

# SCHOOL SCIENCE AND MATHEMATICS ASSOCIATION

## POLICIES AND PROCEDURES MANUAL

Revised May 19, 2025  
(by Vote of the Board)

## **Policy on Team-Based Cloud Server for File Storage**

**Purpose:** To ensure that all organizational files are securely stored, easily accessible, and efficiently managed, this policy mandates the use of a team-based cloud server, owned and managed by the School Science and Mathematics Association, for file storage.

**Policy:**

1. **Mandatory and Ethical Use:**
  - All files related to organizational activities must be stored on the designated team-based cloud server (e.g., committee meeting minutes/notes, board agendas).
  - Personal devices or local storage should not be used for locally storing organizational files (e.g., committee minutes on desktop).
  - No personal or work-based files shall be stored in the team-based cloud server (e.g., recommendation letters).
  - No Personally Identifiable Information (PII) should be stored on the cloud server unless explicitly authorized and necessary for organization operations. Any storage of PII must comply with applicable data protection laws and organizational policies.
2. **Access and Permissions:**
  - Access to the cloud server will be granted based on role and project requirements.
  - Permissions will be managed to ensure that only authorized personnel can access, modify, or delete files.
  - Access will be managed by the President and Executive Director(s).
  - It is the responsibility of the Executive Director(s) to ensure authorized access is reviewed with each transition (e.g., new board members at large, existing board members at large).
3. **Security:**
  - The cloud server will be protected with robust security measures, including encryption, multi-factor authentication, and regular security audits.
  - Users must adhere to the organization's security protocols when accessing the cloud server.
  - Files should not be deleted without the explicit permission of the Executive Director(s) or President.
4. **Backup and Recovery:**
  - The cloud server services will require ongoing backups and will be in place to ensure data integrity and availability.
  - The organization shall ensure there is a disaster recovery plan in place by the cloud server to address any potential data loss or server downtime.
  - Technical support will be available to assist with any issues related to cloud storage and recovery.

**Review:** This policy will be reviewed annually and updated as necessary to ensure its effectiveness. If there are non-compliance issues, they should be addressed immediately through the leadership of the President and Executive Directors. Continuous non-compliance may result in removal of position or role within the School Science and Mathematics Association.

### **Convention Registration Refund Policy**

Circumstances may arise that require cancellation in registration for the annual convention or other workshops that require payment. Our refund policy is designed to be fair and transparent, ensuring clarity for all participants.

1. Refund Requests Prior to 1 Month Before the Conference:
  - If a cancellation request is received more than one month before the start date of the conference, a refund of 50% of the registration fee will be issued.
  - The refund will be processed within 1 month of receiving the cancellation request.
2. Refund Requests Within 1 Month of the Conference:
  - If a cancellation request is received within one month of the start date of the conference, no refund will be issued.
  - This policy is in place due to the commitments and expenses incurred in organizing the event.
3. How to Request a Refund:
  - To request a refund, please contact the Executive Director(s).
  - Include your registration details and reason for cancellation in your request.
4. Non-Refundable Items:
  - Please note that any additional items purchased during registration (e.g., annual membership fee) are non-refundable.
5. Exceptions:
  - In exceptional circumstances, such as medical emergencies, refund requests will be considered on a case-by-case basis. Documentation is required.

## AWARDS AND ENDOWMENT COMMITTEE

### **From By-Laws (Article VIII, 1. g.)**

*The Awards and Endowment Committee shall consist of six (6) members, of which one shall be a graduate student, each appointed for a term of three (3) years. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The Chairperson of the Awards and Endowment Committee shall be the appointed member from the Board of Directors. The Co-Chair shall be a past President of the Association. The Awards and Endowment Committee shall be responsible for the recommendations of the recipients of the various awards given by the organization.*

