



BYLAWS OF THE CALIFORNIA COUNCIL FOR THE SOCIAL STUDIES

(A Non-Profit 501 C3 Professional Association)

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**BYLAWS OF THE
CALIFORNIA COUNCIL FOR THE SOCIAL STUDIES
(A Non-Profit 501 C3 Professional Association)**

ARTICLE I - PURPOSES

- Section 1.1 The purposes of the California Council for the Social Studies (hereinafter CCSS) shall be:
- 1.1.1 To support the importance of the social studies in education at the local, state, and national levels.
 - 1.1.2 To assist and encourage social studies teachers at all levels to provide quality instruction in history, the social sciences, and related fields.
 - 1.1.3 To advocate quality social studies teaching at the state, county, and local levels.
 - 1.1.4 To encourage superior training of new teachers in social studies.
 - 1.1.5 To identify quality resources in California for the improvement of social studies programs and instruction.
 - 1.1.6 To assist in the development and implementation of California policies, frameworks, guides, testing programs, and other instructional components.

ARTICLE II - MEMBERSHIP AND DUES

- Section 2.1 Any person who is interested in furthering the purposes of the CCSS is eligible for membership.
- 2.1.1 Members shall join the CCSS and their local social studies council and/or affiliated organization simultaneously.
 - 2.1.2 The amount of CCSS dues shall be set by the Board of Directors annually at the May meeting. Membership levels for CCSS shall be provided for in the Standing Rules.

ARTICLE III - AFFILIATIONS

- Section 3.1 A local social studies council may apply for affiliation with CCSS if it has at least fifteen (15) members, is recommended by the Executive Committee and approved by the Board of Directors Local councils must reaffiliate annually by date

specified by CCSS Board of Directors. Reaffiliation is required in order for the local council to receive membership funds.”

- 3.1.1 The representation of local councils on the CCSS Board of Directors shall be as provided for in Article VII of these Bylaws.
- 3.1.2 The transmission of dues and membership information between local councils and the CCSS shall be provided for in the Standing Rules p. 4.
- 3.1.3 Local councils shall be declared inactive or disaffiliated only after such written notice that such action would be voted on at the next two consecutive meetings of the Board of Directors.
- 3.1.4 Local councils which have been declared inactive or disaffiliated by the Board of Directors may request reinstatement to full affiliation by majority vote of the Board of Directors with documented evidence of local activities and fifteen members.
- 3.1.5 The Board of Directors may grant special affiliated status to local councils having fewer than fifteen members where specific needs exist.
- 3.1.6 Board of Directors shall establish an At Large Membership which does not require a membership in a local council where the establishment of a local council is impractical.
- 3.1.7 A merger of two local councils can be granted through written request to the CCSS Board of Directors and after the membership of each local council has been notified as prescribed in the Standing rules.

Section 3.2 The CCSS may grant statewide affiliated status to appropriate groups. Special affiliated (eg. 4Cs, CDE, CISC, CGA, CTA) groups shall have liaison, non-voting representation at the CCSS Board of Directors Meetings.

Section 3.3 Special Interest Groups (hereinafter SIG) composed of at least 10 (10) CCSS members may be formed around a particular subject matter area of common interest in social studies education.

3.3.1 Any member of CCSS may join such a group.

3.3.2 A SIG shall be recognized when ten members agree to join and apply for recognition before the Board of Directors of CCSS.

Section 3.4 The CCSS is affiliated with the National Council for the Social Studies.

