

**MICHIGAN READING ASSOCIATION
POLICIES & PROCEDURES HANDBOOK**

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MICHIGAN READING ASSOCIATION POLICIES & PROCEDURES HANDBOOK

*adopted by the MRA Board of Directors on May 18, 2019
effective July 1, 2019*

1.0 BOARD OF DIRECTORS (MRA Bylaws – Article VI)

INTRODUCTION:

This section outlines the responsibilities and procedural recommendations for the members of the Michigan Reading Association Board of Directors. The Immediate Past President will chair the Governance Committee to ensure functional implementation of the Association's goals and purposes, run the elections, and conduct an annual review of the Policies & Procedures Handbook and Bylaws.

QUALIFICATIONS:

Any member in good standing of the Michigan Reading Association is eligible for election as an officer of the Association.

DESCRIPTION:

Composition:

The voting **Board of Directors** shall consist of the elected officers of President, President-elect, Vice President, Secretary, and Treasurer, and twelve additional members comprising two Members-at-Large and ten Regional Representatives. The President will vote only in the event of a tie.

The Members-at-Large and Regional Representatives shall serve for three (3) years with at least three being elected each year. Each Member-at-Large and each Regional Representative shall assume office on July 1 and continue to serve for the duration of the term. They may not hold the office for more than two consecutive terms. Eligibility to hold office can occur after a lapse in office of one term.

The **Executive Committee** shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, Immediate Past President. As requested, the MRA Executive Director may also attend the Executive Committee meetings.

FUNCTION:

The voting Board of Directors shall:

- 1) Facilitate the mission and vision of the Michigan Reading Association
 - a. develop a strategic plan
 - b. implement strategic plan components.

- 2) Exercise general supervision and control over the property and affairs of the Michigan Reading Association
 - a. adhere to the bylaws of the Association
 - b. supervise the execution of approved policies and procedures;
 - c. ensure solvency of the organization including approval of the annual budget

In the interval between the Annual Meetings, the Board of Directors shall have authority over the property and affairs of the Michigan Reading Association and shall take such actions as are necessary and proper to facilitate the purposes within the powers delegated by the bylaws.

- 1) "Those members in actual attendance at any full membership meeting shall constitute a quorum at the meeting" (section 7 bylaws).
- 2) Official action may also be taken by email vote, conference call, or other technology-assisted vote under two conditions:
 - a. action on an item required between scheduled Board Meetings and the inability to convene a face-to-face Board Meeting.
 - b. under the advisement of the Executive Committee, the President has the responsibility to call an email vote, conference call vote or other technology-assisted vote.
 - c. In the case of technology-assisted votes
 1. Notification of an action item will be sent to voting and non-voting Board Members before a vote is taken and the date on which votes will be cast.
 2. A designated time will be provided for discussion of the action item among voting and non-voting Board Members through the use of an electronic community forum (i.e., conference call, Google Hangout, Skype, etc.). The President will set the date and time for the discussion.
 3. At the end of the discussion, a roll or email vote will be conducted among the voting Board Members.
 4. The voting shall end when the designated time period for voting ends or a quorum has voted.
 5. The secretary shall maintain a roster of votes and report results to the President.
 6. The secretary will record the results of the vote in the minutes of the next scheduled Board Meeting.

ACCOUNTABILITY

ELECTED OFFICERS

Elected members of the Board of Directors are expected to attend all Board meetings. Members who fail to attend two meetings of the Board of Directors in one fiscal year, without prior communication and approval **from the President**, are subject to dismissal from their position by decision of the Executive Committee.

ELECTED AND APPOINTED MEMBERS OF THE BOARD OF DIRECTORS

The President will submit to the Executive Committee names of Board members for possible dismissal for the following reasons:

- (1) repeated failure to respond to written, electronic and/or phone communications;
- (2) failure to carry out committee charges in a timely manner; and/or

- (3) failure to make any attempt at problem solving to bring resolution to the unfulfilled charges.

These Board members may be dismissed by decision of the Executive Committee.

The Board member who is recommended for dismissal will be notified in writing **by U.S. mail** (not electronically) and has the right to be heard by the Executive Committee and can be represented by another Board member. The Board Member must be given the opportunity to resign prior to being dismissed by the Executive Committee. The Executive Committee retains the right to final decision.

Upon a decision to dismiss, the President will appoint another individual to fill the position vacated by the dismissal of an elected Board member until the next election. The Governance Committee will seek nominees to fill the remainder of the term of the vacated position. Board members who have extenuating circumstances preventing them from attending a Board meeting must communicate with and receive approval from the President to be excused. Board member cancellations within twenty-four hours of a board meeting shall be expected to pay for hotel and meal costs. The President will make another appointment in the case of the dismissal of a committee chair or appointed member of the Board.

MEETINGS

Five meetings of the Board of Directors, which includes the annual meeting, are generally scheduled during the year. The President may choose date, time, and location.

Technology-assisted meetings can be called as needed following the procedures identified in Section 1.0, Board of Directors Function.

The Executive Committee is comprised of the President, President-elect, Vice President, Secretary, Treasurer, Immediate Past President. The Executive Committee functions on behalf of the Board of Directors between meetings to ensure a system of checks and balances for the Association. The President will determine the time and location of the Executive Board meeting. At least 4 members of the Executive Committee must be in attendance (in person or virtually).

The content of Executive Board meetings may include:

- (1) reviewing and recommending agenda items for board meetings,
- (2) addressing issues related to the day-to-day functions of the Association;
- (3) matters of confidentiality;
- (4) advice or discussion, and/or
- (5) other items of discussion presented by a member of the Executive Board. This group will meet at the discretion of the Executive Committee.

Board members and committee chairs will be reimbursed for mileage to and from meetings of the Board of Directors. MRA will pay *half* the cost of a double room when overnight accommodations are required. Extraneous fees, such as parking fees, room service, alcohol, phone calls, and tips are not covered by MRA reimbursement.

Meetings will be scheduled at the President's direction and will be coordinated with office staff to include such details as contracts, meeting space, audio-visual needs, room reservations, menu

selections, etc. well in advance of the meeting dates.

EXTERNAL COMPENSATION

Members of the Board who represent the Association in visiting councils and other organizations will be reimbursed by the Association for mileage and lodging when other means of reimbursement are not in place from these other councils or organizations.

Members of the Board of Directors officially representing the Association may **only** accept payment of stipends from sources other than Michigan Reading Association for any services rendered **if** the stipend is donated to Michigan Reading Association. This does not include reimbursement for mileage, lodging, and/or meals as long as these are not also paid by Michigan Reading Association nor does it include services that are a part of the member's regular employment when not representing the Michigan Reading Association.

1.1 PRESIDENT (MRA Bylaws – Article V)

RESPONSIBILITIES

The President shall:

- 1) Act as the Executive Office and Official representative and spokesperson for the Michigan Reading Association.
- 2) Oversee management of Association business.
- 3) Schedule and chair a minimum of five meetings (to include the annual meeting) of the Board of Directors and set the agenda.
- 4) Schedule and chair meetings of the Executive Committee, invite the Executive Director to the meetings as an advisory member when requested, and invite others to the meetings as necessary.
- 5) Consult the Board of Directors for decisions that must be made between meetings, according to the bylaws.
- 6) Act upon orders and resolutions of the board.
- 7) Prepare the agenda for board meetings.
- 8) Communicate the following at the first board meeting: (1) roles and responsibilities of elected and appointed board members; (2) the Association's bylaws and policies and procedures; (3) guidelines regarding conflict of interest policy and communication policy; and (4) committee charges.
- 9) Organize and plan the implementation of new Board Member Orientation/Leadership Retreat with the help of a committee for board development and planning strategic goals for the year.
- 10) Work with the governance committee (elections and policy and procedures committee) to recruit new board members.
- 11) Initiate annual board/committee member evaluations (i.e. strategic goals, board performance and engagement, etc.).
- 12) Assist in guiding and mediating board actions with respect to the Association's priorities and governance concerns.
- 13) Monitor financial planning and financial reports.
- 14) Ensure the implementation of Association bylaws, policies, motions, budget reports,

Employee Handbook and US Labor Laws, and meeting minutes in conjunction with executive committee duties.

- 15) Collaborate with Association leaders to appoint committee chairpersons and identify committee charges.
- 16) Communicate MRA positions on literacy in articles for *News & Views* and *Michigan Reading Journal* as requested in media presentations, and others as needed.
- 17) Maintain communication with the State Department of Education and other professional organizations and educational units within the state.
- 18) Supervise, with assistance from the OPC chair, the Executive Director and follow guidelines within the Employee Handbook.
- 19) Prepare and submit a budget for the position of President to the chair of the Finance Committee by the date requested and serve as a member of the Finance Committee.
- 20) Present, along with the Executive Director, conference venue contract(s) for approval by the Board of Directors.
- 21) Arrange for the Parliamentarian (or a substitute if the Parliamentarian is absent) to guide the President at all Board meetings.
- 22) Submit names of chairs for standing committees and Board Appointments (if appropriate) **with the approval of the Board of Directors.**
- 23) Appoint other temporary, special, or ad hoc committees as needs arise **with the approval of the Board of Directors.**
- 24) Represent the Michigan Reading Association at an annual conference or academy that will further the mission of MRA and be reimbursed for those expenses as determined by the Association's budget. Registration, transportation, lodging (1/2 double), and meal expenses will be reimbursed by MRA pending submission of receipts attached on the Reimbursement Request Form, provided there is not reimbursement from any other source.
- 25) Coordinate with the office to provide official notification to all nominees and winners for awards given by MRA.
- 26) Execute additional duties as defined by the Board of Directors
- 27) Coordinate with the Conference Chair, the general sessions at the annual conference in accordance with the Annual Conference Planning Guide.
 - a. Preside at each general session;
 - b. Determine platform guests with the President-elect;
 - c. Call and conduct the Annual Meeting;
 - d. Chair the Annual Meeting;
 - e. Notify newly elected candidates of election results and announce the election results or designate the Immediate Past President to announce the results at the annual conference.
- 28) Attend Michigan Reading Association Functions.
- 29) Carry out all other duties necessary to fulfill the obligation of the office and assist the Association in carrying out its mission

1.2 IMMEDIATE PAST PRESIDENT

RESPONSIBILITIES

The Immediate Past President shall:

- 1) Attend all meetings of the Board of Directors and the Executive Committee, the Annual

Meeting and meetings of the Association, in an advisory capacity only, for one year after serving as President. The Past President does not have voting privileges.

