

Operational Guidelines

Maryland Association of Secondary School Principals

NASSP Relations

State Affiliation Agreement

A State Affiliation Agreement was signed with the National Association of Secondary School Principals (NASSP) (September 6, 1980). This agreement means that any person joining MASSP must also join NASSP. (June 2008)

Procedure for Selection NASSP Coordinator

Announcement made with duties in newsletter. Letters of interest to be submitted to Executive Director. A Screening Committee will be appointed by the president to determine final candidates (April 2, 1992)

At the Executive Board level the candidate must receive a clear majority on the first ballot. If a second ballot is needed, it will be with the top two candidates

The NASSP Coordinator shall serve for a term of three (3) years. (April 2012)

Officers

Payment to Officers

Resolution stating that officers elected in the future will not be paid for services rendered (June 11, 1983)

Contributions to Members

MASSP contributed \$200 to the president and member who traveled to the United Kingdom on an NASSP Study Program (November 3, 1984)

Retirement

The president is to write a letter expressing appreciation on behalf of MASSP on the retirement of a superintendent (April 5, 1984)

President- Elect

The President-Elect shall assist the President in any assigned duties and shall assume the duties of the President in the event of the absence of the President and will assume the duties of the Coordinator in the absence of the Coordinator. The President-Elect will also work with the Executive Director on membership by recruiting county representatives from each of the twenty-four Maryland LEAs thereby ensuring that each LEA has an active voice in the organization. (June 2008)

Immediate Past-President

The Immediate Past-President shall assist the President in the President's many duties. The Immediate Past-President will also coordinate joint meetings with the President, Past-President and Executive Directors of MAESP and MASSP. Additionally, the Past-President of MASSP, in conjunction with the Past-President of MAESP, will help plan and facilitate joint conference, workshops and meetings while furthering K-12 communication to meet the needs and issues of all school administrators across the state of Maryland. (June 2008)

Executive Committee

Appointment of Representatives

Appointment of representatives shall be the responsibility of local county associations

Representatives Responsibilities

- A. Regular attendance at the Executive Committee meetings. In case of absence, the representative shall notify the local association president, who shall appoint an alternate.
- B. Representing the local association and voting for the association in all matters before the Executive Committee
- C. Reporting to local association on all matters discussed and actions taken by the state Executive Committee on a regular basis
- D. Serving on such standing and ad hoc committees as may be assigned by the president
- E. Developing and utilizing systems of reporting to all school administrators in their local systems
- F. Membership development through local system campaigns which emphasize N/MASSP services (October 29, 1985)

Voting Privileges

The following have voting privileges: elected officers, coordinator, MSDE Representative, Representatives of colleges, universities, and private schools, and local representatives

Committee chairpersons who are not Executive Committee members and the field consultant are not permitted to vote (February 9, 1985)

Member Services

Death of a member

Death of an active member, the president is authorized to make a contribution of \$100.00 to a designated charity. (October 12, 1991)

Assistant Principal of the Year

Schedule for selection

Application packets for the MASSP Assistant Principal of the Year will be due to the MASSP office at a date in October prior to the annual Assistant Principal Conference where the AP of the Year will be announced. All guidelines issued by NASSP are to be followed. (June 2008)

Principal of the Year

Application packets for the MASSP Middle Level Principal of the Year and High School Principal of the Year will be due to the MASSP office at a date in February or March prior to the annual MASSP Spring Conference where the Principals of the Year will be announced. All guidelines issued by NASSP are to be followed. (June 2008)

Legal Services

MASSP shall reimburse an individual or institutional member up to and including the amount of \$500 for legal services relating to the job. The member shall then contact NASSP for potential continuing financial and consulting assistance. (July 2008)

Committees

An awards and recognition committee shall be established (April 2, 1987)

Liaisons

MASSP shall appoint members as required to the following:

MPSSAA

Professional Standards Board

Task Forces as determined by the Maryland Legislature

Task Force/Committees created by MSDE

AdHoc Committees convened as necessary (June 2008)

Others as deemed necessary by Executive Committee and/or the Executive Director (June 2008)

Travel and Lodging

NASSP Conventions

MASSP shall pay for the air fare of each elected officer and the executive director to the site of the annual NASSP Convention

MASSP shall pay for the air fare or the ground transportation of the president, president-elect, NASSP Coordinator and the executive director to the site of the annual NASSP Conference. (April 2012)

MASSP shall pay the cost of one-half room for each elected officer and the full cost of a room for the executive director at the site of the annual NASSP Convention (July 2008)

MASSP shall pay the cost of rooms for the president, president-elect, NASSP Coordinator and executive director at the site of the annual NASSP Conference. (April 2012)

Endorsements

Authority

Only the Executive Director has the authority to make endorsements on behalf of MASSP

List of Endorsements

A list of endorsements will be maintained by the Executive Director

Advertisement

MASSP will not accept or solicit advertisements for the Newsletter (March 3, 1984)

Sponsorships

Under the direction of the executive director and with the approval of the Steering Committee, MASSP shall seek corporate sponsorship for conferences, workshops, and the various activities of the organization. (June 2008)

Budget

Mileage and Meal Reimbursement

Rates and mileage and meal reimbursement will be established at the Federal rate each year as part of the budgetary process

Employees

Executive Director

A legal contract, renewable annually, be established with the Executive Director that outlines the job specifications, definition of working year and incentives for increased membership and clarifies the fringe benefits. It was also recommended that the Executive Director be involved in developing this contract. (June 11, 1983)

A contract will be developed and an evaluation will be conducted based upon the contract. The evaluation will be done annually to follow the calendar year and will be conducted by the elected officers. (March 20, 1993)

Legal Documents

Articles of Incorporation

MASSP Articles of Incorporation (March 3, 1984) (April 8, 1971)

Insurance and Liability

MASSP shall carry a liability insurance policy for \$1,000,000 to cover liability for all meetings, conferences and sponsored events.

MASSP shall carry a policy for injured workers (for the executive director)
(June 2008)

Meetings

Steering Committee Meeting members shall consist of the elected officers, the NASSP coordinator and the executive director and will meet at the request of the executive director.

Executive Committee members shall consist of the county representatives, committee chairpersons, and the members of the Steering Committee.

General Meeting shall be held at each Spring Conference and members present shall constitute the needed quorum. (June 2008)

Website

Under the direction of the executive director a website will be created and maintained in order to more effectively communicate with the members of the organization. (June 2008)

Resolutions

Alcohol

Whereas, the use of alcohol is harmful to the health of youth; and

Whereas, alcohol contributes to dangerous behavior, especially with motor vehicles; and

Whereas, schools are attempting to curtail the use of dangerous substances among youth; and

Whereas, student, parent, and community groups are campaigning to minimize alcohol use and its harmful results, and

Whereas, non-school but school-related functions sometimes serve alcohol to adults in the presence of students; now, therefore, be it

Resolved, that the Maryland Association of Secondary School Principals is not in favor of alcoholic beverages being served or promoted at any function where school-aged youth are present, including off-campus events such as banquets, proms, or high school athletic tournaments at college or university facilities; and be it further

Resolved, that MASSP will make its position known to its membership and to the public at large, and will specifically notify any sponsoring groups which serve or promote alcohol us at student related affairs.

April 14, 1988