

NYSCSS



NEW YORK STATE
COUNCIL FOR THE SOCIAL STUDIES

Leadership Manual
of the
New York State Council
for the Social Studies

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PREFACE

This document, developed and introduced in 1985 and revised in 2016, 2019, and 2020, is an effort to meet the needs of a variety of people active in the New York State Council for the Social Studies (NYSCSS) and its Board of Directors. It is intended to identify and define the roles and responsibilities of the organization to its members.

With that in mind, the Leadership Manual includes the descriptions for various roles within the organization. It also includes details on reporting among the NYSCSS Board of Directors and for various Council activities and outlines the 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.

VISION

The New York State Council for the Social Studies (NYSCSS) is a professional association of teachers and supervisors at the elementary, secondary, college and university levels. NYSCSS is a market-place of ideas – a forum and a showcase for instructional strategies, materials, and programs; teaching methods; and advocacy through service.

MISSION

The mission of the New York State Council for the Social Studies is to:

- 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.

ABOUT US

Founded in 1938, the New York State Council for the Social Studies (NYSCSS) is the statewide professional organization of social studies educators. Our members are committed to ensuring that all students graduate from high school and college ready for lifelong learning, engaging careers, and active civic life. Our members represent teachers, supervisors, curriculum developers, researchers, scholars, and administrators at the elementary, secondary, and post-secondary (college and university) levels. Our members also represent educators in cultural institutions, publishers, and content creators. Membership is open to all persons who teach, supervise, develop curricula, engage in research, or are otherwise concerned with social studies education. NYSCSS is one of the largest and most active affiliates of the National Council for the Social Studies (NCSS), and is a member of the New York State Council for Educational Association (NYSCEA).

BYLAWS

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, shall be the New York State Council for the Social Studies or NYSCSS, herein 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 NYSCSS 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. NYSCSS 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

3.01 No Membership Classes

The corporation shall have no members who have the right to vote or title or interest in or to the corporation, its properties or franchises.

3.02. Non-Voting Affiliates

The board of directors may approve classes of non-voting affiliates with rights, privileges, and obligations established by the board. Affiliates may be individuals, businesses, and other organizations that seek to support the mission of the corporation. The board, a designated committee of the board, or any duly elected officer in accordance with board policy, shall have authority to admit any individual or organization as an affiliate, to recognize representatives of affiliates, and to make determinations as to affiliates' rights, privileges, and obligations. At no time shall affiliate information be shared with or sold to other organizations or groups without the affiliate's consent. At the discretion of the board of directors, affiliates may be given endorsement, recognition and media coverage at fundraising activities, clinics, other events or at the corporation website. Affiliates have no voting rights, and are not members of the corporation.

a. Individual Members

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.

b. Advisory Panel Members

The Advisory Panel shall be composed of representatives from Affiliated Organizations and shall meet quarterly with the President to provide recommendations on behalf of their members for programs, services, and policies of the Council.

c. **Affiliated Organizations- Local Councils**

Any incorporated 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. Each local council will have at minimum, one seat on the NYSCSS Advisory Panel. Each affiliated council will be entitled to an additional representative on the Advisory Panel 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 at the September Board of Directors meeting based upon the previous year's membership. Presidents of each affiliated local council will submit a list of members to NYSCSS by August 1 of each year. NYSCSS will notify each eligible local council as to the number of representatives to which each is entitled. The President of the local council will furnish the NYSCSS with the names of its official representative(s) to the Advisory Panel of the NYSCSS. If such representative(s) are unable to attend, the President of the local council will authorize in writing the alternate representing their organization at the meeting. All affiliated organizations must provide previous year's 990 to verify incorporation. In the cases of newly formed local councils, a one-year extension may be approved by the board of directors.

d. **Affiliated Organizations- Special Groups**

Special groups and organizations whose mission and goals share common interests with the NYSCSS may be given recognition as an Affiliated Group.

3.03 Dues

Any dues for affiliates shall be determined by the board of directors.

ARTICLE IV – BOARD OF DIRECTORS

4.01. Number of Directors

NYSCSS shall have a board of directors consisting of at least 5 and no more than 15 directors. The Board of Directors shall serve with staggering terms; explanation of staggering terms will be in Policies and Procedures portion. Within these limits, the board may increase or decrease the number of directors serving on the board, including for the purpose of staggering terms of directors.

4.02 Powers

All corporate powers shall be exercised by or under the authority of the board and the affairs of the NYSCSS shall be managed under the direction of the board, except as otherwise provided by law.

4.03 Term

- a. Elected Directors: Directors are elected by the NYSCSS general membership to serve two-year terms.
- b. Appointed Directors: The Board of Directors may vote to expand the board and appoint additional directors, who will serve until the end of the current two-year term. Appointed directors desiring to serve a subsequent, complete term must run for the new board seats at the next election.
- c. Directors may serve terms in succession.
- d. The term of office shall be considered to begin July 1 and end June 30 of the year in office, unless the term is extended until such time as a successor has been elected.

4.04 Qualifications

In order to be eligible to serve as a director on the board of directors, the individual must be 18 years of age and a current member of NYSCSS in good standing.

4.05 Vacancies

The board of directors may fill vacancies due to the expiration of a director's term of office, resignation, death, or removal of a director or may appoint new directors to fill a previously unfilled board position, subject to the maximum number of directors under these Bylaws.

a. Unexpected Vacancies

Vacancies in the board of directors due to resignation, death, or removal shall be filled by the board members for the balance of the term of the director being replaced. Current Board of Directors can serve in one position

4.06 Removal of Directors

A director may be removed by two-thirds vote of the board of directors then in office, if:

- a. The director is absent and unexcused from two or more meetings of the board of directors in a twelve month period. The board President is empowered to excuse directors from attendance for a reason deemed adequate by the board President. The President shall not have the power to excuse him/herself from the board meeting attendance and in that case, the Vice President of Policy and Administration shall excuse the President. Or:
- b. For cause or no cause, if before any meeting of the board members at which a vote on removal will be made the director in question is given electronic or written notification of the board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the board.
- c. Alternately, for cause or no cause, a director may be removed by a vote of the membership of the NYSCSS, provided that enough members vote so that the director is not removed by less Members than would be needed to elect the director.

