



www.nyscss.org



Leadership Manual

of the

New York State Council for the Social Studies

REVISED JUNE 2016

NYSCSS: Lawrence M. Paska, Ph.D. – President; Stephen LaMorte – President-Elect;
Paul W. Gold, Ed.D. – Vice-President; Timothy D. Potts – Treasurer; Jason C. Fitzgerald, Ph.D. – Secretary; Michael Collazo – Past-President

NYS4A: Lisa Kissinger – President; Katherine DeForge – Vice-President; Marianne Dixon – Treasurer; Joann Peters – Secretary

CONTENTS

Preface	3
History and Goals.....	4
PART I: CONSTITUTION AND BYLAWS	5
Article I – Name	5
Article II – Purpose	5
Article III – Membership	5
Article IV – Affiliations	5
Article V – Officers	6
Article VI – Board of Directors.....	8
Article VII – Executive Committee	9
Article VIII – Executive Secretary	9
Article IX – Meetings	9
Article X – Dissolution and Restriction	9
Article XI – Amendments	10
Bylaws	11
PART II: LEADERSHIP ROLES AND RESPONSIBILITIES	14
I. President	
II. President-Elect	
III. Vice-President	
IV. Secretary	
V. Treasurer	
VI. Executive Secretary	
VII. Sites Negotiator	
VIII. Web Page Editor	
IX. <i>Time & Place</i> Editor	
X. <i>Social Science Docket</i> Editor	
XI. Committee Chairpersons	
XII. Liaisons	
XIII. Editors	
XIV. President and Representatives of Affiliated and Associated Councils	
XV. Committee Charges	
PART III: POLICIES AND PROCEDURES	26
I. Affiliation Procedures	
II. Archives	
III. Awards	
IV. Convention	
V. Finances	
VI. Sites	
VII. Special Interest Groups (SIGs)	
VIII. Eligibility to serve on the Board of Directors	
IX. Survey Policy	
X. Employees	
XI. Contractual Employees	
XII. Gold and Silver Star Awards for Joint Membership	
PART IV: APPENDIX – FORMS AND SPECIAL MATERIALS	36

PREFACE

This document, developed and introduced in 1985 and fully revised in 2016, is an effort to meet the needs of a variety of people active in the New York State Council for the Social Studies and its Board of Directors. It is intended to identify and define responsibilities of various Board members so that new members can know what is expected of them and veterans can have reminders of what needs to be done.

With that in mind, the Leadership Manual includes job descriptions for Committee Chairpersons, Liaisons, Presidents of Affiliated Councils, and Representatives of Associated Groups. It also includes forms to be used for reports to the NYSCSS Board and for various Council activities and policies of the Board of Directors.

Of course, change is an integral part of what we do, so we would hope that this document would be maintained and adapted as needed and that all of the people involved would be active in the process. If that is the case, the document will be useful for many years to come.

Revised JUNE 2016

HISTORY AND GOALS

The Council

The New York State Council for the Social Studies is a professional association of teachers and supervisors at the elementary, secondary, college and university levels. Membership is open to all persons who teach, supervise, develop curricula, engage in research, or are otherwise concerned with social studies education.

The Goals

- To promote an understanding of social studies and the more effective teaching of social studies at all educational levels.
- To maintain high professional standards and provide opportunities for professional growth.
- To protect the academic rights of the profession.
- To articulate views on issues of interest and concern to social studies educators.

PART I: CONSTITUTION & BYLAWS

Effective: July 1, 2016

ARTICLE I – NAME

This association, incorporated by the Board of Regents of New York State, as an exclusively charitable, scientific and educational corporation within the meaning of Section 501(c)(3) of the Internal Revenue Act of 1954, will be known as the New York State Council for the Social Studies, hereafter referred to as NYSCSS. The term "Social Studies" is used to include history, government, geography, economics, sociology, anthropology, psychology; and modifications or combinations of subjects whose content, as well as aim, is to predominantly be the development of an understanding and appreciation of the human heritage.

ARTICLE II – PURPOSE

The purpose of this association will be to improve the teaching of the social studies, to promote awareness and understanding of the spectrum of contemporary and historic problems, and the professional well-being of its members in order to best serve the needs of students. This association will achieve its purpose by

1. Encouraging research experimentation, and the professional and personal cooperation of its members.
2. Holding public discussions and programs.
3. Sponsoring articles which best serve the welfare of students.
4. Sponsoring the publication of desirable articles, studies, reports and surveys.

ARTICLE III – MEMBERSHIP

Teachers of the social studies in the schools of New York State, or any person in any associated educational activity who is in sympathy with the above purpose, may become a member upon payment of annual dues, either regular or life membership. Payment of such dues entitles a member to receive publications of the Council from time of membership, to attend business meetings, to vote, and to hold office in the Council. In addition to regular membership, student (undergraduate and full-time graduate), retiree, and honorary life membership shall be made available with full membership privileges except voting and holding office.

ARTICLE IV – AFFILIATIONS

Section 1.

This association will be affiliated with the National Council for the Social Studies and other groups deemed essential for promoting the interests of this association.

Section 2.

Any local council, having a minimum of fifteen (15) members, or twenty percent (20%) of the local council, whichever is less, who are also members of the NYSCSS and who have had

at least two meetings of the membership in the previous year, may become an affiliate of NYSCSS. Special groups with a minimum of fifteen (15) NYSCSS members may file for affiliation indicating such membership.

Section 3.

Each affiliated council will be entitled to an additional representative on the Board of Directors for each fifty (50) members, beyond the basic fifteen (15) necessary for affiliation, who are also members of NYSCSS. The maximum number of representatives that any local may have will be three. Representation for each local council will be determined for the Fall Board of Director's meetings based upon the previous year's membership. Presidents of each affiliated local council will submit a list of members to the Vice President by August 1. The Vice President will notify each eligible local council and special group as to the number of representatives to which each is entitled. The President of the local council will furnish the Vice President with the names of its official representative(s) to the Board of Directors of the NYSCSS. If such representative(s) are unable to attend, the President of the local council will authorize in writing the substitutes. Representation for each special group will be limited to one representative on the Board of Directors, regardless of the number of joint members. Presidents of such groups will submit membership lists to the Vice President by August 1, along with the name of the official representative. The president of the special group may authorize in writing a substitute.

ARTICLE V – OFFICERS

Section 1. Term

The officers of the NYSCSS will be elected for a term of one year. The elected officers will consist of President, President-Elect, Vice-President, Secretary, and Treasurer. These officers will take office on July 1 following their election and will hold office through June 30 of the following year. Elected officers must have been a member of NYSCSS for at least one (1) calendar year. No person will be nominated for President-Elect who has not served previously as an elected officer of NYSCSS.

Section 2. Nominations and Elections

The Nominating Committee will be composed of three members, each appointed for a three-year term. The President will appoint one new member each year and fill vacancies in the unexpired term of a committee member when that occurs. The senior member of the Nominating Committee will serve as chairperson. The first year that this Constitution is implemented, members will be appointed for one-, two- and three-year terms respectively. The Nominating Committee will submit the list of nominees to the President and the Executive Secretary at least twelve (12) weeks prior to the annual meeting. The membership will vote, and return their ballots by a deadline, prior to the annual meeting, designated by the President.

The Nominating Committee should strive to nominate candidates who work at different grade levels and in different settings (e.g., K-12 public and private schools, cultural education institutions, colleges and universities), and who come from various areas of the state. It may not nominate the incumbent for President, President-Elect and Vice President for

those positions, unless these positions have been filled by succession. Anyone who is a member of the NYSCSS may run for any office for which the qualifications are met, upon presentation of a petition to the Executive Secretary at least ten weeks prior to the annual meeting. The petition must be signed by a minimum of fifty (50) NYSCSS members representing a minimum of three (3) affiliated councils.

Section 3. President

The President of NYSCSS will have full executive powers over the affairs of the Council, and will be chairperson of the Board of Directors, and of the Executive Committee. The duties of the President will include:

- a. Preparing the agenda of Council meetings, Executive Committee meetings, and meetings of the Board of Directors.
- b. Appointing, with the advice of the Executive Committee, the chairpersons and members of all committees, creating ad hoc committees, when necessary; and establishing the guidelines and rules for the above said committees.
- c. Directing the other elected officers, and the Executive Secretary, in the administration of their respective duties.
- d. Supervising the financial affairs of the Council, including the Treasurer's preparation of a budget, and authorizing an audit of the financial records of the Council at the close of the fiscal year, June 30, of each year.
- e. Appointing an archivist to collect, and preserve the records, publications and correspondence of the Council.
- f. Casting one vote for the incumbent, in the case of a tie vote in the election for the Council's officers.
- g. Performing all other duties necessary to fulfill the functions of the office.