ARTICLE IV - OFFICERS or EXECUTIVE COMMITTEE

- Section 4.1 The officers of the CCSS shall also serve as the officers of the corporation. This section defines the officers and their qualifications, their term of office, and how they become officers. The duties and meetings in addition to the required Board of Directors meetings of the officers as a corporate body, and individually are specified in the standing rules.
- 4.1.1 These seven (7) officers shall be a president, a president-elect, a first vice president, three area vice presidents, and the immediate past president. These persons are also referred to as the Executive Committee. The term of office is one year, beginning on July 1 and ending on June 30.
 - 4.1.2 The person holding the office of president-elect shall automatically become the president for the following term, and the president shall become the immediate past president for the following term.
 - 4.1.3 The president-elect and the first vice president shall be elected by ballot of all members of the CCSS.
 - 4.1.4 Three area vice presidents—northern, central, and southern—shall be elected by the members of CCSS residing in the northern, central and southern areas, respectively. Area vice presidents shall reside in the areas for which they are elected. These areas are defined on the website. Area Vice Presidents should expect to run for position of first vice-president.
 - 4.1.5 Executive Committee vacancies may be filled by the Board of Directors for the unexpired portion of the term.
- Section 4.2 CCSS officers must be a CCSS member in good standing, and meet the following qualifications at the time of the beginning of their terms of office:
- 4.2.1 The president shall have served a minimum of four (4) years on the CCSS Board of Directors, and shall have served as president-elect prior to assuming the presidency
 - 4.2.2 The president-elect shall have served a minimum of three (3) years on the CCSS Board of Directors, and shall be from any area of the state (Northern, Central, Southern) except that no two consecutive presidents-elect shall come from the same area whenever possible.
 - 4.2.3 The first vice president shall have served a minimum of two (2) years on the Board of Directors.

- 4.2.4 The three area vice presidents shall have served a minimum of one (1) year on the Board of Directors, and shall reside in the areas (Northern, Central, Southern) corresponding to the position they hold.

ARTICLE V - ELECTIONS

- Section 5.1 Nominations for CCSS offices may be made by any CCSS member, including the Nominee, by a local council affiliated with CCSS, or by the CCSS Nominating Committee.
- 5.1.1 The Executive Secretary shall, at the last Board Meeting of the fiscal year, notify CCSS members and local councils of the offices open in which vacancies will occur for the following year, and make applications available
- 5.1.2 An open nomination season shall be from the first Board Meeting through December 31, during which any CCSS member or local council can submit a nomination to the Nominating Committee, a written assent by the nominee to the nomination being included.
- 5.1.3 The Nominating Committee shall check the nomination form and determine whether or not the nominee meets the qualifications for the particular office sought. The nominating party (nominee, other CCSS member, local council) shall be promptly advised in cases in which the qualifications are deemed not to be met.
- 5.1.4 The Executive Secretary shall have the responsibility for posting the ballot and brochure containing information about the candidates on the CCSS website in March.
- 5.1.5 The Nominating Committee shall, at the close of the open nomination season, at the January Board Meeting develop a slate of candidates from those qualified nominations received, and, insofar as is possible, recruit candidates to run for offices for which there are no nominees from the open nomination season.
- 5.1.6 The Nominating Committee reports its slate of candidates to the January meeting of the Board of Directors, at which time the Board entertains nominations from the floor for any office each of which must be supported by a written statement of assent from the nominee.

5.1.7 The Board of Directors, at its March meeting, shall approve a final slate of candidates which shall include the Nominating Committee's slate plus any qualifying nominations from the floor.

Section 5.2 Ballots shall be available to all CCSS members after the March Board Meeting, but no later than March 31.

5.2.1 Ballots must be received by the CCSS Office no later than April 1. Late ballots will not be counted.

5.2.2 After the ballot return date, a Board of Tellers will certify the votes that come in by mail and online. The Board of Tellers consists of the Executive Secretary plus two other persons who are either directors who are not running for re-election or are CCSS past presidents, and these persons shall have access to that portion of the website in order to verify results.

5.2.3 The Board of Directors, at their May meeting, shall certify the results of the election, making them official.

ARTICLE VI- ANNUAL MEETING OF MEMBERS

Section 6.1 There shall be an annual meeting of the members of the CCSS.

6.1.1 The Annual Meeting shall be held in conjunction with the Annual State Conference in March.

6.1.2 The chairperson of the Annual Meeting shall be the President.

6.1.3 Only CCSS members in good standing shall vote at the Annual Meeting.

ARTICLE VII- BOARD OF DIRECTORS

Section 7.1 The 23 voting members of the Board of Directors shall act as legal entity responsible for the CCSS and shall manage the affairs of the corporation. This section defines the Board of Directors, the time of meetings, their qualifications, term of office, and provisions for becoming directors. The duties of the Board of Directors is defined in the standing rules.

