



MICHIGAN ASSOCIATION OF MIDDLE SCHOOL EDUCATORS

Board Policy & Administrative Guidelines

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SECTION 1: 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
- k. In the absence of an active Executive Director, the President shall serve as the Associations Executive Officer until the position can be filled.

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 oversight. 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, President-Elect, and current Association Management Company (AMC) for the coming year.
- b. Draft the final annual budget with the Executive Director for the year for presentation to the Board.
- c. Review and provide monthly financial reports to the board with information provided by the AMC.
- d. Assist in any plans for the investment of funds.
- e. Work with the Executive Director on all other financial matters.
- f. Serve 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. -

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. Carry out the policies of the Board of Directors.
- b. Assist Board and officers in the performance of their duties.
- c. Enter in contracts on behalf of the Association.
- d. Prepare reports and gather information for the Board and membership.
- e. Assist Treasurer in budget preparation.
- f. Maintain an up-to-date record of Board policy and Administrative procedures.
- g. Collaborate with the editor for all publications.
- h. Represent MAMSE at official functions in coordination with the President.
- i. Attend all Board of Director meetings and as many committee meetings as possible.
- j. Keep aware of current issues of middle school education and administration.
- k. Act as MAMSE historian.
- l. Draft the final budget with the Treasurer and current AMC for the year for presentation to the Board at the September Board Meeting.

- m. Serve as an ex-official of the Executive Board.
- n. Perform any other duties as directed by the Board.
- o. Works as the liaison with the conference committee and the management company.
- p. Secure future conference locations/site.

**AT-LARGE BOARD MEMBERS AND
COLLEGIATE MIDDLE LEVEL ASSOCIATION BOARD MEMBER**

NATURE OF POSITION

I-F-1 The At-Large Board Members 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. The At-Large Board Members will represent one of the following categories: Publications Director, Member Services Director, Liaison Director and Financial Development Director.

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. Committed to middle level education.

MAJOR RESPONSIBILITY

I-F-4 All Directors have the following responsibilities:

- a. Serve on committees established by the Board or President
- b. Facilitate discussion and communication at Board meetings so that the business at hand is accomplished.
- c. Attend all Board of Director meetings.
- d. Communicate with the Executive Director regarding absence at forthcoming meetings.
- e. Board members set policy for affairs of MAMSE.
- f. Promote membership, conference attendance, exhibitor and sponsorship participation.
- g. Promote award and grant nominations.

- I-F-5 The major responsibilities of the Publications Director will include writing, researching, editing, and collecting the following:
- a. The Journal
 - b. Newsletters
 - c. Conference brochure
 - d. Teacher Tips
 - e. Social Media
- I-F-6 The major responsibilities of the Member Services Director will include writing, researching, editing and organizing the following:
- a. In-Service support
 - b. Networking opportunities
 - c. Creation of web content
 - d. Collection of online resources
 - e. Current trends
- I-F-7 The major responsibilities of the Liaison Director will include 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.
- I-F-8 The major responsibilities of the Financial Development Director will include writing, researching, editing, collecting, and networking in the following:
- a. Grants
 - b. Non-dues revenue
 - c. Sponsorship

BUILDING REPRESENTATIVE

NATURE OF POSITION

I-H-1 Building representatives volunteer and shall be selected by the appropriate Board Members. A building representative is a person who wants to share information about association activities with colleagues, parents, and community members in their school. They will encourage people in their 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 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 and the President.

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 defined in the current Association Management contract. See the current contract for details.

SECTION TWO

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

- 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, all members will receive a ballot.
- II-B-2 Names of candidates will be listed on the ballot in alphabetical order by last name.
- 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, and/or paper per members request.
- 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 on the MAMSE website in addition to 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 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 YEAR

III-A-1 MAMSE Membership is based on the member's anniversary date.