### **Timeline for Awards Responsibilities**

Convention Board Meeting	Awards and Endowment Committee Chair will submit the committee timeline for awards to the Executive Director(s) and Board of Directors
After the Annual Convention	Awards and Endowment Committee Chair communicates with the Social Media Director about the awards presented at the Annual Convention
January 15	Awards and Endowment Committee Chair sends letter to SSMA leadership (Board of Directors, Past Presidents), inviting them to make nominations (Invitation to Membership)
February 1	Awards and Endowment Committee Chair submits committee budget to Finance Committee Chair and Executive Director(s)
March 31	Awards and Endowment Committee Chair sends nomination materials to Awards and Endowment Committee with voting criteria
May 1	Awards and Endowment Committee Chair sends results to SSMA President in time for Spring Board Meeting
August 15	Deadline for John Park Student Convention Travel Award
Spring Board Meeting	Awards and Endowment Committee Chair presents results at the Spring Board Meeting

### **Process**

Procedure used for selection: Nominees are rank ordered using high numbers for first choices and 0 for not recommended. Selection is based on the weighted averages calculated from these votes. In case of a tie, the person with the highest number of first place votes would be selected.

### **GEORGE G. MALLINSON DISTINGUISHED SERVICE AWARD**

The SSMA recognizes notable and extensive service to the SSMA organization with the George G. Mallinson Distinguished Service Award. Potential awardees are those who have been a member of SSMA for at least ten (10) years and who have shown substantial participation and leadership in SSMA activities such as paper presentations at meetings, committee work, membership work, and reviewing for the journal. Nominations for this award must come from current members of SSMA. This award may be given every three years. Next awards will be given 2026, 2029, and 2032).

To nominate a person for this reward, send:

1. A letter of nomination describing the nominee's contribution to the organization along with supporting information as available.
2. Letters of support from 2 past presidents of the SSMA.

Nomination materials need to be completed online.

The deadline for submitting the complete set of nomination materials is April 15th.

The Awardee will receive a one-year membership to SSMA, a Convention fee waiver to the SSMA Annual Convention where the award will be presented, and an invitation to address the membership at the Annual Convention.

### **AWARD FOR EXCELLENCE IN INTEGRATING SCIENCE AND MATHEMATICS**

The SSMA recognizes notable and extensive efforts in higher education and beyond related to the integration of Science and Mathematics with the SSMA Award for Excellence in Integrating Science and Mathematics. The award is given to a person or group who has fostered, promoted, and extended the integration of mathematics/science at the elementary, secondary, or university level. The nominee should be a person or group who is active in science/mathematics education and in the development of curricula for the preparation of teachers, educational research, or other activities of significant educational value; thereby showing an impact on science/mathematics education. The competition is open to non-SSMA members, but all applicants must be nominated by an SSMA member. This award may be given annually.

To nominate a person or a group for this award, send:

1. A letter of nomination describing the nominee's contribution to the integration of science and mathematics.
2. A personal statement from the nominee outlining the highlights of their work.
3. Support letters from two others in the field of science/mathematics education describing the nominee's impact on the field.

Send Nomination materials need to be completed online.

The deadline for submitting the complete set of nomination materials is April 15th.

The Awardee will receive a one-year membership to SSMA, a Convention fee waiver to the SSMA Annual Convention where the award will be presented, and an invitation to present a session at the Annual Convention about their work (if the Awardee is a group, then one representative from the group will receive a one-year membership and a Convention fee waiver).

### **CONNECTIONS AWARD**

The SSMA recognizes exemplary P-12 teaching and learning projects that focus on connections between science and mathematics with the SSMA Connections Award. The nominee should be a person, or a group, working in P-12 who has been a leader of an exemplary teaching and learning project that is school-based and focused on connections between science and mathematics. The competition is open to non-SSMA members, but all applicants must be nominated by an SSMA member.

To nominate a person or a group for this reward, send:

1. A letter of nomination describing the nominee's contribution to P-12 science and mathematics teaching and learning.
2. A description of the project.

