



NCSS Policy Manual

2024 Update (Version 1)

Revisions to 9 approved March 9, 2024

The mission of the National Council for the Social Studies is to advocate and build capacity for high-quality social studies by providing leadership, services, and support to educators.

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1. ARTICLES OF INCORPORATION, CONSTITUTION & ELECTIONS

1.1 NCSS Articles of Incorporation (1939) As Amended (1964)

We, the undersigned, Howard C. Hill, John R. Davey, and Rolla M. Tryon, citizens of the United States, propose to form a corporation under an Act of the General Assembly of the State of Illinois, entitled, 'An Act Concerning Corporations,' approved April 18, 1872, and all Acts amendatory thereof; and for the purpose of such organization we hereby state as follows, to-wit:

1. The name of such corporation is NATIONAL COUNCIL FOR THE SOCIAL STUDIES.
2. The purpose of the corporation is to promote the study of the problems of teaching the social studies to the best advantage of the students in the classroom, to encourage research, experimentation, and investigation in these fields; to hold public discussions and programs; to sponsor the publication of desirable articles, reports, and surveys; and to integrate the efforts of all of those who have similar purposes through the efforts and activities of its members and their cooperative activities with others interested in the advancement of education in the social studies.
3. The management of the corporation shall be vested in a board of such number of directors as may from time to time be specified in the bylaws (now designated 'Constitution') of the corporation, provided that there shall be no less than three directors at any time.
4. The corporation shall be exclusively a charitable, scientific and educational corporation within the meaning of Section 501(c)3 of the Internal Revenue Code of 1954, as currently in effect or as hereafter amended from time to time, provided, however, that the corporation shall not operate a post-secondary educational institution or vocational school, nor shall it be authorized to receive any child for care or placement apart from its own parent or guardian.
5. The corporation is not organized for profit or pecuniary benefit. It is a membership corporation without stock or stockholders. No part of the revenue or income of the corporation shall inure, either directly or indirectly, to the benefit of any member, officer, employee, or any private individual or to the benefit of any corporation or organization, any part of the net earnings of which inure to the benefit of any private individual, provided, however, that this shall not prevent payment of reasonable compensation for services actually rendered to or for the corporation in effecting its purposes.
6. The corporation shall not, directly or indirectly:
 - a. Devote any substantial part of its activities to the carrying on of propaganda or otherwise attempting to influence legislation; or participate or intervene, by the publication or distribution of statements or otherwise, in any political campaign on behalf of any candidate for public office;
 - b. Make any accumulation of income unreasonable in amount or duration or invest income in any manner to jeopardize the fulfillment of the objects of the corporation;
 - c. Engage in any activity affecting the corporation's right to full tax exemption as a charitable, scientific or educational organization under Federal laws or the laws of states or local governmental bodies;
 - d. Make any loan to any of its officers or directors; nor shall it, directly or indirectly, devolve any pecuniary or economic benefit upon any member, sponsor, donor, creator, director, officer, or employee by reason or virtue of, or through;
 - e. The loan of any part of its income or property to any such person or organization without the receipt of adequate security and a reasonable rate of interest; or
 - f. The purchase of any property from any such person or organization for more than adequate consideration in money or money's worth or the sale to any such person or organization for less than

adequate consideration in money or money's worth or other transaction with any such person or organization which might result in the diversion of the income or property of the corporation.

2. If, at any time, the corporation shall cease to carry out the purposes as herein stated, all assets and property held by it, whether in trust or otherwise, shall, after the payment of its liabilities, be paid over to the National Education Association of the United States for its charitable and/or educational organization. If the said National Education Association is not then so exempt, the net assets, as aforesaid, shall be transferred to an organization with federal tax exemption for charitable and educational uses and purposes similar to those of this corporation, which exempt organization shall be designated by the final Board of Directors of the Corporation; if the Board of Directors is unable to select such an organization, the net assets shall be transferred to the United Givers Fund, or the then similar organization, for its charitable uses and purposes.
3. The following persons are hereby selected as the Directors to control and manage said corporation for the first year of its corporate existence, viz.:

C. C. Barnes, 467 W. Hancock St., Detroit, Michigan; Ruth West, Lewis and Clarke High School, Spokane, Washington; H. R. Anderson, Cornell University, Ithaca, New York; H. E. Wilson, Harvard University, Cambridge, Massachusetts; Nelle Bowman, Central High School, Tulsa, Oklahoma; B. W. Phillips, University of Wisconsin, Madison, Wisconsin; Erling M. Hunt, Columbia University, New York, New York; L. C. Marshall, Johns Hopkins University, Baltimore, Maryland; W. H. Hathaway, Riverside High School, Milwaukee, Wisconsin; H. C. Hill, University of Chicago, Chicago, Illinois; B. L. Pierce, University of Chicago, Chicago, Illinois; J. M. Gambrill, Columbia University, New York, New York; A. C. Krey, University of Minnesota, Minneapolis, Minnesota; Edgar Dawson, Hunter College, New York, New York; R. M. Tryon, University of Chicago, Chicago, Illinois; D. S. Morgan, Superintendent of Schools, Indianapolis, Indiana; W. G. Kimmel, J. C. Winston, Co., Philadelphia, Pennsylvania; E. B. Wesley, University of Minnesota, Minneapolis, Minnesota; R. O. Hughes, Board of Education, Pittsburgh, Pennsylvania; E. E. Ellis, University of Missouri, Columbia, Missouri

4. The location is in the city of Chicago in the county of Cook in the State of Illinois, and the post office address of its business office is at No. 5820 S. Kenwood Avenue in the said City of Chicago, Illinois.