4.07 Board of Directors Meetings

a. Regular Meetings

The board of directors shall have a minimum of twelve (12) regular meetings each calendar year at times and places fixed by the board. Board meetings shall be held upon four (4) days notice by first-class mail, electronic mail, or facsimile transmission or forty-eight (48) hours notice delivered personally or by phone (voice or text). If sent by mail, facsimile transmission, or electronic mail (email), the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of meeting. The purpose of the meeting need not be specified.

b. Special Meetings

Special meetings of the board may be called by the President, Vice-President of Policy & Administration, Vice-President of Member Outreach, Secretary, Treasurer, Member-at-Large, or any two (2) other directors of the board of directors. A special meeting must be preceded by at least two days' notice to each director of the date, time, and place, but not the purpose, of the meeting.

c. Waiver of Notice

Any director may waive notice of any meeting, in accordance with New York State Law.

4.08 Manner of Acting

a. Quorum

A majority of the directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the board. No business shall be considered by the board at any meeting at which a quorum is not present.

b. Majority Vote

Except as otherwise required by law or by the articles of incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.

c. Hung Board Decisions

On the occasion that directors of the board are unable to make a decision based on a tied number of votes, the Past President would cast the deciding vote.

d. Participation

Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

4.09 Compensation for Board Members Services

Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities, such as travel expenses to attend board meetings.

4.10 Compensation for Professional Services by Directors

Directors are not restricted from being remunerated for professional services provided to the corporation. Such remuneration shall be reasonable and fair to the corporation and must be reviewed and approved in accordance with the board Conflict of Interest policy and state law.

4.11 Meetings and Action of Committees

Meetings and action of the committees shall be governed by and held and taken in accordance with, the provisions of Article IV of these Bylaws concerning meetings of the directors, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the board of directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the board of directors or by resolution of the committee. Special meetings of the committee may also be called by resolution of the board of directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The board of directors may adopt rules for the governing of the committee not inconsistent with the provision of these Bylaws.

4.12 Informal Action By The Board of Directors

Any action required or permitted to be taken by the board of directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an email transmission from an email address on record constitutes a valid writing. The intent of this provision is to allow the board of directors to use email to approve actions, as long as a quorum of board members gives consent.

ARTICLE V – COMMITTEES

5.01 Committees

The board of directors may, by the resolution adopted by a majority of the directors then in office, designate one or more committees. Any committee, to the extent provided in the resolution of the board, shall have all the authority of the board, except that no committee, regardless of board resolution, may:

- a. take any final action on matters which also requires board members' approval or approval of a majority of all members;
- b. fill vacancies on the board of directors or in any committee which has the authority of the board;
- c. amend or repeal Bylaws or adopt new Bylaws;
- d. amend or repeal any resolution of the board of directors which by its express terms is not so amendable or repealable;
- e. appoint any other committees of the board of directors or the members of these committees;
- f. expend corporate funds to support a nominee for director; or
- g. approve any transaction;
 - i. to which the corporation is a party and one or more directors have a material financial interest; or
 - ii. between the corporation and one or more of its directors or between the corporation or any person in which one or more of its directors have a material financial interest.
- h. committee chairs shall be appointed annually by the board of directors for the term of one-year.
- i. committee chairs shall submit regular reports to the board of directors and regularly meet with the President.

ARTICLE VI – OFFICERS

6.01 Board Officers

The officers of the corporation shall be a board President, Vice-President of Policy & Administration, Vice-President of Member Outreach, Secretary, Treasurer, Member-at-Large, all of whom shall be elected by the membership and serve at the pleasure of the board of directors. Each board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the board or by direction of an officer authorized by the board to prescribe the duties and authority of other officers. The board may also appoint additional vice presidents and such other officers as it deems expedient for the proper conduct of the business of the corporation, each of whom shall have such authority and shall perform such duties as the board of directors may determine. All officers of the corporation must additionally have previous experience as either a Board of Directors or Advisory Panel member.

6.02 Term of Office

Each officer shall serve a two-year term of office and may not serve more than three (3) consecutive terms of office, unless unanimously approved for nomination by the board to waive or to fill a vacancy in an officer position.

6.03 Removal and Resignation

The board of directors may remove an officer at any time, with cause by unanimous vote of remaining members of the board of directors. Any officer may resign at any time by giving written notice to the corporation without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

6.04 Board President

The board President shall be the chief officer of the corporation. The board President shall lead the board of directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the board of directors, and shall perform all other duties incident to the office or properly required by the board of directors.

6.05 Vice President(s)

NYSCSS shall have two Vice Presidents. In the absence or disability of the board President, the ranking Vice President or Vice President designated by the board of directors shall perform the duties of the board President. When so acting, the Vice President shall have all the powers of and be subject to all the restrictions upon the board President. The two Vice Presidents shall have such other powers and perform such other duties prescribed for them by the board of directors or the board President. The Vice President of Policy & Administration shall normally accede to the office of board President should the President not be able to complete their term.

a. Vice President of Policy & Administration

The Vice President of Policy & Administration will assist in matters of the affiliate local and national councils and organizations, and will oversee committees as assigned by the President.

b. Vice President of Member Outreach

The Vice President of Member Outreach will chair the convention planning committee, will act as parliamentarian of meetings of the board of directors, and will oversee or serve on committees as assigned by the President.