DUES

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

MEMBERSHIP TYPES

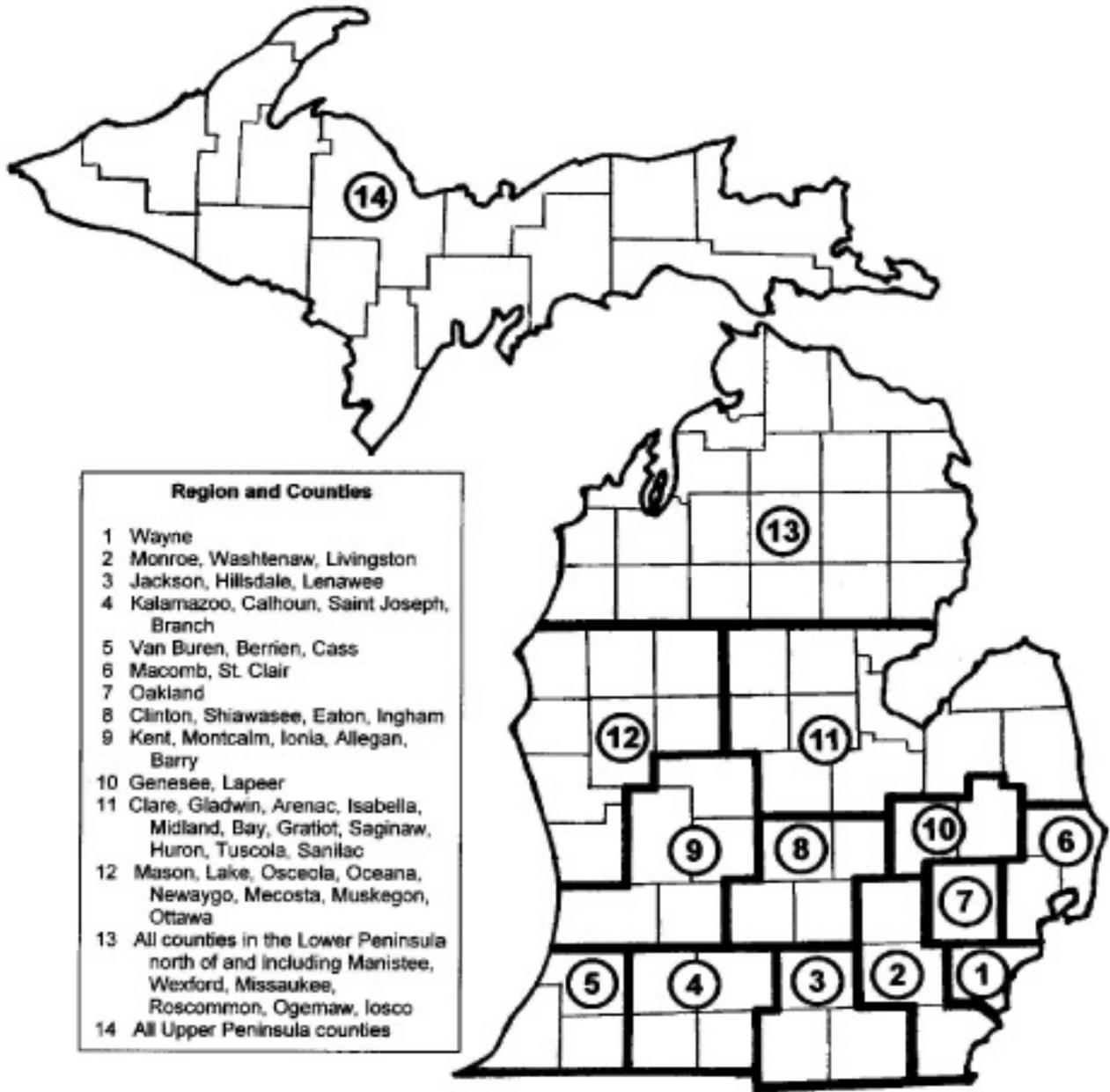
III-C-1 Membership types and dues are established by the Board of Directors. See www.mamse.org for membership forms and fees.