Send Nomination materials need to be completed online.

The deadline for submitting the complete set of nomination materials is April 15th.

The Awardee will receive a \$500 award, a Convention fee waiver to the SSMA Annual Convention where the award will be presented, and an invitation to present a session at the Annual Convention about their work (if the Awardee is a group, then one representative from the group will receive a one-year membership and a Convention fee waiver).

Additional funds may be available to support awardee(s) travel to the Annual Convention. This award may be given annually.

### **OUTSTANDING EARLY CAREER SCHOLAR AWARD**

The SSMA recognizes outstanding early career contributions to the scholarship of science and/or mathematics education with the Outstanding Early Career Scholar Award. The nominee should be a person, within seven years of receiving a doctoral degree, with an exemplary and productive program of research related to science and/or mathematics education. The nominee must have been an SSMA member in good standing for at least one year prior to the submission of the application. This award may be given annually.

To nominate a person for this award, send:

1. Current Vita
2. Three exemplary scholarly works (works need to relate to common mathematics/science education themes such as Integration; Technology; Constructivism/Inquiry; Professional development; and so forth)
3. A two-page maximum (double-spaced; 12 font) summary addressing:
  - Research interests
  - A description of how the submitted scholarly works have impacted research area
4. Two support letters sent separately (one support letter must be from a non-dissertation committee member)

Send Nomination materials need to be completed online.

The deadline for submitting the complete set of nomination materials is April 15th.

The Awardee will receive \$500, a one-year membership to SSMA, a Convention fee waiver to the SSMA Annual Convention where the award will be presented, and an invitation to present a session at the Annual Convention about their work. Additional funds may be available to support awardee travel to the Annual Convention.

### **SSMA DISSERTATION AWARD**

The SSMA recognizes outstanding doctoral degree research with the SSMA Dissertation Award. The Award is given for dissertations related to science education, mathematics education, or integrated science and mathematics education. Competition is open to non-members, but all applicants must be nominated by an SSMA member. The nominee's dissertation must have been completed within three years of the submission. This award may be given annually.

To nominate a person for this award, send

1. A letter of nomination attesting to the quality of the dissertation, which may include the fit to science/math education; how the dissertation represents the highest level of scholarship; the research's contribution to science/math education, the research questions, and the manner in which the findings relate to the advancement/enhancement of science/math education.
2. A 2,000-2,500 word summary of the dissertation with no more than 1 page of references. There should be no reference to the author in the summary or references.
3. A letter of intent from the author stating that he/she is willing to be nominated for the award and including the author's mailing address, email, and phone number.

Nomination materials need to be completed online

The deadline for submitting the complete set of nomination materials is March 15th.

The Awardee will receive \$500, a one-year membership to SSMA, a Convention fee waiver to the SSMA Annual Convention where the award will be presented, and the recipient will be invited to present a session at the Annual Convention about their dissertation. Additional funds may be available to support awardee travel to the Annual Convention.

### **SSMA John Park Student Convention Travel Award**

To qualify for this Award, a graduate or undergraduate student must attend and present at the SSMA Annual Convention, and must have incurred personal expenses to attend.

To apply, the student must complete the Expenses Report form, which includes a listing of the expenses incurred to attend the Convention and details of financial support to attend the Convention from outside sources, for example, the student's college/department or travel grants offered by the student's university. The completed form must be submitted to [office@ssma.org](mailto:office@ssma.org) at least one week prior to the first day of the Convention. The applications will be forwarded to the committee chair who will work with committee members and the president to determine who will be funded and the amount of funding (based on fund availability).

Each year at the Convention, one or more students who submitted their Expenses Report Form and meet the criteria for the Award will be selected from all students who submitted the Expenses Report Form and meet the criteria to receive the Award. The maximum Award will be \$500. Lesser amounts will be awarded to those selected with personal expenses less than \$500.