6.06 Secretary

The Secretary shall keep or cause to be kept organized minutes of all meetings and actions of directors and committees of directors. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The Secretary shall cause notice to be given of all meetings of directors and committees as required by the Bylaws. The Secretary shall have such other powers and perform such other duties as may be prescribed by the board of directors or the board President. The Secretary may appoint, with approval of the board, a director to assist in performance of all or part of the duties of the Secretary. Additionally, the Secretary shall oversee or serve on committees as assigned by the President.

6.07 Treasurer

The Treasurer shall be the lead director for oversight of the financial condition and affairs of the corporation. The Treasurer shall oversee and keep the board informed of the financial condition of the corporation and of audit or financial review results. In conjunction with other directors or officers, the Treasurer shall oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the corporation, are made available to the board of directors on a timely basis or as may be required by the board of directors. The Treasurer shall perform all duties properly required by the board of directors or the board President. The Treasurer may appoint, with approval of the board, a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the Treasurer. The Treasurer shall oversee or serve on committees as assigned by the President.

6.08 Member at Large

The Member at Large is to serve as a liaison between the general membership and the Board of Directors while fulfilling the varying needs of the board president. The individual should attend all board meetings. The individual should support the general organizational goals. The Member at Large is to serve as a liaison between the Committee Chairs and the Board of Directors. The Member at

Large will assist the organization with the creation, maintaining and rollout of Professional Development.

6.09 Past President

The immediate past president shall serve as a non-voting officer on the Board of Directors, other than in the event of a hung Board of Directors decision, where the past president will cast the deciding vote. The past president will serve in an advisory capacity to the Board of Directors.

6.10 Non-Director Officers

The board of directors may designate additional non-voting officer positions of the corporation and may appoint and assign duties to other non-director officers of the corporation, may include the position of Past-President.

ARTICLE VII – CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS

7.01 Contracts and other Writings

Except as otherwise provided by resolution of the board or board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the corporation shall be executed on its behalf by the Treasurer or other persons to whom the corporation has delegated authority to execute such documents in accordance with policies approved by the board.

7.02 Checks, Drafts

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall from time to time be determined by resolution of the board.

7.03 Deposits

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depository as the board or a designated committee of the board may select.

7.04 Loans

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the board. Such authority may be general or confined to specific instances.

7.05 Indemnification

a. Mandatory Indemnification

The corporation shall indemnify a director or former director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a director of the corporation against reasonable expenses incurred by him or her in connection with the proceedings

b. Permissible Indemnification

The corporation shall indemnify a director or former director made a party to a proceeding because he or she is or was a director of the corporation, against liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by law.

c. Advance for Expenses

Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the board of directors in the specific case, upon receipt of

- i. a written affirmation from the director, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and
 - ii. an undertaking by or on behalf of the director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation in these Bylaws.
- d. Indemnification of Officers, Agents and Employees

An officer of the corporation who is not a director is entitled to mandatory indemnification under this article to the same extent as a director. The corporation may also indemnify and advance expenses to an employee or agent of the corporation who is not a director, consistent with New York State Law and public policy, provided that such indemnification, and the scope of such indemnification, is set forth by the general or specific action of the board or by contract.

7.06 Fiscal Controls

The council will maintain a set of fiscal controls and policies designed to comply with NYS and US law and to make sure all funds are thoroughly accounted for.

ARTICLE VIII – MISCELLANEOUS

8.01 Books and Records

The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its board of directors, a record of all actions taken by the board of directors without a meeting, and a record of all actions taken by committees of the board. In addition, the corporation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

8.02 Fiscal Year

The fiscal year of the corporation shall be from July 1 to June 30 of each year.

8.03 Conflict of Interest

The board shall adopt and periodically review a conflict of interest policy to protect the corporation's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, affiliate, or member of a committee with board-delegated powers.

8.04 Nondiscrimination Policy

The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of NYSCSS not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

8.05 Bylaw Amendment

These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of the board of directors then in office at a meeting of the board, provided, however,

- a. that no amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,

- b. that an amendment does not affect the voting rights of directors. An amendment that does affect the voting rights of directors further requires ratification by a two-thirds vote of a quorum of directors at a board meeting.
- c. that all amendments be consistent with the Articles of Incorporation.

ARTICLE IX – COUNTERTERRORISM AND DUE DILIGENCE POLICY

In furtherance of its exemption by contributions to other organizations, domestic or foreign, NYSCSS shall stipulate how the funds will be used and shall require the recipient to provide the corporation with detailed records and financial proof of how the funds were utilized.

Although adherence and compliance with the US Department of the Treasury’s publication the “Voluntary Best Practice for US. Based Charities” is not mandatory, NYSCSS willfully and voluntarily recognizes and puts to practice these guidelines and suggestions to reduce, develop, re-evaluate and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

NYSCSS shall also comply and put into practice the federal guidelines, suggestions, laws and limitations set forth by pre-existing U.S. legal requirements related to combating terrorist financing, which include, but are not limited to, various sanctions programs administered by the Office of Foreign Assets Control (OFAC) in regard to its foreign activities.

ARTICLE X – DOCUMENT RETENTION POLICY

10.01 Purpose

The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of NYSCSS records.

10.02 Policy

Section 1. General Guidelines.

Records should not be kept if they are no longer needed for the operation of the business or required by law. From time to time, NYSCSS may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors. Unnecessary records should be eliminated from the files, recycled or shredded as confidentiality may require.

Section 2. Exception for Litigation Relevant Documents.