Amended December 22, 1964

Isidore Starr, President

Merrill F. Hartshorne, Executive Secretary

1.2 NCSS Constitution

(1921) As Amended (1940, 46, 55, 56, 60, 61, 65, 68, 71, 75, 77, 86, 92, 2000, 2005, 2006, 2007, 2009)

Article I. Name and Purposes

Section 1. Name

This association shall be known as National Council for the Social Studies and is incorporated under the laws of the State of Illinois. The term 'social studies' is used to include the social science disciplines and those areas of inquiry which relate to the role of the individual in a democratic society designed to protect his and her integrity and dignity and which are concerned with the understanding and solution of problems dealing with social issues and human relationships.

Section 2. Purpose

The purpose of the association is to promote the social studies to the best advantages of all students in the classroom; to promote the full and active participation in the social studies profession of men and women from all levels of education, all ethnic groups, and all geographic areas, urban, rural, and suburban; to encourage research, experimentation, and investigation in social studies; to hold public discussions and programs; to sponsor the publication of desirable articles, reports, and surveys; and to integrate the efforts of all those who have similar purposes through the efforts and activities of its members and their cooperative activities with others interested in the advancement of education in the social studies.

Article II. Organization

Section 1. Elective Officers

The elective officers of the National Council shall be chosen from the membership by according to a schedule and in a manner to be prescribed by the board of directors. They shall include a president, a president-elect, and a vice president. They shall assume office on July 1 following their election and shall hold their respective offices for the term of one year. There shall also be a secretary of the corporation and an executive director and treasurer appointed by the board of directors.

Section 2. President

The president shall have general charge of the affairs of the National Council and by virtue of the office shall chair the board of directors. It shall be the obligation of the president to promote in all suitable ways the best interests of the National Council.

Section 3. President-Elect; Vice President, Vacancies

The president-elect and the vice president shall assume such duties as the president or board of directors shall specify. In case of a vacancy in any officer position, the NCSS Executive Committee shall nominate an interim officer to fill the remainder of the vacant term. That nomination must be approved by the entire Board of Directors. If the interim appointment is a currently-serving officer (e.g., the Vice-President becoming President-Elect), the remaining vacant office shall be filled in the same manner. (amended 2010)

Section 4. Secretary

The secretary of the corporation shall maintain an office in the State of Illinois, shall receive legal notices sent to or served upon the National Council in its capacity as a corporation, and shall make the annual report to the secretary of state of Illinois as required by law.

Section 5. Executive Director and Treasurer

The executive director and treasurer shall be responsible for carrying out policies formulated by the board of directors, and as treasurer shall be the financial agent of the National Council for the Social Studies. The executive director shall make annual written reports to the board of directors. The executive director's salary, tenure, and specific responsibilities shall be determined by the board.

Section 6. Board of Directors

The board of directors shall consist of the president, the president-elect, and the vice president; 12 elected directors, 4 of whom shall be elected for a term of three years; and the immediate past president who shall serve a term of one year. The chairperson of the Steering Committee of the House of Delegates shall be an ex officio member of the board. The board shall have the power to appropriate funds from the treasury, to review the actions of officers and committees, to select the place for the annual meeting, and to exercise all powers not herein assigned to other officers or to the membership of the National Council. The board may determine nomination and election procedures providing that such procedures insure that board membership at all times includes: seven classroom teachers, of whom at least one is an elementary teacher, at least one is a middle level teacher, at least two are secondary teachers, and the remaining three chosen "at-large" with no designated grade level; at least one college or university teacher; and at least one social studies supervisor. The remaining three directors will be chosen "at large" with no designated category, grade level, or professional role. NCSS student members preparing to fill any of these professional roles shall be eligible for nomination and election in any of the categories above.

Section 7. House of Delegates

A House of Delegates composed of representatives of all affiliated councils, associated groups and communities shall be established by the board of directors of the National Council for the Social Studies. This House of Delegates shall advise and consult with the officers and board of directors of the National Council for the Social Studies, and, in addition shall perform those functions as described in Section 5 of Article III.

Article III. Membership, Dues, Meetings and Publications

Section 1. Membership

Any person having a direct professional relationship with the NCSS may join as a comprehensive or regular member of the National Council and is eligible to vote for elective officers of the council, hold office, or be appointed to committees. Any college student having a professional relationship with the NCSS may join as a comprehensive, regular, or student member of the National Council and is eligible to vote for elective officers of the council, hold office, or be appointed to committees.

Section 2. Dues

The annual dues shall be determined by the board of directors. The payment of these dues entitles members to a year's subscription to the official periodical and to such other publications as the board of directors shall determine. It also entitles them to attend all public meetings, to vote for elective officers of the council, and to hold the offices to which they may be appointed or elected.

