



ARIZONA COUNCIL FOR THE SOCIAL STUDIES

CONSTITUTION & BY-LAWS

ARTICLE I: NAME OF THE ORGANIZATION

The name of the organization shall be the Arizona Council for the Social Studies.

The Council shall be a non-profit educational association as defined by the laws of the state of Arizona.

The Council shall be an official affiliate of the National Council for the Social Studies, and shall maintain that status on an annual basis through procedures prescribed by that organization.

ARTICLE II: PURPOSE

The purpose of the Arizona Council for the Social Studies shall be:

- A. To promote and improve the teaching of the social studies in Arizona schools.
- B. To encourage cooperation among specialists in social studies, social science, professional education, and the schools.
- C. To provide a network of communication and mutual support for those involved in social studies education at all levels.
- D. To serve as a support base for the social studies in the state of Arizona and to take appropriate steps to do so.

ARTICLE III: MEMBERSHIP (see By-Law 3.1)

Section A: Eligibility for Membership

Membership in the Arizona Council for the Social Studies shall be open to those who teach, support, develop curriculum, engage in research, provide professional development, or are otherwise involved in social studies education.

Section B: Official Membership

Members of this organization shall include those who are eligible to join and who have paid their dues for the current membership year as defined by the By-Laws.

ARTICLE IV: BY-LAWS AND RULES (see By-Law 4.1)

Section A: Rules of Operation

The Arizona Council shall operate under the general rules of this Constitution. Robert's Rules of Order will be used for all meetings of this organization and its subdivisions.

Section B: By-Laws

1. The Board of Directors is empowered to develop by-laws for itself and for the Arizona Council for the Social Studies.
2. The procedures for establishing and changing the by-laws shall be included in the by-laws themselves.

ARTICLE V: MEETINGS

Section A: Annual Meeting of Membership

1. An annual meeting shall be held in conjunction with a program of specific interest to social studies educators.
2. The annual meeting shall be announced to all members and the educational community in social studies and related persons thereto at least 30 days prior to the opening of the meeting.
3. A quorum for the annual meeting shall consist of 10% of the dues paying members of ACSS.

Section B: Other Council Meetings

1. Other meetings of the entire Council membership and its subdivisions may be held as need and occasion arise.
2. Only dues paying members may vote on substantive matters of ACSS at these meetings.

ARTICLE VI: OFFICERS AND THEIR DUTIES (see By-law 6.1 and 6.2)

Section A: Officers

1. A President, Vice-President, and Secretary shall be elected annually for a one-year term, with a limit of two consecutive full terms. A Treasurer shall be elected biennially for a two-year term (beginning with the immediate election following the approval of this amendment), with a limit of two consecutive full terms. (Effective 10-29-2010) In the event the office of Vice-President or Secretary or Treasurer shall become vacant for any reason, the President, with, the advice (and consent) of the Executive Committee, shall appoint a person to fill the unexpired portion of the term and report such action at the next meeting of the Board. (Effective 3-30-1989)
2. All elected officers shall be dues-paid members of the Arizona Council of the Social Studies and the National Council for the Social Studies at the time of their nomination and during the entire time of their term of office. (Effective 3-30-89)
3. A candidate for the office of President shall have served at least one term on the Executive Committee prior to being elected. (Effective 10-29-2010)

Section B: Duties and Responsibilities

1. The President shall furnish leadership and direction for the Council and its Committees, call together the members of the Council to conduct business and carry on the work of the Council, appoint all Committee members with the approval of the Board of Directors, and serve as chief executive of the Council.
2. The Vice-President shall assume the duties of the President in that person's absence and provide leadership for the program and agenda for the annual meeting.
3. The Secretary shall keep all records relating to the Council, record and present minutes of all official meetings of the Board of Directors and the annual meeting, and carry on correspondence of the Council and its Board. This person shall further maintain a record of all by-laws passed by the Board of Directors and report the same if called upon to do so at the annual meeting of ACSS.
4. The Treasurer shall keep detailed and appropriate records of all financial transactions of the Council, an up to date membership list and record deposit and withdraw monies related to the Council as directed to do so by the President, and present a written statement of budget and monies at each regularly scheduled meeting to the Board of Directors.

Section C: Election of Officers

1. A nominations committee shall prepare a list of individuals as nominees for each office and members of the Board of Directors and present the nominees to the Board for approval.

2. After the nominations committee has made its report, nominations shall be accepted from those Council members present.
3. Any Individual Member may nominate himself or herself or any other member for office in ACSS by a letter to the Nominating Committee provided that:
 - a. The individual nominated is an Individual Member in good standing in ACSS.
 - b. The individual nominated has accepted the nomination.
 - c. The letter of nomination is received by the Nominating Committee at least 30 days prior to the Annual Meeting.
 - d. Nominations are closed 30 days prior to the Annual Meeting.
 - e. Nominees must be present at the Annual Meeting when they are elected, unless excused by the Executive Committee. Elected officers and directors shall take office January 1st of the following year. (Effective 10-29-2010)
4. The election shall be held either at the annual meeting of the Council or by mail-out ballots as is appropriate and approved by the Board of Directors.
5. Election shall be by majority of the votes cast for that officer on the first ballot. If no candidate for a particular office receives a majority of the votes cast on the first ballot, a second ballot limited to the two highest ranked candidates for that office shall be conducted. The candidate receiving the most votes shall be elected.

ARTICLE VII: BOARD OF DIRECTORS (see By-Laws 7.1, 7.2, and 7.3)

Section A: Membership on the Board

1. The Board of Directors for the Council shall consist of the four elected officers of the Council, twelve (12) persons elected from the general membership, the immediate Past President of the Council and others who may be added as stated in the By-Laws.
2. Ex-officio members of the Board shall be stipulated in the By-Laws of the Council.