NYSCSS expects all officers, directors, and employees to fully comply with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or the NYSCSS informs you, that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories

a. Corporate Documents

Corporate records include the corporation's Articles of Incorporation, By-Laws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

b. Tax Records

Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the corporation's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

b. Employment Records/Personnel Records

State and federal statutes require the corporation to keep certain recruitment, employment and personnel information. The corporation should also keep personnel files that reflect performance reviews and any complaints brought against the corporation or individual employees under applicable state and federal statutes. The corporation should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

c. Board and Board Committee Materials

Meeting minutes should be retained in perpetuity in the corporation's minute book. A clean copy of all other board and board committee materials should be kept for no less than three years by the corporation.

d. Press Releases/Public Filings

The corporation should retain permanent copies of all press releases and publicly filed documents under the theory that the corporation should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the corporation.

e. Legal Files

Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

f. Marketing and Sales Documents

The corporation should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

g. Development/Intellectual Property and Trade Secrets

Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the corporation and are protected as a trade secret where the corporation:

- i. derives independent economic value from the secrecy of the information; and
- ii. has taken affirmative steps to keep the information confidential. The corporation should keep all documents designated as containing trade secret information for at least the life of the trade secret.

h. Contracts

Final, execution copies of all contracts entered into by the corporation should be retained. The corporation should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

- i. Correspondence
Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.
- j. Banking and Accounting
Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.
- k. Insurance
Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.
- l. Audit Records
External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Section 4. Electronic Mail

Email that needs to be saved should be either:

- i. printed in hard copy and kept in the appropriate file;
- ii. stored in the organizational “cloud drive”; or
- iii. downloaded to a computer file and kept electronically or on disk as a separate file. The retention period depends upon the subject matter of the email, as covered elsewhere in this policy.

ARTICLE XI – TRANSPARENCY AND ACCOUNTABILITY DISCLOSURE OF FINANCIAL INFORMATION WITH THE GENERAL PUBLIC

11.01 Purpose

By making full and accurate information about its mission, activities, finances, and governance publicly available, NYSCSS practices and encourages transparency and accountability to the general public. This policy will:

- indicate which documents and materials produced by the corporation are presumptively open to staff and/or the public
- indicate which documents and materials produced by the corporation are presumptively closed to staff and/or the public
- specify the procedures whereby the open/closed status of documents and materials can be altered. The details of this policy are as follows:

11.02 Financial and IRS documents (The form 1023 and the form 990)

NYSCSS shall provide its Internal Revenue forms 990, 990-T, 1023 and 5227, bylaws, conflict of interest policy, and financial statements to the general public for inspection free of charge.

11.03 Means and Conditions of Disclosure

NYSCSS shall make “Widely Available” the aforementioned documents on its internet website: www.nyscss.org to be viewed and inspected by the general public.

- The documents shall be posted in a format that allows an individual using the Internet to access, download, view and print them in a manner that exactly reproduces the image of the original document filed with the IRS (except information exempt from public disclosure requirements, such as contributor lists).
- The website shall clearly inform readers that the document is available and provide instructions for downloading it.

- NYSCSS shall not charge a fee for downloading the information. Documents shall not be posted in a format that would require special computer hardware or software (other than software readily available to the public free of charge).
- NYSCSS shall inform anyone requesting the information where this information can be found, including the web address. This information must be provided immediately for in-person requests and within 7 days for mailed requests.

11.04 IRS Annual Information Returns (Form 990)

NYSCSS shall submit the Form 990 to its board of directors prior to the filing of the Form 990. While neither the approval of the Form 990 or a review of the 990 is required under Federal law, the corporation's Form 990 shall be submitted to each member of the board of director's via (hard copy or email) at least 10 days before the Form 990 is filed with the IRS.

11.05 Board

- All board deliberations shall be open to the public except where the board passes a motion to make any specific portion confidential.
- All board minutes shall be open to the public once accepted by the board, except where the board passes a motion to make any specific portion confidential.
- All papers and materials considered by the board shall be open to the public following the meeting at which they are considered, except where the board passes a motion to enter into Executive Session.

11.06 Staff Records

- All staff records shall be available for consultation by the staff member concerned or by their legal representatives.
- No staff records shall be made available to any person outside the corporation except the authorized governmental agencies.
- Within the corporation, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that
- Staff records shall be made available to the board when requested.

11.07 Donor Records

- All donor records shall be available for consultation by the members and donors concerned or by their legal representatives
- No donor records shall be made available to any other person outside the corporation except the authorized governmental agencies.
- Within the corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that;
- donor records shall be made available to the board when requested.

ARTICLE XII – CODES OF ETHICS AND WHISTLEBLOWER POLICY

12.01 Purpose

NYSCSS requires and encourages directors, officers and employees to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of NYSCSS to adhere to all laws and regulations that apply to the corporation and the underlying purpose of this policy is to support the corporation's goal of legal compliance. The support of all corporate staff is necessary to achieving compliance with various laws and regulations.

12.02 Reporting Violations

If any director, officer, staff or employee reasonably believes that some policy, practice, or activity of NYSCSS is in violation of law, a written complaint must be filed by that person with the ranking vice President or the board President.

12.03 Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be subject to civil and criminal review.

12.04 Retaliation

Said person is protected from retaliation only if she/he brings the alleged unlawful activity, policy, or practice to the attention of NYSCSS and provides the NYSCSS with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

NYSCSS shall not retaliate against any director, officer, staff or employee who in good faith, has made a protest or raised a complaint against some practice of NYSCSS or of another individual or entity with whom NYSCSS has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

NYSCSS shall not retaliate against any director, officer, staff or employee who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of NYSCSS that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

12.05 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

12.06 Handling of Reported Violations

The board President or Treasurer shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly investigated by the board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.

This policy shall be made available to all directors, officers, staff or employees and they shall have the opportunity to ask questions about the policy.

ARTICLE XIII – AMENDMENTS OF CHARTER

13.01 Amendment

Any amendment to the Charter may be adopted by approval of two-thirds (2/3) of the board of directors.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of NYSCSS were approved by the NYSCSS board of directors on XX, XX, 20XX and constitute a complete copy of the Bylaws of the corporation.