7.1.1 The Board of Directors shall consist of twenty-three (23) voting members, including the seven officers specified in clause 4.1.1 are apportioned as follows.

- 7.1.2 Each of the eleven regions shall be entitled to one (1) seat on the Board of Directors. These seats shall have staggered two-year terms with even numbered regions elected in an even numbered years and odd numbered regions elected in odd numbered years. These directors shall be known as two year Directors.
- 7.1.3 The five (5) regions with the largest CCSS membership as of April 30 shall receive one additional seat on the Board of Directors. The allocation shall be made at the May meeting of the Board of Directors and shall be in effect until the next May meeting. These seats shall have one-year terms. These directors shall be known as one year Directors.
- 7.1.4 Any vacancy occurring on the Board of Directors will be filled by appointment by the Board of Directors within the requirements of the particular office.

Section 7.2 Regional directors shall reside in, be nominated from, and be elected by the regions they represent. The definition of the eleven such regions shall be provided in the Standing Rules.

- 7.2.1 Directors shall be nominated by individuals, by local councils, or by themselves by December 31 of the year before they intend to take office. The requirements of nomination shall be enumerated in the Article 4.3.
- 7.2.2 The candidate gaining a plurality of the votes cast in the region shall be the two year Director for that region. The runner-up (second-place candidate) shall be the one year Director in the event that said region is entitled to a second director.
- 7.2.3 Members residing or working in a region shall vote only for the nominees for that region for the Board of Directors.
- 7.2.4 The nomination and election dates and procedures of the two year and one year Directors shall otherwise conform to the provisions for the election of CCSS Officers contained in clause 4.1.6 of these bylaws.

Section 7.3 All formal actions by the Board shall be taken in open session during regular board meetings, and must have a quorum to conduct business. A quorum consists of thirteen Board of Directors members.

- 7.3.1 A regular, yearly meeting of the Board of Directors shall be held in conjunction with the Annual State Conference, and at the same place, but following the Annual Meeting of the members, with no other notice than these bylaws.

- 7.3.2 Three other regular meetings of the Board of Directors shall be held in January, May, and August/September of each year, on dates and in places determined by the Board of Directors.
- 7.3.3 If less than a full quorum present, a majority of those present may adjourn the meeting to another time without further notice.
- 7.3.4 An action by the majority of the directors present at a lawfully-called meeting present shall be an action by the Board of Director
- 7.3.5 A director must be present at a meeting of the Board in order to cast any vote at said meeting.
- 7.3.6 The Board of Directors shall meet in closed session for the following purposes:
 - to discuss personnel, and litigation.
 - political strategies in matters outside the corporation.

Section 7.4 Special meetings of the Board of Directors may be called by the President or by petition of any thirteen (13) members of the Board of Directors.

- 7.4.1 Special meetings shall be held synchronously (e-meetings) or at a place reasonably accessible to members of the Board of Directors. See Standing Rules (use Robert’s Rules of Order)
- 7.4.2 Special meetings must be preceded by at least two weeks written notice delivered personally, mailed or emailed to each director. Directors shall confirm receipt of meeting notice via email or phone within a reasonable amount of time.
- 7.4.3 Any director may waive his/her right to notice in writing of any meeting, and the attendance of a director at said meeting shall constitute such a waiver, except when he/she attends especially to object to the meeting as being called unlawfully.

ARTICLE VIII – COMMITTEES

Section 8.1 The CCSS shall have **standing committees, operational committees**, and such other **special committees** and task forces as may be deemed necessary. Both standing committees and operational committees are permanent committees. A standing committee is appointed to deal with specific subject or special interest, while an operational committee is one that provides review, guidance, and oversight for the overall function of organization. Additionally, an operational

committee's functions usually include oversight of employees and/or significant parts of the organizational budget. A special committee or task force is a temporary committee which is appointed and organized by a current president to fulfill a special purpose for the benefit of the organization whenever it is needed.