Section 4. President-Elect

The President-Elect will assist the President in the administration of Council affairs, and will be Chairperson of the Convention Planning Committee of the annual meeting of the Council. If the office of President becomes vacant, the President-Elect will succeed to that office.

Section 5. Vice-President

The Vice-President will assist the President in the administration of Council affairs and will be Chairperson to the affiliated councils and groups. If the office of President-Elect becomes vacant, the Vice-President will succeed to that office.

Section 6. Secretary

The Secretary will maintain minutes of all meetings, and assume all duties as directed by the President.

Section 7. Treasurer

The Treasurer will receive all dues, and other income, keep complete financial records, pay all authorized bills, and report on the financial affairs of the Council at their annual

meeting and at such other times as directed by the President. The Treasurer will prepare the budget for approval of the Board of Directors at the Fall meeting. The Treasurer may delegate clerical/bookkeeping duties to an Executive Secretary; the supervisory and fiduciary responsibilities remain the exclusive responsibility of the Treasurer.

ARTICLE VI – BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors of the NYSCSS will be composed of the elected officers of the Council, the two immediate Past-Presidents, the representatives of the affiliated local councils and the associated groups; the editor(s) of the SOCIAL SCIENCE DOCKET, the Parliamentarian, the Executive Secretary, a Representative At-Large, the Sites Negotiator and the chairpersons of standing committees and other committees approved by the Directors.

Section 2. Qualifications

A member of the Board of Directors must be a member in good standing of the NYSCSS.

Section 3. Representative At-Large

The Representative At-Large will be appointed by the President from a geographic area not having representation on the Board of Directors.

Section 4. Meetings

The Board of Directors will meet in September and at the time of the annual meeting, and at such other times as will be determined by the President, or upon the request in writing of ten (10) members of the Board. Notification of a Board Meeting will be sent to all Board members fourteen (14) days prior to such a meeting.

Section 5. Duties

The Board of Directors will have the power, by majority vote of those present and voting, to:

- a. Add, change or eliminate Bylaws of this Constitution.
- b. Approve an annual budget for the operation of the Council.
- c. Establish membership dues.
- d. Authorize additional expenditures when necessary.
- e. Select the location of the annual meeting.
- f. Fill vacancies among the officers until the next election unless otherwise provided for elsewhere in this Constitution.
- g. Call meetings of the Council.
- h. Accredit the eligibility for the affiliated councils and associated groups.
- i. Determine, by secret ballot, the winner of a contest for Council Officer, if the regular election ends in a tie vote, and the incumbent is not one of the candidates.
- j. Perform other functions that are not designated elsewhere, provided they are not contrary to the spirit of the Constitution.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee will consist of the elected officers of the Council, the immediate Past-President, and the President of the New York State Social Studies Supervisory Association (NYS4A). The Executive Secretary and the Sites Negotiator will serve as ex-officio members. At the discretion of the President, others may be invited to attend the meetings as deemed necessary to give information relative to their respective areas of concern.

Section 2. Duties

The Executive Committee will carry on the affairs of the Council in periods between meetings of the Board of Directors.

ARTICLE VIII – Executive Secretary

The voting members of the Executive Committee will employ an Executive Secretary who will receive a stipend. The Executive Secretary will assist the officers in conducting business as directed by the President and other officers. An annual report will be submitted to the Board of Directors. The Executive Secretary will be employed for a period of three (3) years, subject to an annual written review by the voting members of the Executive Committee.

ARTICLE IX – MEETINGS

Section 1. Annual Meeting

The NYSCSS will hold at least one (1) meeting a year herein referred to as the annual meeting. At the annual meeting there will be a business meeting, at which time matters pertaining to the Council will come before the general membership.

Section 2. Special Meetings

The Board of Directors may direct the holding of other meetings.

Section 3. Rules

All meetings of the Board of Directors and the Council will be conducted according to Robert's Rules of Order unless provided for otherwise in this Constitution, or in the Bylaws.

Section 4. Parliamentarian

The President will appoint a Parliamentarian, from the membership, to serve at the meetings of the Board of Directors and at the annual business meetings (regular and special) of the Council.

ARTICLE X – DISSOLUTION AND RESTRICTION

Section 1. Dissolution

In the event of dissolution, all of the remaining assets and property of the organization shall, after necessary expenses thereof, be distributed to the National Council for the Social Studies.

Section 2. Non-Inurement

No part of the new earnings of the organization shall inure to the benefit of any member of the organization or any private individual except that reasonable compensation may be paid for services rendered to or for the organization, and no member or private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

Section 3. Restrictions

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to propagate, or otherwise attempting to influence legislation except as otherwise provided by Internal Revenue Code Section 501(h) or participating in, or intervening in any political campaign on behalf of any candidate for public office. This restriction includes the publication or distribution of statements. The organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) or corresponding provisions of any subsequent Federal tax laws.

ARTICLE XI – AMENDMENTS

Amendments may be proposed by any member of the Council or any affiliated council or associated group. Upon the approval of the Board of Directors, such proposed amendments must be sent to the membership at least four (4) weeks prior to the annual meeting. Such proposed amendment becomes part of the Constitution when passed by two-thirds (2/3) of the members present and voting. However, upon the vote of twenty-five percent (25%) of those present at the business meeting, such amendments will be submitted to the general membership by postal or electronic mail ballot. They will become a part of the Constitution when approved by two-thirds (2/3) of the members responding within a period of time prescribed by the Executive Committee.

BYLAWS

BYLAW I – MEMBERSHIP YEAR

The membership year of NYSCSS will extend for one year from the first day of the month in which the person joined or renewed his/her membership. One-year membership entitles the member to register for one conference as a "current member". For the purpose of calculating the membership year or eligibility for nominations and awards, July 1 of the previous year will be used; for calculating eligibility for mini-grants, September 15 of the previous year will be used. This information is to be placed on all application forms.

BYLAW II – DUES

Regular dues will be set by the Board of Directors. Student dues will be fifty percent (50%) of regular dues and retiree dues will be seventy percent (70%) of regular dues. Institutional/library dues will be *two (2) times* that of regular dues. Life membership will be twenty (20) times the rate of regular dues. Subscriptions from public school districts, individual charter schools, private schools, and educational service agencies (school districts over 5,000 students, Boards of Cooperative Educational Services, higher education institutions, and cultural institutions) may be accepted per Board of Directors' approval. Partnerships with not-for-profit and for-profit corporations to support NYSCSS operations and events may be accepted per Board of Directors' approval.

BYLAW III – BENEFITS TO LOCAL COUNCILS

NYSCSS will aid local affiliated councils in recruiting new members and may provide local councils with the tax-exempt certificate, upon request to the Treasurer. NYSCSS will also empower the affiliated local councils to act as brokers for new membership to NYSCSS. A new member is defined as a person who has not been a member of NYSCSS for at least four (4) years.

BYLAW IV – QUORUM

Quorum will consist of those members present at the annual business meeting. A majority of those members present and voting will approve motions, unless this Constitution provides for a different percentage.

BYLAW V – STANDING COMMITTEES

Section 1. Awards Committee

The Awards Committee will consist of no fewer than three (3) and no more than seven (7) members, with regional representation, representing all membership levels, who will be appointed for staggered three-year terms. Whenever possible, previous Award winners will be asked to serve on the committee. Its function is to select the recipients of the awards in the following categories: Outstanding Social Studies Classroom Teacher Awards for the elementary, middle school and high school levels, Susan Wasserman Young Professional Memorial Award, Distinguished Educator, and Continuing Service Awards. These awards will be given on the basis of statewide nominations. It may also award a Special Service Award for

service to NYSCSS. Nominations for this award are recommended by any member of the Board of Directors.

Section 2. Budget and Finance Committee

The Budget and Finance Committee will consist of five (5) members who will be appointed for staggered three-year terms. The Treasurer will serve as the chairperson. Its purpose is to facilitate the development of the annual convention budget and the development and presentation of the annual operating budget of NYSCSS.

Section 3. Communications Committee

The Communications Committee will consist of five (5) members who will be appointed for staggered three-year terms. The Secretary, the *Social Science Docket* editor, and the Web site editor will serve as members. Its function will be to oversee all publications of NYSCSS and guide the Council's strategy and use of electronic and social media to publish information on and advocate for the social studies. The *Social Science Docket* editor, and any other NYSCSS publication editor, will be appointed by the President with the approval of the Executive Committee. Editors will be granted three-year appointments subject to annual review by the Executive Committee in consultation with the Communications Committee.

Section 4. Convention Planning Committee

The Convention Planning Committee will be chaired by the President-Elect and will be composed of representatives of the local council where the convention will be held, the Executive Secretary, and other persons designated by the President-Elect. In an area where no local council is active, the President-Elect will designate the proper committee. Its function is to plan the annual convention.

