

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.

#### 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.

- 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.

## 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.

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 1st 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.