- a. Individual Member
- b. Dual Member with AMLE
- c. Building Partner
- d. Collegiate Partner
- e. College Student
- f. Subscription to Journal
- g. Retiree (1 Year)
- h. Retiree (10 Years)
- i. Life

REGIONAL FORMAT

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

MAMSE Membership Regions



SECTION FOUR

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 by the Treasurer at the end of the fiscal year. A full audit shall be conducted as requested by the Board of Directors.
- 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 Association Management Company 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**

- V-A-1 An annual MAMSE conference will be held in the early Spring of each 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

- VI-A-1 The “Editor” 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 produced in the fall of each year 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. 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 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 and/or Executive Board.
- VI-A-7 The Association Management Company, in consultation with the Editor, 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 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

BOARD OPERATIONS

A. ORIENTATION OF NEW BOARD MEMBERS

- VIII-A-1 Prior to the summer workshop, the following information will be available for each new board member:
- a. A listing of MAMSE officers;
 - b. By-laws, Board 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.

B. 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 “seven of the ten” 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 and/or President is responsible for notifying a board member who misses “two” meetings. For purposes of this policy, the meetings are the face to face Board meetings, conference calls, the board meeting at the annual conference and the summer planning workshop.

C. REIMBURSEMENT OF BOARD MEMBER EXPENSES

- VIII-C-1 Executive Board will determine if expenses will be reimbursed based on the current budget. Expenses considered for reimbursement include meals, lodging, conference registration, substitutes, mileage, etc.
- VIII-C-1 Procedure for reimbursement
- a. Request reimbursement form from MAMSE officer or treasurer.

D. 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.

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 a paper ballot is requested by the member, then a ballot will be mailed.
2. All candidates must complete a candidate fact sheet form and submit it to the President-Elect by January 1st of the calendar year.
3. 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 shall be listed alphabetically on the ballot, under the position they are running for.
 - 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 and/or the Association Manager. 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 Association Manager and officially notarized by a Notary Public.
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.

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, Executive Director and Association Manager 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, President-Elect, and Association Manager.
2. Banking services should be centralized with all checking and savings accounts located in the same bank.
3. No expenses will be paid or checks issues without proper documentation of the expense i.e. receipts etc.
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 Association Management Company shall be responsible for all deposits, withdrawals and necessary payments.

APPENDIX C

ANNUAL CONFERENCE PLANNING GUIDELINES PROSPECTUS FOR MICHIGAN ASSOCIATION OF MIDDLE SCHOOL EDUCATIONS 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 in conjunction with the Association Manager will coordinate the efforts of the local planning committee in concert with the local chairperson.

PLANNING FOR A SITE

The Executive Director shall be responsible for locating the site. 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 Association Management Company and (4) The role of the local chairperson.

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 and Association Manager 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 and Association Manager 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

- 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, and parents on the committee. Chairpersons and committee members from the surrounding school districts are encouraged to participate.

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

LOUIS G. ROMANO SCHOLARSHIP COMMITTEE

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

PROGRAM

- A. Solicits presenter applications

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

REGISTRATION

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

PUBLICITY

- A. Design logo and theme for conference.
- B. Contact local media for press coverage.
- C. Contact other professional organizations, surrounding school districts on forthcoming conference.
- D. Encourage registration and vendor participation through school contacts.

FACILITIES

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

MEALS

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

LODGING

- A. Local Committee suggests area hotels; Exec. Director and/or Association Manager negotiates rates and room block.

PARKING & TRANSPORTATION

- A. The school will ensure ample parking spaces are available for all conference participants. Should additional parking be necessary, it is the responsibility of the host school to make arrangements.

STUDENT VOLUNTEERS

- A. The school will coordinate reliable student volunteers for the conference. Duties can include directional assistance, tech support, room monitors, raffle assistance, etc.

PARENT VOLUNTEERS

- A. The school will coordinate reliable parent volunteers for the conference. Duties can include student coordination, registration help, etc.

COMMUNITY SPONSORS

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

PRIZES

- A. Secure donated items from local businesses.

