

CONSTITUTION  
PENNSYLVANIA FOR THE COUNCIL OF THE SOCIAL STUDIES  
(Revised and approved July 2010)

ARTICLE I – NAME AND PURPOSE

Section 1

This association shall be known as the Pennsylvania Council for the Social Studies. The term “Social Studies” is used to include history, geography, political science, economics, sociology, psychology, anthropology, and all modifications or combinations of them whose content as well as concern is predominantly social.

Section 2

The purpose of the Council shall be the improvement of Social Studies reaching by means of:

- a. The gathering and dissemination of information of the content, methodology, and teaching strategies.
- b. The coordination of the activities of the local councils and state social studies councils and the formation of new councils.
- c. Cooperation with the National Council for the Social Studies, the Middle States Council for the Social Studies, and with other groups with similar interests.
- d. The presentation of the council’s views to professional, community, and governmental groups that are concerned with the social studies.

ARTICLE II – MEMBERSHIP AND DUES

Section 1

Membership in this council shall be open to all persons concerned with the teaching of Social Studies.

Section 2

Honorary membership may be granted by the Executive Board of the Council to a person, other than a member by the council, who has contributed to the improvement of Social Studies education either by his teaching or scholarship, or who has exemplified in his prior career the attributes of good citizenship. This person shall be entitled to all privileges of membership including voting and holding office.

Section 3

Life membership may be granted by the Executive Board to honor a member who has served the Council with fidelity and distinction for a considerable number of years. Such members shall be entitled to all privileges of membership including voting and holding office.

#### Section 4

If the Board decides to have annual dues, the annual dues shall be determined by a majority of the votes received from members by way of an electronic mail ballot.

### Article III – OFFICERS AND DIRECTORS

#### Section 1

The elected officers of the Council shall be a President, a President-Elect, both of whose terms of office shall be for 2 years each; and, a Recording Secretary whose term in office shall be for 1 year. The President-Elect shall become President at the end of the President's term. The Recording Secretary may be re-elected. All officers must be PCSS members.

#### Section 2

There shall be fifteen (15) Directors, five (5) of whom shall be elected annually for terms of three (3) years. Directors may be elected to not more than two (2) consecutive terms. All Directors must be PCSS members.

#### Section 3

There shall be an Executive Secretary appointed by the Executive Board. The term of office shall be for three (3) years, after which it may be renewed. The functions of the office shall be established by the Executive Board.

#### Section 4

The Executive Board of the Council is comprised of the elected Officers, the Directors, the Executive Secretary, the Editor of PCSS publications, a representative of each affiliated local council, and the chairperson of each of the Council's standing committees.

#### Section 5

There shall be an Executive Committee comprised of elected officers as stated in Article III Section I and the Executive Secretary.

#### Section 6

It shall be the duty of the Executive Board of the council to establish committees and to define their responsibilities. All committee members must be PCSS members.

## ARTICLE IV – NOMINATIONS AND ELECTIONS

### Section 1

A list of nominees for the bi-annual election of the President-Elect, and the annual election of the Recording Secretary and five (5) Directors shall be prepared by the Nominations Committee Chairperson. This list shall also include candidates suggested by members of the Executive Board.

### Section 2

The election of Officers and Directors shall be conducted bi-annually and annually by electronic mail in a manner prescribed by the Executive Board. The election shall be held at a time to permit the installation of new officers at the annual meeting.

### Section 3

In the event of a tie for any office, the Executive Board shall, by secret ballot, determine the winner from those candidates who tied.

### Section 4

The Executive Committee may fill any vacancy by appointment to fill out the unexpired term.

## ARTICLE V - MEETINGS

### Section 1

An Executive Board meeting shall be held twice a year: once in the spring by phone or other electronic means, and once at the annual fall conference.

### Section 2

ROBERT'S RULES OF ORDER REVISED shall be the parliamentary authority on all matters not covered by this Constitution or by the By-Laws of the Executive Board.