- 2) Prepare and submit a budget for the position of Immediate Past President to the chair of the Finance Committee by the date requested.
- 3) Submit forms for reimbursements and payments on the Reimbursement Request Form following the procedures outlined in Item 14 under the Treasurer's Responsibilities in Section 1.6 of this document.
- 4) Serve as chair of the Governance Committee to:
 - a. examine and recommend changes to the Bylaws;
 - b. maintain and recommend changes to the Policies & Procedures Handbook.
 - c. examine and recommend updates to the Employee Handbook
 - d. oversee the election process for the Board of Directors
- 5) Perform duties defined by the President and the Board of Directors.

1.3 PRESIDENT-ELECT (MRA Bylaws – Article V)

RESPONSIBILITIES

The President-elect shall:

- 1) Review Michigan Reading Association bylaws, policies, motions, budget reports, and meeting minutes in conjunction with executive committee duties.
- 2) Chair or serve on any committee as requested by the President.
- 3) Prepare reports as requested by the Michigan Reading Association.
- 4) Assist President with any delegated duties.
- 5) Attend all meetings of the Board of Directors, Executive Committee, the Annual Meeting and meetings of the Michigan Reading Association as a voting member.
- 6) Be the presiding officer of the Association in the event that the President is absent or is incapacitated.
- 7) Assume and perform the duties of the office of the President for the remainder of that term of office in the event the President resigns or the office is otherwise vacated.
- 8) Serve as Program Chair for the Annual Conference and be responsible for consulting with and reporting to the President and Board of Directors concerning Conference planning, scheduling, and budgeting.
- 9) Collaborate and work with the Executive Director, the office staff, and the Conference Planning Commission to plan the Annual State Conference as outlined in the Conference Planning Guide.
- 10) Prepare and submit a budget for the conference and the Conference Planning to the chair of the Finance Committee by the date requested.
- 11) Submit to the Board of Directors for approval any additional requests for conference planning assistance not covered by the Conference Planning Guide.
- 12) Prepare a written report of the conference, no later than the first Board of Directors meeting following the Annual Conference to include: (1) conference evaluations; (2) recommendations for conference planning guide; and (3) income/loss statement.
- 13) Submit forms for reimbursement and payments on the proper forms following the

procedures outlined in Item 14 under the Treasurer's Responsibilities in Section 1.6. of this document.

- 14) Serve as a member of the Executive Committee, Finance Committee, and OPC Committee.
- 15) As a member of the Executive Committee and OPC, advise the President in giving direction to the Executive Director.
- 16) Select three members of the Planning Commission to be submitted for approval by the Board of Directors.
- 17) Advise the President in giving direction to the Executive Director.
- 18) Fulfill other duties assigned by the President and/or Board of Directors including, but not limited to, contributing to the *MRJ Journal* and the *News & Views*.
- 19) Attend Michigan Reading Association Conferences and assist as needed.
- 20) Represent the Michigan Reading Association at the request of the President.
- 21) Represent the Michigan Reading Association at an annual conference or academy that will further the mission of MRA and be reimbursed for those expenses as determined by the Association's budget. Registration, transportation, lodging (1/2 double), and meal expenses will be reimbursed by MRA pending submission of receipts attached on the Reimbursement Request Form, provided there is not reimbursement from any other source.
- 22) Participate in the Board Orientation/ Leadership Retreat as requested by the President.

1.4 VICE PRESIDENT (MRA Bylaws – Article V)

RESPONSIBILITIES

The Vice President shall:

- 1) Review Michigan Reading Association bylaws, policies, motions, budget reports, and meeting minutes in conjunction with executive committee duties.
- 2) Attend all Michigan Reading Association Board meetings and Executive Committee meetings.
- 3) Chair or serve on any committee as requested by the President.
- 4) Prepare reports as requested by the Michigan Reading Association.
- 5) Assist President with any delegated duties.
- 6) Attend all meetings of the Board of Directors, Executive Committee, the Annual Meeting, Board Orientation/Leadership Retreat, and meetings of the Michigan Reading Association as a voting board member.
- 7) Assume and perform the duties of the office of the President-Elect for the remainder of that term in office in the event that the President-Elect resigns, becomes President, or the office is otherwise vacated.
- 8) Complete and submit the ILA Award of Excellence.
- 9) Represent the Michigan Reading Association at the request of the President.
- 10) Prepare and submit a budget for the position of Vice President to the chair of the Finance Committee by the date requested.
- 11) Submit forms for reimbursement and payments on the Reimbursement Request Forms following the procedures outline in Item 14 under the Treasurer's Responsibilities in

Section 1.6 of this document.

- 12) Serve as a member of the Executive Committee, Finance Committee, and OPC Committee, and Annual Conference Planning Committee.
- 13) Attend Michigan Reading Association Conferences and assist as needed.
- 14) As a member of the Executive Committee and OPC, advise the President in giving direction to the Executive Director.
- 15) Represent the Michigan Reading Association at an annual conference or academy that will further the mission of MRA and be reimbursed for those expenses as determined by the Association's budget. Registration, transportation, lodging (1/2 double), and meal expenses will be reimbursed by MRA pending submission of receipts attached on the Reimbursement Request Form, provided there is not reimbursement from any other source.

1.5 SECRETARY (MRA Bylaws – Article V)

RESPONSIBILITIES

The Secretary shall:

- 1) Attend all meetings of the Board of Directors, Executive Committee, the Annual Meeting, MRA Board Orientation/Leadership Retreat, and meetings of the Association as a voting board member.
- 2) Execute the duties essential to the recording of the minutes of all general meetings of the Board of Directors, Executive Committee, and the Annual Meeting. The minutes shall include:
 - a. Name of the meeting
 - b. Date and place of the meeting
 - c. Names of the presiding officer and Board members in attendance
 - d. Indicate whether the minutes of the previous meeting were read and approved
 - e. Record all main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions, that were not lost or withdrawn. The names of the members who introduced and seconded the main motion are recorded.
 - f. Times the business meeting convened and adjourned
- 3) Execute the duties essential to the maintenance of legal documents, records, and correspondence of the Michigan Reading Association with the Executive Director.
- 4) Maintain a roster of the Board of Directors and members attending the Annual Meeting in order to conduct roll-call votes.
- 5) Record all motions and changes to bylaws or policy manual.
- 6) Chair or serve on any committees requested by the President.
- 7) Review Michigan Reading Association budget, bylaws, policy manual, and strategic plan in conjunction with Executive Committee duties.
- 8) Maintain a record of attendance at all meetings (Executive, Board of Directors, Annual, and special meetings).
- 9) Disseminate via email, **within 30 days of the conclusion of the Board of Directors**

meeting, copies of minutes to each elected officers, Regional Representatives, Members-at-Large, Standing Committee chairs, Ad Hoc Committee chairs and Board appointments in order to provide an opportunity for board to review and approve minutes from previous meetings.

- 10) Submit all records to Michigan Reading Association office files.
- 11) Prepare and submit a budget for the position of Secretary to the chair of the Finance Committee by the date requested.
- 12) Submit forms for reimbursements and payments on the Reimbursement Request Forms following the procedure outlined in Item 14 under the Treasurer's Responsibilities in Section 1.6 of this document.
- 13) Serve as a member of the Executive Committee to advise the President.
- 14) Once during the three year term, represent the Michigan Reading Association at an annual conference or academy that will further the mission of MRA and be reimbursed for those expenses as determined by the Association's budget. Registration, transportation, lodging (1/2 double), and meal expenses will be reimbursed by MRA pending submission of receipts attached on the Reimbursement Request Form, provided there is not reimbursement from any other source. Reimbursement cannot exceed budgeted funds for fiscal year.
- 15) Archive important correspondence with office and President.
- 16) Attend Michigan Reading Association Conferences and assist as needed.
- 17) May only serve as secretary for two consecutive three-year terms. Eligibility to hold office can occur after a lapse in office of one term.

1.6 TREASURER (MRA Bylaws – Article V)

RESPONSIBILITIES

The Treasurer shall:

- 1) Attend meetings of the Board of Directors, Executive Committee, the Annual Meeting, MRA Board Orientation/Leadership Retreat, and meetings of the Michigan Reading Association as a voting board member.
- 2) Manage all financial aspects of Michigan Reading Association, including custody of the funds of the Michigan Reading Association which shall be deposited in the name of the Michigan Reading Association at such banking institution as authorized by the Board of Directors.
- 3) Keep accurate records for the Michigan Reading Association and work with the bookkeeper and Executive Director.
- 4) Inform the Board of Directors of banking transactions and investment of funds.
- 5) Arrange bonding for the organization, office personnel, and board members receiving or disbursing monies; file with official documents in the MRA office.
- 6) With the President, approve disbursement of funds \$5,000 or greater in accordance with the approved budget.
- 7) Co-sign, with the President, all non-electronic checks and drafts on behalf of the Michigan Reading Association for the disbursement of funds in accordance with the approved budget.

- 8) Reconcile, or appoint a third-party other than the Association Bookkeeper to reconcile, bank accounts held by the Association.
- 9) Receive a copy of, and review, all credit card statements held by the Association.
- 10) Supervise the collection of dues and other monies due the Michigan Reading Association.
- 11) Provide incoming officers and chairs with copies of appropriate budgets and actual expenditures from the previous year.
- 12) Understand financial accounting for nonprofit organizations.
- 13) Serve as the Chair of the Finance Committee.
- 14) Request budget projections from
 - a. All elected MRA officers
 - b. Leadership Committee Chair
 - c. MRA Membership Chair
 - d. Standing Committee chairs
 - e. Ad Hoc Committee chairs
 - f. Those appointed to the MRA Board
 - g. Publication Editors
 - h. Executive Director and Staff
- 15) Prepare and submit the annual budget to the Board of Directors for approval at the final Board of Directors meeting of the current fiscal year.
- 16) Work with the President and Executive Director to ensure that appropriate financial reports are made available to the board in a timely manner.
- 17) Regularly report to the board on key financial events, trends, concerns, and assessment of fiscal health.
- 18) Review the annual financial review and answer board member questions.
- 19) Request formal audit of records annually. Present the records for an external audit every three years.
- 20) Attend Michigan Reading Association Conferences and assist as needed.
- 21) Review Michigan Reading Association budget, bylaws, policy manual, and strategic plan in conjunction with Executive Committee duties.
- 22) Collaborate with Michigan Reading Association Leaders to develop a balanced budget.
- 23) Update bank records annually with current officers, signature cards, and accurate EIN.
- 24) Be one of two authorized officers to sign checks and be granted access to bank and credit accounts.
- 25) Have full knowledge of Michigan Reading Association's holdings and assets.
- 26) Deposit and disburse funds in a timely manner.
- 27) Maintain accurate record of income and expenditures.
- 28) Ensure that all payments are properly documented and approved by the President or designee.
- 29) Provide a Comprehensive Budget Report at each Executive Committee and Board meeting.
- 30) Follow these procedures for payment request:

Those persons who have submitted budgets (see Item 11 above) will submit Reimbursement Request Forms to the MRA Treasurer.

