

CONSTITUTION
PENNSYLVANIA COUNCIL FOR THE SOCIAL STUDIES
(June 2026)

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 teaching by means of:

- a. The gathering and dissemination of information of 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 two years each; and, a Recording Secretary whose term in office shall be for one 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.

If the Board is unable to hold elections for any period of time, all PCSS members, regardless of past service, shall be eligible to run for open Board positions. For each year without an election, five (5) Board members shall be elected. If more than one year has passed since an election, the five highest vote getters in the Board election shall serve three-year terms and the next five highest voters shall serve two-year terms. Should three years pass without an election, the 11th through 15th highest vote getters shall serve one-year terms.

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. ***If a two-thirds majority of the Executive Board decide that any part of the Constitution and By-Laws, such as an Election, should be suspended for a period of time, such action will be allowed.***

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 ***if such conference is held. If no conference is held, the Board shall meet electronically. The fall meeting is considered the Annual Meeting of the Board.***

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 – 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 COUNCIL FOR THE SOCIAL STUDIES
(April 2026)

PART I – DUTIES OF OFFICERS

Section 1

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 a member of the Membership Committee.
- d. 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. Annually complete the NCSS re-affiliation process.
- g. Administers the Act 48 process.

Part II – STANDING COMMITTEES

Section 1

Standing committees shall include: Awards, Membership, and Publications.

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. Membership Committee: recruits new members. Develops and organizes membership drives. Is chaired by the Executive Secretary.
- c. Publications: 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 III – 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 IV – 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 June *1st*. 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, *PCSS media* shall encourage Council members to make recommendations to the Nominations Committee for 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 at the annual fall conference ***if a conference is held. If no conference is held, the terms shall begin with the "new business" portion of the fall electronic Board meeting.*** These terms shall expire with the conclusion of the "old business" portion of said Board meeting.

Part V - 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 31st 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 VI - AMENDMENTS

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