Section 5. Cultural Education Committee

The Cultural Education Committee will consist of twelve (12) members who will be appointed for staggered three-year terms. It shall be composed of six (6) cultural representatives and six (6) members from local social studies councils. Two members of each group shall be appointed annually. At least one (1) cultural member shall be drawn from each area hosting a convention of this Council. There will be co-chairpersons, one from each group of members. The purpose of the Cultural Education Committee is to encourage cooperative work between educators, historians, archivists and museums resulting in curricula that reflects the goals of educators and meets State Standards.

Section 6. Curriculum and Assessment Committee

The Curriculum and Assessment Committee will consist of no fewer than twelve (12) members who will be appointed for staggered three-year terms. It will be co-chaired by a representative from NYSCSS and a representative from NYS4A. Its function is to analyze and disseminate information and developments pertaining to social studies education at the elementary, middle, and secondary levels; review curriculum documents and assessment tools; publish resource, methodological, and curricular materials; focus on issues related to the

ongoing professional development of social studies teachers; and perform additional functions as designated by the Board of Directors and President.

Section 7. Higher Education Committee

The Higher Education Committee will consist of a minimum of five (5) members representing university-based teacher educators, school and district administrators and cooperating teachers who will be appointed for staggered three-year terms. It will be chaired by a university-based teacher educator. Its function is to support the professional learning needs of pre-service teachers; focus on issues in the preparation and support of new social studies teachers; and support the Communications Committee in the promotion and publication of research on teaching and learning in the social studies.

Section 8. Human Rights Committee

The Human Rights Committee will consist of a minimum of five (5) members who will be appointed for staggered three-year terms. The committee will have co-chairpersons. Its purpose will be to review the content of the social studies curriculum in terms of human rights and to assist members in enhancing instruction in human rights.

Section 9. Membership Committee

The Membership Committee will consist of one (1) representative designated by each local council President, who serve for staggered three-year terms. The Vice-President will serve as chairperson. Its function is to promote local, state, and national membership.

Section 10. Nominations Committee

The Nominations Committee will be organized, and function, as provided for in Article V, Section 2 of the Constitution.

Section 11. Resolution Committee

The Resolution Committee will consist of no more than five (5) members who will be appointed for staggered three-year terms. Its function is to review proposed resolutions for the National Council for the Social Studies and recommend those resolutions that NYSCSS should support.

Section 12. Sites Committee

The Sites Committee will consist of a minimum of five (5) members who will be appointed for staggered three-year terms. Its function is to research, select, and execute contracts for all Council events that require a physical meeting location. Such events include, but are not limited to, the annual convention, professional development institutes, and Board of Directors meetings.

Section 13. Technology Committee

The Technology Committee will consist of no more than twelve (12) members who shall serve staggered three-year terms. Its function is to promote awareness of computers and technology and to coordinate the use of technology at all Council events.

PART II: LEADERSHIP ROLES AND RESPONSIBILITIES

I. PRESIDENT

A. May (Before Term)

1. Review Committee Reports.
2. Prepare tentative list of Committee, Liaison, and other appointments for change-over meeting/summer leadership retreat.
3. Prepare Committee charges.

B. June (Before Term)

1. Conduct second half of change-over meeting/summer leadership retreat.
2. Announce appointments.
3. Send letters to all appointees with charge and Committee Members.
4. Update the letterhead and Council communications with new Officers.

C. July

1. Send directory materials to the Vice-President.
2. Direct the Sites Committee Chair to make arrangements for the fall meeting.
3. Send letter to Committee Chairs and Liaisons requesting August report.

D. August

1. Write Presidential Viewpoint or “Welcome Back to School” message for posting.
2. Prepare agenda for fall meetings: Board of Directors, Executive Committee, Committee Chairs.

E. September

1. Conduct fall meeting and follow-up.
2. Confirm Board approval of budget.

F. October/November

1. Write Presidential Viewpoint for posting.
2. Complete required actions from fall meetings.
3. Direct the Sites Committee Chair to make arrangements for the winter meeting (to be conducted face-to-face or online as needed).
4. Conduct Executive Committee meetings (via phone call or videoconference) as needed.

G. December

1. Prepare “Welcome” for Annual Convention Brochure.
2. Prepare agenda for the winter meeting (as needed).

H. January

1. Conduct winter meeting.

I. February

1. Complete required actions from winter meeting.
2. Send letter to Committee Chairs and Liaisons requesting March reports (reports sent to Secretary).

J. February/March

1. Prepare agendas for: Convention Meetings, Executive Committee, Board of

- Directors, Annual Business Meeting.
2. Send mailing for Convention Meetings: agendas, reservation form, and reports.
 3. Mail invitations to Presidential Reception at the Annual Convention.
 4. Direct the Sites Committee Chair to make arrangements for the change-over meeting/summer leadership retreat.

K. May

1. Write Presidential Viewpoint for posting.
2. Send thank-you letters to Committee Members, Chairs, Liaisons, and others; request suggestions and reapplication process.
3. Prepare for change-over meeting/summer leadership retreat: Old Business, reservation form, reports.
4. Prepare annual evaluations for all stipended positions within the organization.

L. June

1. Conduct change-over meeting/summer leadership retreat.
2. Complete required actions for Old Business portion of meeting.

M. Special Tasks

1. Serve as delegate to the New York State Council of Educational Associations (NYSCEA).
2. Act as signatory, with Sites Committee Chair, of negotiated final Convention sites contracts.

II. PRESIDENT-ELECT

A. Prior to taking office (One year from convention date)

1. March – Initial planning for Convention (Selection of Convention Planning Committee, especially an Assistant Chair and/or Program Chair).
2. April – Write to prospective Committee Members inviting their participation, outlining tasks for them, and setting a first meeting date.
3. May – Hold first full Committee meeting to establish Convention theme, set dates for various tasks, and clarify roles.
4. May/June – Prepare articles for publication that identify the theme, dates, and location; prepare Convention Program Proposal Form.

B. After taking office

1. July/August – Publish and distribute Convention Program Proposal Form to membership, others.
2. August – Prepare articles for publication in appropriate venues.
3. September/October – Hold full Committee meeting identifying essential target dates, tasks.
4. October – Conduct full Convention Planning Committee meeting.
5. November – Meet at hotel with Convention manager, key people involved with convention; deadline for all materials to be submitted to Communications Committee Chair for Convention issue.
6. November – Coordinate Convention Newsletter.
7. Early January – Publish and disseminate Convention Newsletter. Ensure that all publication needs have been taken care of.

8. Six weeks before Convention – Meet with hotel staff to finalize arrangements; finalize Convention brochure.
9. One to two weeks before Convention – walk-through Convention site with hotel management.

C. After Convention

1. Send appropriate thank-you letters.
2. Prepare final analysis of Convention relative to how expenses/income are to be divided using the pre-determined formula.

III. VICE-PRESIDENT

- A. By August 1, process re-affiliation papers. Inform each local council of representation and request delegate information.
- B. By August 1, gather material for Leadership Directory and supervise its publication prior to fall Board meeting; send letter regarding a Membership Committee at the fall Board Meeting with agenda. Send Questionnaire:
 1. Who will attend the meeting;
 2. Who will represent the local councils at the board meeting (to be passed on to the President); and
 3. Additional agenda items for Local Council Presidents' meeting.
- C. Send letter to Membership Committee and arrange for meeting during this period.
- D. By October 15 – Send letter to Local Council Presidents summarizing main points of the fall meeting. Send suggestions or minutes of Membership Committee meeting for their consideration. Send minutes to members of the Membership Committee.
- E. Follow-through on any ideas gained from the Membership Committee meeting.
- F. During the year, stay in contact with Local Council Presidents, especially those that are forming new councils or need help/advice. Relay information/requests that are appropriate to other officers including the Executive Secretary.
- G. One to two months prior to Convention, write Local Council Presidents to:
 1. Obtain names of delegates to spring board meeting;
 2. Invite them to Local Council Presidents' meeting; and
 3. Present special agenda items/concerns.
- H. 3 – 4 weeks prior to Convention – send out agendas for Local Council Presidents' meeting.
- I. Host Local Council Presidents' meeting at the Convention. Meet with Membership Committee at Convention.
- J. After Convention – Send Local Council Presidents thank-you notes for cooperation and summary of meeting discussion/ideas; remind them of affiliation procedure. Send minutes and thank-you notes to Membership Committee members.
- K. In May – Send out letter to Local Council Presidents to:
 1. Solicit their membership lists.
 2. Provide forms for affiliation procedure with suggested due date of August 1.

