on a standing committee for one year prior to election as President-Elect.
- c. Committed to middle level education

MAJOR RESPONSIBILITIES

I-A-4 The major responsibilities of the President are as follows:

- a. Presides at the Board of Director meetings and general meetings of the Association.
- b. Provides leadership in establishing policies, raising issues and giving directions to the Association.
- c. Represents the Board of Directors and MAMSE.
- d. Appoints committees as needed and/or directed.
- e. Develops agendas with the Executive Director.
- f. Sets place and time of meetings with the Executive Director.
- g. Delegates tasks to committees and individuals.
- h. Implements Board decisions.
- i. Works closely with the Executive Director in all matters related to MAMSE.
- j. Serves as a member of the MAMSE Executive Board

PRESIDENT – ELECT

NATURE OF POSITION

I-B-1 The President-Elect is elected by the general membership at the annual election in even numbered years. After two years of service on July 1, the President-Elect assumes the presidency of MAMSE.

ACCOUNTABILITY

I-B-2 The President-Elect is accountable to the membership of MAMSE and the Board of Directors.

QUALIFICATIONS

I-B-3 Candidates for office must meet these qualifications:

- a. Be a member of MAMSE
- b. Have been a member of the Board of Directors a minimum of one year prior to election or served MAMSE on standing committee for one year prior to election.

MAJOR RESPONSIBILITIES

I-B-4 The major responsibilities of the President-Elect are as follows:

- a. Serves in the absence of the Past-President at meetings, committees, social functions, etc.
- b. Implements requests of the President and/or Board of Directors.
- c. Plans with the Executive Director on orientation of new Board members.
- d. Coordinates the elections with the Executive Director.
- e. Works with the President in preparing and overseeing goals and objectives.
- f. Serves as a member of the MAMSE Executive Board.

PAST-PRESIDENT

NATURE OF POSITION

I-C-1 The President shall assume the office of Past-President on the Board of Directors for two years immediately following completion of responsibilities as President.

ACCOUNTABILITY

I-C-2 The Past-President is accountable to the membership of MAMSE and the Board of Directors.

QUALIFICATIONS

I-C-3 Candidates for office must meet these qualifications:

- a. Be a member of MAMSE.
- b. Complete a term of office as President.

MAJOR RESPONSIBILITIES

I-C-4 The major responsibilities of the Past-President are as follows:

- a. Ensures completion of previous year's goals and appropriate written reports.
- b. Coordinates the Awards with the Executive Director.
- c. Serves in the absence of the President at meetings, committees, social functions, etc.
- d. Serves as a member of the MAMSE Executive Board.

TREASURER

NATURE OF POSITION

I-D-1 The Treasurer is the chief financial officer of the Association and is responsible for MAMSE's financial operations. The Treasurer is elected by the general membership at the annual election in even numbered years and assumes office on July 1.

ACCOUNTABILITY

I-D-2 The Treasurer is directly accountable to the Board of Directors and the membership.

QUALIFICATIONS

I-D-3 Candidates for office must meet these qualifications:

- a. Be a member of MAMSE for at least one year.

MAJOR RESPONSIBILITIES

I-D-4 The major responsibilities of the Treasurer are as follows:

- a. Prepare the annual budget with the Executive Director, President, Past-President, and President-Elect for the coming year.
- b. Draft the final annual budget with the Executive Director for the year for presentation to the Board.
- c. Prepares monthly financial reports to the board with information provided by the Association Management company. (Currently AMR)
- d. Assist in any plans for the investment of funds.
- e. Work with the Executive Director on all other financial matters.
- f. Serves as a member of the MAMSE Executive Board.

EXECUTIVE DIRECTOR

NATURE OF POSITION

I-E-1 The Executive Director is appointed by the Board of Directors to function as the Association's executive officer. He/she is responsible for the day-to-day operation of the organization.

ACCOUNTABILITY

I-E-2 The Executive Director is directly accountable to the Board of Directors.

QUALIFICATIONS

I-E-3 Candidates for the position must meet these qualifications:

- a. Demonstrates an interest in and knowledge of middle school philosophy and practices.
- b. Demonstrates administrative ability.
- c. Shows ability in written and oral communication.

MAJOR RESPONSIBILITY

I-E-4 The major responsibilities of the Executive Director are as follows:

- a. Carries out the policies of the Board of Directors.
- b. Assists Board and officers in the performance of their duties.
- c. Enters in contracts on behalf of the Association.
- d. Prepares reports and gathers information for the Board and membership.
- e. "Oversees preparation of" reports of expenditures and income.
- f. Assists Treasurer in budget preparation.
- g. Acts as coordinator of the annual conference.
- h. Maintains an up-to-date record of Board policy and Administrative procedures.
- i. Coordinates workshops and MAMSE professional development.
- j. Maintains records of the Association.
- k. "Assists" in preparing and distributing MAMSE publications.

- l. Collaborates with the editor for all publications.
- m. Coordinates the recruiting and processing of new memberships, and maintains membership lists.
- n. Manages MAMSE office staff.
- o. Represents MAMSE at official functions in coordination with the President.
- p. Attends all Board of Director meetings and as many committee meetings as possible.
- q. Keeps aware of current issues of middle school education and administration.
- r. Acts as MAMSE historian and maintains a file of all reports and historical data.
- s. Ensures appropriate liability insurance.
- t. Oversees the annual application for nonprofit status with the Michigan Department of Commerce.
- u. Ensures that the annual reports to the Internal Revenue Service are properly filed.
- v. Collaborates with the Treasurer in developing a written summary of MAMSE's financial activities each month for the Board's review. This summary should contain the following information:
 1. Savings certificates of deposit and checking balances from the last day of the previous month;
 2. All income for the month, categorized by income area;
 3. All disbursements made during the month, categorized by general line item;
 4. Accurate balances in time certificates, regular savings and checking should be given for the last day of the month being reported;
 5. All interest accrued during the month; and
 6. A detailed listing of disbursements by account area as a portion of the monthly report.
- w. Draft the final budget with the Treasurer for the year for presentation to the Board at the September Board Meeting.

- x. Ensures, in an appropriate manner, the retention of all receipts, invoices, requests for disbursement, canceled checks, and other pertinent information resulting from Association business.
- y. Serves as an ex-official of the Executive Board.
- z. Performs any other duties as directed by the Board.

~~REGIONAL BOARD MEMBERS~~
~~AND~~
~~AT-LARGE BOARD MEMBER~~
BOARD OF DIRECTORS
~~AND~~
COLLEGIATE MIDDLE LEVEL ASSOCIATION BOARD MEMBER

NATURE OF POSITION

I-F-1 ~~A Regional Board Member is elected by the general membership of each region.~~
 The Board **of Directors** ~~is are~~ elected by the general membership. The Collegiate Middle Level Association Board Member is selected by CMLA and approved by the MAMSE Board of Directors.

ACCOUNTABILITY

I-F-2 The Board will act in accordance with the by-laws.

QUALIFICATIONS

I-F-3 Candidates for office must have these qualifications:

- a. Member of MAMSE
- b. ~~Employee or resident of a school district within the region served.~~

Committed to middle level education

MAJOR RESPONSIBILITY

I-F-4 The major responsibilities of the Board ~~Members~~ **of Directors** are as follows:

- a. **Publications Director** will be responsible for the writing, researching, editing, collecting of the following:
 - a. The Journal
 - b. Newsletters
 - c. Conference brochure
 - d. Teacher Tips
 - e. Social Media

- b. **Member Services Director** will be responsible for the writing, researching, editing, organizing of the following:
 - a. In-Service support
 - b. Networking opportunities
 - c. Creation of web content
 - d. Collection of online resources
 - e. Current trends
- c. **Liaison Director** will be responsible for connecting, networking, and representing MAMSE with the following:
 - a. State School Board
 - b. MASSP
 - c. Schools to Watch
 - d. AMLE
 - e. Other state organizations, associations, etc
- d. **Finance Development Director** will be responsible for writing, researching, editing, collecting and networking in the following:
 - a. Grants
 - b. Non-dues revenue
 - c. Sponsorship
- e. All Directors have the following responsibilities:
 - a. Serves on committees established by the Board or President
 - b. Facilitates discussion and communication at Board meetings so that the business at hand is accomplished.
 - c. Attends all Board of Director meetings.
 - d. Communicates with the Executive Director regarding absence at forthcoming meetings.
 - e. Board members set policy for affairs of MAMSE.
 - f. Promotes membership and conference attendance.
 - g. Promotes award and grant nominations.