## CONVENTION COMMITTEE

### **From By-Laws (Article VIII, 1. d.)**

*The Convention Committee shall consist a minimum of six (6) members, of which one shall be a graduate student, each appointed for a term of three (3) years unless specified to the contrary at the time of special appointment. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The Chairperson of the Convention Committee shall be the appointed member from the Board of Directors. The Convention Committee shall have general responsibility for coordinating and evaluating Annual Conventions of the Association, and/or such other workshops and conferences as may be held. The local Convention Chairperson shall also be an ex-officio member for the two (2) years preceding and the year following the Annual Convention they chair.*

### **Timeline**

Convention Board Meeting	Convention Committee meets at the Annual Convention and submits report to the Executive Director(s) and Board of Directors
Convention Board Meeting	Convention Committee Chair submits committee timeline for proposals to the Executive Director(s) and Board of Directors
Convention Board Meeting	Convention Committee Chair submits an update on the future convention sites to the Executive Director(s) and the Board of Directors
February 1	Convention Committee submits theme for up-coming convention to the Board of Directors and opens proposal submission
March (last Friday)	Convention Committee close proposal submission and send out for review to convention committee
April (last Friday)	Convention Committee chair sends out acceptance/denial letters for proposals.
Year-Long	Convention Committee chair works with Local Convention Chair following Annual Conventions Planning and Procedures Guide

### **Process**

The Convention Committee shall have general responsibility for supporting the Program and Local Convention teams and evaluating the Annual Convention of the Association, and/or such other workshops and conferences as may be held. From Annual Convention to Annual Convention, the Convention Committee works on possible convention sites for future Annual Conventions, which may include but is not limited to these tasks:

1. Meet with potential convention chair
2. Review convention proposals
3. Make recommendations to the Board for convention sites

The Convention Committee Chair and Committee works with the Program Chair for the Annual Convention, to include these tasks:

1. Review and make recommendations to the Program Chair for meeting themes, sub-themes, speakers, schedule formats, and other meeting features
2. Maintain an updated Annual Conventions Planning and Procedures Guide and distribute it to the Program Chair in a timely fashion
3. Receive and review all convention progress reports from the Program Chair and then report to the Board of Directors
4. Develop and implement a procedure for evaluating the Annual Convention and receive, review, and report to the Board of Directors and Program Chair the evaluation of each Annual Convention.



## FINANCE COMMITTEE

### **From By-Laws (Article VIII, 1. f.)**

*The Finance Committee shall consist of six (6) members, of which one shall be a graduate student, each appointed for a term of three (3) years. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The Chairperson of the Financial Committee shall be the appointed member from the Board of Directors. The Executive Director(s) and the Finance Committee shall be responsible for the preparation, review, and approval of the annual budget and the presentation of the budget to the Board of Directors for its approval. The Committee shall make recommendations regarding salaries, honoraria, and other expenditures of the Association based on information provided by the various officers and committees. The Committee shall oversee and report to the Board on the annual audit of the Association books. The Executive Director(s) shall be ex-officio, non-voting member(s) of the Finance Committee.*

### **Timeline**

January 15	SSMA President sends call for budget requests to Committee Chairs
February 1	All Committee Chairs send budget requests to Finance Committee Chair and Executive Director(s)
March 1	Finance Committee Members send suggestions to Finance Committee Chair
March 1-15	The Finance Committee Chair and Executive Director(s) prepare a budget for the current year and the upcoming year.
May 1	Finance Committee Chair distributes all budget requests to Finance Committee Members and prepares recommended budget
Spring Board Meeting	Finance Committee Chair presents budget to Board of Directors

### **Process**

The Finance Committee manages three fiscal responsibilities. Duties will include:

1. Work with the Executive Director(s) in the preparation, review, and presentation of the annual budget to the Board of Directors for its approval.
2. Make recommendations regarding salaries, honoraria, and other expenditures of the Association based on information provided by the various officers and committees.