IV. SECRETARY

- A. Maintain a list of current members of Board of Directors, collecting all reports, the

- B. agenda and other information needed for the Fall and Spring Board Meetings and the Annual Business Meeting and providing same to members of the Board of Directors, approximately two (2) weeks prior to the meeting.
- B. Take comprehensive minutes of any official meetings held by the Board of Directors or the Executive Committee as well as at the Annual Business Meeting.
- C. Provide minutes to appropriate persons within two (2) weeks of the meeting for which the minutes are taken.
- D. Serve as a member of the Communications Committee.
- E. Supervise the revision and publication of the Leadership Manual, including revisions to the Constitution and Bylaws, and the Leadership Directory.

V. TREASURER

A. Summer of the year Treasurer takes office

- 1. Help previous Treasurer finalize budget, transfer books, etc.
- 2. Present budget at the fall Board Meeting.
- 3. Provide Executive Committee and Board of Directors with an updated list of stipends at the fall Board Meeting.
- 4. Provide extra copies of payment voucher for Board Meeting.
- 5. Secure bonding for designated staff.

B. During Year

- 1. Oversee keeping of books, monitor all expenses and collections.
- 2. Sign all checks.
- 3. Create specialized reports and do analyses as deemed appropriate.
- 4. Prepare reports for various Executive Committee meetings as well as for the Spring Board of Directors' Meeting and Annual Business Meeting.
- 5. Monitor use of tax-exempt number by individuals and local councils.
- 6. Advise the executive committee and the board of directors of their fiduciary responsibility and the fiscal health of the organization.
- 7. Work closely with the Executive Secretary in accomplishing and overseeing of responsibilities.
- 8. Process voucher for payment of all stipends to be paid in December and June.

C. At End of Term

- 1. Take primary responsibility for the creation of next year's budget.
- 2. See that the new treasurer has everything in terms of records and information to enable that person to do the job.

VI. EXECUTIVE SECRETARY (ex-officio)

Reporting to the NYSCSS Executive Committee, this position will be responsible for financial management and record-keeping of the NYSCSS. Compensation is commensurate with experience. Duties include:

- Manage the membership database to ensure that it reflects an accurate membership status (including accurate affiliations with national and local social studies councils) for all current and lapsed NYSCSS members;

- Generate invoices for payments due and process all payments received in a timely manner;
- Prepare business reports to the NYSCSS Board of Directors on the financial health of the organization, under the direction and supervision of the NYSCSS Treasurer;
- Process and complete all invoices and payments from professional development events, including the annual convention; and
- Conduct all other related financial matters as directed by the NYSCSS Executive Committee.

Qualifications:

- A minimum of an Associate's degree in finance, accounting, or a related field – or relevant professional experience related to the job description.
- Demonstrated experience with membership databases and software, basic Word and spreadsheet documents, and presentation software.
- Availability evenings via phone as requested (potentially 1-2 times per month) to coordinate with the NYSCSS Executive Committee.

X. EDITOR (ex-officio)

The Editor is responsible for gathering scholarly articles, lesson plans and reviews for *Teaching Social Studies*, a joint social studies teacher's magazine published by the New York and New Jersey Councils for the Social Studies. The publication will be published twice a year, a Winter-Spring issue and a Summer-Fall issue. As of 2016-2017, the position is in transition to be filled by the New Jersey Council for the Social Studies. The term of office is three (3) years with an annual review by the Executive Committee. Should the position be compensated, the stipend for the Editor shall be paid as follows: 1/2 of the stipend shall be paid in December with the remaining 1/2 paid in June.

XI. COMMITTEE CHAIRPERSONS

A. Organization of the Committee

1. Contact all members of the list supplied by the incoming President.

NOTE: COMMITTEE MEMBERS ARE INVITED TO SERVE BY THE PRESIDENT IN CONSULTATION WITH THE EXECUTIVE COMMITTEE. CHAIRPERSONS SHOULD RECOMMEND INDIVIDUALS TO THE PRESIDENT, BUT SHOULD NOT INVITE INDIVIDUALS TO BE MEMBERS OF COMMITTEES. ALL COMMITTEE MEMBERS MUST BE MEMBERS OF NYSCSS.

2. Check to see that Leadership Directory has been received by each Committee member.

B. Goals and Procedures

1. Review the Committee's charge from the Executive Committee.
2. Establish specific goals for the year.
3. Develop a calendar and work assignments, using model calendar.
4. Supervise the Committee's efforts to implement goals as the year progresses.
5. Conduct an end-of-year review and evaluation.

C. Internal Communications

1. Maintain regular communications with Committee members.
2. Send copies of communications and minutes to the President.
3. Conduct at least two (2) meetings each year.

D. Relations with the Board of Directors

1. Send copies of written report to the Secretary three weeks in advance of Board of Directors' meetings. Written reports shall include attendance at each committee meeting.
2. Send a copy of any end-of-year reports to the President within three (3) weeks of meeting date.
3. Attend Board of Directors' meetings in the Spring and in the Fall (or send a designee).
4. Carry out Board policies as they relate to the Committee.

E. Communication with NYSCSS Members

1. Provide at least one article to a NYSCSS publication.
2. Assist the Editor in the development of articles and special features relevant to the Committee's work.
3. Consider the feasibility of co-editing an issue or section of SSR relevant to the committee's work.
4. Consider the feasibility of developing an occasional paper or other publications relevant to the Committee's work.
5. Assist the Convention Planning Committee Chair in the identification or development of sessions and programs for the annual meetings relevant to the Committee's work.

F. Administrative Procedures

1. Maintain contact with the Treasurer and adhere to policies on spending.
2. Maintain committee records and files.
3. Pass such files on to your successor and the Executive Secretary.

XII. LIAISONS

A. Goals and Procedures

1. Review your charge from the Executive Committee.
2. Establish specific goals for the year.
3. Work toward the implementation of those goals.
4. Conduct an end-of-year report.

B. Relations with the Board of Directors

1. Provide the President with regular progress reports on business with the other organization.
2. Send copies of report to Secretary no later than three weeks after Board of Directors' meetings.
3. Coordinate efforts with other Committee Chairs, when appropriate.

C. Communications with NYSCSS Members

1. Send notices, announcements, etc., to the Editor.
2. Write one or two articles each year for NYSCSS publications.

D. Administrative Procedures

1. Serve as NYSCSS spokesperson to your target group.
2. Maintain contact with the Treasurer and adhere to policies on spending.
3. Maintain appropriate records and files.
4. Pass such files on to your successor and the Executive Secretary.

XIII. EDITORS

A. Goals and Procedures

1. Review charge from the Board of Directors.
2. Establish specific goals for the year.
3. Work toward the implementation of those goals.
4. Solicit copy, edit copy and write articles when appropriate.
5. Work with other Board members to develop articles and announcements.
6. Seek out appropriate materials from any relevant sources.
7. Promote the development of special features and departments.
8. Work with printer on layout/printing.

B. Relations with the Board of Directors

1. Provide the President with regular reports on status of publications (may be done also through the Communications Committee).
2. Attend Board of Directors meetings in the spring and fall (or send a designee).
3. Attend Executive Committee meetings at the request of the President.
4. Provide the Secretary with copies of reports three weeks in advance of Board of Directors' Meetings. (Send one copy to the President.)

C. Communications with NYSCSS Members

1. Publish and distribute all publications.
2. Give guidance on due dates and procedures for submission of articles.
3. Write editorials.

D. Administrative Procedures

1. Maintain contact with the Treasurer and adhere to policies on income and spending.
2. Maintain records and files, including back issues.
3. Pass such files on to your successor and to the Executive Secretary.

E. Appointment and Evaluation

2. Appointments are made for three (3) years with evaluation made by the Executive Committee in conjunction with the Communications Committee.
3. At the end of three (3) years, applications are open. The current Editor need not apply but must indicate a desire for reappointment.

XIV. PRESIDENT AND REPRESENTATIVES OF AFFILIATED COUNCILS AND ASSOCIATED GROUPS

A. Goals and Procedures

1. Review charge from your organization.
2. Establish your goals relative to NYSCSS.

B. Relations with the Board of Directors

1. Serve as your group's spokesperson to NYSCSS.
2. Attend Board of Directors' meetings, or send a designee.
3. Send Vice-President the names, addresses, and phone numbers of your officers by

August 1.

4. Nominate people for NYSCSS offices and committees, when appropriate.
5. Cooperate with other members of the Board of Directors in their efforts to do their jobs.

C. Communication with NYSCSS Members

1. Send copies of all mailings to other presidents of Affiliated Councils and Associated Groups and the Executive Committee.
2. Send copies of all mailings to the Editor.
3. Assist editors by submitting articles or information regularly.
4. Assist Convention Planning Committee Chair in developing sessions and programs.
5. Attend special events for Local Council Presidents and representatives of related groups at the Annual Convention.
6. Encourage membership in your organization, NYSCSS, and NCSS.