REGIONAL COORDINATOR

NATURE OF POSITION

I-G-1 ——— Regional Coordinators shall be selected by the appropriate Regional Board Members. Coordinate membership services and activities with the region served.

ACCOUNTABILITY

I-G-2 ——— The coordinator will be responsible to the Regional Board Member and will act in accordance with the by-laws.

QUALIFICATIONS

I-G-3 ——— Candidates for office must meet these qualifications:

- a. ——— Member of MAMSE.
- b. ——— Demonstrates educational leadership.
- e. ——— Committed to middle level schools.

MAJOR RESPONSIBILITY

I-G-4 ——— The major responsibilities of the Regional Coordinator are as follows:

- a. ——— Coordinate membership services and activities within the region
- b. ——— Assist the MAMSE Board Member in all district, county and Regional MAMSE activities.
- e. ——— Solicit candidates within the region for the various annual awards.
- d. ——— Assist with regional conferences and workshops.
- e. ——— Assume other responsibilities for MAMSE as assigned by the Board Member.

BUILDING REPRESENTATIVE

NATURE OF POSITION

I-H-1 Building representatives volunteer and shall be selected by the appropriate ~~Regional~~ Board Members. A building representative is a person who wants to share information about association activities with colleagues, parents, and community members in your school. You may want to encourage people in your building to join MAMSE, attend the conference, submit awards, apply for a grant, and submit articles to the MAMSE JOURNAL.

ACCOUNTABILITY

I-H-2 The building representative will be responsible to the ~~Regional~~ Board Members and will act in accordance with the by-laws.

QUALIFICATIONS

I-G-3 Candidates for office must meet these qualifications:

- a. Demonstrates educational leadership.
- b. Committed to middle level schools.

MAJOR RESPONSIBILITY

I-H-4 The major responsibilities of Building Representative are as follows:

- a. Be the MAMSE link within the building to share MAMSE news and activities.
- b. Solicit candidates within the building for award and grant nominations.
- c. Perhaps volunteer to have building host a drive in conference.

ASSOCIATION MANAGER

NATURE OF POSITION

I-I-1 The Association Manager is an employee of AMR (Association Management Resources in Ann Arbor). AMR is hired by the MAMSE Board to manage association business as negotiated by annual contract with the MAMSE Executive Director and the MAMSE Board.

ACCOUNTABILITY

I-I-2 The Association Manager will be responsible to the MAMSE Executive Director.

QUALIFICATIONS

I-I-3 Candidates for this position are determined by AMR with approval of the Executive Director.

MAJOR RESPONSIBILITY

- I-I-4 The major responsibilities of the Association Manager are as follows:
- a. Handles the day to day financial activities such as deposits and check writing. Prepares monthly information for the treasurer.
 - b. Answers phone.
 - c. Responsible for the membership database and member services.
 - d. Conference Coordinator – Accepts registrations, presenter proposals, exhibitor proposals. Works with host school on scheduling sessions and exhibitors. Coordinates publishing of registration brochure and conference program book. Seeks proposals for host hotels. Prepares registration materials.
 - e. Coordinates publication and distribution of newsletter, journal, documents for website, e-mail blasts of Teacher Tips and MAMSE Updates.
 - f. Coordinates preparation of all government, tax and insurance forms and payments.
 - g. Keeps in an appropriate manner all receipts, invoices, requests for disbursement, canceled checks, and other pertinent information resulting from Association business.
 - h. Performs any other duties as directed by the Executive Director and or the Board.

SECTION TWO

Nominations and Elections

A. NOMINATION OF CANDIDATES FOR BOARD OFFICE

- II-A-1 The President-Elect shall serve as chairman of the election committee.
- II-A-2 The President-Elect will encourage nomination of administrators, teachers, parents, and others.
- II-A-3 Nominees for MAMSE officers must have been members in good standing of the Association for a minimum of one year, and must meet other qualifications prescribed in the various Board position job descriptions listed in Section One of Board Policy.
- II-A-4 The call for nominations will include specific details regarding the expectations and responsibilities of the various positions.
- II-A-5 The President-Elect will attempt to secure multiple nominees for each office.
- II-A-6 The search for nominees will be advertised in the fall newsletter and/or special mailings. Nominations must be received “within the specified time frame” set by the board.
- II-A-7 Incumbent Board members with expiring terms of office shall be given the opportunity to run for re-election.
- II-A-8 The President-Elect will establish the deadline for receiving nominations. The President-Elect will present the slate of nominees to the board.

B. ANNUAL ELECTION OF OFFICERS AND OR BOARD MEMBERS OF DIRECTORS

- II-B-1 Any position with only one nominee will not hold an election and the Board will declare such candidates elected. If there are two or more nominees for a vacancy, members eligible to vote for that position will receive a ballot.
- II-B-2 Names of candidates will be listed on the ballot according to a random draw.
- II-B-3 Ballots will contain information provided by each nominee in the candidate fact sheet.
- II-B-4 Ballots will be distributed to eligible voters no later than six weeks prior to the annual conference, and must be returned to the MAMSE office no later than two weeks prior to the annual conference. The deadline for return of ballots will appear on the ballot. Ballots are sent and received electronically by the MAMSE office.
- II-B-5 Eligible voters are those individuals who are members in good standing of MAMSE.

II-B-6 Results of the election shall be announced at the annual state conference, and reported in a subsequent MAMSE publication.

C. **ROTATION OF TERMS** (Article IV Section 4 and 5 of By-laws)

II-C-1 The President-Elect and the Treasurer will be elected in even numbered years.

II-C-2 ~~Regions 3, 4, 7, 10: "2007," 07, 10, 13, 16, 19, 22, 25, 28, 31 etc.~~

The Publications and Member Services Director will be elected in even numbered years.

II-C-3 ~~Regions 2, 8, 9, 11, 12, and At Large: "2008," 08, 11, 14, 17, 20, 23, 26, 29 etc.~~

The Liaison and Finance Development Director will be elected in odd numbered years.

~~II-C-4 Regions 1, 5, 6, 13, 14: "2009," 09, 12, 15, 18, 21, 24, 27, 30, etc.~~

II-C-5 4 A student representative from a state Collegiate Middle Level Association will serve as a board member annually through the board appointment process.

SECTION THREE

Membership

MEMBERSHIP YEAR

III-A-1 The Membership year shall run for one year from date of payment.

DUES

III-B-1 Annual dues shall be established by the Board of Directors.

MEMBERSHIP TYPES

III-C-1 Membership types and dues are established by the Board of Directors. See www.mamse.org for membership forms and fees.