### Section 3

All Executive Board members shall be encouraged to attend the NCSS annual meeting. The order for NCSS delegates shall be as follows: President; President-Elect; Executive Secretary; Recording Secretary; Senior Board members; Junior Board members; appointed posts.

### Section 4

A member of the Board of Directors who is absent from the two (2) consecutive Board meetings without having requested a formal excuse that the Board has accepted, shall forfeit membership on the Board, and the Board may elect a successor to complete the unexpired term.

## ARTICLE VI – AFFILIATION OF LOCAL COUNCILS

### Section 1

Local Social Studies organization, whose purposes are consistent with those of PCSS, may affiliate (or re-affiliate) with PCSS using a form to be compiled by the Local Council President and filed with the Executive Secretary by October 1<sup>st</sup> of each year. Provisional affiliation may be granted by the Executive Secretary upon receiving the necessary materials. Final affiliation is granted each year by the Executive Board of PCSS, on recommendation by its Executive Secretary at its annual meeting.

### Section 2

To affiliate, the Local Council must show itself to be a viable organization by forwarding to PCSS the following:

- a. an up-to-date membership list
- b. a list of officers
- c. scheduled meeting(s) each year
- d. a yearly publication

### Section 3

For affiliation, at least 25 of the local Council membership must be members of PCSS.

### Section 4

A representative from an affiliated Local Council is a voting member of the Executive Board of PCSS. A representative of an unaffiliated Local Council has the right to be present at all Executive Board meetings as a non-voting member.

### Section 5

To any local group desiring to establish a Local Council, PCSS pledges \$50 as an aid for its first mailing, etc.

## ARTICLE VII – AMENEDMENT

This Constitution may be amended upon the approval of the majority of the members responding to an electronically published ballot.

Upon approval the Recording Secretary will update the document.

## BY-LAWS

## PENNSYLVANIA FOR THE COUNCIL OF THE SOCIAL STUDIES

(Updated July 2010)

## PART I – DUES

## Section 1

Affiliated Local Council may participate in the PCSS – sponsored brokering system if they so desire.

## PART II – DUTIES OF OFFICERS

## Section I

The President shall:

- a. Prepare an agenda for and preside at all meetings.
- b. Be an ex-officio member of all committees, standing and ad hoc.
- c. Supervise the annual independent audit.
- d. Appoint chairpersons of all standing and ad hoc committees.

## Section 2

The President-Elect shall:

- a. Preside at all meetings in the absence of the President.
- b. Call meetings in the absence of the President.
- c. Serve as Chair of the Annual Conference Committee.
- d. Serve as a member of the Membership Committee.
- e. Orient new Board members to their responsibilities.

## Section 3

The Recording Secretary shall:

- a. Inform the Board and committee chairpersons of date, time, place, and agenda of the Board meetings at least one (1) month before each meeting.
- b. Keep a written record of all meeting and distribute minutes to Board members after each Board meeting.
- c. Maintain a copy of the Council's Constitution and its By-Laws along with all amendments, and provide copies to all board members.

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## Section 4

The Executive Secretary shall:

- a. Perform the duties of treasurer and maintain the Council's membership and financial records.
- b. Prepare detailed financial statements for Executive Board Meetings.
- c. Prepare, with the assistance of the President-Elect, a tentative budget to be presented for action by the Executive Board at its annual meeting.
- d. Conduct the annual election of officers and directors by electronic mail.
- e. Serve as chair of the Membership Committee.
- f. Execute a Contract with the conference facility.
- g. Annually complete the NCSS re-affiliation process.
- h. Conduct the Local Council re-affiliation process and keep Local Council records.
- i. Administers the Act 48 process.

## Part III – STANDING COMMITTEES

## Section 1

Standing committees shall include: Awards, Conference, Curriculum and Professional Concerns, Grants, Membership, Nominations and Publications/Website.