_____ [Secretary's Name], Secretary

Date: _____

WHEREAS the board of directors of the New York State Council for the Social Studies (NYSCSS, or, the "Council") has determined a smaller board of 5-15 members would best serve the Council, AND

WHEREAS the board currently believes a six-member board would best serve the Council, AND

WHEREAS the board believes the new advisory council will be the best way for additional constituencies to be heard by the board President, AND

WHEREAS the board would like to allow future boards to create additional directorships if doing so proves necessary, BE IT THEREFORE RESOLVED

We adopt the attached 2020 version of the NYSCSS Bylaws and schedule an election of six Directors for _____ [INSERT DATE]

And, we suggest the board pass the following resolutions in order to pass the policies that will be referred to in the bylaws, but not part of the bylaws.

BE IT RESOLVED, that the following attached policies are adopted by the board:

- Fiscal Management*
- Conflict of Interest*
- Anti-Discrimination*
- Sexual Harassment Prevention & Reporting*

Votes in favor: _____
Votes against: _____
Abstentions: _____

BE IT RESOLVED, that the board shall arrange for Directors & Officers insurance in furtherance of the indemnifications in the Bylaws.

Votes in favor: _____
Votes against: _____
Abstentions: _____

POLICIES AND PROCEDURES

I. LEADERSHIP RESPONSIBILITIES

A. PRESIDENT

- 1) Shall be the chief officer of the corporation
- 2) Shall lead the board of directors in performing its duties and responsibilities
- 3) Shall oversee the work of Committees, i.e., appoint Committee chairs with the approval of the Board of Directors, prepare Committee Charges, review Committee Reports, solicit nominations/appointments for Committees from Committee Chairs, attend committee sponsored webinars/events
- 4) Prepare agendas for Board of Directors and Advisory Panel meetings
- 5) Serve as delegate to the New York State Council of Educational Associations (NYSCEA).
- 6) Attend, if possible, National, and Local Affiliated Councils webinars, and annual conventions
- 7) Act as co-signatory of contracts with Treasurer
- 8) Serve as a Member of the Convention Planning Committee
- 9) Organize the President's Reception at the annual Convention
- 10) Required attendance of monthly meetings of the Board of Directors (during convention preparation often 2 and maybe 3 times per month)
- 11) Shall perform all other duties incident to the office or properly required by the board of directors.
- 12) Oversee council communications through email, website and social media
- 13) Act as CTLE certification officer for the organization - create, organize and maintain records for all associated professional development for members
- 14) Continued time commitment to the organization throughout the term is required
- 15) Access, learn and use organizational management systems (i.e., Google Drive, Wild Apricot) to carry out duties.

B. VICE PRESIDENT OF POLICY & ADMINISTRATION

- 1) Will assist in matters of the affiliate local and national councils and organizations
- 2) Process re-affiliation forms and inform each local council of representation and request delegate information
- 3) Stay in contact with Local Council Presidents, especially those that are forming new councils or need help/advice
- 4) Provide forms for affiliation procedure to Local Council Presidents
- 5) Host Local Council Presidents' meeting at the Convention
- 6) Meet with Membership Committee at annual Convention
- 7) Oversee committees as assigned by the President
- 8) Required attendance at monthly meetings of the Board of Directors (during convention preparation often 2 and maybe 3 times per month)
- 9) Shall perform all other duties incident to the office or properly required by the Board of Directors
- 10) Access, learn and use organizational management systems (i.e., Google Drive, Wild

Apricot) to carry out duties.

- 11) Continued time commitment to the organization throughout the term is required

C. VICE PRESIDENT OF MEMBER OUTREACH

- 1) Serve as Chairperson of the annual Convention and lead the Convention Planning Committee
- 2) Prepare status reports and presentations for Board of Directors on planning events
- 3) Work with the Treasurer and Sites Chairperson on Convention budget and location issues and items
- 4) Required attendance at monthly meetings of the Board of Directors (during convention preparation often 2 and maybe 3 times per month)
- 5) Oversee or serve on various committees as assigned by the President
- 6) Access, learn and use organizational management systems (i.e., Google Drive, Wild Apricot) to carry out duties.
- 7) Continued time commitment to the organization throughout the term is required

D. SECRETARY

- 1) Take comprehensive minutes of any NYSCSS official meeting held by the Board of Directors, Advisory Panel and Committee Chairs meetings which are produced in a timely manner and archived in accordance to official NYSCSS procedures.
- 2) Post summary of Board of Directors meetings on NYSCSS website after approval by the Board of Directors
- 3) Maintain a list of current members of Board of Directors and Advisory Panel members
- 4) Serve as a member of the Communications Committee.
- 5) Publish revisions to the Bylaws
- 6) Publish revisions to the Leadership Manual
- 7) Serve as a Member of the Convention Planning Committee
- 8) Oversee or serve on committees as assigned by the President
- 9) Access, learn and use organizational management systems (i.e., Google Drive, Wild Apricot) to carry out duties.
- 10) Shall perform all other duties incident to the office or properly required by the Board of Directors.
- 11) Required attendance of monthly meetings of the Board of Directors (during convention preparation often 2 and maybe 3 times per month)
- 12) Continued time commitment to the organization throughout the term is required