Section 3. Periodical

The board of directors shall have the power to select or establish the official periodical for the National Council. Until otherwise ordered, Social Education, shall be the official periodical of the National Council.

Section 4. Board of Directors Meetings

The agenda for meetings of the board of directors shall be prepared cooperatively by the Steering Committee of the House of Delegates and the Executive Committee of the Board of Directors. The NCSS president shall take the initiative in making the arrangements for the preparation of the agenda.

Section 5. House of Delegates as Business Meeting

The sessions of the House of Delegates held in connection with the major annual meeting shall constitute the annual business meeting of the House of Delegates. At such business meetings, any member of the NCSS in good standing shall have full right of debate, but only members of the House of Delegates shall have the right to vote. Meetings of the board of directors may be called by the president upon written notice through the office of the executive director. Other business meetings may be called by the president after due notice has been given to the membership.

Section 6. Annual Meeting

The date and place of the annual meeting shall be determined by the board of directors. The National Council may also cooperate with other professional organizations in the sponsorship of joint meetings providing that such cooperation is approved by the board of directors.

Article IV. Amendments

This Constitution may be amended by one of the following procedures:

I. Initiation by petition.

1. An amendment may be proposed by a petition to the board of directors. To be valid, a petition must contain at least 50 signatures of current NCSS members. The signatories must be drawn from at least 5 states with a minimum of 5 members from each state represented. The petition must be received by the president and the executive director at least 60 days prior to the Annual Meeting of the House of Delegates at which action is requested. Upon receiving the petition, the executive director will determine whether the petition is valid with regard to requisite signatures of current members. The president, acting for the board of directors, will then direct the Steering Committee of the House of Delegates to include the amendment on the agenda for the next meeting of the House of Delegates.

2. Approval by the House of Delegates. The first stage of amendment approval is conditional upon action by the House of Delegates. Approval of the amendment requires a two-thirds majority of the members of the House of Delegates voting during the annual business meeting of the House.
3. Approval by the Membership. If the House of Delegates approves the amendment, it is then submitted to the total NCSS membership at the time of the annual election. To become effective, the amendment must be approved by a majority of NCSS members who vote on the amendment.

II. Initiation by House of Delegates.

1. An amendment may be proposed by a majority vote of the members of the House of Delegates voting at the annual business meeting of the House of Delegates.
2. Approval by the House of Delegates. An amendment must be ratified by a two-thirds majority of the members of the House of Delegates voting during the annual business meeting following the meeting at which the amendment was proposed.
3. Approval by the Membership. If the House of Delegates approves the amendment, it is then submitted to the total NCSS membership at the time of the annual election. To become effective, the amendment must be approved by a majority of NCSS members who vote on the amendment.

Article V. Dissolution

No part of the net earnings of the Council shall inure to the benefit of any member, officer, or any private individual (except that reasonable compensation may be paid for services rendered in connection with one or more of its purposes), and no member, officer, or any private individual shall be entitled to share in the distribution of any of the assets of the Council, after payment of debts and obligations, shall be transferred to any successor social studies organizations as designated by the board of directors at the time of dissolution, provided these organizations are then exempt from federal income taxes as a charitable and/or educational organization. If no such organizations exist, the net assets shall be transferred to the United Way or the then similar organization, for its charitable uses and purposes.

1.3 Definition, Mission Statement, and Vision

1.3.1 Definition

Social studies is the integrated study of the social sciences and humanities to promote civic competence. Within the school program, social studies provides coordinated, systematic study drawing upon such disciplines as anthropology, archaeology, economics, geography, history, law, philosophy, political science, psychology, religion, and sociology, as well as appropriate content from the humanities, mathematics, and natural sciences. The primary purpose of social studies is to help young people develop the ability to make informed and reasoned decisions for the public good as citizens of a culturally diverse, democratic society in an interdependent world.

1.3.2 Mission Statement

The mission of the National Council for the Social Studies is to advocate and build capacity for high-quality social studies by providing leadership, services, and support to educators.

1.3.3 Vision

A world in which all students are educated and inspired for lifelong inquiry and informed civic action.

1.4 Nomination and Election Procedures for Officers and Board of Directors

1.4.1 Call for Applications

1. The call for applications, including the qualifications for Board positions, shall appear prominently in a spring issue of *The Social Studies Professional*, and be prominently posted on the NCSS website. The announcement shall also indicate the names of those retiring from the Board.
2. The deadline for submitting applications to the Nominations and Elections Committee shall be April 15. The Nominations and Elections Committee and members of the Board of Directors should actively recruit individuals who raise the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated. In the recruitment of nominees, the Committee and Board shall also consider evidence of continued advocacy/support for social studies and initiative in:
 - NCSS or affiliates' committees and/or activities;
 - State council(s) and, where appropriate, local and regional activities; and
 - Other activities designed to promote and improve the quality of social studies education.
3. The nomination application for potential Vice-Presidents shall include a self-evaluation form and evidence of leadership.
4. The nomination application for potential Board members shall include a self-evaluation form.
5. Candidates must indicate a single category for which they are to be nominated.