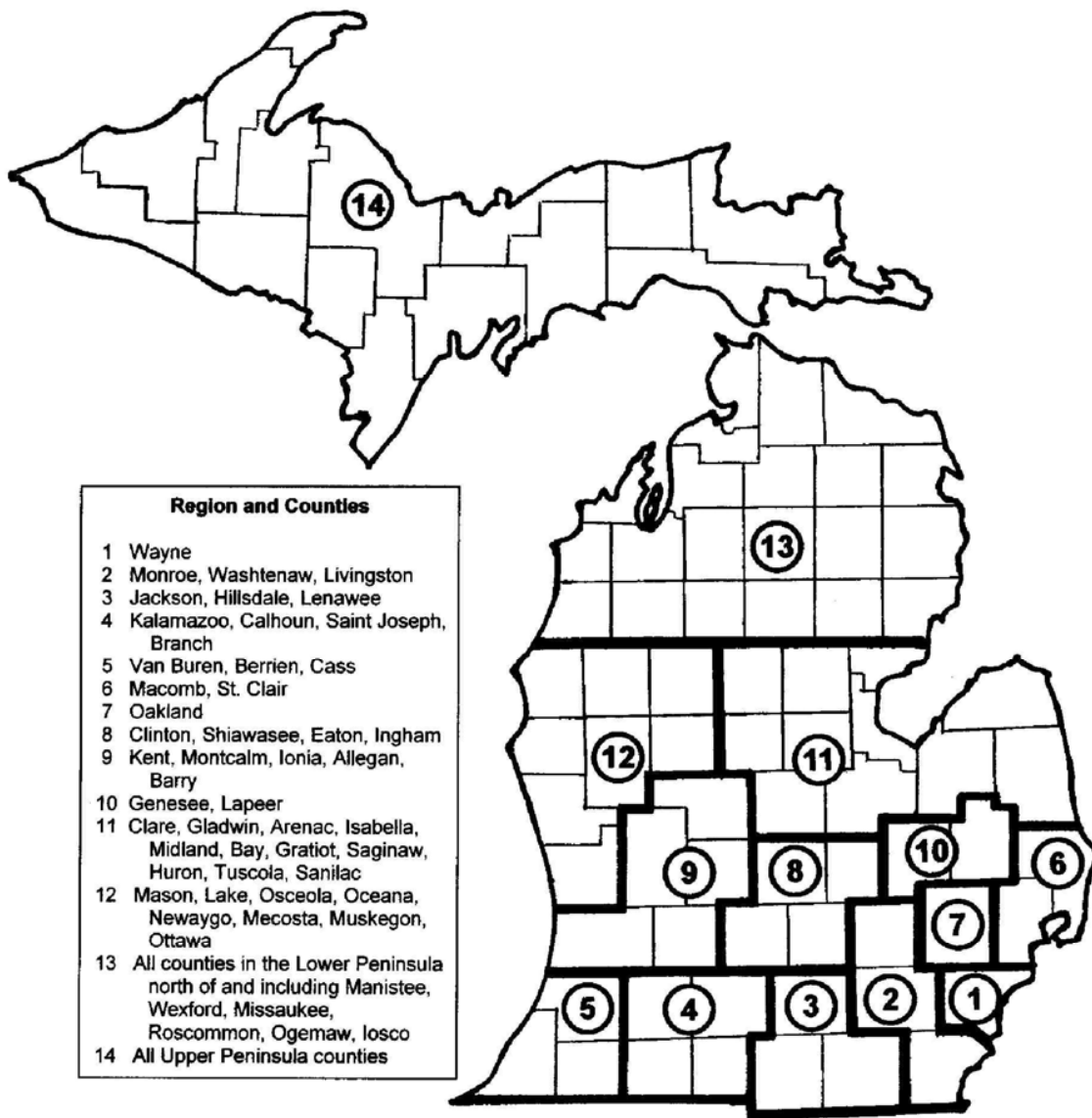
- a. Individual Member
- b. Individual Dual Member with NMSA
- c. Building Partner
- d. Collegiate Partner
- e. College Student
- f. Subscription to Journal
- g. Retiree

REGIONAL FORMAT

III D 1 ——— Fourteen (14) regions for MAMSE are shown on the map which follows:



MAMSE Membership Regions



SECTION FOUR

Financial Operations

FINANCIAL OPERATIONS

- IV-A-1 The financial year shall extend from July 1 through June 30 of the following year.
- IV-A-2 The budget must be approved by the MAMSE Board under existing By-laws prior to being implemented.
- IV-A-3 The books will be audited at the end of the fiscal year.
- IV-A-4 The fiduciary agents for MAMSE shall be bonded at a level commensurate with the Association's financial operations.
- IV-A-5 The Executive Director is responsible for keeping the historical financial records of the Association in a secure manner.
- IV-A-6 No conference or general funds shall be used for alcoholic beverages.

SECTION FIVE

Annual Conference

ANNUAL CONFERENCE

- V-A-1 An annual MAMSE conference will be held during the early Spring of the year at a site approved by the Board of Directors.
- V-A-2 Conference sites shall be moved to various geographic locations in the state, keeping in mind significant population centers.

***See Appendix C for further detail**

SECTION SIX

Publications

PUBLICATIONS

- VI-A-1 The “~~Editor~~” **Publications Director** shall recommend policy concerning publications.
- VI-A-2 MAMSE publications shall include a journal, a newsletter, a website and such other occasional publications either printed or electronic as may be authorized by the board upon recommendation from the Editor, Executive Director or Board members.
- VI-A-3 The Fall Newsletter will be published by September 15 and a schedule of the journal and other publications shall be established at the discretion of the Executive Director. Advertising will be accepted.
- VI-A-4 The journal shall be entitled Michigan Middle School Journal. It shall be published a minimum of once yearly. Its contents shall consist primarily of substantive articles concerned with middle level education. Limited space may also be devoted to Association matters. Advertising will be accepted.
- VI-A-5 The newsletter shall be published a minimum of “one” time per year. Its contents shall consist primarily of association matters. As space is available, substantive materials related to middle school education may be included. Advertising will be accepted.
- VI-A-6 Monographs focusing on middle level issues and/or promising middle level practices shall be known as “Focus” papers. The approval of Focus paper authors and manuscripts shall rest with the Executive Director.
- VI-A-7 The Executive Director, in consultation with the ~~Editor~~ **Publications Director**, shall be responsible for accepting advertising (if appropriate).
- VI-A-8 All current issues of the journal, newsletter, and focus papers (as well as such other occasional publications may be authorized by the Board) shall be distributed to the full MAMSE membership as membership benefits. They shall also be available for sale to the public at prices approved by the ~~Editor~~ **Publications Director** in consultation with the Executive Director.
- VI-A-9 Website: The MAMSE Board will appoint a webmaster who will maintain the website. www.mamse.org
- VI-A-10 Electronic Publications: Members will receive Teacher Tips and MAMSE Updates electronically via e-mail. These are written by board members and sent by the MAMSE Office. **See Appendix H for more detail.**

SECTION SEVEN

Awards and Honors

AWARDS GIVEN SEE APPENDIX D FOR MORE DETAILS

A. PRESIDENT’S AWARD

- VII-A-1 This award shall be given at the discretion of the President.
- VII-A-2 This award shall be given in recognition of:
- a. Service of Board members,
 - b. Others who helped with the President’s job or,
 - c. Others who have contributed to the middle level movement.
- VII-A-3 The award shall be limited to one or two persons per year.

B. MIDDLE LEVEL TEACHING TEAM OF THE YEAR AWARD

MIDDLE LEVEL PARENT OF THE YEAR AWARD

MIDDLE LEVEL TEACHER OF THE YEAR AWARD

MIDDLE LEVEL ADMINISTRATOR OF THE YEAR AWARD

MIDDLE LEVEL COLLEGE EDUCATOR OF THE YEAR AWARD

MIDDLE LEVEL PROMISING YOUNG EDUCATOR (less than 4 years experience)

- VII-B-1 Awards are created to enable MAMSE to offer appropriate recognition and honor to parents, educators, and administrators of the State of Michigan who have contributed outstanding service in the promotion and/or performance of the middle school philosophy. Nominees can be submitted from each region for each category.
- VII-B-2 If suitable nominees are not found, the award will not be given for that year.
- VII-B-3 MAMSE Board members are not eligible for these awards during their tenure on the Board.
- VII-B-4 A two-thirds affirmative vote of the Board members present is required in order for the award to be approved. If a two-thirds vote is not achieved, the award will not be presented.
- VII-B-5 The awards will be presented during the program at the annual conference, and all regional finalists will be recognized at that time.
- VII-B-6 Deadline for nominations to Board members is established by the board.

See Appendix D for more detail.

C. MAMSE HALL OF FAME AWARD

- VII-C-1 The purpose of this award is to honor an individual – a parent, teacher, administrator, college professor, or lay person – who has contributed most to the middle level movement. The significant difference between this award and the Middle Level Parent/Educator/Administrator of the year awards is primarily that this person has had an impact in the middle level movement throughout the state, and possibly the country, although the latter is not a requirement.
- VII-C-2 Candidates for the award must be nominated by a MAMSE member.
- VII-C-3 Nominations will be obtained by announcements in MAMSE publications.
- VII-C-4 The award is not limited to MAMSE members.
- VII-C-5 Deadline for nominations shall be December. By the January board meeting the credentials of each candidate will be studied by the Board and each candidate will be voted on. To be selected, a candidate must receive an affirmative vote from two-thirds of the Board of Directors.
- VII-C-6 If no candidates receive the required votes, then no one will receive the award for that year.
- VII-C-7 The successful nominee will be notified of admittance to the Hall of Fame. The award will be given at the annual conference. The award will consist of an appropriately designed award. The recipient's name will be included on the official MAMSE plaque in the MAMSE office.