 - a. The treasurer will sign and submit to Executive Director for processing.
 - b. Receipts and/or invoices must accompany each request.
 - c. Each check issued must have a separate request.

- 31) Serve as a member of the Executive Committee to advise the President.
- 32) Advise the President in giving direction to the Executive Director.
- 33) Authorize preparation of financial reports and make available at each meeting of the MRA Board of Directors.
- 34) Periodically provide a report of the financial status of each committee.
- 35) Authorize the Executive Director to file required financial statements and/or reports with the Board of Directors and other agencies as requested.
- 36) Once during the three year term, represent the Michigan Reading Association at an annual conference or academy that will further the mission of MRA and be reimbursed for those expenses as determined by the Association's budget. Registration, transportation, lodging (1/2 double), and meal expenses will be reimbursed by MRA pending submission of receipts attached on the Reimbursement Request Form, provided there is not reimbursement from any other source. Reimbursement cannot exceed budgeted funds for fiscal year.
- 37) Present the treasury records for annual tax preparation by a Certified Public Accountant.
- 38) May only serve as Treasurer for two consecutive three-year terms. Eligibility to hold office again can occur after a lapse in office of one term.

1.7 REGIONAL REPRESENTATIVES AND MEMBERS-AT-LARGE (MRA Bylaws – Article VI)

RESPONSIBILITIES

Each Regional Representative and the two Members-at-Large shall:

- 1) Serve as voting members of the Board of Directors and attend all meetings of the Board of Directors, Region Rep Meetings, the Annual Meeting, MRA Leadership Training, and meetings of the Michigan Reading Association.
- 2) Hold membership in Michigan Reading Association, and each Local Council or Special Interest Council in represented area.
- 3) Attend yearly, at least one meeting of each Local and/or Special Interest Council within area of responsibility and share in board report. Obtain calendars, brochures, and newsletters of yearly events.
- 4) Share contact information. Communicate at least once a month with the President of each council represented, and offer assistance when needed. Assistance may relate to membership, activities, projects, programs fundraising, and problem solving, honor council, council grants, and leadership.
- 5) Review MRA Leadership binder and encourage local council leaders to understand and use the information.
- 6) Participate in the MRA annual conference by joining the planning committee, working at the MRA booth or registration, or introducing a speaker.
- 7) Promote the development of new councils and membership in the region.
- 8) Prepare and submit a budget for the position represented to the chair of the Finance Committee by the date requested.
- 9) Submit forms for reimbursements and payments on the Reimbursement Request Forms following the procedures outlined in Item 14 under the Treasurer's Responsibilities in section 1.6 of this document.
- 10) Act as liaison from the Board of Directors to all the councils represented and regional

- members. Distribute MRA membership forms, conference promotions, and publications.
- 11) Submit written reports describing council activities for each Board of Directors meeting (per schedule and guidelines of the MRA secretary).
 - 12) Read and respond to written materials by deadlines.
 - 13) Carry out duties assigned by the President including, but not limited to, submitting articles promoting regional activities to *News & Views*.
 - 14) Reside **OR** be employed within the region where elected with that address serving as the official membership mailing address.
 - 15) May only serve for two consecutive three year terms in the same position. Eligibility to hold office can occur after a lapse in office of one term.

2.0 MRA DIRECTOR OF MEMBERSHIP DEVELOPMENT

QUALIFICATIONS

Any member in good standing of a local council or special interest council, MRA is eligible to be appointed by the voting Board of Directors of the Michigan Reading Association.

MODE OF APPOINTMENT, TERMS AND REPORTING

The chair is appointed by the president and approved by the Board of Directors for a three-year term.

RESPONSIBILITIES

The MRA Director of Membership Development shall:

- 1) Attend all Executive Committee meetings, MRA Board of Directors' meetings, and the MRA Annual meeting.
- 2) Be responsible for an ongoing membership campaign at the state level.
- 3) Assist Local Councils and Special Interest Councils in their membership endeavors when requested.
- 4) Make recommendations to the Board of Directors concerning policies or action plans designed to stimulate increased membership.
- 5) Implement charges received from the Board of Directors and/or the President.
- 6) Prepare and submit a budget for the Membership Committee to the chair of the Finance Committee by the date requested.
- 7) Prepare a written report which summarizes and assesses, in relationship to the Plan of Action, for meetings of the Board of Directors and for the Annual Meeting.
- 8) Prepare a final written report for the MRA Board of Directors which summarizes and assesses the activities in relationship to the Plan of Action.
- 9) Provide for transition of the Director of Membership role, if necessary.

3.0 COMMITTEES, COMMITTEE CHAIRS, AND BOARD APPOINTMENTS (MRA Bylaws – Article VII)

Standing Committees and Board Appointments designated in the MRA Bylaws are:

- 3.1 Executive Committee
- 3.2 Membership Committee
- 3.3 Publications Committee
- 3.4 Conference Planning Commission
- 3.5 Governance Committee
- 3.6 Finance Committee
- 3.7 Ethics and Evaluations Committee
- 3.8 Legislative Committee
- 3.9 Office Personnel Committee
- 3.10 Grants Committee
- 3.11 Community and/or International Projects & Programs Committee
- 3.12 Early Childhood & Family Literacy Committee
- 3.13 Summer Literature Conference Committee
- 3.14 Awards Committee & Gwen Frostic
- 3.15 Student Involvement Committee (Kaleidoscope, Great Lakes Great Books)
- 3.16 Adolescent Literacy Committee
- 3.17 Assessment Committee
- 3.18 Diversity and Social Justice Committee
- 3.19 Ad Hoc
- 3.20 Board Appointed Committees
- 3.21 Historian/Digital Curator
- 3.22 *Michigan Reading Journal* Editor
- 3.23 *News & Views* Editor
- 3.24 Parliamentarian
- 3.25 MDE Liaison
- 3.26 SEAC representative

- 1) Standing chairs are appointed on a yearly basis (unless otherwise specified) and reviewed annually by the President and Board of Directors.
- 2) Ad Hoc Committees are appointed on an interim basis and annually reviewed by the President and the Board of Directors.
- 3) Three-year Board Appointments are made as needed and reviewed on three-year basis by the President with the Board of Directors. They include:
 - A. Historian/Digital Curator
 - B. *Michigan Reading Journal* Editor
 - C. *News and Views* Editor
 - D. Parliamentarian
 - E. MRA Director of Membership Development

QUALIFICATIONS

Standing Committee Chairs, Ad Hoc Committee Chairs, and Board Appointments

- 1) Shall be members of the International Literacy Association, the Michigan Reading Association, and a Local Council or Special Interest Council (if possible).
- 2) Shall be appointed by the President with the approval of the MRA Board of Directors.

MODE OF APPOINTMENT, TERMS AND REPORTING **(MRA Bylaws - Article VII)**

Standing Committees:

- 1) Chair of each committee shall select, in consultation with the President, no less than two members of the Committee (unless otherwise specified) and shall attempt diversified representation.

Ad Hoc Committees:

- 1) Ad Hoc committees may be authorized by the President to carry out specific charges and shall serve for a specified period of time.
- 2) Ad hoc committees shall be reviewed annually by the President with the Board of Directors.
- 3) The mode of appointment of chairs of Ad Hoc Committees shall be the same as for Standing Committees.

RESPONSIBILITIES

All committee chairs and those appointed by the MRA Board of Directors shall:

- 1) In consultation with the President, select members (attempting diversified representation) and submit members' names and contact information to the president prior to the fall meeting.
- 2) Develop a plan of action to implement the general responsibilities stated in the bylaws and the charges given by the President (in consultation with the Executive Committee). A written plan must be submitted to the President for the fall meeting.
- 3) Schedule and chair committee meetings. Monitor committee progress between committee meetings and MRA Board of Director meetings.
- 4) Prepare and submit a budget for the committee to the chair of the **Finance** Committee by the date requested.
- 5) Submit forms for reimbursements and payments on the Reimbursement Request Forms following the procedures outlined in Item 14 under the Treasurer's Responsibilities in Section 1.6 of this document.
- 6) Attend Board of Directors meetings and the Annual Meeting to report on committee activities. Contribute to Strategic Planning and the Annual Conference as needed.
- 7) Prepare written and/or oral reports regarding the committees' activities and progress for MRA Board of Directors meetings following the schedule and guidelines of the MRA secretary. **SEE ADDENDUM I FOR GUIDELINES FOR SUBMITTING REPORTS.**
- 8) Submit committee articles to the *News & Views* editor following the schedule given by the *News & Views* editor.
- 9) Submit a written proposal needing discussion and/or action by the MRA Board of Directors to the president following necessary timelines.
- 10) Provide for transition of activities with successor. Prepare a final written report for the Board of Directors which summarizes and assesses committee activities in relation to the Plan of Action.
- 11) Actively recruit membership for the Association.

3.1 EXECUTIVE COMMITTEE

RESPONSIBILITIES

The Executive Committee shall:

- 1) Provide mentoring for Association's officers.

- 2) Follow the responsibilities for all committees and board appointments listed in Section 3.0.
- 3) Meet at the call or written request of the President a minimum of five times throughout the year with at least 4 members of the Executive Committee in attendance (in person or virtually).
- 4) Discuss pertinent MRA business as needed between meetings of the Board of Directors and prepare recommendations for action by the Board of Directors.
- 5) Perform responsibilities as directed by the President.
- 6) Review Committee requests for action by the Board of Directors.