1.4.2 Selection of Nominees by the Nominations and Elections Committee

The Nominations and Elections Committee shall meet with NCSS staff to review the nominations to determine if nominees have met the required eligibility criteria. All nominees who meet the eligibility criteria will be added to the slate of potential candidates for open Board positions. The slate will be forwarded to the Board of Directors for final approval. If the Committee feels a candidate has not met the eligibility criteria, they must submit a rationale to the Board. There is no limit to the number of eligible candidates for each position. If no one submits a nomination for an open position, the Committee and Board will actively recruit qualified candidates to submit a nomination. The Committee and NCSS staff will review nominations for these positions. If nominees have met the eligibility criteria, they will be added to the list of potential candidates. Operating on a three-year schedule, the Committee should nominate candidates for the following positions:

- Year 1: Vice-President, Elementary Classroom Teacher, Secondary Classroom Teacher, 2 At-Large (P-12 Teacher, Open At-Large)
- Year 2: Vice-President, Middle Level Classroom Teacher, College/University, 2 At-Large (P-12 Teacher, Open At-Large)
- Year 3: Vice-President, Secondary Classroom Teacher, Supervisor, 2 At-Large (P-12 Teacher, Open At-Large)

1.4.3 Determining Eligibility

1. For purposes of nomination, elementary and secondary teachers are to be defined as persons actually teaching half-time or more in the classroom. College teachers are to be defined as college personnel who are half-time or more on a faculty appointment of a college or university, and are members of the College and University Faculty Assembly (CUFA). Supervisors are to be defined as school-, district-, or state-level personnel who are half-time or more responsible for the supervision or administration of social studies education programs, and are members of either the Council of State Social Studies Specialists (CS4) or the National Social Studies Supervisors Association (NSSSA). The category of at-large Board members is open to department chairpersons, holders of administrative, supervisory, and project positions, or other professionals with a history of affiliation and support for NCSS. NCSS college student members preparing to fill any of these professional roles shall be eligible for nomination and election in any of these categories.
2. In order to be eligible as a candidate for President-Elect or Vice-President, a person must have completed a full elected term, or two years of an appointed term, on the Board of Directors before assuming office. All potential candidates for Board positions and Officers must have demonstrated outstanding leadership qualities and experience. In order to be eligible to be a candidate for an NCSS Board or Officer position, an individual must be an NCSS member.
3. The draft slate of potential candidates will be submitted to the Board of Directors prior to June 30 for final approval. The Board will evaluate the slate of potential candidates in executive session. If there are any issues surrounding the slate of candidates, the Board should consult with the Nominations and Elections Committee to reconsider potential candidates.

1.4.4 Announcement of Nominations

1. The Nominations and Elections Committee should notify each candidate before July 1 that he/she was selected as a candidate.
2. A 200-word biographical sketch of each nominee, a 200-word position statement, photograph, and video speech (not to exceed 5 minutes for officers and 3 minutes for Board positions) must be submitted to the Executive Director not later than November 1 for inclusion in the ballot.
3. The slate of candidates shall be listed in a fall issue of *The Social Studies Professional* and posted to the NCSS website. The announcement will also include a statement explaining the process of nomination by petition. The announcement shall indicate the names and states of those retiring from the Board and of those continuing on the Board.

1.4.5 Nomination by Petition

A candidate who meets the eligibility criteria for Vice-President or as a member on the Board of Directors may also be nominated by petition. The petition must carry the signatures of at least 150 NCSS members; and no member may sign more than one petition. The name of a candidate nominated by petition will be placed on the ballot with other nominees, in alphabetical order. Petition forms must be submitted to NCSS headquarters by one month prior to the election start date, accompanied by a 200-word biographical sketch, a 200-word position statement, and a photograph.

1.4.6 Campaigning

Code of Conduct

Candidates must adhere to the NCSS Code of Conduct. (Appendix A)

Unacceptable Practices

Candidates for elected positions in the NCSS and their supporters **may not engage** in the following campaign practices:

1. They may not use hospitality rooms or any similar event to solicit votes at the annual NCSS conference or the annual conference of any NCSS affiliated or associated organization.
2. They may not use or distribute posters, displays or other materials that promote their candidacy at any social studies conference.
3. Current members of the NCSS Board of Directors and Officers may not campaign for a specific candidate.
4. Candidates and their supporters may not use any NCSS created membership lists for campaigning purposes.

Enforcement

Candidates who violate the unacceptable practices will be subject to review by the Nominations and Elections Committee. Candidates will be required to clarify or correct any materials which the Nominations and Elections Committee feels violates the unacceptable practices. The Nominations and Elections Committee Chair will notify all other candidates if a violation is determined. If a candidate refuses to comply with the decision of the Nominations and Elections Committee, said candidate can be removed from the ballot by a majority vote of the Nominations and Elections Committee members.

NCSS Annual Conference Activities and Procedures

1. A candidates' forum on the NCSS website will be developed for NCSS members to view candidates' presentations, read candidate statements, and engage in online dialogue with candidates.
2. Each candidate will be given a name badge (and/or ribbon) that clearly identifies them as a candidate (to be worn only during the Annual Conference). They may be approached by attendees to discuss their experience, positions, etc.