Section 8.2 The CCSS shall have the following **standing committees**: *Curriculum and Instruction, Diversity and Social Justice, Membership and Outreach, and Professional Standards and Awards*

- 8.2.1 Each standing committee shall consist minimally of a Chairperson, Vice-Chair, Core Member and Liaison. Member. The organization and duties of each standing committee shall be defined in the Standing Rules on pages 7-9
- 8.2.2 There are no requirements other than interest in a committee to be considered for a position as a member-at-large of any committee.
- 8.2.3 Chairs, Vice-Chairs and Core Members of standing committees shall be approved by the Board of Directors at their annual May meeting for the following fiscal year. In order to be considered for these positions, they should meet the following recommendations:
 - Have been a paid member of CCSS for at least 1 year
 - Be currently serving or have served in previous years on the Board of Directors of CCSS or a local affiliate council for at least 1 year,
 - Have an expertise in a particular committee field as evidenced by: classes, degree, assignment or position, work experience, or professional development whether in the school, district, or regionally.
- 8.2.4 Liaison members of standing committees are members of the Board of Directors who take responsibility for communications between the standing committee and the Board of Directors and/or the Executive Committee.
- 8.2.5 Only the Chair, Vice-Chair and two Core members of standing committees will receive a travel stipend by the Council to attend the August Committee Meeting.
- 8.2.6 Each standing committee shall meet a minimum of two times in each fiscal year, once in August/September at a place and time specified by the Board of Directors, and once at the Annual Conference.
- 8.2.7 Standing committees may, at their own discretion, meet at other times in addition to the two annual meetings specified above, but participation in additional meetings is not funded by the Council unless the Board of

Directors has approved an action proposal for that committee which includes such provision for funding such meetings.

8.2.8 Vacancies on standing committees may be filled by action of the Executive Committee.

8.2.9 Standing committees may recommend programs and projects by submitting a motion in writing to the Board of Directors.

Section 8.3 The CCSS shall have the following **operational committees**: *Conference Financial Advisory, Nominating, and Staff Evaluation, Governmental Relations and Publications and Technology*. The following sections define each of the operational committees, committee member qualifications, and their term of office. The duties and meetings of the Committee Chairs as a corporate body, and individually are specified in the standing rules.

Section 8.4 A **Conference Committee** shall be appointed by the president with the approval of the Board of Directors.

8.4.1 The Conference Committee will both plan and implement the annual conference. The Conference Committee shall be appointed by the President and approved at the January meeting two years prior to the Conference.

8.4.2 The Conference Committee shall be chaired by a member in good standing of the CCSS in the area in which the CCSS Annual Conference is to be held. The area VP of CCSS shall be the Liaison between the Conference Committee and the Board of Directors.

8.4.3 Both a detailed and a general timeline template is online and in the standing rules.

Section 8.5 A **Financial Advisory Committee** shall be appointed by the president with the approval of the Board of Directors

8.5.1 The Financial Advisory Committee will be chaired by the Immediate Past-President. The committee will have one person chosen by the Executive Committee and one person chosen by the Board of Directors. These members cannot be currently serving on the Executive Committee or Board of Directors.

8.5.2 The Financial Advisory Committee will assist the Executive Secretary and affiliated local councils with maintenance of proper fiscal procedures and records, including seeing outside professional advice.

8.5.3 The Financial Advisory Committee may meet before or in conjunction with the regular meetings of the CCSS Board of Directors. It will receive all CCSS Financial reports, and it will make a formal written annual report on the condition of CCSS finances and financial procedures to the Executive Committee prior to the Executive Committee planning retreat in the spring.

Section 8.6 A **Nominating Committee** shall be appointed by the president with the approval of the Board of Directors.

8.5.1 The chairperson of the Nominating Committee shall be the immediate past president of the CCSS.

8.6.2 The Nominating Committee shall consist of the chairperson and three other persons, one from each CCSS area---North, Central, and South---appointed by the president with the approval of the Board of Directors.

8.6.3 The responsibilities of the Nominating Committee are specified in Article V of these bylaws.

Section 8.7 A **Staff Evaluation Committee** shall be appointed by the president with the approval of the Board of Directors.

8.7.1 The chairperson of the Staff-Evaluation Committee shall be the immediate past-president of CCSS.

8.7.2 The Staff Evaluation Committee shall consist of the chairperson and two other persons who are members of the Board of Directors.