The Executive Committee functions on behalf of the Board of Directors between meetings to ensure a system of checks and balances for the Association. The President will determine the time and location of the Executive Board meeting. The content of Executive Committee meetings may include: (1) reviewing and recommending agenda items for board meetings, (2) addressing issues related to the day-to-day functions of the Association, (3) matters of confidentiality, (4) advice or discussion, or (5) other items of discussion presented by a member of the Executive Board.

COMMITTEE MEMBERSHIP

- 1) The Executive Committee shall be composed of the Immediate Past President, President (serving as chair), the President-Elect, the Vice President, the Secretary, the Treasurer.
- 2) Other officers and the Executive Director may be invited to attend at the discretion of the chair.

3.2 MEMBERSHIP COMMITTEE (MRA Bylaws – Article VIII, Section 6)

RESPONSIBILITIES

The membership committee shall:

- 1) Follow the responsibilities for all committees and board appointments listed in Section 3.0.
- 2) Meet and participate in committee meetings as scheduled by the chair, MRA/~~MRA~~ ILA Director of Membership Development.
- 3) Perform tasks as suggested by the chair of this committee.
- 4) Participate in MRA Strategic Planning and support the Plan of Action for membership.
- 5) Attend all MRA Board of Directors' meetings and the MRA Annual meeting.
- 6) Serve as an MRA advocate for membership at Local, Special Interest, and MRA Council gatherings.
- 7) Report activities to the chair of membership.

FUNCTIONS

Honorary membership as extended by the Board of Directors will include MRA Past Presidents, Shirley Goodman, Leona Hefner, Beth Ann Bigler, and members of the ILA Board of Directors. [This is historical information]

3.3 PUBLICATIONS COMMITTEE

(MRA Bylaws – Article VIII, Section 7)

RESPONSIBILITIES

The Publications Committee shall:

- 1) Follow the responsibilities for all committees and board appointments listed in Section 3.0.
- 2) Be responsible for supervising the Michigan Reading Association's publications program with the assistance of the committee and advice from the Executive Director
- 3) Establish and publish a publications calendar.
- 4) Supply the Historian with two (2) copies of each new and/or revised publication.

COMMITTEE MEMBERSHIP

- 1) The Committee need not be limited to three (3) persons.
- 2) The chair will select qualified MRA members to serve on the Publications Committee seeking diversified representation.
- 3) The editors of the *Michigan Reading Journal* and *News & Views* will be appointed by the President with the approval of the Board of Directors and serve as members of the Publications Committee.
- 4) The editors of the *Michigan Reading Journal* and *News & Views* will select qualified MRA members to assist them.

FUNCTIONS

- 1) The chair will supervise the entire publication program of the Michigan Reading Association.
- 2) The chair will prepare and submit a budget for the position of Publications to the chair of the Finance Committee by the date requested.
- 3) The committee will disseminate information concerning the Association's publications and information pertinent to literacy.
- 4) The editor of *News & Views* will publish a minimum of three (3) issues a year.
- 5) The editor of the *Michigan Reading Journal* will publish three (3) editions of the *Michigan Reading Journal* each year. Each should be numbered, dated, and available for sale at a cost determined by the MRA Board of Directors on a yearly basis.
- 6) The Publications Committee, the editor of the *Michigan Reading Journal*, and the editor of *News & Views* will solicit articles for publication and establish criteria for publications.
- 7) Printed materials are the property of the Michigan Reading Association and shall bear the logo, Board of Directors, committee name, and committee members.
- 8) The Board of Directors prior to dissemination must approve all publications, except the *Michigan Reading Journal* and *News & Views*.
- 9) Official stationery and position papers must be printed in the format as directed by the Board of Directors and bear the Michigan Reading Association logo.
- 10) The committee will evaluate the effectiveness of the publications, and as appropriate, will coordinate with the Administrative Coordinator for application of a copyright on Michigan Reading Association publications. A statement will be included in all publications concerning copyrights, ex: "Copyright [Author's name] and Michigan Reading Association. All Rights Reserved. [Year]. This publication may not be reproduced without the permission of the Michigan Reading Association and the author." Authors retain the right to reproduce their articles after the Association publishes them.

- 11) The committee will be responsible for updating order forms as needed and sending updated copies to the editors of the *Michigan Reading Journal* and *News & Views*.
- 12) All publications released on consignment will be cleared through the Publications chair or the Administrative Coordinator. The Committee Chair, in conjunction with the Administrative Coordinator, will keep an active inventory on all publications.
- 13) The Publications Committee chair, and the editors of the *Michigan Reading Journal* and *News & Views*, will prepare a written report of accomplishments, in relation to objectives, for meetings of the Board of Directors and the Annual Meeting.
- 14) The Board of Directors must approve requests for co-publication with another group or organization.

--SEE ADDENDUM II FOR PUBLICATIONS GUIDELINES--

**3.4 CONFERENCE PLANNING COMMISSION
(MRA Bylaws – Article VIII, Section 10)**

RESPONSIBILITIES

The Conference Planning Commission will be:

- 1) Responsible for the Annual State Conference.
- 2) Chaired by the President-Elect.

The Vice President assumes the role of chairing the committee upon completion of the Annual State Conference.

COMMISSION MEMBERSHIP

The Commission will be composed of the:

- 1) President-Elect
- 2) Vice President
- 3) Nine (9) appointed members.

Every year three (3) of the appointed Commission members will be newly selected. The term of service for appointed members is three (3) years.

Members of the Planning Commission are selected by the President-Elect and must be approved by the Board of Directors.

ANNUAL CONFERENCE POLICIES

- 1) CONFERENCE BUDGET:
 - a. The Annual Conference budget shall be prepared one year prior to the Conference by the Conference chair, Treasurer, Finance Committee, Michigan Reading Association Bookkeeper, and the MRA Administrative Coordinator.
 - b. The budget shall be approved by the Board of Directors.
 - c. If the Conference Planning Commission finds it necessary to exceed the budget, the Commission must present its requests to the Finance Committee and then the Board of Directors for approval.
- 2) CONFERENCE PLANNING MEETINGS:
 - a. Conference Planning Commission and Conference Planning Committee

members will be reimbursed for mileage to and from the Conference Planning meetings.

- b. MRA will pay lodging (1/2 double) for MRA Board of Directors, committee chairs, MRA Conference Planning Commission members, and MRA Conference Planning Committee when overnight accommodations are required.

3) KEYNOTE AND FEATURED SPEAKER CONTRACTS:

- a. Keynote and Featured Speakers are to be selected by the Conference chair.
- b. The Chair will negotiate with the Speaker all contractual items.
- c. All contracts must be co-signed by the Conference chair and the President.
- d. Only coach fares are covered for airline travel.

4) AUTHORIZATION OF CONTRACTS:

- a. The MRA Executive Director has the authority to negotiate a contract with hotels, other sites, transportation, security, exhibitors and local arrangement vendors as needed. The Board must approve contracts with venues for conference events.
- b. Upon Board approval, contracts must be co-signed by the President, President-elect and Treasurer.

5) HOUSING OF VIPS:

- a. MRA office staff will make advanced reservations for the following individuals/groups at the conference host hotel and MRA will pay all or a designated portion of the lodging expenses. MRA will pay 1/2 of a double room for:
 - i. MRA Board of Directors, committee chairs, and appointments
 - ii. MRA Conference Planning Commission
 - iii. MRA Conference Planning Committee Chairs

MRA will pay room costs as contracts designate for

- i. Keynote Speakers
- ii. Featured Speakers
- iii. MRA Executive Director and approved Staff
- b. MRA Staff will make advanced reservations for the following individuals at the conference host hotel, but **will not** pay the lodging for:
 - i. MRA Past Presidents
 - ii. vendors who generously donate financial support for the conference functions
 - iii. others at the discretion of the Conference chair
- c. Conference presenters will be given advanced notice to make their own reservations at the host hotel. The MRA office staff will provide the host hotel a list of bona fide presenters, as well as a list of VIPS.

6) FEES:

The Board of Directors shall review the Conference pre-registration fee, on-site registration fee, and exhibitor fee annually

7) WAIVED REGISTRATION FEES:

Conference registration fees for the following individuals will be waived:

- a. MRA Board of Directors, committee chairs, and appointments
- b. MRA Conference Planning Commission
- c. MRA Conference Planning Committee

- d. MRA Past Presidents
 - e. Others at the discretion of the Conference Chair and the approval of the President.
- 8) CONFERENCE REFUND:
- a. No refund requests will be accepted after the conclusion of the first day of the Conference.
 - b. A processing fee, which will be determined by the Board of Directors yearly, will be charged on all refunds.
 - c. Membership fees are nonrefundable.
- 9) PRESENTATION AND COMMERCIALISM:
- a. All presenters must sign a statement that prohibits commercialism in their presentations. This shall include promotion of presenter's materials, as well as sales of products during the presentation.
- 10) MRA MEMBERSHIP:
- a. Presenters are required to sign a statement of intent agreeing to register for the conference and pay the registration fee. Presenters are encouraged to pay the MRA membership fee to avoid additional fees.
- 11) EXHIBITS:
- a. Exhibitors are required to complete and sign an MRA Conference Exhibitors Contract agreeing to pay the appropriate booth rental cost, and comply with MRA and rental facility policies.
 - b. Vendors will be assigned booth space on a first-come, first-served basis. An optional lottery system may be used to determine the booth placement for vendors participating in exhibits.
 - c. Should a lottery system be in place, those vendors requesting exhibit space after the lottery has been conducted will be assigned booth space on a first-come, first-served basis.
 - d. Individuals who attend exhibits only are required to pay the MRA membership fee.
- 12) SELLING AND SIGNING OF BOOKS:
- a. Authors will be assigned to the designated book signing/sale area by the Conference chair.
 - b. Selling and signing of books will be permitted only in designated areas.
- 13) ALCOHOLIC BEVERAGES:
- a. MRA will not expend membership funds on the purchase of alcoholic beverages.
 - b. Vendor sponsorship dollars may be expended for this purpose, provided vendors have no policy restrictions.

