

CCSS STANDING RULES

GUIDELINES FOR SPECIAL PROJECTS

RULES Adopted by the Board of Directors, May 19, 1990
 Amended by the Board of Directors, January 9, 1993
 Amended by the Board of Directors, September 16, 2000
 Amended by the Board of Directors, January 12, 2002
 Amended by the Board of Directors, September 15, 2002
 Amended by the Board of Directors, September 13, 2003
 Amended by the Board of Directors, September 11, 2004

The Project: 1) may be undertaken with other organizations.
 2) may be an endorsement by CCSS.
 3) may involve outside funding.
 4) may involve CCSS grant writing itself.

General Guidelines:

The Project: 1) must further social studies education.
 2) must support CCSS goals directly.
 3) should provide visibility to CCSS, serve CCSS members, and the profession.
 4) should avoid indoctrination of values, though it may involve value laden content. It must provide opportunities for free examination of value dilemmas underlying social issues.
 5) The nature of the relationship must be in writing.

Specific Guidelines:

- 1) A project with a published product undertaken with others must include a statement "developed or sponsored by CCSS with funding from..."
- 2) CCSS will recommend field testing of project materials and will indicate the advisors to and or field test advisors of the project.
- 3) Project must be based upon sound scholarship, analysis, and be pedagogically sound.
- 4) Affiliated Councils may endorse a product or special project. However, such endorsements in NO WAY imply the endorsement or support of the CCSS. Furthermore, neither the CCSS nor affiliated councils may endorse individual political candidates.

Procedures for Approval:

- 1) Staff or CCSS member will gather information, prepare a cover sheet and provide any relevant information. If guidelines are met, the President will recommend it to the Executive Committee, who will make a recommendation to the Board of Directors.
- 2) If any organization asks for a letter of support from CCSS, the staff should confer with the President and the Executive Committee and if a letter is appropriate, it should be sent with the President's signature.
- 3) The Board of Directors must approved endorsed or sponsored projects.
- 4) Special projects resulting in publication should be submitted to the Review Editorial Board for review and recommendation.
- 5) If the Special Project entails hiring staff, the Executive Committee shall make recommendations and maintain control over the project staff.

SPOKESPERSONS FOR THE CCSS

Rules Adopted by the Board of Directors, September 15, 1990

In the absence of the opportunity to request authority to speak as an official representative of the CCSS from the CCSS Board of Directors or Executive Committee, authority to speak as an official representative of the California Council for the Social Studies is granted by the President in concurrence with either the President-Elect or First Vice President.

GUIDELINES FOR MEMBERSHIP LEVELS AND DUES STRUCTURE

Rules Adopted on May 14, 1994

- 1) The dues established shall reflect a minimum amount to be charged and retained as local dues.
- 2) The membership and dues levels for CCSS shall be Regular member, Student member, and Retired Member.

GUIDELINES FOR ELECTIONS

Rules Amended on May 18, 1996; Local Council Name Change September 12, 2004

- 1) The office of vice president shall rotate on a north-south regional basis, with the current vice president being from the opposite region of the current president elect.
- 2) The president and first vice president shall be from the same region and the president elect from the opposite region, unless the president elect assumes the office of president due to a vacancy in that office.
- 3) The four regional representatives, two from each region, shall be elected by ballot of all the CCSS members living in their own regions. Candidates receiving the highest and second highest number of votes within each region, shall become the regional representatives..
- 4) The regional divisions of CCSS shall be as follows: Northern Region shall be comprised of the following local councils: Northwest Coast; North State; Sacramento Area; East Bay; Marin; Redwood Empire; San Mateo; San Francisco. Central Region shall be comprised of the following local councils: Golden Valley (formerly known as Delta-Central-Sierra); San Joaquin Valley; Santa Clara, Kern, and Central Coast. Southern Region shall be comprised of the following local councils: Baldy Vista; Inland Empire; Los Coyotes; Orange County; Greater San Diego; and SCSSA

APPOINTMENT AND RESPONSIBILITIES OF CCSS REPRESENTATIVES TO STATE POLICY BOARDS

Rules Adopted on May 14, 1994

Appointment: Representatives to a state policy board shall be appointed upon recommendation of the Executive Committee and approval by the Board of Directors.