D. LOUIS G. ROMANO SCHOLARSHIP

- VII-D-1 It is the intent of the MAMSE Board to award a \$500.00 maturity bond to a student from the district which holds the Annual Conference. The Award recipient will be chosen by a committee from the host school. The following guidelines and criteria have been developed to aid the host school in making their selection.
- VII-D-2 The scholarship is to be given to a student who has a broad range of competencies, with equal weight given to each of the five categories listed in this section.
- VII-D-3 The selection committee should be composed of five or more members, one of which is a chair of the Conference Awards Committee.
- VII-D-4 The selection process should be completed and sent to MAMSE no later than February 1.

VII-D-5 Criteria:

- a. Student's academic performance is aligned with their abilities and achieved a minimum of a C (2.0) average. 20 points
- b. The student demonstrates leadership by willingly participating in activities and has a positive influence on others. 20 points
- c. Citizenship is exhibited by their ability to get along with others, both adults and students. 20 points
- d. The student is involved in community service by actively participating in a project that is of service to others, i.e. 4-H, Scouts, church, hospital volunteering, tutoring. 20 points
- e. The student participates in co-curricular activities such as clubs, athletics, intramural, performing arts, or personal growth activities. 20 points

Re-affirmed August 2008 Board of Directors Meeting

SECTION EIGHT

Board Operations

ORIENTATION OF NEW BOARD MEMBERS

- VIII-A-1 Prior to the summer workshop, a packet of materials will be provided to each new board member and will include:
- a. A listing of MAMSE officers;
 - b. By-laws and an up-to-date Policy and Administrative Guidelines manual;
 - c. Major publications and brochures
- VIII-A-2 New Board members will be invited as guests to all meetings between their election and the beginning of their terms of office.

BOARD MEETING ATTENDANCE

- VIII-B-1 Regular attendance of Board members at Board meetings and other functions is considered to be essential in order to properly fulfill the privilege of leadership entrusted to each Board member by the membership.
- VIII-B-2 Attendance of Board members shall be reviewed at each regular meeting of the Board.
- VIII-B-3 Board members must attend “four of the six” board meetings scheduled each year. Failure to do so will result in removal from the Board unless an affected member presents justification for absences that are accepted by two-thirds of the Board present. The Executive Director is responsible for notifying a board member who misses “two” meetings. For purposes of this policy, the “six” meetings are the “four” regular Board meetings, board meetings at the annual conference and one meeting at the summer planning workshop.

REIMBURSEMENT OF BOARD MEMBER EXPENSES

- VIII-C-1 MEALS:
- a. All lunches for regularly scheduled MAMSE Board of Director meetings.
 - b. Dinner the evening before the annual conference.
- VIII-C-2 LODGING:
- a. Hotel costs associated with the annual conference which are not covered by another agency (your home school).
 - b. Hotel costs included with the summer workshop, including immediate family where applicable.

VIII-C-3 REGISTRATION:

- a. Annual conference registration if not covered by another agency (your home school).

VIII-C-4 MILEAGE:

- a. Mileage to attend regularly scheduled MAMSE Board of Directors' Meetings, if voted on by the board.
- b. Mileage to and from the annual conference if not covered by another agency (your home school), if voted on by the board.
- c. Mileage to and from the annual summer workshop, if voted on by the board.
- d. Other mileage for specific meetings representing the Board as approved by the Executive Director.
- e. Mileage will be reimbursed at a rate determined by the Board of Directors.

VIII-C-5 OTHER:

- a. Substitute cost reimbursement to the school district for classroom teacher serving on the Board, necessary to attend monthly meetings, if not covered by the home school.
- b. Postage and telephone costs associated with committee work.

VIII-C-6 PROCEDURE FOR REIMBURSEMENT:

Request reimbursement form from MAMSE office or treasurer.

~~REGIONAL ACTIVITIES~~

~~VIII D 1 — The MAMSE organization will include fourteen regions (see map)~~

~~VIII D 2 — MAMSE will support approved regional activities, including Drive In Conference, Seminars and Workshops (see Appendix for further details).~~

CONFLICTS OF INTEREST

- VIII-E-1 Board members, officers or the Executive Director in a position to influence decisions on purchases or contracts shall not have a personal financial interest either directly or indirectly in any contract or purchase for that Association or benefit directly or indirectly from any financial transaction or contract, unless that interest has been fully disclosed and the person involved has removed himself/herself from the decision making process and all discussion regarding this issue.

APPENDICES

Appendix A: Board Nomination Guidelines-----	38
Appendix B: Financial Guidelines-----	41
Appendix C: Annual Conference Planning-----	42
Appendix D: Award Nomination Guidelines-----	49
Appendix E: Drive In Conference-----	58
Appendix F: Grants-----	59
Appendix G: Consultant Services-----	63
Appendix H: Information Services Teacher Tips MAMSE Updates-----	64
REGIONS MAP-----	65

APPENDIX A

BOARD NOMINATION GUIDELINES

NOMINATION PROCEDURES

Any individual nominated, but found to be ineligible, will be notified and informed as to reason for ineligibility by the Executive Director. Nominations must be received by the date indicated in the fall newsletter as recommended by the President-Elect, but must be received “by January 1st of the calendar year”.

ELECTIONS

1. Any position with only one nominee will not hold an election and the Board will declare such candidates elected. If there are two or more nominees for a vacancy, members eligible to vote for that position will receive a ballot. Ballots will be electronic unless no e-mail address is available then a ballot will be mailed.
2. If there is more than one candidate for a particular position, the established method of listing the names of the candidates on the ballot is as follows:
 - a. The name of the candidates are written on slips of paper and then folded. These are placed in a box and the order that the names are picked are placed on the ballot. Only one (1) selection of names and ballot listing will be conducted. This procedure is completed in the presence of Elections Chair and another witness.
 - b. Candidate information will be typed and organized into an easily readable format. Entries will be arranged in alphabetical order by category (i.e. officers, board). Any editing of information will be done by the Elections Committee Chairperson in conjunction with the Executive Director.
3. Candidates wishing to mail campaign materials to MAMSE members will be allowed to do so by contacting the Executive Director. (At no time will membership lists or mailing labels be given to, or sold directly to candidates. Labels will be affixed at the MAMSE office.) Candidates must supply or pay for all materials plus a reasonable fee for service provided.
4. Ballots will be prepared by the President-Elect and approved by the Executive Director. Ballots to be valid must be returned to the MAMSE office and “submitted” by the date designated on the ballot.
5. Ballots will be counted by the Elections Committee in the presence of the Notary Public and the Executive Director. Any ballots not eligible for counting must be approved by the Chairperson of the Elections Committee and the Executive Director.
6. The report of the Elections Committee will be made public only after the acceptance by the Board of Directors.

7. Individual candidates who request election results shall have the data made available to them.
8. All ballots shall be filed at the MAMSE office for thirty (30) days following Board certification.

MAMSE CANDIDATE FACT SHEET FORM

Please provide information about yourself that MAMSE may publish and mail with the official ballot. Restrict your information to the designated categories. Your data must be contained on one sheet and will be printed as submitted. Please use the third person (Mrs. Smith believes...) rather than the first person (I was...) when creating your fact sheet. Include information for the topics listed below.

Personal Data

Current Position

Experience

Educational Training

Middle School Involvement/Activities

MAMSE Involvement/Activities

Honors Attained

Middle School Statement

Please make a brief statement, approximately one paragraph (75 words), regarding your personal beliefs about the middle school movement. Include your reason(s) for running for the open MAMSE position.

Return your completed form no later than December 15, to:

President Elect

Address

City, State, Zip

e-mail:

Phone number:

APPENDIX B

Financial Guidelines

FINANCIAL OPERATIONS

These points shall serve as the general guidelines by which the financial operations of MAMSE shall be conducted. They should be reviewed by the Treasurer and the Executive Director each year.

1. The proposed budget for each year should be developed in May or June for the Summer workshop. This meeting should include the Executive Director, Treasurer, President, Past President and President-Elect.
2. Banking services should be centralized with all checking and savings accounts located in the same bank.
3. No bills will be paid or checks issues unless the person requesting same submits an invoice, receipt or written request.
4. No budget area may be exceeded without approval of the MAMSE Board. Emergency exceptions to this rule may be approved by the Executive Director but must be reviewed at the next Board meeting.
5. The Executive Director “or his/her designee” shall be responsible for all deposits, withdrawals and necessary payments.