***For specific tasks and responsibilities, see
MRA ANNUAL CONFERENCE PLANNING GUIDELINES.***

3.5 GOVERNANCE COMMITTEE (MRA Bylaws – Article VIII, Section 11)

RESPONSIBILITIES

The Governance Committee shall:

- 1) Follow the responsibilities for all committees and board appointments listed in Section 3.0.
- 2) Annually review the Bylaws, Board Policies, and Association Procedures and make recommendations to enhance the quality and future viability of the Association's Board of Directors.
- 3) Solicit and accept nominees for the office of Vice President, Treasurer, Secretary, a Member-at-Large and Regional Representatives for the year in which terms of office expire or a vacated office exists.
- 4) Secure in writing, from each candidate, the following:
 - a. Evidence of eligibility for office (qualification and consent form);
 - b. Advance consent to run for office (qualifications and consent form);
 - c. Vita (as described in functions of this document and pictures for inclusion with the ballot).
- 4) Prepare the ballot of candidates. The Board of Directors will make every effort to prepare the ballot with at least two candidates for each office.
- 5) Conduct the election and count the ballots.

COMMITTEE MEMBERSHIP

The committee shall be comprised of at least three (3) members elected by the Board of Directors. One member of the Association staff shall also be appointed by the Board of Directors to serve as an ex officio, non-voting member of the Committee. The President of the Board and the Vice President of the Board shall also serve as ex officio, non-voting members of the Committee. The Immediate Past President shall serve as the ex officio, voting Chair of the Committee.

FUNCTIONS

PART 1: ELECTIONS

- 1) Solicit nominees:
 - a. All councils within the state will be contacted for nominees to be considered by the Governance Committee for Elections.
 - b. All MRA members will be informed of the procedures for making individual nominations through the *News and Views*, website, social media or member listserv.
 - c. Written recommendations for nominees should include the following:
 - i. A statement that the nominee is willing to serve if elected;
 - ii. The nominee's qualifications for that office;
 - iii. The nominee's MRA membership number, and, if applicable, ILA membership number and verification of membership in a Local Council or Special Interest Council to which the nominee belongs. If a nominee is not currently a member of ILA, the nominee will provide assurance that if elected, he or she will join ILA prior to taking office and maintain ILA membership throughout the term of service;
 - iv. The name, address, phone number, and e-mail address of the nominee;
 - v. The name, address, phone number, and e-mail address of the nominator.
- 2) Screen nominees:
 - a. The screening of nominees must ensure the following:

- i. The candidates are members of MRA, and if applicable, ILA and Local Council or Special Interest Council by the date they sign their qualification and consent form. If candidates are not members of ILA upon nomination, the Committee will verify assurance of candidates' intent to join ILA prior to taking office and to maintain ILA membership throughout the term of service, if elected.
 - ii. The candidates meet other qualifications listed for each officer, as stated in the Bylaws and Policies & Procedures.
 - b. The Screening of nominees should consider the following:
 - i. The candidates have shown interest, enthusiasm and leadership in state council, local council or special interest council activities.
 - ii. The candidates have been active in local, state, or international organizations and have served as an officer or committee chair.
 - iii. The candidates have demonstrated leadership skills.
 - c. The chair of the Elections Committee will present the slate to the Board of Directors for approval prior to the public dissemination of the slate.
- 3) Prepare the ballot:
 - a. The committee will prepare a slate of at least two candidates, when possible, for each office to be filled.
 - b. The ballot will contain the names of the candidates for each office and the selection of a proxy (The MRA Secretary) to cast the votes in their absence.
 - c. For mail-in ballots, an envelope will be provided with a place for the member's signature.
 - d. Each candidate must submit:
 - i. A signed and dated qualification and consent form;
 - ii. A resume which contains the following information: Name, present position, former positions, degrees, participation in local or special interest council, MRA, and ILA, involvement in other professional organizations, outstanding awards, and/or achievements, major publications and major areas of interest in 200 words or less.
 - iii. A digital photo
 - e. Members may write-in a nomination on the ballot and/or vote for persons not nominated on the slate. All write-in candidates must meet the qualifications of the office for which they are being nominated.

CAMPAIGNING

- 1) Candidates for office are given equal rights to publish their qualifications for election in their resumes and vitas which are sent with the ballot.
- 2) Candidates are given opportunities to voice their opinions about literacy issues. These statements will be reproduced in their materials sent with the ballots.
- 3) Members of the Michigan Reading Association should be encouraged to vote for candidates for office on the basis of the candidates' records of accomplishment and their potential for the leading MRA in its pursuit of its goals.
- 4) Candidates for office MUST refrain from campaigning, including the distribution or mailing of campaign materials, writing or calling members of the Michigan Reading Association to solicit votes. Failure to do so will result in the candidate being excluded

from the slate.

- 5) Supporters of candidates MUST refrain from actively campaigning. Failure to do so will result in the candidate being excluded from the slate.
- 6) Mailing lists will not be made available to candidates.
- 7) Candidates must be informed of this policy of non-campaigning by the Elections Committee at the time of their names are submitted. All candidates must sign a statement of compliance of this policy in order to be nominated.
- 8) All ballots will contain the following statement: **“As a professional organization, the Michigan Reading Association disallows campaigning for office in the Association by the candidates, other individuals, or by councils or affiliates of the Association. All of the candidates for this election have agreed to this policy. If you received campaigning materials or solicitations, please keep this in mind as you vote.”**

VOTING PROCEDURES

- 1) A ballot and resume of each candidate will be emailed to each member at least five (5) weeks prior to the Annual Conference of MRA. Those requesting a paper ballot will be provided one at least five (5) weeks prior but no more than two weeks prior to the Annual Conference of MRA.
- 2) To be eligible to vote, one must be a member on the date of the mailing of ballots.
- 3) A list of the current MRA members must be prepared by the MRA office for the Governance Committee on the date the ballots are mailed to the membership.
- 4) All paper ballots will be returned to the MRA office within one week of the Annual Meeting. If not returned to the office, members will obtain a ballot at the Annual Meeting to complete their vote. Drop off ballots will not be accepted at the Annual Meeting.
- 5) The President will be notified when and where the Governance Committee will count the ballots and proxies.
- 6) At least three Governance Committee members shall be present to supervise and/or count the ballots and act as election inspectors. A member of the office staff will be available during the counting of ballots to assist in answering questions or clarifying information regarding the validity of membership or region of the voter. The office staff member is not a committee member.
- 7) Once the name on the envelope has been checked off the master list, it is separated from the ballot and placed in a sealed container until the election committee counts the ballots. The results of the electronic votes will be provided by the MRA office. A list of members that voted electronically will also be provided.
- 8) Duplicate votes will be voided.
- 9) The results of the voting and the casting of the votes by proxy will take place at the Annual Meeting of the Michigan Reading Association.
- 10) At the Annual Meeting, those present who have not voted will be given an opportunity to cast a ballot prior to the meeting's call to order.
- 11) A plurality of votes shall constitute the winner.
- 12) The President will call for a tally of the votes from the chair of the Governance Committee with the Secretary casting the proxy votes.
- 13) In the case of a tied vote at the conclusion of voting at the Annual Meeting, a runoff election will be held for the tied office.
 - a. The Governance Committee will prepare an official run-off ballot that will be emailed to the appropriate membership within ten (10) working days following the

Annual Meeting. Those requesting a paper ballot will be provided same within ten (10) working days following the Annual Meeting.

- b. Official ballots will be returned within three (3) weeks of that year.
 - c. The Governance Committee will tally the votes and the final results will be reported to the Secretary within 10 days of the official return of the ballots.
- 14) The President will make every effort to contact candidates and notify them about the election results in advance of the Annual Meeting. Yet, if the election results are within 50 votes, candidates will not be notified since members can still vote at the Annual Meeting.
 - 15) A copy of the election results shall be filed with the Secretary and the results reported in the minutes of the Annual Meeting.
 - 16) Formal notification of election results shall be conveyed to the nominees by the President of MRA as soon as possible.
 - 17) The President –Elect will file by June 30 of the current year, the results of the election as part of the reporting process required by the International Literacy Association.
 - 18) Ballots will be held by the secretary for sixty (60) days and then destroyed.

TERMS OF OFFICE

<u>2022, 2025, 2028</u>	<u>2020, 2023, 2026</u>	<u>2021, 2024, 2027</u>
Vice President	Vice President	Vice President
Member-at-Large	Secretary	Treasurer
Regions 3, 6, 10	Member-at-Large Regions 1, 7, 8	Regions 2, 4, 5, 9

PART 2: BYLAWS & POLICIES AND PROCEDURES

- 1) Review annually MRA Articles of Incorporation, Bylaws, and Policies & Procedures and recommend changes and additions as necessary.
- 2) Bring all proposed changes to the Michigan Reading Association Articles of Incorporation or Bylaws before the Board of Directors for review, and subsequently to the membership for a vote as detailed in Article IX of the Bylaws.
- 3) Bring all proposed changes to the Michigan Reading Association Policies and Procedures before the Board of Directors for review and approval.
- 4) Implement charges received from the Board of Directors and/or the President.
- 5) Prepare and submit a budget for the Governance Committee to the chair of the Finance Committee by the date requested.
- 6) Review and revise documents as needed.
- 7) Prepare a final written report of accomplishments, in relation to objectives, for the Board of Directors and the Annual Meeting.

**3.6 FINANCE COMMITTEE
(MRA Bylaws – Article VIII, Section 12)**

RESPONSIBILITIES

The Finance Committee shall:

- 1) Follow the responsibilities for all committees and board appointments listed in Section

- 3.0
- 2) Prepare an annual budget within a three-year budget plan to be submitted to the Board of Directors by May of each year
 - 3) The Treasurer shall serve as chair.

COMMITTEE MEMBERSHIP

- 1) Members of the committee shall be the
 - a. President
 - b. President-Elect
 - c. Vice President
 - d. Treasurer
 - e. Secretary
 - f. A maximum of two additional board members of the Michigan Reading Association, including the Immediate Past President.
 - g. The Immediate Past President, Executive Director and the Bookkeeper serve as advisory members of the committee.

FUNCTIONS

- 1) The Committee shall implement charges received from the Board of Directors and/or the President.
- 2) Budget requests shall be delivered to all members of the MRA Board of Directors and Committee chairs annually.
- 3) Each budget request will be returned to the chair of the Finance Committee two weeks prior to scheduled budget meeting.
- 4) A budget line item will be considered for start up money for new councils.
- 5) The Finance Committee shall meet, prepare, and recommend the budget for the next fiscal year, July 1st to June 30th.
- 6) The budget shall be submitted by the Finance Committee to the MRA Board of Directors for approval at the final meeting of the MRA Board of Directors of the current fiscal year.
- 7) Establish guidelines for covered expenses which will include:
 - a. Publication costs;
 - b. Authorized travel expenses (at the coach rate if air transportation is required);
 - c. Planned meals;
 - d. Overnight room costs (1/2 double) of meetings of the Board of Directors;
 - e. Line items listed in budget categories;
 - f. Additional items and items in excess of the approved budget shall be submitted and be approved by the Finance Committee before being brought to the Board of Directors for action or approval.
- 8) Any additions to the budget that are \$1,000 or more must be submitted to and be approved by the Finance Committee before being presented to the Board of Directors for action or approval.
- 9) A final written report of accomplishments in relation to objectives will be prepared for the Board of Directors and the Annual Meeting.