D. Administrative Procedures

1. Maintain contact with the Treasurer and adhere to policies and procedures with regard to spending.
2. Maintain records and files including back issues.
3. Pass such files on to your successor and to the Executive Secretary.

XV. STANDING COMMITTEE CHARGES

All Committee Chairs are responsible for good communication with the Executive Board and their members. Committees may be asked to carry out additional charges by the Board of Directors or the Executive Committee.

A. Awards Committee

1. Generally oversee the Council's award program to recognize and promote significant contributions to and excellence in social studies.
2. Solicit applications for council awards and recommend award recipients in the various categories to the Executive Committee.
3. Coordinate awards presentations at the Annual Convention.
4. Encourage public awareness of the social studies through announcement and publicizing of winners using NYSCSS publications and other media.
5. Oversee the submission of state award recipients for national competition where appropriate.
6. Submit vouchers for monetary awards to the Executive Secretary prior to the convention.
7. Develop a program listing the award recipients for the Awards Dinner.
8. Insure that award plaques are ordered in a timely manner.

B. Budget and Finance Committee

1. Facilitate the development and presentation of the annual operating budget.
2. Facilitate the development of the annual convention budget with the Convention Chair based on previous experience and anticipated revenue and expenses.
3. Provide long range planning for anticipated budget considerations and expenditures.
4. Recommend investment options for reserve funds to be managed by the Treasurer.

C. Communications Committee

1. Oversee the policy and financial operations of the Council's publications.
2. Recommend policy changes regarding Council publications to the Executive Committee.
3. Evaluate all publication proposals submitted to NYSCSS, determine which should be published, and, for those approved, make recommendations for the format, distribution and publishing time line to the Executive Committee.
4. Serve as a resource to the editors of any council publications.

D. Convention Planning Committee

1. Is a semi-permanent committee to ensure continuity.
2. Includes permanent positions and those that will be filled annually.

E. Cultural Education Committee

1. Maintain close working relationships with cultural education facilities that offer programs to assist P-12 education.
2. Develop programs to promote our members awareness of the utility of Cultural Education materials and institutions, in instruction.
3. Develop programs to promote awareness in Cultural Education institutions to the need for, the benefits of, P-12 education programs and materials.
4. Serve as the liaison body linking the professional social studies teacher and the Cultural Education community.
5. Develop and publish materials calling the attention of members to the benefits and utility of Cultural Education in the instructional process.
6. Cause the development and distribution of materials that facilitate the utilization of Cultural Education materials in schools and associated institutions.
7. Promote awareness of the needs of P-12 education among the institutions of Cultural Education in New York.
8. Promote the use of allied professions to accomplish the goals of the Social Studies.
9. Provide at least one article for NYSCSS publications.

F. Curriculum and Assessment Committee

1. Analyze and disseminate information and developments on each grade level.
2. Review curriculum documents and assessment tools.
3. Publish resource, methodological, and curricular material for the elementary, middle, and secondary levels.
4. Work with the Convention Chair to provide sessions for the elementary, middle, and secondary levels.
5. Assist local councils in meeting the needs of their members.
6. Foster communications among elementary and secondary teachers, supervisors, administrators and community members to foster increased interest in Social Studies Education issues at the various levels.
7. Review, select and monitor curriculum mini-grant proposals, including financial disbursements.
8. Review, select, and monitor programs of excellence and nominate NCSS Programs of Excellence.
9. Perform additional functions as designated by the Board of Directors and President.

G. Higher Education Committee

1. Organize forums for discussion of issues in the preparation and support of new social studies teachers.
2. Examine issues related to teacher certification, teacher quality, curriculum and materials, state assessments, accreditation agencies, and effective programs.
3. Work with the Convention Chair to provide sessions related to pre-service education.

H. Human Rights Committee

1. Review curriculum documents and assessment tools and concepts.
2. Publish resource, methodological and curricular material.
3. Work with the Convention Planning Committee to provide sessions on human rights
4. Assist local councils in meeting the needs of their members in terms of enhancing instruction in human rights.

I. Membership Committee

1. Solicit and retain local, state and national membership.
2. Encourage diversity within the membership based on race, gender, grade level, and teaching location.

J. Nominations Committee

1. Submit a list of nominees to the President and Executive Committee approximately twelve (12) weeks prior to the Annual Business Meeting at the Annual Convention.
2. If there are contested offices, prepare and distribute to all members a ballot six (6) weeks prior to the Annual Business Meeting.
3. Adhere to the provisions of the Constitution and its By-Laws relative to elections.
4. Serve as tellers to count the ballots at a special meeting called for that purpose. Announce the results at the Annual Business Meeting. In the event that geographical distribution of Committee members makes a special meeting inconvenient, the Chairperson, with the approval of the Committee members, may appoint a Board of Tellers.

K. Resolution Committee

1. Accept resolutions from members and councils at least one (1) month prior to the Annual Business Meeting and present them at the Annual Business Meeting.
2. Review resolutions for NCSS and make recommendations to the Board of Directors as to which ones NYSCSS will support.
3. Submit resolutions to the general membership upon the vote of twenty-five percent (25%) of those present at the Annual Business Meeting. Passage will be determined by a majority of members responding within a time period designated by the President.

L. Sites Committee

1. Investigate possible sites for the Annual Convention and Governance meetings.
2. Investigate possible sites for program events sponsored or co-sponsored by the Council and its affiliates.

M. Technology Committee

1. Encourage social studies educators to use computers and technology in their teaching and other professional responsibilities.

2. Work with the Convention Chair to provide programmatic presentations based on computers and technology.
3. Inform members of new teaching techniques and materials through use of council publications.
4. Work with colleagues on other committees to promote awareness of computer and technology issues.
5. Coordinate the effective use of technology at the Annual Convention.

PART III: POLICIES AND PROCEDURES

I. AFFILIATION PROCEDURES

Affiliation with the New York State Council for the Social Studies is open to groups of individuals with the same purpose(s) and goal(s) as NYSCSS.

A. ADVANTAGES OF AFFILIATION

1. Professional Involvement:

a. Governance

Affiliated Councils are eligible for representation on the NYSCSS Board of Directors based on the number of joint members. Representatives to the Board of Directors must be current NYSCSS members.

b. Networking

Affiliated Councils and officers are listed in NYSCSS' *New York State Social Studies Leadership Directory* that is sent to all Affiliated Council Presidents. Affiliated Councils receive newsletters, publications, and announcements from other Affiliate Councils and Special Interest Groups. Officers of Affiliated Councils are invited to participate in a special meeting of Affiliated Council Presidents at the Annual Convention.

c. Committees

Affiliated Councils are encouraged to recommend members to the various statewide committees that formulate positions and recommendations for improving Social Studies education and that "watchdog" policies of the State Education Department, the Board of Regents, and the State Legislature.

d. Recognition

Affiliated Councils are encouraged to recommend candidates for the many awards given by NYSCSS to recognized excellence in teaching and professional service.

e. Prestige

Affiliated Councils have the right to include “Affiliated with the New York State Council for the Social Studies” on stationery and promotional materials.

2. Council Development

a. Financial Aid – Affiliated Councils may request seed money for local activities and mailings. While this money must be repaid, this service helps Affiliated Councils avoid the “cash flow” problems that plague dues-supported organizations.

b. Limited Tax Exemption – Affiliated Councils, as integral parts of NYSCSS are entitled under certain conditions, to use the NYSCSS Tax-Exempt Certificate for certain types of local activities. This service helps reduce costs to Affiliate Councils and local members.

c. Membership drives – Affiliated Councils are entitled to a set of mailing labels of NYSCSS members who reside in the geographical area covered by the Council. This service provides a list of potential members and facilitates membership solicitation and advertising of Affiliated Council activities.

d. Program Development – Affiliated Councils can request aid in developing local programs or establishing contacts with speakers that might provide viable local activities for membership. In addition, officers of NYSCSS will attend membership meetings to update Affiliated Councils of the latest trends concerning social studies education at the state and national levels.

e. Exclusive Support – NYSCSS does not encourage the organization or affiliation of more than one (1) council within the same geographic area.

B. REQUIREMENTS FOR AFFILIATION

1. Goals – General goals consistent with those of NYSCSS.
2. Joint Membership – A minimum of fifteen (15) members who are members of NYSCSS or twenty percent (20%) of the local council’s membership, whichever is less.
3. Regular Meetings – A minimum of two (2) meetings per membership year. The Board of Directors has interpreted this to mean at least two (2) council activities.
4. Membership List – Submission of a list of members holding joint membership in both NYSCSS and the Affiliated Council.
5. Timely Application – Completion of NYSCSS Affiliation application and submission to NYSCSS by August 1 of each year.