## INDIRECT SERVICE FEES

The SSMA does not allow indirect fees to be charged for any contracted efforts related to the Editorial Office or the Executive Director's Office. Importantly, these office functions are annually budgeted by SSMA and budgeted amounts are explicitly tied to expected functions of the Editor and or Executive Director Office. An institution's management of these budgeted amounts is considered to be part and parcel of the services (i.e. office space, computers) otherwise provided by the institution.

## MEMBERSHIP COMMITTEE

### **From By-Laws (Article VIII, 1. c.)**

*The Membership Committee shall consist of six (6) members, of which one shall be a graduate student, each appointed for a term of three (3) years. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The Chairperson of the Membership Committee shall be the appointed member from the Board of Directors. The Membership Committee shall have the responsibility for coordinating the recruitment and retention of members.*

### **Timeline**

Convention Board Meeting	Membership Committee meets at the Annual Convention and submits final report to Executive Director(s) and Board of Directors
January	Membership Committee Chair begins planning for membership/recruitment/retention project(s) per committee arrangement
January 15	SSMA President contacts Committee Chair with sample budget and reminder to send budget by February 1 to Finance Committee and Executive Director(s)
February 1	Membership Committee Chair submits budget to Finance Committee Chair and Executive Director(s)
February	Continue planning for membership/recruitment/retention project(s)
Before Spring Board Meeting	Send plan to SSMA President in time for Spring Board Meeting
Spring Board Meeting	Give report to Board of Directors
September/October	Membership Committee Chair make arrangements for committee meeting at the Annual Convention

### **Process**

The Membership Committee will promote membership in SSMA to persons with an expressed interest in the connection between science and mathematics and the relationships between research and practice in science, mathematics, and other STEM education issues

## **AD HOC HISTORIAN COMMITTEE**

The Association president has the authority to appoint an ad hoc committee in preparation for special milestones for the SSMA as an Association. For example, the Association's 125<sup>th</sup> Anniversary. A call for this position will be sent to all active members. In consultation with board members, the president will review applications and appoint an individual to serve in this role.

The ad hoc committee will serve on the 125<sup>th</sup> Anniversary Convention Committee and will present a report to the Board at the Fall Board Meetings up to and including the 125<sup>th</sup> Anniversary Convention. Following the 125<sup>th</sup> Anniversary Convention, the Executive Director(s) will maintain the historical documentation and provide recent history via the website, and the ad hoc committee chair will be eliminated until such a time as the president determines a need to appoint a member to the position.

## **SOCIAL MEDIA DIRECTOR**

### **Schedule of Publication**

The Social Media Director will publish the SSMA Newsletter. The Newsletter is the primary source for informing the membership about activities of the organization, including nominations, elections, proposed by-law changes, special requests for proposals, and annual conventions. The Newsletter is published electronically and distributed to the membership by the Executive Director(s) two times a year, in conjunction with the Spring Board Meeting and the Fall Convention. The Social Media Director attends all Board meetings and communicates with Committee Chairs regularly to announce activities of each of the committees.

### **Responsibilities**

The primary responsibility of the Social Media Director is to develop and implement processes to inform the membership about activities of the organization, including, but not limited to, nominations, elections, proposed By-Law changes, special requests for proposals, and annual conventions. The Newsletter serves as a major communication source and is published electronically and distributed to the membership by the Executive Director(s) two times a year in conjunction with the Spring Board Meeting and the Fall Convention. Additionally, the Social Media Director assumes primary responsibility for working with the Executive Director(s) to implement consistent, ongoing communication with members via social media sources. The social media director will also make updates to the website as needed based on updates during board meetings.

### **Ballot Information**

The Social Media Director prepares the ballot including the following information: pictures and biographical sketches of nominees for new elections and proposed By-Law changes. The deadline for Executive Director(s) to distribute the ballot is February 15, and it is the responsibility of the Social Media Director to work with the Executive Directors to assure that the ballot is prepared for distribution by this date.