APPENDIX C

Annual Conference Planning Guidelines

Prospectus for

MICHIGAN ASSOCIATION OF MIDDLE SCHOOL EDUCATORS

Annual Conference

MAMSE has enjoyed an annual middle school conference for the past four decades. Every effort has been made to develop a quality program not only in the printed form but in the spoken format too. Although quality is our first priority, it is essential that the annual conference must be a fund source for the organization. These additional funds enable MAMSE to provide valuable services to the membership.

Growth in quality should result from the experience of previous conferences. The Executive Director will coordinate the efforts of the local planning committee in concert with the local chairperson. He will present this planning guide and other materials related to holding a successful conference.

PLANNING FOR A SITE

The Executive Director shall be responsible for locating the site. If possible the sites should be chosen which will be close to population centers such as Grand Rapids, Lansing, Detroit, etc. Sites should be selected at least one year in advance, but more preferably two years in advance.

INITIAL MEETING

In a School District: The Executive Director shall meet with the Superintendent of Schools and the local chairperson for the purpose of discussing (1) the purpose of the MAMSE conference, (2) the role of the Executive Director, (3) The role of the local chairperson, and (4) the handling of funds.

It should be emphasized that the MAMSE organization is responsible for all costs involved in the operation of the conference and therefore must have the responsibility of making the decisions in concert with the chairperson in the expenditure of funds. Where a problem exists on expenditures, the Executive Director representing the Board of Directors will make the final decision.

An Independent Group: The Executive Director shall meet with the local chairperson. All the procedures will be identical as those listed above.

FOLLOW –UP OF THE INITIAL MEETING

The Board of Directors shall be responsible for approving the site for the annual conference. Once the Board has given its approval, the Executive Director shall write a letter to the Superintendent or the leadership of an independent group on the Board's decision as to the site.

INITIAL MEETING WITH THE LOCAL CHAIRPERSON

As soon as possible after the approval of the conference site, the Executive Director will meet with the local chairperson to discuss procedures and to share with him/her materials which will be of aid to the various committees.

The local Chairperson is to work closely with the Executive Director in the overall coordination of the conference. Specifically:

- A. Develop procedures for the selection of committee chairperson and members.
- B. Set a date for the conference. (Usually “2nd” or 3rd week in March).
- C. Share these materials with the various chairpersons.
- D. Attend individual committee meetings for the purpose of coordination.
- E. Follow all of the guidelines as defined in this document.
- F. Attend a meeting with the Board of Directors in the months prior to the conference.
- G. Check with the Executive Director first before meetings of the whole group are called to determine if his/her schedule is free.
- H. To call the Executive Director at any time concerning problems.

MAMSE OFFICE: 734-677-5678

HOME:

- I. All contracts will be signed by the Executive Director. This procedure will ensure that the MAMSE organization will not be committed to large expenditures without approval and also eliminates the local leadership from any legal entanglements if any should occur as a result of a written agreement. This includes contracts with the hotel, food service, speakers, etc.

LOGO & THEME

Each conference has had a conference logo. The local chairperson may want to hold a contest which might include the students and staff or just the students. The logo will be picked by an unbiased committee suggested by the local chairperson. The Executive Board approves all logos.

COMMITTEE STRUCTURE AND RESPONSIBILITIES

Committees can be used to carry out the various responsibilities. The procedures for obtaining volunteers and the selection of the chairperson for each committee will be left to the local Chairperson. Every effort should be made to include administrators, teachers, parents in the committee, chairpersons, and committee membership and from the surrounding school districts.

Create conference sub-committees including, but not limited to:

Louis G. Romano Scholarship Committee

- Seek nominations and select winner according to guidelines provided by MAMSE.

Program

- Solicits presenter applications
- Determines scheduling of sessions
- Recommends major speakers for approval by General Chairperson and Executive Director
- Provide MAMSE office with information for registration brochure including keynote speakers, audio-visual available.
- Audio Visual subcommittee to provide assistance during conference. Hosts provide list of items available for presenter application.
- MAMSE Office will print registration brochure and Conference program book.
- Conference Evaluation is done electronically by MAMSE Office. Local committee can recommend questions.

Registration

- MAMSE Office will receive completed registration forms, record specific information, file forms, and receive payments.
- MAMSE Office will provide name tags, envelopes, etc.
- Prepare conference bags.
- Schedule people to work at desk during registration hours.

Publicity

- Design logo and theme for conference.
- Contact local media for press coverage.
- Contact other professional organizations, surrounding school districts on forthcoming conference.

Facilities

- See that all conference rooms and classrooms are in order and ready for each presenter and guest speaker.
- See that all hospitality and registration tables are set up properly.
- Exhibitors (MAMSE Office does most of this. Onsite person needed to determine space, tables, setup. Local Committee recommends local businesses to exhibit)

Meals

- Provide coffee for presenter's lounge.
- Work with cafeteria personnel on menu for lunches and continental breakfasts and procedures for expediting food lines.

Lodging Local Committee suggests area hotels; Exec. Director does contract

Parking & Transportation**Student Volunteers****Parent Volunteers****Community Sponsors**

- Try to get sponsors for continental breakfasts, keynote speaker, advertisers for program book.

Prizes

- Secure donated items from local businesses
- Develop and print raffle forms. It has been successful to have attendees visit exhibit booths, get form "stamped" by 10 exhibitors and return form for prize drawings.).

Policy

No refunds will be made later than two weeks prior to the conference. No fees for dinners, if applicable, will be returned unless that place is sold.

Other Items

1. When there is more than one middle school in the school district, we will hold the conference in one building only. It should be the largest facility with ample parking.
2. It is not necessary to involve the whole staff in a Committee structure. A chairperson plus one or two committee members for some committees will be necessary. For others, one person will do. Again, use parents or people from nearby schools. We will need most of the staff to assist at the Conference time only.
3. The MAMSE conference may be the first great event in your school district. It will be an event that you will talk about for years to come! (That's the report we get from previous chairpersons, administrators and teachers.)
4. Committee will receive a report from the previous committee chairperson plus all the forms used. Remember your site is unique and we will use previous conference materials only as a guide.

MAMSE CONFERENCE 2011

TIMELINE

As soon as possible

Create the planning committee

Select the conference chairperson(s)

Create conference sub-committees including, but not limited to:

- Program (Accepts presenter applications, determines scheduling of sessions)
- Publicity
- Meals
- Lodging (Local Committee makes initial contacts; Exec. Director does contract)
- Parking & Transportation
- Student Volunteers
- Parent Volunteers
- Community Sponsors
- Prizes
- Exhibitors (Alecia Powell does most of this. Onsite person needed to determine space, tables, setup)
- Evaluation (MAMSE Board and Alecia Powell does this. Local committee submits any questions they would like to include)
- Registration (Alecia Powell will do the registration & collect payments, will need local volunteers to work registration table)

December/January 2010

Create a conference theme/logo if possible. Must have to MAMSE Office before May if this cannot be done earlier. MAMSE Office will do “camera ready” logo. Office just needs the idea.

March 2010

- Have an informational flyer ready for distribution at up-coming conference.
- Have “call for presenters” cards ready for distribution at up-coming conference
- Have a give-away ready for distribution at up-coming conference
- Have a display board ready for up-coming conference

May 2010

Secure a keynote speaker

Make hotel arrangements and choose a host hotel (Blaine Goodrich does all contracts with the host hotel)

Have conference theme/logo done.

July 2010

- “Call for presenters” form and conference registration form in camera –ready format for publication in the Fall MAMSE Newsletter (due August 1 to Alecia Powell, date may change)
- Article about the conference for Fall (Sept) MAMSE Newsletter
- Presenter registration form ready (Alecia will need to know what AV is available)
- Exhibitor letter and registration form mailed (MAMSE Office does this)

September 2010

The conference brochure is prepared for October mailing and includes: (MAMSE Office prints and mails brochure)

- Registration form
- Map
- Hotel Information
- Keynote Speaker(s) information
- Tentative agenda
- Presenter Application
- Other event information (Thursday evening, field trips)

Louis G. Romano Award is advertised and applications are accepted. The host school does this. Criteria is at the end of this timeline.