POLICY

- A. No refunds will be made after the registration deadline date as advertised on the registration form and outlined in the cancellation policy.

OTHER ITEMS

- A. 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.
- B. 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.
- C. 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.)
- D. 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.

E. See the conference timeline for specific responsibilities and deadlines.

APPENDIX D

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
 - Conference Chairperson
 - Association Manager
 - Drive-in 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 E

GRANTS

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 AMLE'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

June - July	Determine whether grants will be available for the upcoming year.
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 recipient's 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 MAMSE Website and Forms Appendix for current application form.

APPENDIX F

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, and 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 G

INFORMATION SERVICES

TEACHER TIPS AND MAMSE UPDATES

MAMSE Updates

MAMSE Updates are sent to members on 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 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. 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

Teacher Tips are sent to members 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.

Phone () _____

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:

MAMSE CONFERENCE TIMELINE

Project/ Task Date	Task Description
January	Schedule conference presentations with host school
	Order conference bags
	Order Name badge holders, badge stock, and ribbons
	Email presenters with their scheduled presentation times
February	Conference Program content due to AMR Publications
	Conference Program due to Printer
	2 week release date for conference hotel
	Contact MAMSE Award winners regarding free registration to conference
	Prepare Conference evaluation form
	Assign vendor tables and send confirmation letter
March-BC	Have an informational flyer ready for distribution at conference about upcoming conference
	Prepare name badges and lunch tickets
	Week before-stuff bags
	Prepare 30 extra registration packets for walk-ins
	Create room signs for scheduled presentations
	Night before-prepare additional sessions and cancelled session flyer for registration packet.
	Have “call for presenters” cards ready for distribution
	Have a giveaway ready for distribution
	Have a display board ready for conference
March-AC	Record the comments and scores from the evaluation forms
April	Host school superintendent sends letter to county school district advertising next year’s conference
	Place thank you advertisement in local newspaper for community sponsors

	Thank you notes sent to sponsors and exhibitors
	Create conference sub committees: Program, Publicity, Meals, Lodging, Parking & Transportation, Student Volunteers, Parent Volunteers, Community Sponsors, Prizes, Exhibitors, Evaluation, Registration (AMC handles registrations)
	Send emails to all building reps or schools advertising the dates of the conference
May	Secure Keynote speaker
	Make hotel arrangements for host hotel
	Have conference theme/logo done
July	Start gathering information for the Conference Registration Brochure
	Start gathering information for the Exhibitor Prospectus
	“Call for presenters” form and conference registration form ready for AMC
	Article about the conference for Sept. MAMSE Newsletter
	Prepare the presenter registration form
August	Start gathering information for the Conference Registration Brochure
	Start gathering information for the Fall Newsletter
	Exhibitor letter and registration form mailed
	Board decides whether mini grants will be made available for the next year and begins advertising them.
	Louis G. Romano Award is advertised and applications are accepted. The host school does this.
September	Production Month for Conference Registration Brochure
	Production Month for Exhibitor Prospectus
	Prepare and post online Presenter Application through Survey Monkey
October	Conference Registration Brochure sent out to members and schools in Michigan; email where possible
	Prepare and post online Conference Registration through SurveyMonkey
	Exhibitor Prospectus sent out to Exhibitor list
	Prepare email template for conference registration confirmations

	MAMSE Website is updated with MAMSE Conference pages, General conference info, 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
	Send receipt of information to presenters via email/letter if no email address
November	Louis G. Romano Award applications are accepted.
December	Presentation Applications Due
	Send acceptance letter to presenters and request payment fee
	Presenting school sends Louis G. Romano Scholarship winner information to MAMSE Office. Name, address, phone number, parents names, beneficiary, and social security numbers.
	Start conference logo design for conference after next

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 the MAMSE office at 1390 Eisenhower Place Ann Arbor, MI 48108 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 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 Email

MAMSE Region X Board Member

MAMSE GRANT RUBRIC

	Criteria	Value
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	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
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	1	3	5	
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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