Section B: Term of Office

1. The twelve Directors elected from the general membership shall serve staggered three-year terms, with four terms expiring each year. Ex-officio members shall serve one-year terms, and be eligible for re-approval by the Board. Directors elected from the general membership shall be limited to two (2) consecutive full terms. (Effective 3-30-1989)
2. All vacancies shall be filled by the President with approval of the Board of Directors until the next election. At that time, individuals shall be nominated and elected by the membership at large to fill the remaining term of office.
3. In the event the President and Vice-President shall be unable to perform their duties by reason of death, resignation, removal, or departure from the state, the Board shall select a President to serve until the next election of the Council.

Section C: Duties and Responsibilities

Besides the duties cited above and in the By-Laws, the Board of Directors shall be in charge of all policies, programs, activities, and operations, which are consistent with the purposes of the Council and its management towards fulfilling such purposes.

Section D: The Executive Committee

An Executive Committee, consisting of the elected officers, shall carry out the duties of the Board between regularly scheduled Board of Directors meetings as the need arises, with their actions to be reported to the Board at its next meeting for approval.

Section E: Election of Board Members

The twelve members of the Board shall be nominated and elected in the same manner as the officers of the Council, and at the same time. (Effective 3-30-1989)

Section F: Removal of Officers and Members of the Board of Directors

Officers and Board members will be deemed to have vacated their position in ACSS by virtue of nonattendance at three consecutive regularly scheduled board meetings of the organization, unless excused by the President (Effective 3-30-1989)

ARTICLE VIII: AMENDMENT PROCEDURES

This Constitution may be amended by a two-thirds vote of the active members present at the annual meeting or by mail ballot, providing at least one quarter of the Council members return said ballots. (Effective 3-30-1989)

Amendments may be proposed by the Board of Directors or by a petition of ten or more members.

By-Law 3.1: MEMBERSHIP

1. A membership year for the ACSS is defined as running from November 1st to October 31st of the following year.
2. Individuals who join the ACSS on or after June 1st shall be considered a member in good standing through October 31st of the following year.
3. Further exceptions, e.g., for those joining at the Rocky Mountain Regional, may be authorized by the Board of Directors. (Effective 1-21-1993)

By-Law 4.1: BY-LAWS AND RULES

1. The Board of Directors, at any regularly scheduled meeting, may establish and amend by-laws by a majority vote, once a quorum has been recognized as being present.
2. A quorum is defined as one over half the number of voting members of the Board of Directors. (Effective 1-25-1996)

By-Law 6.1: OFFICERS AND THEIR DUTIES

1. A nominations committee, chaired by the immediate past President of the ACSS, shall consist of the immediate past president and four other members of the Board of Directors chosen by the board.
2. The election of officers and board members, when it does not occur at the annual meeting, shall be conducted in the following manner:
 - a. A ballot of candidates shall be mailed out no later than the first of December.
 - b. The winning candidates will be announced at the regularly scheduled meeting in December, so as to assure that new board members will be able to take their seats by the first regularly scheduled meeting in January. (Effective 1-21-1993)

By-Law 6.2: OFFICERS AND THEIR DUTIES

The Board of Directors shall render financial support for an amount not to exceed \$800.00 to the President during the President's term of office to attend the Annual Conference and/or House of Delegates Assembly of the National Council for the Social Studies as the lead representative of the Arizona Council for the Social Studies. This support is intended to apply towards the costs of conference registration, travel, and housing.

In the event the President is unable to attend the NCSS Conference, one of the other members of the Executive Committee may be named by vote of the Board to attend as the lead representative of the Board of Directors.

A member of the Executive Committee may not receive this support more than one time. The President (or other designee) will provide a copy of conference registration fees, travel costs, and housing receipts following the conference to the Treasurer for reimbursement. This policy shall not be in effect when ACSS is the host council for the National Conference. (Effective 10-27-12)

By-Law 7.1: BOARD OF DIRECTORS

In the event the Vice-President, Treasurer or Secretary is unable to perform the required duties, the President, with approval of the Board of Directors, shall appoint a current member of the Board of Directors to fill the vacancy until the next election. (Effective 2-18-1993)

By-Law 7.2: BOARD OF DIRECTORS

1. The President, with approval of the Board of Directors, may appoint other members to the Board. These other members shall serve one-year terms, and be eligible for re-approval by the Board. Other members of the Board may consist of the following:

- a. *Ex-officio* members of the Board (not to exceed three) as voting members of the Board, to be appointed by the President, with the approval of the Board of Directors, to serve one-year terms, and to be eligible for re-approval by the Board (Effective 9-13-2012)
- b. A liaison with the Department of Education (non-voting)
- c. A liaison with the Arizona Historical Society (non-voting)
- d. A representative with the National Council for the Social Studies (voting)
- e. A newsletter editor (non-voting)
- f. A liaison with the Arizona Geographic Alliance (non-voting)
- g. A liaison with National History Day (non-voting)
- h. A liaison with the Arizona Humanities Council (non-voting) (Effective 1-12-2006)
- i. A liaison with the Central Arizona Museum Association (non-voting) (Effective 1-12-2006)
- j. A liaison with the Arizona Council for History Education (non-voting) (Effective 9-13-2012)
- k. A liaison with the Arizona Foundation for Legal Services & Education (non-voting)
- l. A liaison with the Arizona Council on Economic Education (non-voting)
- m. A representative from the state's pre-service teacher/student-teacher community (non-voting) (Effective 9-13-2012)

By-Law 7.3: BOARD OF DIRECTORS

The Board of Directors, Executive Committee, standing committees, special committees, and subcommittees of the Board of Directors are authorized to meet by electronic communication media so long as all voting members of the Board may participate. (Effective 9-13-2012)