1.4.7 Voting and the Ballot

1. Members of NCSS in good standing as of October 15 shall be eligible to vote.
2. Provision shall be made on the ballot for write-in votes for each of the offices: President-Elect, Vice-President, and members in each category of the Board of Directors.
3. All NCSS members in good standing will be eligible to vote beginning on the Monday following the Annual Conference. Members for whom NCSS does not have a contact email and those for whom the email notification is rejected will be sent notification and instructions via USPS mail. Members may opt to receive a paper ballot.
4. Votes must be submitted electronically or by paper ballot and received by January 15.

5. An outside independent contractor will e-mail election information, receive returned ballots, count and tally results, and report those results to the Nominations and Elections Committee Chair and NCSS headquarters.

1.4.8 Announcing Election Results

Candidates and members of the Board of Directors shall be notified by the President immediately after the counting of ballots. The election results will be announced to the membership once all candidates are notified.

1.4.9 Filling Board Vacancies

In case of a vacancy on the Board of Directors, if the Board decides to fill an unexpired term, the President, with the consent of the Executive Committee, shall appoint a person to fill the unexpired term.

1.5 Start of Terms

Newly-elected officers and Board members will assume office on July 1.

2. ELECTED OFFICERS

2.1 Constitutional Terms

The elective officers of the National Council shall be chosen from the membership according to a schedule and in a manner to be prescribed by the board of directors. They shall include a president, a president-elect, and a vice president. They shall assume office on July 1 following their election and shall hold their respective offices for the term of one year. (Constitution, Article II, Section 1)

2.2 President

2.2.1 Constitutional Responsibilities

The president shall have general charge of the affairs of the National Council and by virtue of the office shall chair the board of directors. It shall be the obligation of the president to promote in all suitable ways the best interests of the National Council. (Constitution, Article II, Section 2)

2.2.2 Responsibilities for Leadership of the Board of Directors

Takes the initiative in setting the agenda for the Board of Directors meeting which is drawn up with the Executive Committee and with the Steering Committee Chair.

2.2.3 Chairperson Responsibilities

1. Chairs the Executive Committee.
2. Chairs the House of Delegates.
3. Chairs the Personnel Committee.
4. Co-chairs the current Program Planning Committee.

2.2.4 Appointment Responsibilities

1. Fills vacancies on committees, some through consultation with the House of Delegates Steering Committee Chair.
2. Appoints ad-hoc committees and individuals to carry out specific tasks as they are needed.

2.2.5 Communication Responsibilities

1. Speaks for the Council.
2. Meets with presidents of Affiliated Councils and Associated Groups at the Annual Conference.
3. Communicates regularly with all Committee Chairs.
4. Receives Annual Conference committee reports and minutes from Board of Directors' liaisons according to the specified timeline communicated to Committee Chairs by the President; shall communicate to the Board items from committee reports requiring Board action and recommend actions to the Board for the winter meeting.
5. Arranges for orientation for new Board members at the time of their first Board meeting.

2.3 President-Elect

2.3.1 Constitutional Responsibilities

The president-elect shall assume such duties as the president or the board of directors shall specify. (Constitution, Article II, Section 3)

2.3.2 Chairperson Responsibilities

Co-chairs the Program Planning Committee one year ahead.

2.3.3 Committee Responsibilities

1. Is a member of the Executive Committee.
2. Is a member of the Personnel Committee.

2.3.4 Appointments Responsibilities

1. Appoints new members of Operations Committees and Task Forces, and designates Board members as committee liaisons by July 1.
2. To facilitate appointments, a notice shall appear in a winter issue of *The Social Studies Professional*, calling for committee volunteers and requesting information about the individuals' interests and experiences relevant to the committees' tasks.
3. The President-Elect shall appoint a vice-chair for each committee from the previous year's committee. Under ordinary circumstances, this person shall become the chair in the succeeding year. The appointment of a vice-chair not currently serving on the committee, or re-appointment of a committee chair or vice-chair, may occur in circumstances deemed necessary or appropriate by the President-Elect. Board liaisons to committees and current committee chairs shall be requested to recommend active members to serve as chairs.
4. In appointing committees, the President-Elect should attempt to obtain balance by ensuring the appointment raises the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated.

2.3.5 Other Responsibilities

Shall serve on Task Forces and execute additional tasks upon the appointment of the President.

2.4 Vice-President

2.4.1 Constitutional Responsibilities

The vice president shall assume such duties as the president or board of directors shall specify. (Constitution, Article II, Section 3)

2.4.2 Chairperson Responsibilities

Chairs the Special Projects Committee.

2.4.3 Committee Member Responsibilities

1. Is a member of the Executive Committee.
2. Is a voting ex officio member of the Publications Committee.
3. Is a member of the Personnel Committee.
4. Is a member of the Program Planning Committee.
5. Is a member of the Documents Review Committee.
6. Is a member of the Development Committee.

2.4.4 Vice-President as Parliamentarian

The Vice-President shall act as parliamentarian to the NCSS Board of Directors and the Executive Committee.