### **Convention Registration**

The Social Media Director prepares the convention registration including any and all discounts associated with registration for various subsets of attendees.

### **Spring Newsletter**

This Newsletter focuses on the forthcoming Convention, hotel information, and local attractions. This Newsletter will also include updates regarding activities of the Spring Board Meeting and other association information. This Newsletter will be sent out within thirty (30) days after the Spring Board Meeting. This Newsletter calls for nominations from the membership to be added to the new slate of officers to be sent to the Nomination and Elections Committee Chair;

### **Fall Newsletter After the Convention Board Meeting**

The Newsletter after the Convention Board Meeting publishes the results of activity since the spring Newsletter and highlights of the Annual Convention. This Newsletter (1) announces new President, board members and committee members; (2) announces any new By-Laws changes approved by the membership; (3) announces new appointments by the Board, including Executive Director(s) and Journal Editor(s); (4) announces recipients of awards, with published pictures of their receipt at the Annual Convention; (5) reminds membership about awards nominations, (6) includes information about the journal and special issues, and (7) includes membership initiatives. This Newsletter will be sent out within thirty (30) days after the Annual Convention.

## NOMINATION AND ELECTION COMMITTEE

### **From by-Laws (Article VIII, 1. b.)**

*The Nomination and Election Committee shall consist of six (6) members, one of which one shall be the Graduate Student Director-at-Large, each appointed for a term of three years with the exception of the graduate student Director-at-Large who will serve two (2) years. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The Chairpersons of the Nomination and Election Committee shall be appointed by the members from the Board of Directors. The Committee shall make recommendations for nominees for the offices of President-Elect and Directors-at-Large in accordance with Article VII. The Nomination and Election Committee Chairpersons shall provide the office of the Executive Director(s) with necessary pictures and professional biographies of the nominees.*

### **Timeline**

Convention Board Meeting	Nomination and Election Committee Chair forwards the suggested slate of candidates to the Board of Directors.
Annual Convention	Board of Directors acts on the Nomination and Election Committee's recommendations.
After Annual Convention	The Nomination and Election Committee Chair informs candidates of Board action and requests that each candidate submit a photo and biographical. The information is submitted by the chair to the Executive Directors by January 5.
February	Ballot for the election is sent to individual members, along with information and the deadline for voting.
April	Executive Director(s) inform(s) the President, who informs the Chair of Nominations and Elections of the results before the Spring Board Meeting for announcement to the Board of Directors.
June - November	Identify and contact possible candidates. The Nomination and Election Committee discusses, rates, and suggests a slate of candidates.

### **Process**

1. The Committee selects candidates for the Board of Directors each year. There must be at least four (4) nominees, each of whom has been active in SSMA activities.
2. The Committee selects candidates for President-Elect every other year. At least two (2) nominees must be recommended to the Board of Directors; each Nominee should have served on the Board of Directors or have had other significant leadership roles in SSMA.

## POLICY COMMITTEE

### **From By-Laws (Article VIII, 1. a.)**

*The Policy Committee shall consist of six (6) members, of which one shall be a graduate student, each appointed for a term of three (3) years. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The immediate Past-President or the President-Elect shall be an ex-officio member of the Committee. The Chairperson of the Policy Committee shall be the appointed member from the Board of Directors. The Policy Committee shall consider special problems referred to it by the Board of Directors. All new committee members are expected to read both the By-Law document and Policies and Procedures document to understand the purpose of each document within the Association. It will consider new directions for the Association and study the By-Laws each year for purposes of revision.*

### **Timeline**

Convention Board Meeting	Report to the Executive Director(s) and Board of Directors from the Policy Committee Meeting held at the Annual Convention (including schedule, committee membership list, and By-Law revisions)
January 15	Policy Committee Chair calls for issues for consideration (Board of Directors, Policy Committee Members, and other committee chairs)
Spring Board Meeting	Report any recommendations made at Spring Board Meeting
June 30	Report on Spring Board Meeting distributed to Policy Committee members, if necessary
Prior to Convention Board Meeting	Policy Committee Chair provides committee report to the Board.