C. REQUIREMENTS FOR REPRESENTATION – NYSCSS Board of Directors

1. Affiliated status with NYSCSS.
2. Minimum of fifteen (15) joint NYSCSS/Affiliated Council Members, or twenty percent (20%) of the local council’s membership, whichever is less.

D. FORMULA FOR REPRESENTATION – NYSCSS BOARD OF DIRECTORS

Joint Membership	Delegate Entitlement
15-64	1

65-114	2
115 or more	3

NOTE: Associated Groups are entitled to only one seat on the NYSCSS Board of Directors regardless of the number of joint members above the fifteen (15) minimum.

E. TERM OF AFFILIATION

1. Affiliation is granted annually and is renewed each year before the Annual Convention.
2. Newly Affiliated Councils can be approved at any time. Representation on the NYSCSS Board of Directors will be granted only if the affiliation application is received thirty (30) days prior to one of the regularly scheduled meetings of the Board of Directors.

F. PROCEDURES FOR AFFILIATING

1. If previously unaffiliated, request advice and information from the NYSCSS Vice-President.
2. The complete application will be evaluated by the NYSCSS Vice-President upon submission.
3. If previously affiliated, complete the Affiliation Application and submit with a list of affiliating council members.
4. The affiliated council will be certified to NYSCSS by the NYSCSS Board of Directors.

II. ARCHIVES

NYSCSS archives are housed at Savona, New York.

III. AWARDS

**A. The Outstanding Social Studies Classroom Teacher Award
(Elementary/Middle/Secondary)**

Presented to an individual who has demonstrated exceptional teaching ability at the elementary/middle/secondary level. (There will be separate categories of elementary, middle and secondary teacher candidates.) The person nominated must be KNOWLEDGEABLE in social studies content as well as pedagogy and must be able to RELATE successfully to students at the level for which the nomination is made. The individual must be CERTIFIED in the area in which he or she teaches and must have taught for at least FIVE YEARS in the award category for which he/she is nominated. The person must be a MEMBER of the New York State Council for the Social Studies as of July 1 of the previous year.

B. The Young Professional Memorial Award

Presented to an individual who has demonstrated EXCEPTIONAL TEACHING POTENTIAL IN THE FIRST THREE YEARS OF TEACHING and is working on, or has completed, a Master’s degree. The nominee must be KNOWLEDGEABLE in social studies content as well as pedagogy and must be able to RELATE successfully to students. The nominee must be a member of

NYSCSS at the time of nomination. The award may be named in honor of a deceased NYSCSS member as determined by the NYSCSS Board of Directors.

C. The Distinguished Social Studies Educator Award

Presented to an individual who EXEMPLIFIES THE BEST in professional Social Studies education in New York State. The individual should have had CONSIDERABLE VISIBILITY and a SIGNIFICANTLY POSITIVE IMPACT on Social Studies education in this state and possibly at the national level. The person's contribution should be widely known and should be WELL DOCUMENTED over a period of FIVE YEARS or more. The person also must be a MEMBER of the New York Council for the Social Studies as of July 1 of the previous year.

D. The Continuing Social Studies Service Award

Presented to a RETIREE who has made and CONTINUES TO MAKE SIGNIFANCT CONTRIBUTIONS on behalf of NYSCSS. Those nominated should have a HISTORY OF ACCOMPLISHMENT, preferably, but not necessarily, through many varied activities. The person nominated must have OFFICIALLY FILED WITH HIS/HER RETIREMENT SYSTEM, been a member of NYSCSS for at least five (5) years prior and be a member of NYSCSS at the time of nomination.

GENERAL RULES AND INFORMATION

1. Nominations may be made by an individual or by an organization such as a local council. Letters of support (from parents, students, and colleagues where appropriate) and a resume are required. Other forms of documentation such as newspaper clippings and sample teaching materials are strongly urged.
2. The Nominations Form (or a facsimile) must be filled out completely. Incomplete nominations will be not considered.
3. Nominees may only be considered for an award in the category for which they are nominated.
4. The due date for receipt of nominations, rationale and supporting documentation is normally on or about January 15th of each year.
5. The Awards Committee will make its recommendations to the Executive Committee. The Executive Committee is responsible for finalizing the decision of the winner of each award.
6. The award winners will receive public recognition at the Awards Banquet at the annual convention. If present, they will be guests of NYSCSS at the Banquet and will receive plaques.
7. Previous award winners are ineligible for future consideration in the award category for which they were honored.
8. First-time nominees who do not win in the year nominated are automatically eligible for consideration for the following year's awards.
9. It is the responsibility of the nominator to inform the award candidate of his or her nomination.
10. All nominees must be current members.
11. See the Nomination Form for additional information including due dates.

IV. CONVENTION

- A. Complimentary Rooms: NYSCSS will provide rooms for members of the Executive Committee, Convention Program Chair, Registration Chair, and Exhibits Chair, upon request. The Convention Planning Committee may, with the approval of the Executive Committee, assign complimentary rooms to other key people on the Convention Planning Committee. All hotel accommodations will be double occupancy. If single room occupancy is requested, the Council will pay half the double room rate.
- B. Split with NYS4A will be seventy-five percent (75%) NYSCSS and twenty-five percent (25%) NYS4A.
- C. Presenter Registration: Normally, all presenters and facilitators register for the convention. The Convention Chair may exempt specific individuals with the concurrence of the President.
- D. Exhibitor Registration: Exhibitors receive two (2) Convention registrations as part of the exhibitor registration fee.

V. FINANCES

- A. Dues: Effective July 1, 2014, annual dues are \$35.
- B. Purchase Orders: Effective for the 2015 Annual Convention, purchase orders will be accepted for all Council-sponsored event registrations. Purchase orders will be not accepted for membership dues unless approved in advance by the Executive Committee.
- C. Sale of Mailing Labels: Charge for sale of mailing labels
 - 1. Free, with the approval of the President, for sponsorships or co sponsorships.
 - 2. Institutes and non-publishing educational organizations, ten (10) cents per label with a twenty-five (25%) professional discount.
 - 3. Publishers, ten (10) cents per label. A twenty-five (25%) discount is available to publishers who exhibit at the Annual Convention.
- D. Policy on Expenses incurred by the Board of Directors
 - 1. LOCAL COUNCIL EXPENSES: NYSCSS expects local councils to assume responsibility for costs incurred by their representatives related to NYSCSS business.
 - 2. OTHER SOURCES OF FUNDING: When alternative sources of funding are not available, the following guidelines listed in # 3 below are to be used for reimbursement:
 - 3. APPROVED EXPENSES FOR NYSCSS:
 - Postage
 - Office supplies and materials
 - Long distance phone calls
 - Transportation (except for convention)
 - 1. mileage (at the current IRS allowable rate).
 - 2. bus or train fare will be reimbursed at fifty percent (50%).
 - 3. Any special travel expense (e.g., air travel) requires PRIOR APPROVAL of the President. Approved in-state travel will be reimbursed at the standard mileage rate. Approved out-of-state travel will be reimbursed at fifty percent (50%). Incidental expenses ARE NOT covered.

- Hotel for out-of-town meetings
 1. Hotel accommodations will be double occupancy unless otherwise requested of the President. If a single room is requested the council will pay HALF of the double room cost.
- Meals (except of Annual Convention)
 1. Cost of specific banquets when paid directly by council.
 2. Maximum meal reimbursement is \$40 per day.

4. REIMBURSEMENT PROCEDURE

- a. Obtain prior approval for “special travel expense” if necessary. (see above)
- b. After expenses are incurred, complete the voucher. Include only expenses for which you are entitled to reimbursement and which will not be paid by a third party. Use the Budget Code Description provided to identify the CODE NUMBER(s) to be used for “crediting” items to the budget.
- c. Attach all receipts for expenses incurred.
- d. Officers and Committee Chairpersons submit voucher and receipts directly to the Treasurer (within 30 days of expense when possible). All Committee Members submit voucher and receipts to the Committee Chairperson who will approve and forward to the Executive Secretary. Whenever possible, vendors should go through the person spending the money for reimbursement. When a vendor is direct billing the treasurer, advise the treasurer in advance to anticipate the bill.

E. USE OF TAX-EXEMPT NUMBER BY AFFILIATED COUNCILS

1. Proper use

Affiliated Councils that meet constitutional requirements and process in a timely fashion, the papers and information required for affiliation are an integral part of the New York State Council for the Social Studies. Accordingly, Affiliated Councils may make use of the NYSCSS Tax Exemption under certain restricted circumstances, and provided that established procedures be followed.

2. Restrictions

The NYSCSS tax-exempt number may be used only for general membership meetings, membership recruitment meetings, conventions, workshops, or meetings of a similar nature that require significant expenditures. The tax-exemption number may not be used for meetings of local officers or small groups.