E. TREASURER

- 1) Oversee the financial condition and affairs of the corporation, paying all expenses and reimbursements for Council business.
- 2) Co-sign all contracts with the President.
- 3) Inform the Board of the financial condition of the corporation and of audit or financial review results.
- 4) Oversee budget preparation and presentation to the Board for approval no later than the October monthly Board meeting
- 5) Ensure that appropriate financial reports, including an account of major transactions and the financial condition of the corporation, are made available to the board of directors on a timely basis or as may be required by the board of directors
- 6) Supervise the Executive Secretary to manage membership accounts in the membership management system (i.e., Wild Apricot)
- 7) Responsible for all annual Federal IRS and State nonprofit tax filings
- 8) Responsible for securing and renewing Board-approved insurance policies on behalf of the Council
- 9) Responsible for maintaining council mailings respective to the role of the Treasurer, .i.e., purchase orders, organizational bills, etc.,
- 10) Responsible for maintaining relationships with affiliated Local Council's Treasurers and offering support when needed.
- 11) Access, learn and use organizational management systems (i.e., Google Drive, Wild Apricot) to carry out duties.
- 12) Serve as a Member of the Convention Planning Committee
- 13) Required attendance of monthly meetings of the Board of Directors (during convention preparation often 2 and maybe 3 times per month)

F. MEMBER-AT-LARGE

- 1) Required attendance at Monthly Board of Directors meetings (during convention preparation often 2 and maybe 3 times per month)
- 2) Manage Resolutions Process
- 3) Serve as a Member of the Convention Planning Committee
- 4) Duties include assisting with all functions of the Board and any duties specified by the President
- 5) Access, learn and use organizational management systems (i.e., Google Drive, Wild Apricot) to carry out duties
- 6) Continued time commitment to the organization throughout the term is required (during convention preparation often 2 and maybe 3 times per month)

G. Past President

- 1) Non-voting officer on the Board of Directors, other than in the event of a hung Board of Directors decision, where the past president will cast the deciding vote.
- 2) Will serve in an advisory capacity to the Board of Directors.

H. COMMITTEE CHAIRPERSONS

1. Organization of the Committee
 - a) 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.
 - b) Check to see that Leadership Directory has been received by each Committee member.
2. Goals and Procedures
 - a) Review the Committee's charge from the Board of Directors.
 - b) Establish specific goals for the year.
 - c) Develop a calendar and work assignments, using model calendar.
 - d) Supervise the Committee's efforts to implement goals as the year progresses.
 - e) Conduct an end-of-year review and evaluation.
3. Internal Communications
 - a) Maintain regular communications with Committee members.
 - b) Send copies of communications and minutes to the President.
 - c) Conduct at least two (2) meetings each year.
4. Relations with the Board of Directors
 - a) 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.
 - b) Send a copy of any end-of-year reports to the President within three (3) weeks of meeting date.
 - c) Attend Board of Directors' meetings in the Spring and in the Fall (or send designee).
 - d) Carry out Board policies as they relate to the Committee.
5. Communication with NYSCSS Members
 - a) Provide at least one article to a NYSCSS publication.
 - b) Assist the Editor in the development of articles and special features relevant to the Committee's work.
 - c) Consider the feasibility of co-editing an issue or section of SSR relevant to the committee's work.
 - d) Consider the feasibility of developing an occasional paper or other publications relevant to the Committee's work.

6. 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.
7. Administrative Procedures
 - a) Maintain contact with the Treasurer and adhere to policies on spending.
 - b) Maintain committee records and files.
 - c) Pass such files on to your successor and the Secretary.

I. LIAISONS

1. Goals and Procedures

- d) Review your charge from the Board of Directors
- e) Establish specific goals for the year.
- f) Work toward the implementation of those goals.
- g) Conduct an end-of-year report.

2. Relations with the Board of Directors

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

8. Communications with NYSCSS Members

- a) Send notices, announcements, etc., to the Editor.
- b) Write one or two articles each year for NYSCSS publications

9. Administrative Procedures

- a) Serve as NYSCSS spokesperson to your target group.
- b) Maintain contact with the Treasurer and adhere to policies on spending.
- c) Maintain appropriate records and files.
- d) Pass such files on to your successor and the Executive Secretary.

II. BOARD OF DIRECTORS FROM 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.

III. **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 Board of Directors
3. Coordinate awards presentation 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. Encourage nominations from local councils
6. Nominate state award recipients for NCSS award recognition
7. Submit vouchers for monetary awards to the Executive Secretary prior to the convention.
8. Collaborate with the VP for Member Outreach/Convention Chair to develop a program listing the award recipients for the Annual Convention
9. Ensure that award plaques are ordered in a timely manner.
10. The Committee will consist of no fewer than five (5) members. Committee membership must include an active classroom teacher and a member of the Social Studies Supervisors Committee. It is an expectation that the Committee will have diverse regional representation.
11. The Committee will develop and follow a protocol for analyzing and scoring nominations based on a Board-approved scoring rubric to make the process transparent and objective
12. Maintain a digital, historical record of award winners

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 timeline 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.
5. 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. 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.

L. 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.

IV. 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.
2. 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.
3. 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.
4. Recognition- Affiliated Councils are encouraged to recommend candidates for the many awards given by NYSCSS to recognized excellence in teaching and professional service.

5. Prestige- Affiliated Councils have the right to include “Affiliated with the New York State Council for the Social Studies” on stationery and promotional materials.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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 Participation- Participation in board meetings and at least two (2) additional 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.

NOTE: Associated Groups are entitled to only one seat on the NYSCSS Board of Directors regardless of the number of joint members.

D. 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 the regularly scheduled meeting of the Board of Directors in June.

E. PROCEDURES FOR AFFILIATING

1. If previously unaffiliated, request advice and information from the NYSCSS Vice President for Policy & Administration.
2. The complete application will be evaluated by the NYSCSS executive committee 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.

V. **ARCHIVES**

- A. NYSCSS archives are housed at Monticello, New York.

VI. **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 significant 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 significant 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, has been a member of NYSCSS for at least five (5) years prior and be a member of NYSCSS at the time of nomination

E. **GENERAL RULES AND INFORMATION**

1. Nominations may be made by an individual or by an organization such as a local council.
 - a) 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.
 - b) The Nominations Form (or a facsimile) must be filled out completely. Incomplete nominations will not be considered.
2. Nominees may only be considered for an award in the category for which they are nominated.
3. The due date for receipt of nominations, rationale and supporting documentation is normally on or about January 15th of each year.