Responsibilities: The CCSS representative is responsible for

- 1) representing CCSS and its established policy on the state policy board.
- 2) submitting in writing a written summary report of each state policy board meeting to the President.
- 3) attending the CCSS Board of Directors meeting.
- 4) provide a quarterly written report for the Board of Directors meeting.

Compensation: Travel expenses shall be reimbursed for attendance at the Board of Directors meetings as established by the CCSS budget.

SUPPORT OF POLITICAL CANDIDATES AND INITIATIVES AND REFERENDUMS

Rules Adopted on May 14, 1994

- 1) CCSS and its Affiliate Councils SHALL NOT endorse any person for a political office.
- 2) CCSS may, upon approval of the Board of Directors, take a stand in support of or opposition to initiatives and referendums which affect education. Such initiatives and referendums SHALL BE related to such areas as: assessment, curriculum, curriculum materials, frameworks, teacher credentialing, and changes in California Constitution or laws which affect the aforementioned.
- 3) CCSS positions of support or non-support shall require recommendation of the Executive Committee and approval of the Board of Directors.

RESPONSIBILITIES OF STANDING COMMITTEES

Rules Adopted on May 14, 1994 Revised September 12, 2004

Curriculum and Instruction Committee

- 1) Advise the Board of Directors of significant developments in curriculum and instruction that may require a response from the Council.
- 2) Advise the Board of Directors of possible strategies to promote the placement of high quality social studies education in the schools of California.
- 3) Encourage and promote participation of CCSS members who could serve on state bodies developing standards, frameworks, and other documents and programs involving social studies.
- 4) Encourage and promote participation of CCSS members on state bodies who could serve as evaluators of state documents and programs in social studies.
- 5) Act as a clearinghouse to provide California K-12 teachers with information, resources and support for implementing California history-social science standards-based instruction using the California history-social science framework as the guiding documents.

Diversity and Social Justice Committee

- 1) Keep issues of diversity and social justice alive in the classroom, the school community, and the curriculum.
- 2) Provide resources and best practices to help educators integrate diversity and social justice issues.
- 3) Plan and implement the History Day Award.
- 4) Maintain a presence at our annual conference to ensure that diversity and social justice issues are represented.

Governmental Relations Committee

- 1) Develop strategies and procedures for recommendation to the Board of Directors to influence public policy, promote social studies and enhance civic education.
- 2) Establish and monitor the role of a government relations coordinator; work with the Board of Directors to advise and assist the person carrying out these responsibilities.
- 3) Establish, enhance, maintain and support a method to disseminate legislative information to the CCSS membership.
- 4) Sponsor the Governmental Relations Breakfast during the annual meeting.
- 5) Select, in conjunction with local councils from the region of the annual meeting, the recipient of the governmental relations award to recognize public policy leadership in social studies education.

Membership and Outreach

- 1) Review membership procedures for CCSS.
- 2) Design and implement strategies for the recruitment and retention of members.
- 3) Monitor membership trends and local council membership.
- 4) Promote communications with other social studies organizations in the state.
- 5) Potential and current members will be informed of the benefits and privileges that membership in CCSS has to offer to professionals in the field of social studies education.
- 6) Coordinate and/or collaborate with local council leadership and/or other CCSS subcommittees to support efforts to increase membership and outreach.

Professional Standards and Awards

- 1) Advise the Board of Directors of significant developments in the preparation and working conditions of social studies teachers, which may require a response from the Council.
- 2) Advise the Board of Directors of possible strategies to enhance the recruitment and training of outstanding social studies teachers in California.
- 3) Identify and disseminate research pertinent to improving studies education.
- 4) Administer the CCSS Awards program in conformity to NCSS and to the process and conditions listed in the Standing Rules.
- 5) Make recommendations to the Board of Directors for the improvement of the Awards program.