3. Procedures

- a. The Affiliated Council President, or designee, must submit to the Executive Secretary a Tax Exemption Usage Form indicating the specific event for which the usage request is being made.
- b. The Executive Secretary will forward a copy of the Tax Exemption Form that is to be presented to the establishment providing the services for which tax exemption is sought.
- c. The name “New York State Council for the Social Studies” and the name of the Affiliated Council MUST appear on all bills and invoices.

d. The Affiliated Council must return to the Executive Secretary a copy of the complete Tax Exempt Form with a copy of the bills or invoices for the event covered.

e. A separate request must be made for each use of the NYSCSS tax-exempt number.

f. Failure to follow these procedures will result in future refusal of usage of the NYSCSS tax-exempt number.

F. FINANCIAL AGREEMENT WITH NYS4A on Joint Committee on Professional Development (if operational)

1. All bills will be submitted to NYSCSS.

2. All revenues will be submitted to NYSCSS for deposit.

3. Following the Summer Workshop each year, an accounting will be made to determine the status of the accounts.

a. If expenditures exceed revenues, NYS4A will be billed for 1/2 of the excess to a maximum of \$1,000.

b. If revenues exceed expenditures, NYS4A will be sent 1/2 of the surplus.

G. ROYALTIES

A charge of twenty-five cents (25 cents) per page for royalties is set.

VI. SITES

A. Local councils or individuals may recommend, with initial findings, possible Annual Convention sites to the Sites Committee Chair. In the absence of any such recommendations, the Sites Committee Chair is to identify possible sites. All recommendations are to be investigated by the Sites Negotiator in consultation with the local council. The decision of the Convention site remains with the Board of Directors. The Sites Committee Chair is charged to assure that the convention rotates around the state and that it does not meet in the same region two consecutive years, unless otherwise approved by the Board of Directors.

B. Hotel contracts should be signed by the President and the Executive Secretary.

C. The Sites Committee Chair shall make all arrangements for governance meetings and other Council programs.

D. The Sites Committee Chair shall oversee all operational arrangements with host facilities for all Council programs.

VII. SPECIAL INTEREST GROUPS (SIGs)

A. Introduction

Special Interest Groups (SIGs) within the New York State Council for the Social Studies provide an opportunity through which members of similar interests can communicate, interact and meet to discuss their common concerns, ideas, areas of teaching, study or research. SIGs bring together these members to specifically benefit from their mutual interests. The existence of SIGs provides a service to members in that they can focus time and interest on specialized topics of interest. A SIG may be formed by members of NYSCSS seeking to explore a new area or topic or to provide interchange in an established area. NYSCSS and the SIGs are mutually interdependent and supportive. To

encourage and support the SIGs in their efforts, NYSCSS provides SIGs with meeting time at the annual conference and an opportunity for publicity in TIME & PLACE.

B. Formation and Operation of a SIG

NYSCSS, through its Board of Directors encourage and support the development and maintenance of SIGs. The following guidelines detail the roles, duties and responsibilities of SIGs and their relationship to NYSCSS.

1. Formation of a SIG

a. Petitions for the establishment of a SIG will be received by the President of NYSCSS. At the meeting of the Board of Directors following the receipt of the petition the Board will accept or reject the recommendation based on the following criteria:

- SIG must have at least fifteen (15) members who are also members of NYSCSS to be officially recognized. All SIG members must be members of NYSCSS.
- No duplication of intent, purpose or operation with another SIG or committee of SYSCSS may exist.
- SIGs must meet membership and fee requirements.

2. Each petition to establish a SIG must contain a title for the group and be accompanied by a description of the purpose of the group

3. Each petition to establish a SIG must be accompanied by a check for \$10.00 payable to NYSCSS to offset administrative costs.

4. The SIG must assess from each SIG member annual SIG dues of \$2.00. These due will help to defray such expenses as mailings, newsletters, assessment to NYSCSS, etc.

5. To assist in the establishment of a SIG, NYSCSS will announce the attempt to establish such a SIG in TIME & PLACE. The SIG organizer(s) should submit such information to TIME & PLACE Editor. NYSCSS will provide space as available for the SIG to conduct an organizational meeting at the annual conference of NYSCSS.

6. See Part IV of this Leadership Manual for Petition for the Establishment of a NYSCSS SIG.

C. Operation of a NYSCSS SIG

1. All inquiries concerning particular SIGs should be addressed, or will be forwarded to the chairperson of that SIG for reply. This requires that SIGs keep the NYSCSS President up-to-date with regard to current leadership of the SIG.

2. SIGs should elect, at minimum, a chairperson and a treasurer.

3. Once formed and recognized by NYSCSS each SIG is responsible for insuring that its goals and activities do not conflict with the purposes of NYSCSS.

4. All SIG membership dues must be forwarded to the NYSCSS Treasurer who will maintain a separate record of assets of each SIG. Each SIG's Treasurer should also maintain financial records and will work directly with the NYSCSS treasurer.

5. To remain an active NYSCSS SIG a minimum of fifteen (15) current NYSCSS members must also be paid members of that SIG as of January 1 each year.
6. Thirty days following the annual Conference of NYSCSS each year each SIG must submit a list of current members plus its annual SIG dues of \$10.00. At this time the SIG must also submit its ANNUAL REPORT TO NYSCSS (see appropriate form in Part IV of this Leadership Manual).
7. Each SIG will be permitted meeting time at the annual conference provided that such time is requested of the Conference Program Chair of the 31st of October prior to the Annual Convention. SIGs may submit requests for the presentation of a program/workshop at the annual Conference in the same manner in which all programs may be submitted. Such programs will be reviewed by the Program Committee in the same manner in which all other programs are selected and determined and the SIG will be notified of that decision.

D. Termination of a SIG

Since SIGs are intended to be flexible and changing organizations, NYSCSS anticipates the occasional formation as well as the termination of SIG's. Any SIG which permanently discontinues operation for any reason will forfeit any monies to its credit to the general Treasury of NYSCSS. Terminating procedures are described below:

1. The membership of a SIG may decide to withdraw the SIG from active status. Notification of withdrawal should be made in writing to the NYSCSS President and to all SIG members.
2. The membership of a SIG may decide to merge with another active and recognized SIG. Notification in writing to the NYSCSS President and respective SIG members is necessary.
3. If a SIG's membership falls below the required fifteen (15) members, it may be granted a year of grace for the purpose of stimulating new membership. If the SIG fails to bring its membership up to the required number, the SIG will be terminated.

VIII. ELIGIBILITY TO SERVE ON THE BOARD OF DIRECTORS

A. Members of the Board of Directors must be members in good standing with NYSCSS in order to serve on the Board. Even those who serve as members of the Board of Directors representing a local council must be members of NYSCSS. The Board of Directors will develop a notice for implementation of this policy which will be included in the fall meeting notices.

B. All persons will be reminded of this requirement with their invitation to attend the Board of Directors Meeting and their membership will be verified by the Secretary prior to the meeting.

IX. SURVEY POLICY

A. Operating principles: A survey of the NYSCSS membership may be conducted only with the authorization of the Board of Directors or the Executive Committee. Approval will be based on the following criteria:

1. Actual wording of the survey document.
2. The method of conducting the survey.
3. The population which is to be surveyed.

B. Reporting of data: Data reporting must include the number of respondents asked to complete the survey and the number of responses.

C. Purpose: The purpose of any survey is information gathering. The committee conducting the survey uses the results to recommend to the Board of Directors or Executive Committee an action or policy.

D. Official Positions: An official position of NYSCSS can be adopted only by the Board of Directors or the Executive Committee.

X. EMPLOYEES

The policy governing the hiring of extra help for the Executive Secretary is that it will require the concurrence of the appropriate officer to authorize such expenditure. Should clerical work be needed, payment will be at a minimum rate of \$15.00 per hour.

XI. CONTRACTUAL EMPLOYEES

- A. The Executive Secretary and Editor are paid positions. Because of the monetary reimbursement, it is not possible to be an officer and a paid staffer at the same time. Because of potential conflict of interest, contractual employees do not have voting rights on the Executive Committee or the Board of Directors.
- B. A written evaluation of all contractual employees shall be conducted by the Executive Committee each year. Unsatisfactory evaluations may result in termination of the contract.
- C. All contractual positions shall be posted when open. The incumbent employee's name shall be included on the list of applicants unless he/she indicates non-interest. Applicants will be interviewed by the Executive Committee which will then submit its recommendations to the Board of Directors for approval.