October 2010

- The conference registration brochure is mailed to all middle schools in the state and to MAMSE members (Done by MAMSE office)
- MAMSE Website – MAMSE Conference pages via the MAMSE Office
 - General conference information (use article from MAMSE newsletter)
 - Keynote speaker info
 - Conference registration form
 - Call for Presenters application form
 - Hotel Information
 - Parking information
 - Map
 - Daily agenda for conference

- Conference program sessions for each day (posted in Feb after program book goes to press)
- Send receipt of information to presenters (email, letter if there is no email address)

November 2010

Louis G. Romano Awards are advertised and applications are accepted

December 2010

Conference presenter applications are due

Send acceptance letter to presenters and request payment fee (MAMSE Office)

Louis G. Romano Scholarship winner information sent to MAMSE Office. Name, address, phone number, parents names, beneficiary and social security number (ss number required to purchase bond)

January 2011

- Order name badges and presenter ribbons (MAMSE Office will do this)
- Presenters scheduled into time slots/rooms (Host school and MAMSE Office)
- Prepare program book with sessions, etc. (MAMSE Office does this)
- Program book materials camera ready to printer (MAMSE Office does this)
- Notify presenters with time and room assignments for presentations, include parking passes if needed. Check with Alecia Powell about this
- *Notify exhibitors of where their tables will be, parking passes/information, setup and tear down times (Alecia Powell does this)*

February 2011

- Letters sent to all registered members and presenters detailing how to arrive at the conference, when and where to get conference materials.(MAMSE Office does this)
- Presenters are sent presentation times for their sessions (Local Committee or MAMSE Office)
- Prepare overall conference evaluation form (Board & MAMSE Office)

One Week Before – Conference Eve

Stuff the registration packets

Make door posters for the sessions being offered in every room

Prepare additional sessions and cancellation of sessions paper for registration packets

Prepare newspaper thank you for local sponsors

After the Conference

Record the comments and scores from the evaluation form (MAMSE office)

Place a thank you ad in the local newspaper

Add conference materials to the MAMSE Big Book

Have a party!

APPENDIX D

AWARD NOMINATION GUIDELINESAwards

MIDDLE LEVEL COLLEGE EDUCATOR-OF-THE-YEAR

MIDDLE LEVEL TEACHING TEAM-OF-THE-YEAR

MIDDLE LEVEL EDUCATOR-OF-THE-YEAR

MIDDLE LEVEL ADMINISTRATOR-OF-THE-YEAR

MIDDLE LEVEL PARENT-OF-THE-YEAR

MIDDLE LEVEL PROMISING YOUNG EDUCATOR (less than 4 years experience)

LOUIS G. ROMANO SCHOLARSHIP

MAMSE HALL OF FAME

SCHOOLS TO WATCH

PRESIDENT'S AWARD

MAMSE AWARDS TIMELINE**Summer**

Board approves award categories and deadlines for upcoming year

Board has one person as Awards Coordinator

Awards nomination form is updated and put in PDF format by MAMSE Office with input from board/Awards Coordinator. Each board member will have an electronic copy of the application.

Article for fall newsletter and e-news prepared by Awards Coordinator

Fall

Awards information including form in Fall Newsletter, on website, in e-news to members.

Nominations shall be made by a MAMSE member and submitted on the appropriate form to the board member of the region in which the nominee's school is located. ~~If there is no board member for a region, nominations are submitted to the MAMSE Office.~~

Louis G. Romano Scholarship – Host school uses guidelines to select winner

December/January

~~Each regional coordinator shall assist board members in making a diligent attempt to ensure there is one nominee for each award from their region. In the event that more than one nomination for an award is made in a region, that region's coordinator and board member shall select the most deserving nominee from the region. The region board member shall validate all nominating information prior to its submission. The nominee whose information is submitted is considered to be a state finalist. The region board member will submit five (5) copies of each nomination at the January/February Board meeting.~~

January/February Board Meeting

Each board member will bring 5 copies of each award nomination to the meeting or make sure that the copies are received. At the meeting the Board will be divided into groups to read the nominations and select state winners. People that brought nominations in a category will not read or vote on the nominees in that category to eliminate bias in the process. Thus groups will select winners in categories, and no member will vote on a group they have a nomination in. To provide a quality control element at least two groups will read and recommend winners in a category. After the groups meet to select their choices there will be a whole board discussion on the recommendation of the groups and a vote will be taken on selecting state winners in each category. A two-thirds affirmative vote of the Board members present is required in order for the award to be approved. If a two-thirds vote is not achieved, the award will not be presented.

The MAMSE President or his/her designee will call the state winners **and the finalists**. ~~Region Board Members will call the finalists in their region.~~

The state winners receive a letter of congratulations from the Executive Director, certificate in a cover/holder, one year MAMSE membership and a one day conference registration that includes lunch.

The finalists receive a letter of congratulations from the Executive Director, certificate in a cover/holder. Both state winners and finalists are invited to the awards ceremony at the state conference. If a state winner or finalist can not attend then the MAMSE Board member will attempt to do a presentation at a school board meeting in the person(s) district. Copies of the letters of congratulations are sent to the nominator, building principal and district superintendent.

State winners and finalists will have award winner ribbons on their name tags.

The certificates will be prepared by _____, signed by the Executive Director and presented at the annual conference.

The MAMSE Office will order certificate holders and/or other awards materials.

Award Cover source: <http://www.jonesawards.com/productdetails.aspx?id=DCSBL>

MAMSE Office has source for award ribbons for name tag, Hall of Fame Award and Schools to Watch awards source (<http://www.baudville.com/>)

Award winners will be posted on the MAMSE website.

Louis G. Romano Scholarship – The selection process should be completed and sent to the MAMSE Executive Director and the Association Manager at the MAMSE Office no later than February 1st. The host school will need to provide the name, address, phone number and social security number, beneficiary for the recipient. A short written description telling why the recipient is receiving the scholarship should be provided. A scholarship committee representative can introduce the scholarship winner at the annual conference.

MARCH Conference

State award winners for Teacher-of-the-Year, Administrator-of-the-Year and Parent-of-the-Year, and Collegiate Educator of the Year will receive a certificate in a holder, a one day conference registration and a one year individual membership. A plaque or other item may be presented if funds allow. In the category of Teaching Team-of-the-Year, the school will receive one plaque or certificate in a holder on behalf of the team listing their individual names. Each team member will receive a framed certificate. Each team member will receive a one day conference registration and a one year individual membership.

The Awards Ceremony

- ~~The President will introduce the Board Member that has the state winner for a category. The Board Member will announce the state finalists if any and what region they are from.~~ Certificates are presented to those in attendance by the President and Executive Director. ~~The Board member then briefly introduces the state winner using excerpts from the nomination.~~ The President and Executive Director present the award. The winner can make some brief comments.
- President's Award is given
- Hall of Fame Award presented if there is one bestowed.
- The Schools to Watch Award will be presented at the Awards Ceremony – ~~Blaine~~ will have the engraving done on the permanent plaque and the winner is also given a crystal apple that ~~Blaine~~ will arrange for.
- The Louis G. Romano Scholarship may be presented at the Awards Ceremony or at one of the keynote sessions.
- Other people may be honored by MAMSE such as middle school teachers or other middle school educators who have received awards from other organizations or the Teacher of the Year program.
- Attire for the awards ceremony-no jeans.

State winners will receive recognition at the annual conference, in a MAMSE publication and on the MAMSE website. And possibly a press release.

**MIDDLE LEVEL PARENT/EDUCATOR/ADMINISTRATOR/PROMISING YOUNG
EDUCATOR/TEACHING TEAM/COLLEGIATE EDUCATOR OF THE YEAR
AWARDS**

SAMPLE FORM: SEE WEBSITE FOR MOST CURRENT

Nomination form, letter and two photos must be received by MAMSE Regional Board Member by **December 1**.