#### Section 2

Committees and their functions are:

- a. Awards: Solicits, evaluates, and nominates (for Board approval) projects worthy of the Council's recognition. Also, publicizes the award winners via Council publications and conference sessions.
- b. Conference Committee: will be comprised of the following: President-Elect, the Executive Committee, the Conference Coordinator and Local Arrangements chair. To be chaired by the President-Elect. The responsibilities will be to plan, organize and present the annual conference.
- c. Curriculum and Concerns Committee: will be to enhance contact with State officials in matters related to social studies; to provide the Executive Board with updates on legislation and other actions that effect the profession and the Council; aid in the development of position statements on National and statewide agendas related to social studies; and encourage the general membership to contact policy makers and local media on issues critical to social studies education.

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- d. Grants Committee: coordinates the application and review process for funding of grants in coordination with the Executive Secretary. Responsible for completing grant applications (PHMC).
- e. Membership Committee: recruits new members. Develops and organizes membership drives. Is chaired by the Executive Secretary.
- f. Nominations Committee: secures candidates for the annual election of Recording Secretary and Directors (5); and for the bi-annual election of the President-Elect.
- g. Publications/Website Committee: shall coordinate with the editors of all Council publications and the webmaster for the improvement and maintenance of all Council publications.

#### Section 3

Each Board Member will be appointed by the President to one of the committees for their 3 years of service on the board.

### PART IV – MEETING AND PROCEDURES

#### Section 1

Meetings of the Executive Board shall be called by the President or by the Executive Committee. Notice of such meetings shall be given to all board members at least one month in advance.

#### Section 2

Twelve (12) Board Members, including at least two (2) Officers and eight (8) Directors, shall constitute a quorum for meetings of the Executive Board.

#### Section 3

All committee chairpersons shall prepare two reports annually; annual report for the Annual Conference and an interim report for the Spring Board meeting. Committee Chairpersons will receive notification of meetings at least one (1) month in advance.

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### PART V – ELECTION OF OFFICERS AND DIRECTORS

### Section 1

The Nominations Committee Chairperson shall prepare a slate of nominees for election to be approved by the Executive Board. All nominees must be members of PCSS.

### Section 2

The Nominations Committee Chairperson shall prepare a ballot and a brief professional resume of each candidate to accompany the ballot.

### Section 3

The Executive Secretary shall provide for an electronic mailing of ballots for the annual election to be sent to all Council members by no later than September 1<sup>st</sup>. The return date on the ballots shall be within 15 days of the electronic mailing being sent out. The ballots shall be counted by the Executive Secretary and at least one officer of the Council, and the realities of the election shall be reported to the President and the Recording Secretary expeditiously.

### Section 4

Each year, News and Views shall encourage Council members to make recommendations to the Nominations Committee for the next year's slate of officers and directors.

### Section 5

Terms of all elected and appointed leaders of the Council shall begin with the "new business" portion of the Board meeting begins at the annual fall conference. These terms shall expire with the conclusion of the "old business" portion of the annual Board meeting.

## Part VI – LOCAL AFFILIATION

### Section 1

Local Social Studies organizations may affiliate with the Council by:

- a. Passing a resolution stating their purpose and requesting affiliation.
- b. Selecting a representative who is a PCSS member to serve on the Executive Board, and notifying the Executive Secretary of his/her name and address.
- c. Providing the Executive Secretary with copies of their constitution and publications.
- d. Submitting a membership list indication that 25% of their members are also members of PCSS.

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## Part VII - MISCELLANEOUS

### Section 1

PCSS prohibits the sale of membership rolls to any organization.

### Section 2

The fiscal year of the Council shall run from January 1<sup>st</sup> to December 31<sup>st</sup> of each year.

### Section 3

Any member may nominate a person for honorary or life membership. Such a nomination shall be made in writing to the Executive Board and shall set forth reason(s) for the nomination.

## Part VIII - AMENDMENTS

These By-Laws may amended by an absolute majority of the members responding to a published vote.