XII. GOLD AND SILVER STAR AWARDS IN RECOGNITION OF LOCAL COUNCIL JOINT MEMBERSHIP

- A. A Certificate of Gold Star status will be presented at the Annual Convention to any local council which meets the following criteria:
 1. Current NYSCSS membership of all officers of the local council as of August 1, and
 2. An increase from the previous year of at least fifteen percent (15%) of local council members who are also NYSCSS members as of August 1, or, having at least fifty percent (50%) of local council members who are also NYSCSS members as of August 1.
- B. A certificate of Silver Star status will be presented at the annual convention to any local council which meets the following criteria:

1. Current NYSCSS membership of all officers of the local council as of August 1, and,
 2. An increase from the previous year of at least fifteen percent (15%) of local council members who are also NYSCSS members as of August 1, or,
 3. Having at least fifty percent (50%) of local council members who are also NYSCSS members as of August 1.
- C. The Vice-President will be responsible for securing and evaluating the required information, securing the appropriate certificates and awarding the certificates at a time at the Annual Convention as designated by the President-Elect/Convention Chair.

**PART IV:
APPENDIX**

FORMS AND SPECIAL MATERIALS



Local Council Affiliation with the New York State Council for the Social Studies

School Year: _____

Please return this form prior to August 1 to the NYSCSS Vice-President

LOCAL COUNCIL NAME: _____

A. MEMBERSHIP INFORMATION

As of _____ (date), the total number of local council members is: _____

This includes: _____ # of elementary members
_____ # of secondary members
_____ # of "other" members

The first three digits of the zip codes covered by these members are _____ to _____.

Note: Include a complete list of members with home address, phone numbers, and e-mail addresses when submitting this re-affiliation application.

B. FINANCIAL INFORMATION

1. In the _____ school year, the yearly council dues are \$_____.

2. How were the expenses paid for the local council's voting delegate(s) to the NYSCSS Board of Directors' meeting?

- A. for the fall (September) meeting: _____ local council, _____ individual
- B. for the winter (January) meeting: _____ local council, _____ individual
- C. for the spring (Convention) meeting: _____ local council, _____ individual

C. ACTIVITIES DURING THE _____ SCHOOL YEAR

1. Local Council Newsletter

Name _____ # of issues _____

2. Describe programs, conferences, workshops, etc. already held or will be held by July 1

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Note: Please e-mail the NYSCSS Vice-President with the following contact information for each local council official requested. You may also supply this information for any other official within your local council that you will want included in the *New York State Social Studies Leadership Directory*, prepared by NYSCSS. All officials must be NYSCSS members to appear in the Leadership Directory.

Contact Information Requested:

- Name
- Address: Street, City/Town/Village, State, Zip Code
- Phone
- E-Mail Address
- Organization Name
- Organization Address: Street, City/Town/Village, State, Zip Code
- Organization Phone
- Organization E-Mail

Examples of Officials:

- President
- Vice-President
- Treasurer
- Secretary
- Communications (e.g., Newsletter, Web Site) Editor
- Membership Committee Representative



NYSCSS Board of Directors
Committee Report

COMMITTEE: _____

CHAIR(S): _____ **DATE:** _____

Please complete the goals and action plan for your committee and e-mail copies to the NYSCSS President and NYSCSS Secretary by the designated dates. Also, please send a copy to each member of your committee. Please attach a list of committee members to this report.

1. COMMITTEE GOALS (to the NYSCSS President by September 30)
2. ACTION PLAN TO ACHIEVE GOALS (including dates, to the NYSCSS President by September 30)
3. MID-YEAR REPORT (by January 15)
4. PROGRESS REPORT (by March 15 for the Annual Business Meeting)
5. END-OF-YEAR REPORT (by May 31 for the June Change-Over Meeting)
6. GOAL-SETTING (for the following year, to the NYSCSS President by May 31)
7. COMMITTEE MEMBER RECOMMENDATIONS (for the following year, to the NYSCSS President by May 31)



NYSCSS Board of Directors
Liaison Report

ORGANIZATION: _____

LIAISON: _____ **DATE:** _____

Please e-mail copies to the NYSCSS President and NYSCSS Secretary by the designated dates.

1. REVIEW EXECUTIVE COMMITTEE CHARGE AND ESTABLISH GOALS FOR THE YEAR
(to the NYSCSS President by September 30)
2. ACTION PLAN TO ACHIEVE GOALS (including dates, to the NYSCSS President by September 30)
3. MID-YEAR REPORT (by January 15)
4. PROGRESS REPORT (by March 15 for the Annual Business Meeting)
5. END-OF-YEAR REPORT (by May 31 for the June Change-Over Meeting)
6. GOAL-SETTING (for the following year, to the NYSCSS President by May 31)



www.nycss.org



Expense Codes

Category	Classes
100 Officers/Staff	Officers/ Staff (name) Affiliates (name)
200 Publications	Publications Newsletter <i>Teaching Social Studies</i> Web Site
300 Membership	Dues
400 Meetings	Meetings (time of year)
500 Conventions	Convention (Split NYSCSS/NYS4A) Ads Events Exhibitors/Sponsors Facilitators Program & Planning Next Convention Speakers Sales/Equipment Refunds
600 Committees	Meetings (time of year)
700 NYS4A	
800 Professional Development	
900 Misc. Expense	



Tax-Exempt Usage Form

1. Affiliated Council Name: _____

2. Contact Information of Individual Responsible for Arrangement:

Name: _____

Address: _____

Phone – Home: _____ Business: _____

E-Mail: _____

3. Event Description: A clear statement that indicates compliance with the conditions outlined in the cover letter is required. The date, time and place of the event should be included, and, if possible a copy of the publicity notice should be attached.

4. Affiliated Council President Authorization:

Signature: _____ Date: _____

This completed form should be returned at least two (2) weeks prior to the date of the scheduled event to:

NYSCSS
Attn.: Tim Potts, Treasurer
P.O. Box 921
Monticello, NY `12701



www.nyscss.org



Brokering Form

Please complete this form each time you submit names for NYSCSS membership through brokering. Attach a membership form for each **new** NYSCSS member. Total the amount of dues paid to you for NYSCSS dues and remit with this form 75% of that amount. Make checks payable to NYSCSS and mail to:

NYSCSS
Attn.: Tim Potts, Treasurer
P.O. Box 921
Monticello, NY `12701

Received from (Council): _____

Person Responsible: _____

Address: _____

New Members at \$26.25 (75% of \$35 NYSCSS Regular Membership Fee): _____

Total of Dues: _____

List each new NYSCSS member’s name below. Be sure to attach a membership form for each.

REMEMBER THAT ONLY NEW NYSCSS MEMBERS CAN BE BROKERED.



Petition for the Establishment of a NYSCSS Special Interest Group (SIG)

I, as a current, dues paid member of the New York State Council for the Social Studies, support the petition for the establishment of a Special Interest Group (SIG) with NYSCSS entitled:

Statement of Purpose: (use this space only)

Complete with a minimum of fifteen (15) signatures.

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____

Address _____ Address _____

Tn/St/Zip _____ Tn/St/Zip _____

Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____

Address _____ Address _____

Tn/St/Zip _____ Tn/St/Zip _____

Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____

Address _____ Address _____

Tn/St/Zip _____ Tn/St/Zip _____

Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____
Address _____ Address _____
Tn/St/Zip _____ Tn/St/Zip _____
Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____
Address _____ Address _____
Tn/St/Zip _____ Tn/St/Zip _____
Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____
Address _____ Address _____
Tn/St/Zip _____ Tn/St/Zip _____
Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____
Address _____ Address _____
Tn/St/Zip _____ Tn/St/Zip _____
Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____
Address _____ Address _____
Tn/St/Zip _____ Tn/St/Zip _____
Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____
Address _____ Address _____
Tn/St/Zip _____ Tn/St/Zip _____
Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____
Address _____ Address _____
Tn/St/Zip _____ Tn/St/Zip _____
Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____
Address _____ Address _____
Tn/St/Zip _____ Tn/St/Zip _____
Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____
Address _____ Address _____
Tn/St/Zip _____ Tn/St/Zip _____
Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____
Address _____ Address _____
Tn/St/Zip _____ Tn/St/Zip _____
Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____
Address _____ Address _____
Tn/St/Zip _____ Tn/St/Zip _____
Date: _____

PRINT: NAME/INSTITUTION/MAILING ADDRESS/DATE

NAME _____ Business _____
Address _____ Address _____
Tn/St/Zip _____ Tn/St/Zip _____
Date: _____



www.nyscss.org



SIG Report Outline

SIG: _____

CHAIR: _____ **DATE:** _____

Please complete the goals and action plan for your SIG, e-mail copies to the NYSCSS Secretary and NYSCSS President, along with information/news topics and proposed publication dates. Also send a copy to each member of your SIG. Please attach a list of SIG members to this report.

I. SIG GOALS

II. ACTION PLAN FOR ACHIEVING GOALS (including dates)

III. MID-YEAR REPORT (by December 15)

IV. PROGRESS REPORT (by March 1)

V. END OF YEAR REPORT (by May 15)

VI. GOAL SETTING FOR FOLLOWING YEAR (by May 15)