



**The Mission of the Michigan  
Association of College Stores is to  
promote the professional  
development of its members  
through support, networking, and  
educational opportunities.**

# **POLICY DOCUMENT**

(Revised 10/15/2007)

Occasionally policy decisions made by the Board of Trustees or the general membership of MACS are established as protocols for the Association but are not embodied in the Constitution. These policies, however, are binding until they are changed or repealed by Board of Trustees or general membership. The Board of Trustees has provided a record of these policies.

This Policy Document will be an addendum to the Constitution. New policies and revisions to existing policies will be updated occasionally and promulgated in the Association newsletter. Each policy will be numbered and titled with an effective date. Each policy can direct individual members to implement or take responsibility for seeing that a policy is carried out. Each policy will have a brief rationale for a better understanding why a policy has been established.

Each new Board member should review this Policy Document as well as the Constitution.

## **POLICY 1** Selling of MACS Directory

The directory is available for sale to vendors who do not wish to become regular members of the Association. The price is two times the current membership fee (eff. 2-4-87)

Rationale: The Association is often contacted with an outside request (normally from vendors) to purchase our membership list. In the past it has commonly been suggested that the company requesting this list join the Association by paying the dues and thereby receiving a directory. The problem this creates is that having obtained the directory they have no further interest in MACS, but we incur the expense of mailings, billings, etc., for two years before their membership expires.

## **POLICY 2** Expenses for Board and Committee Members

MACS will reimburse Board and committee members for certain expenses necessary to fulfill MACS responsibilities. This includes costs for copies, labels, postage, etc. It also includes expenses incurred for board and committee meetings, such as meeting room costs and refreshments/lunch as may be necessary. It will not include any travel expenses to or from general meetings, board and committee meetings. (Eff 2/4/87 rvsd 7/18/03)

## **POLICY 3** Non-member attendance at the Trade Show

Non-member vendors (guests) may apply to display at the annual trade show only if there is adequate table space after the registration period for members (in good standing) has expired. Non-member vendors will be expected to pay twice the amount of the table-top fee at the time of application.

Non-member stores (guests) may attend the annual trade show free of charge. A partial registration fee covering the cost of the lunch prior to the trade show will be available for these guests, but they will not be granted admission to other meeting events until association membership dues have been paid in full and membership has been approved by the board.

It is expected that vendor members will purchase one full meeting registration when displaying at the trade show. Vendor members who wish to have several associates at the trade show but who do not wish to purchase full meeting registrations for each associate may purchase partial registrations covering the cost of lunch prior to the trade show. These associates will not be allowed admission to other meeting events.

Meeting registration status as guest (non-member), partial registration or full registration will be indicated on nametags.

Rationale: To allow maximum opportunity for buyers to view all available products. To allow vendors interested in MACS the opportunity to view the association in action, and fill slots at the trade show. To avoid the wasted effort and expense of mailing newsletters, phone lists and invoices for dues to vendors who join MACS to show at a trade show with no intention of being an active MACS member and participating in association activities.

## **POLICY 4** Dues Procedures

Association dues are due on the first day of April. Members are invoiced twice, if necessary. The first time is prior to April 1, and once after, if their dues have not been paid by April 1. If unpaid by August 30, these members gain an inactive member status in MACS. If these inactive members do not pay their dues by August 30 of the following year, they are dropped from the directory and mailing list and are no longer members of MACS. If an inactive member wishes to reinstate their active member status in the Association after one year of absence, they will be responsible for paying two years of dues. Any member who has been absent from the Association for two years or longer, upon rejoining the Association, will be considered a new member.

Rationale: If a member (store or vendor) rejoins the Association after an absence of more than two years, the Association does not want to penalize them with excessive back dues. The store or vendor may have changed personnel, which caused them to become non-members for a period of time.

## **POLICY 5** MACS Financial Assistance Program

Consistent with its objectives as stated in the Constitution, the Michigan Association of College Stores has set up a financial assistance fund to assist its members in attending meetings sponsored by MACS or NACS. Awards will be made on the basis of applications received and monies available. All

awards will be approved by the Board of Trustees, or an authorized committee, (eff. 11-6-89)

**Procedure:**

The Board shall review the funds available and decide whether any awards can be made.

When funds are available, the Board shall actively solicit applicants at the MACS meetings and through other MACS correspondence.

The Board shall investigate funding sources for the financial assistance fund.

**Guidelines for Application:**

Applicants must be members in good standing of MACS.