Publications Committee

- 1) Delineate the distribution of responsibilities and information among the several publications of CCSS by means of the Publications Profiles.
- 2) Review and update the Publication Profiles.
- 3) Plan the production of occasional publications.
- 4) Advise the editors.
- 5) Develop and coordinate publications' policies.
- 6) Administer the ad revenue program.
- 7) Evaluate the effectiveness of publications within the Council membership.
- 8) Participate in the hiring process for new editors.

CCSS AWARDS AT THE ANNUAL HISTORY DAY

Rules Adopted on May 14, 1994 Revised January 12, 2002

- 1) CCSS shall award a certificate and cash award of \$100 to the selected winner in the California State History Day High School exhibits category and the Middle school exhibits category which best represents diversity and social justice issues.
- 2) CCSS shall award a complimentary one year membership/ renewal to the teacher of the student(s) who have been selected as California History Day winners of each division in each classification of the competition.

DEFINING THE FISCAL YEAR FOR BUDGET AND ACCOUNTING PURPOSES

Rules Adopted on September 16, 2000

- 1) Effective in 2002, the fiscal year for CCSS shall be from July 1 to the following June 30.

CONFLICT OF INTEREST FOR CCSS BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, CCSS COMMITTEE MEMBERS, EMPLOYEE(S), BOARD OF DIRECTOR MEMBERS AND SPECIAL APPOINTMENTS

Rules Adopted on September 16, 2000

- 1) CCSS officers shall not accept long-term and ongoing compensation from CCSS during their terms of office.

CONTRACTED EMPLOYEES

Rules Adopted on September 16, 2000

- 1) Contract employees are salaried staff members who are employed year-round. (Currently the only contract employee is the Executive Secretary.)
- 2) The duties of contract employees are described in job descriptions drawn up by the Executive Committee and approved by the Board of Directors. They work under the terms of written contracts which may be for one or more years.
- 3) The contract for each contract employee shall be prepared by May of each year, or an addendum shall be prepared if the contract is multi-year and continued; a job description shall accompany the contract.
- 4) The President shall be responsible for the drafting of each contract and/or addendum, and these shall be approved by the Executive Committee and ratified by the Board of Directors.
- 5) Each contract employee and the President shall mutually agree upon a set of goals and/or objectives for the employee for the year, no later than September 30.
- 6) Each such contract shall be placed in the CCSS governance records, and a copy of the job description and goals and/or objectives shall be provided to the Employee Evaluation Committee for their use.

PARTICIPANTS IN SUMMER INSTITUTE

Rules Adopted on September 16, 2000

- 1) CCSS summer institutes, workshops, etc. shall be planned and scheduled as needed, rather than as an annual event.
- 2) The Executive Committee shall determine the need, content, audience, and responsibility for said event.
- 3) The final approval of the goals of such an event shall be given by the Board of Directors.
- 4) The Executive Committee shall be responsible for the selection of participants for special summer events.

AUTHORITY TO SIGN CONTRACTS FOR CCSS

Rules Adopted on September 16, 2000

- 1) The CCSS Executive Secretary shall be the sole person authorized to make a contractual agreement involving CCSS, acting at the direction of the Executive Committee or the Board of Directors. In the event of the incapacity of the Executive Secretary, the President shall assume this responsibility.

AUTHORITY TO SIGN CCSS CHECKS

Rules Adopted on September 16, 2000

- 1) The Executive Secretary shall have sole possession of the checkbook and be the only person to sign checks and make deposits of funds provided that he/she is available to do so.
- 2) The Executive Secretary, President, and Past President shall have signatures on the bank's signature card(s).
- 3) Upon the Executive Secretary being declared incapacitated or unable to perform this responsibility in a timely manner, the President shall assume such responsibility, keeping careful records of all financial transactions.