### **Process**

The Policy Committee will meet regularly to address issues within the Policies and Procedures Document as well as the By-Laws Document. Issues will be brought to the Board of Directors and Executive Directors. The Policy Committee is responsible for following rules within the By-Laws when making changes to either the Policy and Procedures Document or the By-Laws document.

## PUBLICATIONS COMMITTEE

### **From By-Laws (Article VIII, 1. c.)**

*The Publications Committee shall consist of six (6) members, of which at least one (1) is an active graduate student member, each appointed for a term of three (3) years. Each year, two (2) persons shall be appointed by the President with the advice of the Board of Directors. The Chairperson of the Publications Committee shall be the appointed member from the Board of Directors. The Committee shall have general direction over all publications of the Association, with the exception of the Journal, and shall actively work to promote appropriate Association publications. The Editor(s) of the Journal shall be ex-officio, non-voting members of the Committee. The Editor(s) of the Proceedings shall be ex-officio, non-voting member(s) of the committee if they are not members of the committee. The editorial team for the proceedings shall consist of one lead (1) editor and one (1) editor-in-training. Each Editor will serve a term of two (2) years (one year as editor-in-training followed by one year as lead editor).*

### **Proceedings Timeline**

Date	Task	Responsible Party
June 15	Call for Proceedings sent	Executive Directors
August 1	Proceedings Papers Due	Authors
August 1-10	Assign reviewers and Blind all papers. Send each paper out to two reviewers.	Publication Committee Chair
6 weeks prior to conference	All reviews returned to editors	Reviewers
5 weeks prior to conference	Papers with reviewer comments returned to authors (reviewers' comments blinded)	Publication Committee Chair
4 weeks prior to conference	Submit for ISBN Number	Editors and Executive Directors
3 weeks prior to conference	Papers with Edits due back to Editors	Authors
1 week before conference	All papers edited and proceedings placed in final form – Sent to Board for review/placed in Cloud Drive for review	Publication Committee Chair
Day of Board Meeting	Approve Final Form and Publish to Web	Editors & Executive Directors

## **CHANGES TO BOARD APPOINTED POSITIONS**

Any changes to Board Appointed positions, including Executive Director(s), Editor(s), and Social Media Director, must include the following:

- Call to membership specific to applications for the position;
- Updated roles and responsibilities; and
- Updated budget to reflect how the appointee will be compensated.

Upon receipt of all applications, the board will make and communicate a decision regarding the new appointee.



### **BOARD MEMBER MEETINGS**

The Board shall meet at least every other month to conduct its business. The Board can meet virtually for these meetings with the exception of the annual convention and one meeting in the spring. The Board shall meet in person in the fall prior to the annual convention and at the conclusion of the annual convention. The Board shall meet at least in hybrid format for one spring meeting at the site of the upcoming convention in order to review the site, finalize site logistics, etc. For the fall board meeting and hybrid spring board meeting, committees shall present a written report to serve as part of the official record of the board.

### **BOARD MEMBER TRANSITION** **FALL BOARD MEETING (CONVENTION)**

The Fall Board Meeting takes place over multiple days, prior to the Annual Convention and at the conclusion of the Annual Convention. The Business Meeting that occurs during the Annual Convention represents the transition for the outgoing and incoming board members; the Convention Fall Board Meeting serves as the last Board meeting for outgoing members.