Type of Award: ___ Parent ___ Educator ___ Administrator ___ Teaching Team
 ___ Collegiate Educator

Name of Nominee(s): _____

School Address: School Name _____
 Street _____
 City _____ State _____ Zip _____
 Phone () _____

Name of MAMSE Nominator: _____

School Address: School Name _____
 Street _____
 City _____ State _____ Zip _____
 Phone () _____

Signatures of those supporting the nomination:

Parent _____

Educator _____

Administrator _____

Student _____

Name and address of the local newspaper:

Newspaper Address: Newspaper Name _____
 Street _____
 City _____ State _____ Zip _____
 Phone () _____

**MIDDLE LEVEL PARENT/EDUCATOR/ADMINISTRATOR/PROMISING YOUNG
EDUCATOR/TEACHING TEAM/COLLEGIATE EDUCATOR OF THE YEAR
AWARDS**

On a separate sheet of paper, please identify reasons for your nomination. Please address the following criteria concisely in the listed order (please type):

- A. Service to school and to community;
- B. Leadership in furthering middle school philosophy;
- C. Other significant accomplishments in the middle school field.

Please note:

- 1. Limit nomination letter to one page.
- 2. Include two photographs of the nominee suitable for newspaper publication.
- 3. Send nomination form, and letter to MAMSE ~~regional~~ board member by December 1. ~~(See map to identify where nominee's school is located. Board member's address is listed.)~~

MAMSE HALL OF FAME AWARD

The purpose of this award is to honor a person who has had an impact in the middle level movement throughout the state and possibly the country, although the latter is not a requirement. To be selected, a candidate must receive an affirmative vote from two-thirds of the Board of Directors at the January board meeting. The successful nominee will be notified and presented the award at the awards ceremony during the annual conference. The recipient will receive an appropriately designed award.

Previous recipients:

1979 – 80	Dr. June Wilson	1989 - 90	Dr. Charles Jaquith
1980 – 81	Dr. Thomas Gatewood	1994 - 95	Ms. Charlene Pike
1981 – 82	Ms. Pauline Pavlick +	1995 - 96	Mr. Jacob Brisendine
1982 – 83	Dr. Louis Romano	2006 - 07	Dr. Thomas Barris
1985 – 86	Dr. Donald Steer	2009- 10	Dr. Peggy Gaskill
1986 - 87	Dr. Margaret McMaster	2010 - 11	Ms. Suzanne Lappin
1987 - 88	Dr. Glen Gerard	2011 - 12	Mr. Blaine Goodrich

Sample plaque/award wording used:

<p>In recognition of outstanding contributions to those who teach and learn at the middle level</p> <p>The</p> <p>MICHIGAN ASSOCIATION OF MIDDLE SCHOOL EDUCATORS</p> <p>hereby inducts</p> <p><i>NAME OF PERSON</i></p> <p>into the</p> <p>MAMSE HALL OF FAME</p> <p>Date</p>

LOUIS G. ROMANO SCHOLARSHIP GUIDELINES

It is the intent of the MAMSE Board to award a \$500 maturity bond to a student from the district which hosts the annual conference. The award recipient will be chosen by a committee from the host school. The following guidelines and criteria have been developed to aid the host school in making their selection. The scholarship is given to a student who has a broad range of competencies, with equal weight given to each of the five categories.

- The selection committee should be composed of five or more members, one of which is a co-chair of the conference committee.
- The selection process should be completed and sent to Alecia Powell, MAMSE Office Manager, no later than December 10.. She will need the name, address, phone number, social security number for the recipient, parents names and one beneficiary. She will also need a short written description telling why the recipient is receiving the scholarship.

Criteria:

- Students academic performance is aligned with their abilities and achieved a minimum of a C (2.0) average. 20 points
- The student demonstrates leadership by willingly participating in activities and has a positive influence on others. 20 points
- Citizenship is exhibited by their ability to get along with others, both adults and students. 20 points
- The student is involved in community service by actively participating in a project that is of service to others, i.e. 4-H, scouts, church, hospital volunteers, tutors, etc. 20 points
- The student participates in co-curricular activities such as clubs, athletics, intramural, performing arts, or personal growth activities. 20 points

The winner will be presented the bond at the conference either at the keynote or the awards. A staff member from the host school can introduce the winner.

MAMSE has no restrictions on how the bond can be spent. However, the government does have some rules about cashing the bond. Here is some information.

ABOUT EE BONDS OLD INFORMATION – RULES CHANGED IN JANUARY 2012

(Not sure when or who put this information in this section)

EE Bonds are reliable, low-risk government-backed savings products that you can use toward financing education, supplemental retirement income, birthday and graduation gifts, and other special events. Series EE Bonds purchased on or after May 1, 2005, earn a fixed rate of return, letting you know what the bonds are worth at all times.

If you redeem EE Bonds in the first 5 years, you'll forfeit the 3 most-recent months' interest. If you redeem them after 5 years, you won't be penalized.

EE bonds earn interest for 30 years; the fixed rate applies during the first 20 years and will automatically be extended for 10 more years unless Treasury announces different terms for the final 10-year period. Rates for new issues will be announced each May 1 and November 1.

EE Bonds issued on and after May 1, 2005, will reach original maturity at 20 years. These bonds also are guaranteed to double in value from their issue price no later than 20 years after their issue dates. This is the bonds' original maturity. If a bond does not double in value as the result of applying the fixed rate for 20 years, the Treasury will make a one-time adjustment at original maturity to make up the difference. During the 10-year extended maturity period that follows original maturity, bonds will earn interest at the fixed rate set at issue unless a new rate or new terms and conditions are announced for the extension period.

You can cash EE bonds any time after they're one year old, but there's a three-month interest penalty for cashing them less than five years from their issue date. Treasury guarantees that an EE bond issued May 2005 or later will at least double in value at its 20-year original maturity. If the fixed rate fails to double a bond's value by 20 years, Treasury will make a one-time adjustment to make up the difference.

Taxes

The interest you earn from savings bonds are exempt from all state and local income taxes. You will, however, owe Federal income taxes on the interest when you cash them. The earnings may be exempt from Federal taxes if you use the bonds to pay for college tuition and fees.

Accessibility

After you buy a savings bond, you are required to wait at least one year before you can get your money back. Once one year has elapsed, you can get your money back plus some interest, although not the full interest you are due. If you want to cash in your savings bonds before five years have elapsed since you bought the bonds, you will lose three months worth of interest. After five years, you will get the promised interest and you can get your principal back if you'd like.

Safety

Savings bonds are very safe because they are guaranteed by the U.S. government. Your principal and earned interests are safe and can't be lost because of changes in the stock market or other financial markets. Savings bonds are registered with the Treasury Department, so if you lose them or they are stolen or destroyed, they can be replaced at no cost to you.



Michigan Association of Middle School Educators
1390 Eisenhower Place • Ann Arbor, MI 48108
(734) 677-5678 (P) • (734) 677-2407 (F) • www.mamse.org

Sample Letter

(

October 20XX

Dear MAMSE Region I Member:

As we look forward to the holiday season and the coming new year, we have received noteworthy events that we'd like to ask you to participate in.

The first order of business is to receive your nominations for Parent-of-the-Year, Educator-of-the-Year, Administrator-of-the-Year, Promising Young Educator of the Year, Teaching-Team-of-the-Year and Collegiate-Educator-of-the-Year. The nominations must be received by me at (insert address) no later than December 1. Please note the enclosed nomination form.

Secondly, MAMSE is always looking for a brief write up on a noteworthy event within your building or district. Please include the name and address of a contact person for these events as you send them in...these may be forwarded to me as they occur during the school year.

Next, I would like you to know that MAMSE's Annual Conference will be held March X and X at XXXXX in XXX. I will look forward to seeing you there!

Your participation makes a difference! Please feel free to contact me if there are any questions.

Sincerely Yours,

(Your Name)

Your e-mail

MAMSE Region 2 Board Member

APPENDIX E

Drive-In Conference

As a means of promoting membership services and the Middle Level School Philosophy, MAMSE will sponsor Drive-In Conferences as requested by each region.

MAMSE FINANCIAL INVOLVEMENT

1. MAMSE will provide a maximum of two hundred (\$200.00) dollars seed money to a regional affiliate desiring to sponsor a Drive-In Conference. The criteria for seed money will be based on the following:
 - A. Seed money is to be used for the sole purpose of facilitating the Drive-In Conference.
 - B. The conference chairperson shall submit to the MAMSE Executive Director for approval, a preliminary conference budget at least five (5) weeks before the conference date.

Seed money and any profits from the conference will be submitted to MAMSE.