8.7.3 The Staff Evaluation Committee shall administer an ongoing process of evaluation, which is outlined in the Standing Rules on p. 6

8.7.4 The Staff Evaluation Committee may appoint other persons as needed and appropriate to participate in the performance reviews and other aspects of the CCSS staff evaluation program.

Section 8.8 A **Publications Committee** shall be appointed by the president with the approval of the Board of Directors at the May meeting.

8.8.1 The Publications Committee shall consist of the Chairperson, Vice-Chair, and Core Member as well as the paid positions: the editors of the Social

Studies Review and the Sunburst, and the webmaster. Qualifications for the appointed positions are listed in Bylaw 9.1.3.

8.8.2 The chair person should communicate regularly with appropriate committee members and with the Executive Committee. They may be asked to present their findings during an Executive Meeting or at a regular Board of Directors Meeting.

8.8.3 The Publications Committee may appoint other persons as needed to participate in the work of the committee.

8.8.4 The Publications Committee duties and responsibilities are outlined in the Standing Rules on p.

Section 8.9 A Governmental Relations Committee shall be appointed by the president with the approval of the Board of Directors at the May meeting.

8.9.1 The Governmental Relations Committee shall consist of the Chairperson, Vice-Chair, and Core Member as well as the paid position of Legislative Analyst. Qualifications for the appointed positions are listed in Bylaw 9.1.3.

8.9.2 The chair person should communicate regularly with appropriate committee members and with the Executive Committee. They may be asked to present their findings during an Executive Meeting or at a regular Board of Directors Meeting.

8.9.3 The Governmental Relations Committee may appoint other persons as needed to participate in the work of the committee.

8.9.4 The Governmental Relations Committee duties and responsibilities are outlined in the Standing Rules on p.

Section 8.10 **Special committees and task forces** may be created by the Board of Directors or by the Executive Committee to meet specified needs which are not ongoing.

8.10.1 The creation and operation of such special committees and task forces shall conform to the provisions in these bylaws be for a specific need and for a limited duration.

8.10.2 Members of the special committee and/or task force will be chosen for their knowledge of the issue being studied and from volunteers on the Board of Directors

ARTICLE IX- STANDING RULES

- Section 9.1 Standing rules for the CCSS may be created as needed to outline policies and procedures of the organization.
- 9.1.1 Standing rules may be proposed by the Executive Committee or by the Board of Directors in a regular meeting.
- 9.1.2 Standing rules must be approved by majority vote of both the Executive Committee and the Board of Directors in regular meetings.
- 9.1.3 Changes in or the repeal of standing rules must have the approval of the Executive Committee and of the Board of Directors in regular meetings.

ARTICLE X - AMENDMENTS TO THE BYLAWS

- Section 10.1 These bylaws may be altered, amended, or repealed, and new bylaws adopted by the Board of Directors (1) at any regular meeting of the Board by a 3/4 affirmative vote of the directors present, or (2) by a majority vote of the directors present at two consecutive regular meetings of the Board of Directors.
- Section 10.2 Amendments to the bylaws which change the number of seats (twenty-three) 23 on the Board of Directors may only be made by a vote of the membership.
- 10.2.1 Such proposed change shall be voted on by the members on the same ballot and in the same manner as the annual election of officers.
- 10.2.2 An affirmative vote of the majority of the ballots cast shall be sufficient to pass such a change in the bylaws.
- 10.2.3 Proposed bylaws amendments of this type may be placed on the ballot in the following ways:
- 10.2.3.1 By written or electronic petition of one-tenth (1/10) of the CCSS Membership.
- 10.2.3.2 By resolution of two-thirds (2/3) of the voting members present at the Annual Meeting of members, provided that the President shall have such a petition or proposal one month in advance of the Annual Meeting.
- 10.2.3.3 By resolution of the Board of Directors.

Adopted by the Board of Directors,
California Council for the Social Studies,

January 101987

Amended 5/1989
Amended 5/1990
Amended 5/1992
Amended 5/1994
Amended 1/1995
Amended 5/1996
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