3.7 ETHICS AND EVALUATIONS COMMITTEE (MRA Bylaws – Article VIII, Section 13)

RESPONSIBILITIES

The Ethics and Evaluations Committee shall:

- 1) Follow the responsibilities for all committees listed in Section 3.0.
- 2) Receive and review member concerns regarding conflict of interest, professional conduct, following guidelines outlined in the Bylaws and Policies & Procedures (including Addendum III – Ethics and Evaluations Committee Procedures and Addendum IV – Civil Dialogue Policy) and actions in the best interest of the organization.
- 3) Conduct an investigation according to Addendum III when needed problem solving and/or resolution are brought forward.
- 4) If requested, conduct a hearing on ethics charges as part of an investigation.

COMMITTEE MEMBERSHIP

- 1) The chair will select qualified MRA members to serve on the Ethics and Evaluations Committee seeking diversified representation.
- 2) There should be no less than three (3) members on the Committee, including the chair.
- 3) Parliamentarian acts in an advisory role for this committee.

FUNCTIONS

- 1) Maintain confidentiality in ethical concerns.
- 2) Ensure that Board members demonstrate respect and decorum following the MRA Civil Dialogue and Email and Social Media Policies (see Addendums IV and VI).
- 3) Advise current President and Executive Committee on efficiency for MRA Board of Directors meetings.
- 4) At the discretion of the Executive Committee, assist in mediating disputes when conflict arises.
- 5) Discuss concerns with President and/or Executive Committee, responding to concerns meriting investigation as soon as possible.
- 6) Make recommendations for change and additions to the Policy and Procedures handbook regarding ethical actions and behaviors.
- 7) Prepare a final written report of accomplishments, in relation to objectives, for the Board of Directors and the Annual Meeting.
- 8) Advise incoming President about areas of need and/or concern.

--SEE ADDENDUM III FOR ETHICS AND EVALUATIONS COMMITTEE PROCEDURES--

--SEE ADDENDUM IV FOR CIVIL DIALOGUE POLICY--

--SEE ADDENDUM VII FOR USE OF EMAIL AND SOCIAL MEDIA POLICY--

3.8 LEGISLATIVE COMMITTEE (MRA Bylaws – Article VIII, Section 14)

RESPONSIBILITIES

The Legislative Committee shall:

- 1) Follow the responsibilities for all committees and board appointments listed in Section 3.0.
- 2) Communicate with the membership concerning advocacy and legislative issues relevant to education and literacy reform.

COMMITTEE MEMBERSHIP

- 1) The chair will select qualified MRA members to serve on the Legislative Committee seeking diversified representation.
- 2) There should be no fewer than three (3) members on the Legislative Committee, including the Chair.

FUNCTION

- 1) Implement charges received from the Board of Directors and/or the President.
- 2) Formulate a Plan of Action for the Legislative Committee.
- 3) Represent the Michigan Reading Association at hearings and meetings at the direction of the President and/or Board of Directors
- 4) Write quarterly updates for MRA News & Views
- 5) Maintain and update the Legislative Tab on the MRA website
- 6) With the President, draft position statements pertaining to literacy issues in legislation.
- 7) Report the Committee's activities to the Board of Directors and to the membership.
- 8) Participate in MRA Leadership Training as requested by the President
- 9) Participate in the Annual State Conference as requested by the President and/or President-Elect.
- 9) Participate in ILA Legislative activities, including online opportunities, representing the Michigan Reading Association.
- 10) Coordinate the nomination process for the annual MRA Advocacy Award; in conjunction with the MRA President, notify the winner of the award, and present the award at the Annual Conference.
- 11) Use the requirements outlined in the ILA Advocacy Award to identify ways to support legislative efforts in the state.
- 12) Document legislative activities as part of the ILA Advocacy Award and submit said evidence as part of the award application process.
- 13) Prepare a final written report of accomplishments of objectives for the Board of Directors and the Annual Meeting.

3.9 OFFICE PERSONNEL COMMITTEE (MRA Bylaws – Article VIII, Section 18)

RESPONSIBILITIES

The Office Personnel Committee shall:

- 1) Follow the responsibilities for all committees and board appointments listed in Section 3.0.
- 2) Study, discuss, and bring recommendations to the Board of Directors in the personnel matters outlined in the functions of this committee listed below.

COMMITTEE MEMBERSHIP

- 1) The composition of the Office Personnel Committee shall be:
 - a. President, President-Elect, and Vice President of each year.
 - b. two additional members, appointed by the current president. One appointment

shall serve two years on the committee and the additional appointment will serve three years on the committee.

- 2) The current president shall appoint a chair from the appointed members of the committee. The chair will serve for two consecutive years unless the President, with Board of Directors approval, appoints a new chair during the two-year term. The chair will set agendas, suggest timelines for committee tasks, and serve as facilitator of Office Personnel Committee meetings.

FUNCTIONS

- 1) Implement charges received from the Board of Directors and/or the President.
- 2) Prepare and submit a budget for the Personnel Committee to the chair of the Finance Committee by the date requested.
- 3) Determine the necessity and feasibility of office positions, as the need arises, and make recommendations for review and action to the Board of Directors.
- 4) Determine a process for posting positions, interviews, selection, evaluation, and dismissal of office personnel.
- 5) Recommend to the Executive Committee, the replacement, continuation, or rehiring of the Executive Director, Executive Assistant, and Bookkeeper. The Executive Committee acts on behalf of the Board to replace or rehire office personnel and such decision is to be brought to the Board of Directors for notification. Continuation of office personnel employment will take place annually, based on the date of hire.
- 6) Ensure that a formal *salary and length of term agreement* is signed by the President with newly hired personnel. This agreement should be renewed each year after the yearly evaluation.
- 7) Recommend yearly salaries for each office position to the Finance Committee for approval in the yearly budget by the voting Board of Directors.
- 8) Conduct yearly evaluations of the Administrative Coordinator, Administrative Assistant, and Bookkeeper. The process for this shall be created and filed in the Policies & Procedures and/or Employee Handbook. This process shall be reviewed and updated as necessary by the Office Personnel Committee. Evaluations are to be completed via standard mail and not electronically.
- 9) Review and update the Employee Handbook as necessary.
- 10) Hear and consider grievances **from** office personnel (by a subset of the committee). The MRA Ethics and Evaluations Committee chair shall be appointed to serve in this process.
- 11) Hear and consider grievances **regarding** office personnel (by a subset of the committee). The MRA Ethics and Evaluations Committee chair shall be appointed to serve in this process.
- 12) Practice confidentiality regarding all personnel issues.
- 13) Submit committee reports to the Board of Directors and Annual meeting.

3.10 GRANTS COMMITTEE (MRA Bylaws – Article VIII, Section 20)

RESPONSIBILITIES

The Grants Committee shall:

- 1) Follow the guidelines in the MRA Bylaws.
- 2) Follow the responsibilities for all committees listed in Section 3.0.

COMMITTEE MEMBERSHIP

- 2) The chair will select qualified MRA members to serve on the Grants Committee seeking diversified representation.
- 3) There should be no less than three (3) members on the Committee, including the chair.

FUNCTIONS

- 1) Implement charges received from the Board of Directors and/or the President.
- 2) Formulate specific objectives for the committee.
- 3) Develop a plan of action with definite timelines for implementation.
- 4) Submit a plan to the President for review by the Board of Directors.
- 5) Oversee council grants by informing councils of deadlines, reviewing grant applications, and notifying councils of grant awards.
- 6) Review final council reports to assure accountability.
- 7) Prepare a final written report of accomplishments, in relation to objectives, for the Board of Directors and the Annual Meeting.

3.11 COMMUNITY AND INTERNATIONAL PROJECTS COMMITTEE (MRA Bylaws – Article VIII, Section 22)

RESPONSIBILITIES

The Community and International Projects Committee shall:

- 1) Follow the guidelines in the MRA Bylaws.
- 2) Follow the responsibilities for all committees listed in Section 3.0.

COMMITTEE MEMBERSHIP

- 1) The chair will select qualified MRA members to serve on the Community and International Projects & Programs Committee seeking diversified representation.
- 2) There should be no less than three (3) members on the Committee, including the chair.

FUNCTIONS

- 1) Implement charges received from the Board of Directors and/or the President.
- 2) Formulate specific objectives for the committee.
- 3) Develop a plan of action with definite timelines for implementation.
- 4) Submit a plan to the President for review by the Board of Directors.
- 5) Facilitate global awareness and outreach with a chosen project approved by the Board of Directors.
- 6) Submit an article to the *News & Views* or *Michigan Reading Journal* describing the project.
- 5) Prepare a final written report of accomplishments, in relation to objectives, for the Board of Directors and the Annual Meeting.

3.12 EARLY CHILDHOOD & FAMILY LITERACY COMMITTEE

(MRA Bylaws – Article VIII, Section 23)

RESPONSIBILITIES

The Early Childhood/Family Literacy Committee shall:

- 1) Follow the guidelines in the MRA Bylaws.
- 2) Follow the responsibilities for all committees listed in Section 3.0.

COMMITTEE MEMBERSHIP

- 1) The chair will select qualified MRA members to serve on the Early Childhood & Family Literacy Committee seeking diversified representation.
- 2) There should be no less than three (3) members on the Committee, including the chair.

FUNCTIONS

- 1) Implement charges received from the Board of Directors and/or the President.
- 2) Formulate specific objectives for the committee.
- 3) Develop a plan of action with definite timelines for implementation.
- 4) Submit a plan to the President for review by the Board of Directors.
- 5) Encourage interest in early literacy issues through outreach to childcare and preschool educators.
- 6) Encourage families to participate in literacy activities.
- 7) Develop and disseminate resources in coordination with the Publications Committee.
- 8) Submit an article to the *News & Views* or *Michigan Reading Journal* on an early literacy topic.
- 9) Prepare a final written report of accomplishments, in relation to objectives, for the Board of Directors and the Annual Meeting.