4. The Awards Committee will make its recommendations to the Board of Directors. The Board of Directors is responsible for finalizing the decision of the winner of each award.
5. 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.
6. Previous award winners are ineligible for future consideration in the award category for which they were honored.
7. First-time nominees who do not win in the year nominated are automatically eligible for consideration for the following year's awards.
8. It is the responsibility of the nominator to inform the award candidate of his or her nomination.
9. All nominees must be current members.
10. See the Nomination Form for additional information including due dates.

VII. CONVENTION

- A. Complementary Rooms: NYSCSS will provide rooms for members of the Board of Directors and Convention Program Chair(s) upon request. The Convention Planning Committee may, with the approval of the Board of Directors, assign complimentary rooms to other key people on the Convention Planning Committee.
- B. Presenter Registration: Normally, all presenters and facilitators register for the convention. The Convention Chair may exempt specific individuals with the concurrence of the President.
- C. Exhibitor Registration: Exhibitors receive two (2) Convention registrations as part of the exhibitor registration fee.

VIII. 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 Board of Directors.
- 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 percent (25%) professional discount.
 3. Publishers, ten (10) cents per label. A twenty-five percent (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:
 - a) Postage
 - b) Office supplies and materials
 - c) Long distance phone calls
 - d) 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%).
- (4) Incidental expenses ARE NOT covered.
- e) 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 costs.
- f) Meals (except of Annual Convention)
 - (1) Cost of specific banquets when paid directly by council.
 - (2) Maximum meal reimbursement is \$40 per day.
- g) As per the NYSCSS Change-Over meeting on June 4, 2011:
 - (1) One-half the current IRS mileage reimbursement rate of .49 for 2016
 - (2) One-half the hotel cost up to \$110 room rate
 - (3) Up to \$10 for breakfast, \$15 for lunch, and \$25 for dinner (not including alcohol)

E. REIMBURSEMENT PROCEDURE

1. Obtain prior approval for "special travel expense" if necessary. (see above)
2. 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.
3. Attach all receipts for expenses incurred.
4. Officers and Committee Chairpersons submit voucher and receipts directly to the Treasurer (within 30 days of expense when possible). All Committee Members submit vouchers 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.

F. 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 President 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.

G. ROYALTIES

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

IX. **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 Committee Chair 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 for two consecutive years, unless otherwise approved by the Board of Directors.
- B. Hotel contracts should be signed by the President and the Sites Committee Chair.
- 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.

X. **SPECIAL INTEREST GROUPS (SIGs)**

- A. 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 NYSCSS publications.
- B. Formation and Operation of a SIG
 - 1. 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.
 - a) Formation of a SIG
 - (1) 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:
 - (2) 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.

(3) No duplication of intent, purpose or operation with another SIG or committee of NYSCSS may exist.

(4) SIGs must meet membership and fee requirements.

- b) 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
 - c) Each petition to establish a SIG must be accompanied by a check for \$10.00 payable to NYSCSS to offset administrative costs.
 - d) The SIG must assess from each SIG member annual SIG dues of \$2.00. These dues will help to defray such expenses as mailings, newsletters, assessment to NYSCSS, etc.
 - e) To assist in the establishment of a SIG, NYSCSS will announce the attempt to establish such a SIG in its publications. The SIG organizer(s) should submit such information to the Editor. NYSCSS will provide space as available for the SIG to conduct an organizational meeting at the annual NYSCSS conference.
2. Operation of a NYSCSS SIG
- a) 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.
 - b) SIGs should elect, at minimum, a chairperson and a treasurer.
 - c) 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.
 - d) 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.
 - e) 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.
 - f) 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).
 - g) 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.
3. 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:

- a) 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.
- b) 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.
- c) 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.

XI. 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.
- B. All nominees will have their membership will be verified by the Secretary.

XII. SURVEY POLICY

- A. Operating principles: A survey of the NYSCSS membership may be conducted only with the authorization of the Board of Directors. 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.

XIII. EMPLOYEES

- A. 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.
- B. Contractual Employees- Because of potential conflict of interest, contractual employees do not have voting rights on the Executive Committee or the Board of Directors.
- C. 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.
- D. 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.

XIV. 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 for Policy & Administration 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.

APPENDIX

MONTHLY OFFICER RESPONSIBILITIES

A. PRESIDENT

1. May (Before Term)
 - a) Review Committee Reports.
 - b) Solicit nominations for Committees from Committee Chairs.
 - (1) Prepare tentative list of Committee, Liaison, and other appointments for change-over meeting/summer leadership retreat.
 - c) Prepare Committee charges.
2. June (Before Term)
 - a) Conduct second-half of change-over meeting/summer leadership retreat.
 - b) Announce appointments to committees.
 - c) Send letters to all appointees with charge and Committee Members.
 - d) Update the letterhead and Council communications with new Officers.
3. July
 - a) Send directory materials to the secretary.
 - b) Direct the Sites Committee Chair to make arrangements for the fall meeting.
 - c) Send letter to Committee Chairs and Liaisons requesting August report.
4. August
 - a) Write Presidential Viewpoint or "Welcome Back to School" message for posting.
 - b) Prepare agenda for fall meetings: Board of Directors, Executive Committee, and Committee Chairs.
5. September
 - a) Conduct fall meeting and follow-up.
 - b) Confirm Board approval of budget.
6. October/November
 - a) Write Presidential Viewpoint for posting.
 - b) Complete required actions from fall meetings.
 - c) Direct the Sites Committee Chair to make arrangements for the winter meeting (to be conducted face-to-face or online as needed).
 - d) Conduct Executive Committee meetings (via phone call or videoconference) as needed.
7. December
 - a) Prepare "Welcome" for Annual Convention Brochure.
 - b) Prepare agenda for the winter meeting (as needed).
8. January
 - a) Conduct winter meeting.
9. February
 - a) Complete required actions from winter meeting.
 - b) Send letter to Committee Chairs and Liaisons requesting March reports (reports sent to Secretary).
10. February/March
 - a) Prepare agendas for: Convention Meetings, Executive Committee, Board of Directors, Annual Business Meeting.
 - b) Send mailing for Convention Meetings: agendas, reservation form, and reports.