2.5 Past-Presidents

2.5.1 Constitutional Responsibilities

Each past president shall serve on the board of directors for one year immediately following his or her presidency. (Constitution, Article II, Section 6)

2.5.2 Committee Member Responsibility

1. Chairs the Nominations and Elections Committee.
2. Chairs the Document Review Committee.
3. Is a member of the Audit Committee.
4. Is a member of the Special Projects Committee.
5. Is a member of the Executive Committee.
6. Is a member of the Personnel Committee.

2.6 Officer Release Time Compensation

If financially feasible, the incoming President, in consultation with the Executive Committee, will negotiate with his or her employer for up to 50% release time to perform duties of the office. If financially feasible, release time for the President-Elect and Vice-President shall be negotiated for up to 40% and 20%, respectively.

3. HEADQUARTERS STAFF

3.1 Board of Directors Responsibilities for Staff

NCSS is committed to affirmative action in all aspects of the organization. Membership and leadership must be representative of the diverse racial and multicultural social fabric of the country itself, and NCSS assumes a continuing responsibility to provide for equitable representation at all decision-making levels within the organization.

3.2 Personnel Committee Responsibilities for Staff

The Personnel Committee provides counsel to the Executive Director regarding staff and salary recommendations. It communicates with the Executive Committee and the NCSS Board of Directors on personnel matters of special interest.

3.3 Executive Director

3.3.1 Constitutional Responsibilities

There shall be an executive director who shall be responsible for implementing the purpose of the organization as stated in the NCSS Constitution (Article I, Section 2) and carrying out policies formulated by the board of directors, and, as treasurer, shall be the financial agent of the National Council for the Social Studies. The Executive Director serves as Secretary of the corporation. The Executive Director shall make annual written reports to the Board of Directors. The Executive Director's salary, tenure, and specific responsibilities shall be determined by the Board.

3.3.2 Executive Director Job Description

The Executive Director is the chief executive staff person of the organization. Among the responsibilities are the following:

1. provide leadership and policy guidance for the organization;
2. manage and direct all operations, programs, and activities of the organization;
3. implement the policy decisions and directives of the Board of Directors;
4. uphold and adhere to the policies and bylaws of the organization;
5. report regularly to the Board of Directors and otherwise ensure that the Board is fully informed of all organization activities;
6. advise the Board of Directors in a timely fashion of any developments that may affect the organization's well-being;
7. manage ~~monitor~~ all financial and accounting activities and financial health of the organization;
8. prepare annual budgets with the assistance of the Director of Finance;
9. hire, supervise and terminate office staff;
10. maintain organization records, files, documents, and archives;
11. enter into contracts on behalf of the organization;
12. regularly inform the membership of large organization activities;
13. represent the organization to other organizations, the media, and the public;
14. maintain confidentiality of sensitive information;

15. undertake all other organizational tasks assigned by the Board of Directors;
16. serve as the secretary of the House of Delegates;
17. serve as an ex-officio member of the Executive Committee, Publications Committee, and the Program Planning Committee.

3.3.3 Executive Director Evaluation

1. An evaluation of the Executive Director will be conducted every year. The evaluation of the Executive Director will reflect the performance of the Executive Director in meeting the job duty assignments found in 3.3.2, the progress made in fulfilling the NCSS Strategic Plan, the growth of the association membership and programming, influence of the association, the ability to effectively support, build the capacity of, and manage the NCSS staff, and in the progress in achieving the performance goals set for the year.
2. The Personnel Committee will survey the Board of Directors and staff every year. During the second year of the Executive Director's two-year contract, the Personnel Committee will also survey other council leaders and other NCSS stakeholders and partners, as agreed upon by the Personnel Committee and the Executive Director. The survey will include questions aligned to the evaluation criteria and may include other questions as agreed upon by the Personnel Committee and the Executive Director. The Personnel Committee will use the results of the survey(s) as well as data collected over the year, to write an official yearly evaluation of the Executive Director. The evaluation form will include feedback on each area of the evaluation criteria identified in 3.3.3.1.
3. The Personnel Committee will meet with the Executive Director to share the results of the performance evaluation. A summary report of the performance evaluation will be presented to the Board in an executive session at the spring meeting.
4. On or before August 1 of the fiscal year, the Executive Director and the Personnel Committee shall agree upon the Executive Director's performance goals for the upcoming year. At this meeting, the Personnel Committee shall present the evaluation form that will be used in that fiscal year's evaluation and discuss expectations.
5. On or before February 1 of each year, the Personnel Committee shall conduct a mid-year review with the Executive Director to determine progress on performance goals and to discuss performance related to the evaluation criteria.

3.4 Other Headquarters Staff

3.4.1 Union Staff

The NCSS Executive Director and Personnel Committee will represent the NCSS Board of Directors in negotiating the contract provisions for those NCSS staff who belong to the Communications Workers of America (CWA). The contract must be approved by the CWA members and the NCSS Board of Directors. An appropriate process will be utilized in negotiating the CWA contract that protects the interests of NCSS and its employees.

3.4.2 Non-Union/Management Staff

NCSS staff who are not covered by the CWA contract have individual job descriptions, salaries and fringe benefits. The terms and conditions of employment for these employees are reflected in the NCSS Personnel

Policy Handbook. A process which protects the interests of NCSS and its employees will be utilized in determining which changes in the exempt employee personnel policies will be recommended to the Board.

