

Policy Manual
of the
Michigan Chapter
of the
American String Teacher's Association
Effective September, 2017

Mission Statement

Enriching lives through universal access to fine string playing and teaching

I. MEMBERSHIP

The membership shall consist of four classifications: Individual (Professional, Senior, Dual, Student), Business/Corporate, Institution/School, Library. Qualifications for each category are as established by the American String Teachers Association. Only professional, senior, and dual members may vote or hold office.

II. MEETINGS

All board members are expected to present reports for every meeting. Reports should be submitted to the President prior to the full board meeting. The date for submitting reports is at the discretion of the President but shall not be more than two weeks before the scheduled meeting.

- **General Membership Meeting** - MASTA is required by ASTA to hold one general membership meeting per year. This meeting is typically held in conjunction with the Michigan Music Conference.
- **Executive Board Meetings** - The MASTA Executive Board will meet prior to each general membership meeting AND the full board meeting. These meetings may occur in person or via electronic medium. When possible one of these meetings should occur at the Michigan Youth Arts Festival, typically held in May each year.
- **Full Board Meetings** - A minimum of two full board meetings will occur in addition to the General Membership Meeting. The fall meeting is currently held in conjunction with the String Reading Session co-sponsored by MSBOA and MASTA. Currently this is held at Plymouth-Canton High School.
- **Summer Retreat** - A summer retreat/planning meeting is held when possible and necessary for the organization. This meeting is for the purpose of discussing ideas and events to make the organization stronger. Reports are not expected at this meeting. This meeting should include a biannual review of the MASTA Strategic Plan.

III. BOARD MEMBER RESPONSIBILITIES

- **Executive Board**
 - The duties of the Executive Board are outlined in the MASTA By-Laws.
- **Project Directors**
 - Attend all meetings (Fall and Winter). When conflicts arise the President or President-elect should be notified prior to the meeting.
 - Submit two proposed annual budgets at fall meeting
 - Submit activity reports at the Fall and Winter meetings
 - Respond to MASTA related e-mails in a timely and professional manner.
 - Represent MASTA and string teaching in a positive and professional manner.

- Submit reimbursement requests within 60 days of the expense.
- Annually update their Job Description and submit it to the Past-President.
- Board Members can be terminated with the unanimous agreement of the Executive Board.

- Board Liaisons

- Liaisons are asked to report to the MASTA Board for the purposes of efficiency and the benefits of all string teachers in Michigan.
- Liaisons should be members of both MASTA and their organization.
- Liaisons do have all the rights, benefits, and expectations of full board members.

IV. ELECTIONS:

- Executive Board

- Elections take place in even numbered years.
- Nominating committee should be organized during the fall of an odd numbered year.
- Slate of officers will be reviewed at the winter meeting of an even numbered year.
- Elections for officers begin January 31st of the even numbered year.

- Project Directors

- Project Directors are selected and appointed by the Executive Board
- Project Directors can be removed by a vote of the full Executive Board

V. AWARDS

- String Teacher of the Year

- MASTA will select a String Teach of the Year every year.
- Orchestra Teachers/Directors are recognized in odd-numbered years.
- Studio Teachers are recognized in even-numbered years.
- Minimum Qualifications
 - 10 years of quality teaching in the state of Michigan
 - Demonstrated service to the profession.
 - Member in good standing of ASTA.
- Nominated in Fall by a MASTA Member.
- Voted on by the full membership by paper or electronic ballot in December.
- Presented at the Winter General Membership meeting

- Administrator of the Year

- MASTA will make an attempt to recognize an outstanding administrator
- Minimum Qualifications
 - Administrator for 5 years in the State of Michigan
 - Significant contribution to the promotion, maintenance, and/or growth to string education in Michigan.
- Nominated in Fall by a MASTA Member
- Selected by the MASTA Executive Board

- Career Excellence Award

- The Executive Board may award a Career Excellence Award when it deems necessary.

- This award DOES NOT need to be given annually, it should only be awarded when there is an appropriate recipient.
- Decision should be made and informed to the board at the fall meeting.
- Award will be presented at the Winter General Membership Meeting

VI. MICHIGAN MUSIC CONFERENCE

MASTA is one of four organizations who manage the Michigan Music Conference. This annual conference is a joint effort of MSBOA, MMEA, MASTA and MSVMA. MASTA's participation in this joint venture results in 1/9 of the profits from the conference being given to MASTA.

- MMC Executive Board

- The President and the “**MMC Liaison**” shall serve as MASTA representatives to the MMC Executive Board.
- They will attend all meetings of the MMC Executive Board. If both members cannot be present they must ensure a MASTA representative is at the meeting.

- MMC Planning Committee

- The MMC Project director and the MAST President-Elect will represent MASTA on the MMC Planning Committee. These people may recruit as many additional people as they see fit to complete MASTA's responsibilities on the MMC Planning Committee.
- The President-Elect will assist with the planning of the annual MASTA Make-and-Take Session at the conference
- The “**MMC Liaison**” will recruit and administrate the MASTA Headliner for the conference.

VI. FINANCIAL POLICIES

- The MASTA Fiscal Year is July 1 to June 30.
- Two MASTA Board member signers must be on every MASTA account. Every attempt should be made that one of these is either the Treasurer or President.
- All Program Budgets submitted at the fall meeting should include a projected 5% surplus to the MASTA General Fund. This expectation can be suspended by a vote of the full board.
- The taxes of the organization must be filed on or before November 15th.

- REIMBURSEMENTS

- MASTA cannot reimburse sales tax. ALL MASTA purchases should be made using the tax exempt paperwork of MASTA. Receipts submitted that included tax will be reimbursed minus the sales tax.
- MASTA will reimburse all first year string teachers in the state of Michigan the cost of their annual dues. The member needs to submit proof of payment to the treasurer for reimbursement.
- **Mileage** - Assuming budget allows (reviewed at the May Exec. Board Meeting)
 - MASTA will reimburse mileage to and from approved meetings list at the rate of \$0.40 per mile with a cap of \$300. Board members are encouraged to donate the first 100 miles of their meeting mileage
 - Approved Meetings
 - Fall Meeting
 - Winter Board Meeting
 - Spring Meeting (Exec. Board Only)

- Summer Retreat
- MMC Meetings (President, President-Elect, MMC Liaison, MMC Chair, MMC Assistant).
- **Michigan Music Conference**
 - The MMC provides three hotel rooms for MASTA's use. These will go to the President, MMC Chair & MMC Liaison.
 - MASTA will provide hotel for three nights for the President-Elect, MASTA Executive Board, and the MMC Chair assistant
 - MASTA will provide one hotel night stay before or after an approved meeting for any person living more than 250 miles from the meeting site.
 - Any other reimbursements must be approved in the annual budget process.
- **National ASTA Conference**
 - MASTA will reimburse the President for expenses incurred to attend the National ASTA Conference. Reimbursable expenses include mileage/airfare, hotel, and conference registration. If the President cannot attend the President-elect may attend. If neither can attend, the Executive Board may select a representative.
 - MASTA will reimburse the President-Elect for expenses incurred to attend the National ASTA Conference in even numbered years (the months prior to taking on the President position). Reimbursable expenses include mileage/airfare, hotel, and conference registration.
- **Member-at-Large**
 - MASTA will reimburse the Member-at-Large the cost of mileage to and from new teacher visits at the board rate listed above. The Member-at-Large may nominate a substitute for this benefit if they are not able to make a visit.

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