**3.13 SUMMER LITERATURE CONFERENCE COMMITTEE
(MRA Bylaws – Article VIII, Section 24)**

RESPONSIBILITIES

The Summer Literature & Literacy Conference Committee shall:

- 1) Follow the guidelines in the MRA Bylaws.
- 2) Follow the responsibilities for all committees listed in Section 3.0.

COMMITTEE MEMBERSHIP

- 1) The chair will select qualified MRA members to serve on the Summer Literature & Literacy Conference Committee seeking diversified representation.
- 2) There should be no less than three (3) members on the Committee, including the chair and voted on by the board of directors.

FUNCTIONS

- 1) Implement charges received from the Board of Directors and/or the President.
- 2) Formulate specific objectives for the committee.
- 3) Develop a plan of action with definite timelines for implementation.
- 4) Submit a plan to the President for review by the Board of Directors.
- 5) Plan a summer learning opportunity when fiscally possible.
- 6) Work with the Board of Directors for events, speakers, and budget needs.

- 5) Prepare a final written report of accomplishments, in relation to objectives, for the Board of Directors and the Annual Meeting.

3.14 AWARDS & GWEN FROSTIC COMMITTEE (MRA Bylaws – Article VIII, Section 26)

RESPONSIBILITIES

The Awards Committee shall:

- 1) Follow the guidelines in the MRA Bylaws.
- 2) Follow the responsibilities for all committees listed in Section 3.0.

COMMITTEE MEMBERSHIP

- 1) There should be no less than three (3) members on the Committee, including the chair.

FUNCTIONS

- 1) Implement charges received from the Board of Directors and/or the President.
- 2) Formulate specific objectives for the committee.
- 3) Develop a plan of action with definite timelines for implementation.
- 4) Submit a plan to the President for review by the Board of Directors.
- 5) Recognize the contributions and achievements in the fields of literacy.
- 6) Organize the Association's awards process including application materials, nominations, and notification.
- 7) Submit an article to the *News & Views* or *Michigan Reading Journal* on the Gwen Frostic Award winners.
- 8) Prepare a final written report of accomplishments, in relation to objectives, for the Board of Directors and the Annual Meeting.

3.15 STUDENT INVOLVEMENT COMMITTEE (MRA Bylaws – Article VIII, Section 27)

RESPONSIBILITIES

The Student Involvement Committee shall:

- 1) Follow the guidelines in the MRA Bylaws.
- 2) Follow the responsibilities for all committees listed in Section 3.0.

COMMITTEE MEMBERSHIP

- 1) The chair will select qualified MRA members to serve on the Student Projects Committee seeking diversified representation.
- 2) There should be no less than three (3) members on the Committee, including the chair.

FUNCTIONS

- 1) Implement charges received from the Board of Directors and/or the President.
- 2) Formulate specific objectives for the committee.
- 3) Develop a plan of action with definite timelines for implementation.
- 4) Submit a plan to the President for review by the Board of Directors.
- 5) Promote student involvement with the Association's activities.

- 6) Oversee outreach for students with March is Reading Month, Kaleidoscope (student writing collection), and Great Lakes/Great Books (literature awards).
- 7) Plan or assist with planning, annual conference events for Kaleidoscope and Great Lakes/Books.
- 8) Submit an article to the *News & Views* or *Michigan Reading Journal* on Kaleidoscope and Great Lakes/Books.
- 9) Prepare a final written report of accomplishments, in relation to objectives, for the Board of Directors and the Annual Meeting.

**3.16 ADOLESCENT LITERACY COMMITTEE
(MRA Bylaws – Article VIII, Section 28)**

RESPONSIBILITIES

The Adolescent Literacy Committee shall:

- 1) Follow the guidelines in the MRA Bylaws.
- 2) Follow the responsibilities for all committees listed in Section 3.0.

COMMITTEE MEMBERSHIP

- 1) The chair will select qualified MRA members to serve on the Adolescent Committee seeking diversified representation.
- 2) There should be no less than three (3) members on the Committee, including the chair.

FUNCTIONS

- 1) Implement charges received from the Board of Directors and/or the President.
- 2) Formulate specific objectives for the committee.
- 3) Develop a plan of action with definite timelines for implementation.
- 4) Submit a plan to the President for review by the Board of Directors.
- 5) Encourage interest in literacy issues through outreach to educators at the middle school, high school, and Teacher Educators; and
- 6) Develop and disseminate resources to encourage adolescent literacy program educators to participate in literacy activities.
- 7) Submit an article to the *News & Views* or *Michigan Reading Journal* on adolescent literacies.
- 8) Prepare a final written report of accomplishments, in relation to objectives, for the Board of Directors and the Annual Meeting.

**3.17 ASSESSMENT COMMITTEE
(MRA Bylaws – Article VIII, Section 30)**

RESPONSIBILITIES

The Assessment Committee shall:

- 1) Follow the guidelines in the MRA Bylaws.
- 2) Follow the responsibilities for all committees listed in Section 3.0.

COMMITTEE MEMBERSHIP

- 1) The chair will select qualified MRA members to serve on the Assessment Committee

- seeking diversified representation.
- 3) There should be no less than three (3) members on the Committee, including the chair.

FUNCTIONS

- 1) Implement charges received from the Board of Directors and/or the President.
- 2) Formulate specific objectives for the committee.
- 3) Develop a plan of action with definite timelines for implementation.
- 4) Submit a plan to the President for review by the Board of Directors.
- 5) Monitor current issues and research related to assessment, especially as mandated under state and/or federal law; and
- 6) Develop and implement strategies for communicating assessment information and related policy recommendations to association members and other important audiences.
- 7) Submit an article to the *News & Views* or *Michigan Reading Journal* on assessment.
- 8) Prepare a final written report of accomplishments, in relation to objectives, for the Board of Directors and the Annual Meeting.

3.18 DIVERSITY AND SOCIAL JUSTICE COMMITTEE (MRA Bylaws - Article VIII, Section 31)

RESPONSIBILITIES

The Diversity and Social Justice Committee shall:

- 1) Follow the guidelines in the MRA Bylaws.
- 2) Follow the responsibilities for all committees listed in Section 3.0.

COMMITTEE MEMBERSHIP

- 1) The chair will select qualified MRA members to serve on the Diversity and Social Justice Committee seeking diversified representation.
- 3) There should be no less than three (3) members on the Committee, including the chair.

FUNCTIONS

- 1) Implement charges received from the Board of Directors and/or the President.
- 2) Formulate specific objectives for the committee.
- 3) Develop a plan of action with definite timelines for implementation.
- 4) Submit a plan to the President for review by the Board of Directors.
- 5) Prepare and update a list of resources currently available for promoting diversity and social justice.
- 6) Submit a proposal, or recommend speakers, for the Annual Conference to present on issues that support educators in understanding, developing, and promoting diversity and social justice.
- 6) Submit an article in the *News & Views* or *Michigan Reading Journal* related to promoting diversity and social justice.
- 7) Prepare a final written report of accomplishments, in relation to objectives, for the Board of Directors and the Annual Meeting.

3.19 AD HOC COMMITTEES (MRA Bylaws - Article VII, Section 2)

RESPONSIBILITIES

The Ad Hoc Committee shall:

- 1) Follow the guidelines in the MRA Bylaws.
- 2) Follow the responsibilities for all committees listed in Section 3.0.

COMMITTEE MEMBERSHIP

- 1) The chair will select qualified MRA members to serve on the committee.
- 2) Ad Hoc committees may be authorized by the Board of Directors to carry out specific charges and shall serve for a specified period.
- 3) Ad Hoc committees will be reviewed annually by the Board of Directors.

3.20 APPOINTMENTS AND OTHER RELATIONSHIPS

TERMS OF OFFICE FOR APPOINTMENTS

The President, with the approval of the Board of Directors, will make the three year appointments for the Historian/Digital Curator, *Michigan Reading Journal* Editor, *News & Views* Editor, Parliamentarian, and MDE Liaison. These appointed positions are in effect for three years and for no more than two consecutive terms.

RESPONSIBILITIES OF APPOINTMENTS

Board Appointments and Other Relationships shall:

- 1) Follow the guidelines in the MRA Bylaws.
- 2) Follow the responsibilities for all committees listed in Section 3.0.

FUNCTIONS OF APPOINTMENTS

- 1) Implement charges received from the Board of Directors and/or the President.
- 2) Formulate specific objectives.
- 3) Develop a plan of action with definite timelines for implementation.
- 4) Submit a plan to the President for review by the Board of Directors.
- 5) Prepare a final written report of accomplishments, in relation to objectives, for the Board of Directors and the Annual Meeting.

3.21 HISTORIAN/DIGITAL CURATOR (MRA Bylaws - Article IX, Section 1)

The Historian/ Digital Curator is charged with collecting and organizing any archival information of the Association. The Historian/Digital Curator also records any historical events during the year and organizes the Past President's exhibit at the conference.

3.22 MICHIGAN READING JOURNAL EDITOR

The *Michigan Reading Journal* editor (or co-editors) is/are responsible for producing the

Association journal three times per year. See Publications Committee, Section 3.3.

3.23 NEWS AND VIEWS EDITOR

The *News and Views* editor is responsible for producing the Association newsletter three times per year. See Publications Committee, Section 3.3.

3.24 PARLIAMENTARIAN

The Parliamentarian oversees the governance of the Michigan Reading Association. Works in an advisory position to the MRA President and the Ethics and Evaluations Committee chair.

3.25 MDE (Michigan Department of Education)/MRA Liaison

The MDE/MRA Liaison engages in a mutually supportive collaboration to enhance literacy.

ADDENDUM I PUBLICATIONS GUIDELINES

Publications Review

Publications should be reviewed by the Publications Committee every three years after publication or sooner if requested, until retirement of publication. Publication review questions:

Does the publication:

- present best practice?
- include recent sources of information?
- use an attractive eye-catching format?
- reflect the standards and quality of an MRA publication?

Copyright

The Administrative Coordinator will be responsible for securing copyrights for all publications. A statement will be included in all publications concerning copyrights, ex: This may not be reproduced without the permission of the Michigan Reading Association. The authors retain the right to reproduce their articles after the Association publishes them.