3.5 Staff Honorarium Policy

3.5.1 NCSS Related Consulting

Staff members who represent NCSS and are paid an honorarium will donate the honorarium to the FASSE Fund if company time is used to do the work required to earn the honorarium. If the staff member uses vacation time for all work related to the honorarium, he/she may keep the honorarium.

3.5.2 Non-NCSS Related Consulting

An officer, Board member, or staff member who is asked to do professional consulting not related to NCSS would retain any honorarium. In this case, staff members must do all related work on their personal time.

4. BOARD OF DIRECTORS

4.1 Composition

1. The board of directors shall consist of the president, the president-elect, and the vice president; 12 elected directors, 4 of whom shall be elected each year for a term of three years; and the immediate past president, who shall serve for a term of one year. The chairperson of the Steering Committee of the House of Delegates shall be an ex officio member of the board with full voting rights. (Constitution, Article II, Section 6)
2. Board membership at all times shall include: seven classroom teachers, of whom at least one is an elementary teacher, at least one is a middle level teacher, at least two are secondary teachers, and the remaining three chosen "at-large" with no designated grade level; at least one college or university teacher; and at least one social studies supervisor. The remaining three directors will be chosen "at large" with no designated category, grade level, or professional role NCSS student members preparing to fill any of these professional roles shall be eligible for nomination and election in any of the categories above. (Constitution, Article II, Section 6)
3. If members of the board change jobs during their terms of office so that they no longer fit the categories to which they were elected, they may remain on the board for the duration of their terms.
4. In case of a vacancy on the board of directors, if the board decides to fill an unexpired term, the president, with the consent of the executive committee, shall appoint a person to fill the unexpired term.

4.2 Duties

1. To appropriate funds from the treasury. (Article II, Section 6)
2. To hire the executive director. (Article II, Section 5)
3. To review actions of officers and committees. (Article II, Section 6)
4. To select the date and place for the annual conference. (Article III, Section 6)
5. To determine the annual dues. (Article III, Section 3)
6. To approve the hiring of the auditor.
7. To set policy for NCSS and, toward that end, deliberate on all items of concern to NCSS and to the profession as a whole.
8. To develop a long-range plan for NCSS. The Board will develop a three-year plan that will be monitored and reviewed annually. The Board will meet annually in the winter to review and possibly revise this plan. A general survey of random NCSS members and non-member social studies professionals will be conducted at least every three years to inform the long-range planning process. Representatives of the Associated Group leadership may attend the annual Board planning meeting at the expense of the Associated Groups.
9. To determine nomination and election procedures.
10. To exercise all powers not assigned in the constitution to other officers or to the membership of the national council. (Article II, Section 6)

4.3 Meetings

4.3.1 General Guidelines

1. The agenda for meetings of the Board of Directors shall be prepared cooperatively by the Steering Committee Chair of the House of Delegates and the Executive Committee of the Board of Directors. The NCSS President shall take initiative in making the arrangements for the preparation of the agenda (Article III, Section 4). The emphasis at the spring meeting will be on planning for the new year, including the setting of goals and approving the allocation of resources. The winter meeting will assess the work of committees and provide new or reaffirm old charges for them, consider resolutions from the House of Delegates, and review the annual audit. The meeting held during the annual conference will study the substance of the profession and consider reports on the status of the social studies.
2. Board meetings shall be conducted according to Robert's Rules of Order.
3. New Board members are asked to attend an orientation session prior to their first Board meeting.
4. Newly elected Board members may not vote at the Board meeting prior to their assuming office, except that they can vote for and be a candidate for the Executive Committee at that meeting. The Vice President-Elect will be invited to attend the winter Board meeting.

4.3.2 Decisions by Executive Committee or Outside of Regular Meetings

1. On occasions, because of time constraints, it may be deemed necessary for the Executive Committee to approve actions or make policy. When the Executive Committee does make policy, implementation must be delayed until such decisions have been communicated to the full Board with immediate reaction requested electronically. If more than five Board members respond negatively to the action, the President must either arrange an emergency meeting for discussion and vote or hold the decision in abeyance until the next full Board meeting.
2. Because of time constraints, the President may ask the Board to vote on matters outside of scheduled meetings. Votes requested in this manner must provide for a period of discussion prior to a vote, and provide options to approve, disapprove or defer the vote until discussion by the Board. All directors are required to approve an action for it to be effective if the vote is not taken at a meeting where a quorum is present. If an action is not approved outside of a scheduled meeting, the matter shall be postponed for discussion at the next Board meeting, or by an emergency meeting if necessary. When votes are held in such a meeting, a majority of the Board members participating when a quorum is present may act on the question. The Board of Directors will reaffirm all decisions taken at the next regularly scheduled meeting.