FINANCIAL ADVISORY COMMITTEE

Rules Adopted on September 15, 2002

- 1) The Financial Advisory Committee will assist the Executive Secretary and affiliated local councils with maintenance of proper fiscal procedures and records.
- 2) 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.
- 3) The Financial Advisory Committee may request from the Executive Committee the authority to seek outside professional financial advice.

CCSS CONFERENCE PROGRAM PLANNING GUIDE

Rules Adopted on September 15, 2002

- 1) A *CCSS Conference Program Planning Guide* shall be created and maintained which outlines the major tasks and responsibilities for the planning and arrangements for the Annual CCSS Conference.
- 2) The provisions of the *Conference Guide* shall be binding upon the Conference Chair and the Planning Committee.
- 3) The Executive Secretary shall maintain the *Conference Guide*, solicit suggestions and recommend needed changes to the Executive Committee annually.
- 4) The Executive Committee shall approve changes in the *Conference Guide* annually at the winter meeting one year prior to the conference at which it will be effective.
- 4) The Executive Committee or Board of Directors reserve the right to wave provisions when appropriate or necessary.

JOB RESPONSIBILITIES OF ELECTED OFFICERS

Rules Adopted on September 13, 2003 Amended on September 12, 2004

- 1.1 The president shall (a) plan for and chair the meetings of the Board of Directors, (b) plan for and chair the meetings of the Executive Committee, (c) work with the president-elect and the immediate past president to identify issues and make recommendations to the Executive Committee and the Board of Directors for the Council, (d) give general supervision of the CCSS staff, (e) be the primary spokesperson for CCSS, (f) work closely with the CCSS advocacy efforts, and (g) make, in an emergency situation and with the president-elect and the immediate past president, tactical political decisions for the Council consistent with adopted Council positions.
- 1.2 The president-elect shall (a) coordinate and provide logistical support for standing committees, task forces, and special committees; (b) assist the president in the overall direction of the Council; (c) make, in an emergency situation and with the president and the immediate past president, tactical political decisions for the Council consistent with adopted Council positions.
- 1.3 The first vice president shall (a) serve as co-chair of the Conference Implementation Committee of the current CCSS Annual Conference, (b) give direction to committees or task forces as assigned by the Executive Committee.
- 1.4 Area vice presidents (three; one each in Northern, Central, and Southern areas)
 - 1.4.1 The area vice president for the area in which the CCSS Annual Conference is to be held during the following term of office shall chair the Conference Planning

Committee.

- 1.4.2 The area vice president for the area in which the CCSS Annual Conference is being held during the current term of office shall co-chair, with the first vice president, the Conference Implementation Committee.
 - 1.4.3 The area vice president not involved in planning or implementing a conference shall give direction to committees or task forces as assigned by the Executive Committee.
 - 1.4.4 All area vice presidents shall maintain contact and liaison with local council affiliates in their areas.
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- 1.5 The immediate past president shall (a) chair the CCSS Nominations Committee, (b) chair the CCSS Financial Advisory Committee, (c) coordinate the evaluations procedure for CCSS employees, and (d) make in an emergency situation and with the president-elect and president, tactical political decisions for the Council consistent with adopted Council positions.
 - 1.6 The sixteen regional directors shall (a) perform all corporate duties incumbent on members of the Board of Directors, and (b) chair or sit on one or more standing committees, task forces, and special committees as assigned, reporting to the president-elect. ###

POLICY

POLICY STATEMENT

Adopted on September 16, 2000

The business of CCSS supersedes the interests of individual members and must be conducted in a manner beyond reproach. Therefore, CCSS employee(s), officers, members of the Board of Directors, and members of CCSS committees who find themselves in financial or personal conflict of interest in CCSS decisions shall (1) declare their interest in the decision and (2) recuse themselves from discussion, voting, or other action on that issue.