The completed application must be submitted to the Board a minimum of 60 days prior to the event to allow for Board discussion and approval or denial.

Awards of up to \$150 each (or up to \$600 annually) for attendance to MACS meeting will be granted for registration costs, lodging and meals. Awards will not exceed reasonable, estimated expenses. The applicant will pay travel costs. \$300 will be reserved for the spring meeting and another \$300 will be reserved for the fall meeting. If, however, unused money is leftover from the spring meeting, then the unused funds will be available for the fall meeting. Any monies left at the end of a fiscal year (November 1-October 30) do not roll over to the next year.

The awards for NACS events are on a challenge basis with MACS matching all money provided by the institution or firm up to a maximum of \$300, or on half the cost of the event, whichever is less. A maximum of

three (3) \$300 awards for attendance at NACS events will be granted for registration costs, lodging and meals.

An individual store or vendor cannot receive more than one financial assistance award within two consecutive fiscal years. In the event that the number of qualified applicants exceeds the funds available, as determined by the Board, preference will be given to those individuals with the greatest need.

Applications for Financial Assistance are available from the Secretary of the Association.

Completed applications are to be sent to the Secretary of the Association.

Awards will be issued to the sponsoring store or company, not to any individual, unless the individual and the sponsoring store or company is one and the same. (rev. 1-01)

**POLICY 6**

**Michigan Memorial Scholarship Fund**

Established in 1995 in memory of Ward Aurich. MACS will present two \$500 awards in a fiscal year (November 1-October 30) for a span of five years at the fall meeting. After the five year period the Board will assess the financial position of the Association to determine the continuation of this scholarship fund.

At the Fall meeting of 2001, the Board voted to extend the Ward Aurich Scholarship Fund for the next five years (through fall of 2004). (rev. 10-01, name chgd 10/17/05, name chgd 6/07 to Michael C. Norton Scholarship for 2008)

**Guidelines:**

Any active member (individual stores and vendor companies) of MACS attending the fall meeting will become eligible in a drawing for these awards. The awards will be presented at

the business meeting. Award checks will be mailed within 30 days of the fall meeting. These funds are to be donated on behalf of the Michigan Association in Ward Aurich's name to a scholarship fund of a Michigan college or university, selected by the winner(s) of the drawing.

**POLICY 7 –**

**Attendance is restricted to adults and spouses only at all meeting functions including meals.**

**POLICY 8**

**Recognition Gifts**

Active members of MACS are important as individuals of our Association. As such the Secretary of the Association in recognition of the event or occurrence will send when a birth or illness occurs an appropriate card to the MACS member. If a death occurs, be it member or an immediate family member (spouse or dependent child) in the Michigan Association, the President will notify the Treasurer to donate money to the charity of the family's choice, or send flowers on behalf of the Association, dependent upon the family's decision. The cap on this cost will not exceed \$100.

The Board of Trustees will decide upon retirement and other recognition gifts. Appropriate gifts will not exceed \$100 per individual.

**POLICY 9**

**MACS Officer Development**

It is the strong recommendation of the board that all newly elected board members attend the annual NACS Leadership Conference, which is typically held in June of each year. All direct expenses not covered by NACS will be reimbursed to the board member, including transportation, lodging and food. Registration expense, if any, will be paid directly by MACS.

Rationale: Many members are discouraged from running for office because they feel they lack the training necessary. By providing this service to our new officers, the Association will benefit from the

enhanced leadership skills and knowledge they will possess. (Eff. 7-18-03)

**POLICY 10**

**NACS Foundation Contribution**

Effective 10-18-98: MACS will contribute \$1000 per year for five years to the NACS Foundation (formerly CSREF). The Foundation provides scholarships to NACS Members for attending NACS meetings and to State and Regional Associations to provide NACS Education programs. (Renewed for another 5 years 7/18/03.)

**POLICY 11 – Repealed 11/15/04**

**POLICY 12**

**MACS Registration Exemptions**

The officers of the Michigan Association of College Stores will be exempt from paying registration fees for regular Spring and Fall MACS meetings. In addition, a total of 2 free registrations will be provided to the host store or school.

Rationale: Due to the increasing budget constraints experienced by member schools, it is decided that officers be made exempt from registration fees. This will encourage more participation in elections, and help compensate officers for their hard work on behalf of the association - especially meeting planning and execution, which occasionally prevents officers from partaking in all aspects of the meetings. In addition, 2 free registrations are provided to the Host store or school in appreciation of their hard work helping to plan the meeting. (Eff. 6-29-04)