Although the new, incoming board members officially join the board at the post-Convention board meeting, they are strongly encouraged to attend the spring hybrid meeting, and work collaboratively with the outgoing board member before the Annual Convention. It is the expectation that all board members will attend the convention and chair their committees. Additionally, outgoing Directors-At-Large will prepare their committees' reports, which may be presented by the incoming Directors-At-Large serving as chair of their respective committees. To assist in this transition, responsibilities of the outgoing Directors-At-Large include:

1. Communication of the responsibilities and background information specific to the committee;
2. Preparation of the Committee report in collaboration with the incoming board members; and
3. Co-chairing of the committee meeting at the transition Convention.

## **TRAVEL REIMBURSEMENT POLICY**

### **Fall Board Meeting (Convention)**

1. Officers (President, Past-President, President-Elect, Journal Editor(s), Executive Director(s))
  - a. All transportation expenses are covered. Officers should contact the Executive Director(s). Officers may choose to book their own flights and apply for reimbursement via voucher after the Convention. Alternate travel arrangements (e.g., car) can be reimbursed up to the amount airfare would have cost. Contact the SSMA office before taking this option.
  - b. SSMA makes hotel arrangements and pays 100% of the single occupancy hotel rate.
  - c. Expenses associated with hiring a substitute teacher for the duration of the convention and the two days during which the board is involved in association meetings.
  - d. Meal expenses are not covered.
  - e. Officers are responsible for making and paying their own Convention registration.
  - f. Receipts must be provided for all reimbursable expenses. This includes luggage fees and airport parking. Mileage to and from the airport will be reimbursed at the current federal rate.
2. Directors-at-Large (including new Directors-at-Large) and the Social Media Director
  - a. All transportation expenses are covered. Directors-at-Large and the Social Media Director are responsible for making their own travel arrangements. They should contact the SSMA Executive Director(s). Directors-at-Large and the Social Media Director may choose to book their own flights and apply for reimbursement via voucher after the Convention. Alternate travel arrangements (e.g., car) can be reimbursed up to the amount airfare would have cost. Contact the SSMA office before taking this option.
  - b. Room expenses for 1-2 nights are covered (depending on how many days of the Board Meetings the Director-at-Large or the Social Media Director attends). Additional room expenses and meal expenses are not covered. Arrangement and payment are the responsibility of the individual Director-at-Large and the Social Media Director with reimbursement after the meeting via voucher.
  - c. Expenses associated with hiring a substitute teacher for the duration of the convention and the two days during which the board is involved in association meetings.
  - d. Directors-at-Large and the Social Media Director are responsible for making and paying their own Convention registration.
  - e. Receipts must be provided for all reimbursable expenses. This includes luggage fees, airport parking, and substitute teacher expenses. Mileage to and from the airport will be reimbursed at the current federal rate.

### **Spring Board Meeting**

The Spring Board Meeting date is set by the Officers, Directors-at-Large, and the Social Media Director. This meeting is usually held in May and typically requires a three-night stay. Because this Board Meeting is exclusive of the Convention and all days are spent in meeting, the reimbursement policy differs from that of the Fall Meeting.

1. Officers, Directors at Large, and the Social Media Director
  - a. All transportation expenses are covered. Officers, Directors at Large, and the Social Media Director should contact the Executive Director(s). Officers, Directors-at-Large, and the Social Media Director may choose to book their own flights and apply for reimbursement via voucher after the Convention. Alternate travel arrangements (e.g., car) can be reimbursed up to the amount airfare would have cost. Contact the SSMA office before taking this option.
  - b. SSMA makes hotel arrangements and pays 100% of the single occupancy hotel rate.
  - c. All meal expenses (excluding alcohol) are covered. Some meals will be provided during Board Meetings. Additional expense for meals taken during travel to and from the meeting are reimbursable.
  - d. Expenses associated with hiring a substitute teacher for the duration of the board meeting and travel days (if necessary) are covered.
  - e. Receipts must be provided for reimbursement. This includes meals during travel, luggage fees, airport parking, and substitute teacher expenses. Mileage to and from the airport will be reimbursed at the current federal rate.