GENERAL GUIDELINES

1. An Executive Planning Committee for each Drive-In Conference shall be established and consist of the following:
 - MAMSE Executive Director
 - Regionalization Coordinator
 - Conference Chairperson
2. The conference will last no longer than 24 hours (i.e., all day, evening and morning).
3. The primary location for a conference will be a Middle School. However, alternative sites may be approved by the Executive Planning Committee.
4. Total registration, including one meal, will be determined by the Executive Director and the local planning committee.
5. A final report – including an evaluation by the participants and financial statement will be submitted to the Executive Director three (3) weeks after the date of the conference.

APPENDIX F

GRANTS

Michigan Association of Middle School Educators

Mini Grant Application

Funds permitting, MAMSE offers up to five competitive grants for each school year. Each grant can have a maximum value of \$1000 but requests for a lower amount will also be considered. The purpose of the grants is to promote the development and implementation of ideas and/or programs related to eight themes essential to successful middle schools. These grants are being made available to Michigan middle school educators to encourage the innovation of these themes at the classroom and/or building levels.

EIGHT THEMES based on NMSA's *This We Believe*:

1. **School Vision** – Imagining the very best that a school can be.
2. **Health, Wellness and Safety** – Helping students maintain healthy minds and bodies.
3. **Student Advocacy** – Promoting assistance and advocacy programs.
4. **School Curriculum** – Integrating and exploring challenging curriculum.
5. **Flexible Scheduling and Structures** – Promoting collaborative teaching and planning.
6. **Family and Community Partnerships** – Encouraging volunteer and community support.
7. **Quality Assessment** – Incorporates all aspects of student growth regarding evaluation.
8. **Varied Teaching Techniques** – Accommodating individual learning styles.

APPLYING for the MAMSE MINI GRANT

- Complete an application specifying that the grant incorporates one of more of the eight themes and that it will be implemented at the middle level.
- Only one grant proposal per school should be submitted by June 30 of each grant year.
- Recipients are required to present at the next MAMSE conference or submit an article for publication to the MAMSE Journal.
- Recipients are encouraged to develop a display board of the progress of their grant for display at the next MAMSE conference
- Any product (unit plan, evaluation tool or similar tangible item) becomes a MAMSE resource and may be published.

AWARDING of the MAMSE MINI-GRANT

- Funding may only supplement, NOT supplant current district or building plans and programs.
- Proposal supports and promotes current "best practices" at the middle level.
- Proposal is approved and supported by district level administration.
- Objectives are reasonably measurable with the proposed evaluation methods.
- Budget reflects appropriate use of the funding to achieve desired outcome(s).
- Recipients are ineligible to apply for grants the year after their award.
- appropriate use of the funding to achieve desired outcome(s).

Members of the MAMSE Board will review all applications in a given year and determined the winning recipients. NOTE: Recipients are ineligible to receive consecutive yearly grants.

- The board may set the dollar amount for grants before the review process starts. The board will be divided into 4 groups. Any board member whose building has an application will not read or vote on the selections to eliminate bias in the process. Each group will read each application and rank order their choices. A chart of the 4 group preferences will be made. There will be discussion on each of the grant applications by the entire board. The board will have a vote on which grants to award.
- The Executive Director or his/her designee will send letters to winner's superintendent and principal as well as the applicant. Included in the applicant's letter will be a description of the accountability of recipients (presentation, journal article, display board) and other terms of the grant. Letters will also be sent to the applicants whose grants were not funded.

TIMELINE

- | | |
|--------------------|--|
| July/August | Select the winning recipients from all the grants that met the June 30 deadline.
Allocate monies for the continuation of the grant program as budget item. |
| August-October | Announce and publish the recipients names.

Award the necessary money to winners.

Adjust or maintain the form for the next year's publication. |
| March | Present all necessary mini-grant information at MAMSE conference. |
| November – January | Prepare and publish necessary information for the MAMSE conference.

Check to see if recipients will be writing journal article or presenting at conference. |
| September - June | Receive and file grant applications from around the state |

See <http://www.mamse.org/Grants.htm> for current application form.

MAMSE GRANT RUBRIC

	Criteria			Value
	1	3	5	
General Format	The proposal does not include one of the eight major themes essential to successful middle schools.	A major theme essential to successful middle schools is included but not clearly articulated.	A major theme essential to successful middle schools is clearly articulated in the proposal and is persuasive to the reviewer(s).	—
Project Description	Objectives are vague and not measurable. While some of the project activities appear to be appropriate, the relevance or appropriateness is questionable.	Objectives are measurable. Most of project activities seem appropriate and likely to contribute to the achievement of objectives.	Objectives are clearly stated, specific, and measurable. Project activities are engaging for students, relevant, appropriate and will lead to achievement of the objectives. Project is well conceived and planned.	—
Impact on Students	Little positive impact on students. Few students benefit from project. Will result in very little impact on student learning.	Considerable positive impact on student. Will have some impact on student learning but unclear how sustainable it will be.	Substantial positive benefits on students. Shows that project will have a strong sustainable impact on student achievement.	—
Proposed Budget	The budget was appropriate to the goals of the project but lacked sufficient detail or was not comprehensive in scope. Materials are in line with proposal and materials are listed but does not itemize to indicate specific brands of materials.	The budget was appropriate to the goals of the project, provided sufficient detail. Materials are in line with proposal but is lacking somewhat on itemizing some materials.	The budget was appropriate to the goals of the project, provided sufficient detail and persuaded the reviewer that the project made effective use of its resources. A detailed budget is included (e.g. details of anticipated expenses and revenues, other sources of funding for the project). Materials are in line with proposal and does a good job of itemizing materials to be used.	—

	Criteria			Value
	1	3	5	
Means of Evaluation	No evidence of a plan.	Some evidence of a plan.	Clear evidence of a plan. A clear achievable and complete timeline is provided.	—
Creativity	Project evidences little innovative and/or creative approach to student learning and involvement.	Project evidences some innovative and/or creative approach to student learning and involvement.	Project evidences substantial innovative and/or creative approach to student learning and involvement.	—
Ability to Duplicate	Project would be difficult to replicate for other middle schools.	Project could be replicated for some middle schools of varying sizes and organizational structures.	Project could be replicated easily for middle schools of all sizes and organizational structures.	—
Number/Percentage of Students	Small number/percentage of students involved in project	Adequate number/percentage of students involved in project	Considerable number/percentage of students involved in project	

TOTAL: _____

COMMITTEE COMMENTS:

Adopted October 2, 2009

APPENDIX G

CONSULTANT SERVICES

MAMSE personnel are available to work with middle schools to facilitate the school improvement process. We can help your school with Middle School Organization, Characteristics of Young Adolescents, Restructuring, Advisory, Assessment/Evaluation, Classroom Management, Curriculum, Exploration, Family/Community Interaction, Flexible Organization, Instructional Strategies, MEAP/Adequate Average Yearly Progress, North Central Accreditation, School Climate, School Improvement Plans.

Price List:

- Four contacts during the course of the year to meet with staff and committees:

Members: \$ 1000 + mileage

Non-members: \$1200 + mileage

- One time contact:

Members: \$ 300 per visit + mileage

Non-members: \$ 350 per visit + mileage

* Additional fees might be incurred based on location

For more information or to obtain a request form, please contact:

The MAMSE Office

1390 Eisenhower Place

Ann Arbor, MI 48108

(734) 677-5678

e-mail: mamseoffice@mamse.org

APPENDIX H
INFORMATION SERVICES
TEACHER TIPS AND MAMSE UPDATES

MAMSE Updates come out the third Tuesday of each month. They are forwarded to the Association Manager by the Sunday before they are sent to our members. Keep any ~~NMSA~~ **AMLE** bulletins and send them to the Association Manager at that time. Usually there is some information for MAMSE that needs to be transmitted as well as an educational article and short summaries which may be of interest. ~~NMSA~~ **AMLE** publications, MASSP and ASCD Ed Leadership are used for articles. Other sites are: Public Education Network, Middle Web, Zimbio, Education World and Edutopia.

Teacher Tips are sent each of the other Tuesdays. Send 3-4 to the Association Manager for the whole month before they are needed. Sources for teacher tips come from Education World, googled “teacher tips”, and hopefully our members. Teacher tips are sent starting the third week in August and end the second week in June.

Sometimes it is necessary to remind the Association Manager when these communications need to be sent. It is important that our members receive either the tips or the update each Tuesday so that they can expect and depend on information from us and perceive it as one of the benefits of MAMSE membership.

DELETE

MAMSE Membership Regions