- c) Send invitations to Presidential Reception at the Annual Convention.
 - d) Direct the Sites Committee Chair to make arrangements for the change-over meeting/summer leadership retreat.
11. May
- a) Write Presidential Viewpoint for posting.
 - b) Send thank-you letters to Committee Members, Chairs, Liaisons, and others; request suggestions and reapplication process.
 - c) Prepare for change-over meeting/summer leadership retreat: Old Business, reservation form, reports
 - d) Prepare annual evaluations for all stipended positions within the organization.
12. June
- a) Conduct change-over meeting/summer leadership retreat.
 - b) Complete required actions for Old Business portion of meeting.
13. Special Tasks
- a) Serve as delegate to the New York State Council of Educational Associations (NYSCEA).
 - b) Act as signatory, with Sites Committee Chair, of negotiated final Convention sites contracts.
 - c) Vice President for Member Engagement - Convention Planning Committee Chair

B. Vice President for Policy and Administration

1. By August 1, process re-affiliation papers. Inform each local council of representation and request delegate information.
2. 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:
 - a) Who will attend the meeting;
 - b) Who will represent the local councils at the board meeting (to be passed on to the President); and
 - c) Additional agenda items for Local Council Presidents' meeting.
3. Send letter to Membership Committee and arrange for meeting during this period.
4. 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.
5. Follow-through on any ideas gained from the Membership Committee meeting. 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 Secretary.
6. One to two months prior to Convention, write Local Council Presidents to:
 - a) Obtain names of delegates to spring board meeting;
 - b) Invite them to Local Council Presidents' meeting; and
 - c) Present special agenda items/concerns.
7. 3 – 4 weeks prior to Convention – send out agendas for Local Council Presidents' meeting.
8. Host Local Council Presidents' meeting at the Convention. Meet with

Membership Committee at Convention.

9. 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.
10. In May – Send out letter to Local Council Presidents to:
 - a) Solicit their membership lists.
 - b) Provide forms for affiliation procedure with suggested due date of August 1.

C. Vice President for Member Outreach

1. June
 - a) Initial planning for Convention (Selection of Convention Planning Committee, especially an Assistant Chair and/or Program Chair(s)).
2. July
 - a) Write to prospective Committee Members inviting their participation, outlining tasks for them, and setting a first meeting date.
3. August
 - a) Prepare articles for publication that identify the theme, dates, and location; prepare Convention Program Proposal Form.
 - b) Hold first full Committee meeting to establish Convention theme, set dates for various tasks, and clarify roles. Identifying essential target dates, tasks.
 - c) Publish and distribute Convention Program Proposal Form to membership, others.
 - d) Prepare articles for publication in appropriate venues.
4. October
 - a) 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.
5. November
 - a) Coordinate Convention Newsletter updates.
6. January
 - a) Meet with venue staff to finalize arrangements; finalize Convention brochure.
7. April
 - a) Review survey data.
 - b) Send appropriate thank-you letters.
 - c) Prepare final analysis of Convention, including profit/loss and evaluation survey results.

D. TREASURER

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.

FORMS AND SPECIAL MATERIALS

NYSCSS



NEW YORK STATE
COUNCIL FOR THE SOCIAL STUDIES

**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 email 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 email the NYSCSS Vice President for Membership & Outreach 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
- Email Address
- Organization Name
- Organization Address: Street, City/Town/Village, State, Zip Code
- Organization Phone
- Organization Email

Examples of Officials:

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

NYSCSS



NEW YORK STATE
COUNCIL FOR THE SOCIAL STUDIES

**NYSCSS Board of Directors
Committee Report**

COMMITTEE: _____

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

Please complete the goals and action plan for your committee and email 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



NEW YORK STATE
COUNCIL FOR THE SOCIAL STUDIES

NYSCSS Board of Directors
Liaison Report

ORGANIZATION: _____

LIAISON: _____ **DATE:** _____

Please email 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)

NYSCSS



NEW YORK STATE
COUNCIL FOR THE SOCIAL STUDIES

Expense Codes

Category Classes

100 Officers/Staff Officers/ Staff (name)
Affiliates (name)

200 Publications Publications
Newsletter
Teaching Social Studies
Web Site

300 Membership Dues

400 Meetings Meetings (time of year)

500 Conventions Convention (Split NYSCSS)
Ads
Events
Exhibitors/Sponsors
Facilitators
Program & Planning
Next Convention
Speakers
Sales/Equipment
Refunds

600 Committees Meetings (time of year)

700 ?

800 Professional Development

900 Misc. Expense

NYSCSS



NEW YORK STATE
COUNCIL FOR THE SOCIAL STUDIES

Tax-Exempt Usage Form

1. Affiliated Council Name: _____

2. Contact Information of Individual Responsible for Arrangement:

Name: _____

Address: _____

Phone – Home: _____ Business: _____

Email: _____

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

NYSCSS



NEW YORK STATE
COUNCIL FOR THE SOCIAL STUDIES

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.

NYSCSS



NEW YORK STATE
COUNCIL FOR THE SOCIAL STUDIES

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: _____

NYSCSS



NEW YORK STATE
COUNCIL FOR THE SOCIAL STUDIES

SIG Report Outline

SIG: _____

CHAIR: _____ **DATE:** _____

Please complete the goals and action plan for your SIG, email 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)