Publication Procedures

- 1) Authors of a publication will work with the publication chairperson to submit a proposal for publication using publication review questions as a guide.
- 2) Authors will submit a timeline for publication.
- 3) Authors will prepare written statements about the publication for promotional purposes. A pre-publication advertisement announcing the upcoming publication should be done. The advertisement may include overview of publication, about the authors, document length, intended audience, and publication date. This should be submitted to the *News & Views* Editor.
- 4) Upon completion of the publication, authors will prepare a promotional article to be placed in the *News & Views* and the *Michigan Reading Journal*. The Administrative Coordinator will be responsible for searching out focused audiences to target for sales and prepare a marketing plan for the publication.

- 5) Document format and costs of publishing will be the responsibility of the MRA office with input from authors and the Publications Committee.
- 6) Current officers, board members, publication committee members and the MRA logo must be included in all publications.
- 7) All pieces should be marked DRAFT to prevent early copying before copyrighted publication.
- 8) The publications committee, Board of Directors, and the Administrative Coordinator will decide individual costs and quantity discounts. Consideration of size, cost, and profit margin of each publication will be essential.
- 9) An annual report of publications will be produced for the first meeting of the fiscal year by the MRA office. This report will reflect the number of publications sold, cost of publications, and profit made.

Publishing Checklist

- Work with the chair of the Publications Committee to prepare a presentation for a formal board meeting which includes a time line and a marketing plan.
- Work in coordination with the Publications Committee to complete the publication.
- Submit a rough draft to the Publications Committee and other editors (author's choice), including board members and the Executive Director.
- A plan for cost and numbers of copies published will be determined with help from the Publications Committee and the MRA office staff.
- Proofs from the printer should be delivered to the Publications Committee for review.
- MRA Board members will provide a draft copy to review a month before the MRA Board of Directors meeting where the document will be voted upon.
- A plan to promote publications through newsletters, journal publications, conference sessions and professional development will be coordinated by the Publications Committee. The MRA office will provide order forms and copies for publications.

ADDENDUM II GUIDELINES FOR SUBMITTING REPORTS

Submit reports electronically to the MRA Secretary at least two weeks before each scheduled board meeting. Dates will vary from year-to-year.

Follow the format for submitting a report.

- Describe key points using a bulleted form.
- Begin each bulleted item with a verb, if possible.
- Avoid using pronouns, such as "I."
- Use Times New Roman font, size 11.

- Submit by e-mail to current MRA Secretary.

Samples

Regional Representative and Member-At-Large Reports

Region X

XXXX Reading Council

- Promoted Great Lakes, Great Books in local schools
- Attended the MRA Leadership Institute in Grand Haven on June 22-23, 2005

XXXX Reading Council

- Attended the MRA Leadership Institute in Grand Haven on June 22-23, 2005

Committee Reports

Community Projects/Programs Committee

- Met with committee members to set goals
- Collected 105 books for families
- Worked on reading bookmarks

ADDENDUM III

ETHICS AND EVALUATIONS COMMITTEE PROCEDURES

Types of infractions:

- 1) Actions taken by the MRA President which negate neutrality.
- 2) Undermining the officers, goals of the organization, and/or Bylaws.
- 3) Conflicts of interest: individual to individual; individual to organization.
- 4) Inflammatory, accusatory, or inappropriate correspondence written in the name of the Michigan Reading Association.
- 5) Verbal and/or physical threats.

Process:

- 1) Members of MRA must submit their complaint in writing, **via standard mail**, within 10 business days of the infraction to the President of the organization. In the event a complaint is made against the President, the written complaint should be given to the President-Elect.
- 2) Should the President (or President-Elect if in regard to the President) deem the complaint a possible ethics issue, he/she is to provide a copy of the complaint to the subject of the complaint in writing, **via standard mail**, with a copy sent to the chair of the Ethics Committee for notification purposes only. The President will notify the originator of the complaint that due process is being followed and specifics of the process need not be divulged at that time.
- 3) The subject will submit a response in writing, **via standard mail**, to the President with a

copy sent to the chair of the Ethics Committee within 10 business days. In the written response, the subject has the right to request a hearing in front of Ethics and Evaluations Committee if desired. The subject has the right to be represented during the investigation and at any hearing and at any appeal by an Association member who is of good standing (and no one else).

- 4) The Ethics Committee, comprised of the members of the Ethics and Evaluations Committee and two additional MRA Board members, and, if requested with the subject's response, conduct a hearing in a manner it deems fit in accordance with Robert's Rules of Order related to only the item(s) stated in the original complaint and make recommendations in writing, via standard mail, to the President as to next steps and/or consequences of the actions.
- 5) The President shares the recommendations in writing, **via standard mail**, with the Executive Committee and together they accept, reject, or modify them. If clarification is needed, the Executive Committee may request to meet with the Ethics and Evaluations Committee.
- 6) Once the written report is accepted or modified by the Executive Committee, the subject of the complaint is notified, **via standard mail**. If the subject disagrees with the recommendations, an appeal may be requested before the Board of Directors in an Executive Session.
- 7) A copy of the final recommendations will be provided in writing, **via standard mail**, to the originator of the complaint. The originator must accept the recommendations of the committee as final and cannot pursue the matter further.
- 8) Recommendations must be followed through within 20 business days of the final decision.

Consequences:

The consequences must fit the actions committed. These consequences may include censuring, removal from office, a ban from holding any other MRA office, loss of MRA membership and its privileges, or any other consequence as deemed appropriate by the Executive Committee.

Appeals:

In accordance with the *Robert's Rules of Order*, an appeal may be requested before the Board of Directors in an Executive Session. Such an appeal will be limited to oral arguments or written arguments related to findings and the recommendation of the Committee and not for the purpose of presenting new evidence or testimony.

- Revisions approved by the MRA Board of Directors on May 31, 2014

- Approved by the MRA Board of Directors on April 24, 1999

**ADDENDUM IV
CIVIL DIALOGUE POLICY**

The Michigan Reading Association wishes to make it clear that it condemns all forms of

language in the public dialogue that could be characterized as inflammatory, derogatory, degrading, insulting, demeaning, or advocating violence in any form. The Board of Directors believes that all professionals and officials involved in education have a responsibility to engage in a civil, professional, and productive discourse.

A civil, courteous, and professional public dialogue in support of strengthening education and improving student achievement is essential. The use of abusive language and violent metaphors by education professionals, **via e-mail, social media, or otherwise**, is unacceptable, unprofessional, and unproductive. A civil dialogue is needed, and it must be the basis for a better understanding of how to provide excellent literacy instruction that leads to high achievement for all the students and communities we serve.

The MRA Ethics and Evaluations Committee will review any violations to this policy.

- Revisions approved by the MRA Board of Directors on May 31, 2014

- Approved by MRA Board of Directors on January 24, 2009

ADDENDUM V CONFLICT OF INTEREST POLICY

Michigan Reading Association (“MRA”) is a 501(c)3 nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important for its continued financial stability. The purpose of this Conflict of Interest Policy is to protect MRA interests and prevent transactions that result in private benefit. This policy is intended to supplement, but not replace, any applicable state and federal laws.

There exists between MRA and Interested Persons (its board, officers, and employees) a fiduciary duty, which carries with it a broad and unbending duty of loyalty, fidelity, and integrity. The MRA’s board, its officers, and employees have the responsibility of administering their duties honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of MRA. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions or knowledge gained from their positions for their personal benefit.

The interests of the MRA must be the first priority in all decisions and actions. It shall be the continuing responsibility of those persons to scrutinize their transactions, decisions, and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

MRA Staff Members (Executive Director, Executive Assistant, and Bookkeeper), Members of the Board of Directors, and its appointed Committee Chairs, and their immediate family members, during their employment or tenure on the Board:

- may not compete for MRA Scholarships, fellowships, or awards
- may not receive a gift or anything else of **significant value** from vendors, suppliers, members, consultants, lenders, or borrowers

- may not receive monetary or other types of payment for participation in MRA events or representing MRA at events

This guideline is not intended to prohibit normal business practices, such as meetings over meals or corporate items given in meetings and conferences or token hosting gifts.

This policy shall be reviewed annually by the MRA Board of Directors. Any changes to the policy shall be communicated immediately to all Covered Persons.

Definitions

Fiduciary

An individual, corporation or association holding assets for another party, often with the legal authority and duty to make decisions regarding financial matters on behalf of the other party.

Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which Michigan Reading Association has a transaction or arrangement,
- b. A compensation arrangement with Michigan Reading Association or with any entity or individual with which Michigan Reading Association has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Michigan Reading "MRA" is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Article III

Procedures

Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the "MRA" can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the "MRA"'s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

*approved by MRA Board of Directors
August 26, 2010*

ADDENDUM VI ELECTRONIC COMMUNICATION POLICY

The Michigan Reading Association wishes to make it clear that it condemns all forms of language in the public dialogue that could be characterized as inflammatory, derogatory, degrading, insulting, demeaning, or advocating violence in any form. The Board of Directors believes that all professionals and officials involved in education have a responsibility to engage in a civil, professional, and productive discourse.

The following guidelines are to be enforced regarding the use of email, social media, and other forms of electronic communication.

Acceptable topics for electronic communication may include and are not limited to:

- 1) Electronic voting for board action items as outlined in Section 1.0, Function, (d), Voting Procedures, of the Policies & Procedures
- 2) Electronic voting for board positions as outlined in Section 3.7, Voting Procedures, of the Policies & Procedures.
- 3) Social media to promote MRA, membership, events, publications, and literacy
- 4) Communication and documents among committee members as it relates to work of the committee unless otherwise stated within the Policies & Procedures.
- 5) Submission of Board reports, minutes, and agendas.

Unacceptable topics for electronic communication may include and are not limited to:

- 1) Board discussion regarding matters requiring a vote as outlined in Section 1.0, Function, (d) of the Policies & Procedures.

- 2) Issues pertaining to personnel that include evaluations, disciplinary action, or matters of confidentiality related to employment.
- 3) Complaints related to ethic concerns. See addendum III
- 4) Campaigning for an elected position to the MRA board.
- 5) Derogatory comments related to the Association, Board, and Committee Members, or those who do business with MRA.
- 6) Individually lobbying at the state and federal levels without the consent of the Association.
- 8) Any items deemed confidential (including students and schools).

A listserv of the Association's members may not be shared with other entities without Board approval.

*Approved by MRA Board of Directors
May 18, 2019*