4.3.3 Board Meeting Travel

1. NCSS will pay travel and housing costs for up to two yearly Board of Directors' meetings. Board members are responsible for making air travel reservations through the designated online corporate account. Air reservations should be made at the lowest available coach fare, no later than 30 days prior to the meeting when possible. NCSS will reimburse mileage for members who drive to meetings. NCSS will pay a fixed per diem for meals for each meeting day, and reimburse members for incidental expenses, including parking and transportation to and from the airport.
2. For meetings which take place at the Annual Conference, NCSS will reimburse Board members for one night hotel at the conference rate at the headquarters hotel, and one day per-diem. Travel and registration expenses to the Annual Conference for the President will be covered by NCSS.

4.4 Duties of Board Members

1. To initiate and react to items of Board consideration. All Board members are expected to carry on an active correspondence with the officers, other Board members, the Executive Director, and the chairs of the committees and communities to which they are liaisons.
2. To serve as liaisons from the Board to one or more committees and communities. As liaison to:
 - communicate regularly with the committee or community chair;
 - advise the committee or community on how it may assist and advise the Board, and communicate Board actions to the committee or community promptly;
 - advise the Board as to the committee's or community's actions and deliberations;
 - review the committee's or community's reports and submit them with comments to the President and Executive Director for inclusion on the winter Board meeting agenda;
 - attend committee or community meetings and advise the President-Elect and President regarding leadership potential observed and tasks unfinished.
3. To serve on Board committees to which they are appointed by the President.
4. To represent NCSS at regional and other conventions in their areas.
5. To serve as liaison to Affiliated Councils as assigned by the President.
 - Liaisons should serve as the primary contact between an Affiliated Council and the Board of Directors.
 - Liaisons should communicate with Affiliated Council Presidents and Executive Directors to learn about state issues and needs and should bring these items to the attention of the President and full Board.
 - Liaisons should communicate to Affiliated Council Presidents and Executive Directors a summary of Board actions and approved minutes of Board meetings.
 - Liaisons may not act on behalf of the Board and should refer questions regarding interpretation of Board policy to the President.
 - When possible, Board members will be assigned as liaison to their home or neighboring states.
 - When possible, Board members will serve as liaison to the same Affiliated Councils throughout that member's term.
6. By resolution of the House of Delegates, to meet with the constituencies at a time set aside each year at the NCSS Annual Conference.
7. To communicate with and offer assistance to the NCSS staff.
8. In the event ongoing personal and/or professional responsibilities prevent a Board member from fulfilling any of the above enumerated Board member duties, it will be incumbent upon the Board member to submit a letter of resignation to both the Executive Director and the President.

4.5 Management Committees

The NCSS Board of Directors has management committees which review and advise the full Board on specific areas of operations and policies as well as completing assignments specifically designated to that particular committee by the Board. Current Management Committees are: Audit, Development, Documents Review, Executive, Finance, Personnel, and Special Projects.

4.5.1 Audit Committee

Composition

Three members appointed from the Board, one appointed each year by the President, each serving three-year terms, and the Past-President. The Board member in his or her third year on the Committee will serve as chair.

Time of Meeting

During scheduled Board meetings, as appropriate.

Duties

1. To serve as the liaison between the Board of Directors and the auditing firm, with consultation from the Executive Director and staff.
2. To recommend an auditor to the Board of Directors, review the auditor's reports, and present findings to the Board of Directors (with consultation from the Executive Director and staff).

4.5.2 Development Committee

Composition

The Committee is composed of the Vice-President; three members appointed from the Board, one appointed each year by the President, each serving three-year terms; and the Executive Director; and one staff member appointed by the Executive Director. In addition, the Committee will select, and the President-Elect will appoint, as chair for one year a Board member who has served at least one year on the Committee, renewable for a second year. The President may appoint a member of his or her Program Planning Committee or other individuals with non-profit experience to serve as ex-officio members of the Committee for a one-year term.

Time of Meeting

As needed.

Duties

1. Work with staff and the Board to define the short-term and long-term funding needs for NCSS and establish fundraising plans to meet those needs.
2. Provide input and guidance into the development of fundraising activities including planned giving campaigns, annual appeals, membership marketing efforts, and other solicitations.
3. Assist staff, Board members, and other volunteers in identifying and soliciting funds from corporate sponsors, foundations, and other external sources of support.
4. Seek grant opportunities and serve as a resource for staff in applying for grants.
5. Review grant applications, focusing on oversight, effect on daily operations and staff time, measurement of grant success, budget and implications for NCSS before a grant is submitted; require approval from the Board of Directors for grants over \$50,000.
6. Work with the staff, Board members, and other volunteers to greet and host donors, sponsors, and potential donors attending NCSS events, and that donors are acknowledged appropriately.

7. Monitor fundraising and grant writing efforts to ensure that they are cost effective and aligned with the NCSS mission and strategic priorities, and that donors are acknowledged appropriately.

4.5.3 Documents Review Committee

Composition

The Past-President is the chair. The Vice-President is a member of this Committee. The President appoints four members from the Board of Directors during the year prior to their one-year terms, which begin July 1.

Time of Meeting

At the winter Board of Directors meeting and as required. The Committee will make a report to the Board of Directors on the disposition of its review process.

Duties

The Documents Review Committee shall annually review the Constitution, the Policy Manual, approved Board minutes, and House of Delegates (HOD) resolutions. NCSS staff will keep copies of all the documents listed above for five years. The committee will annually review the documents to determine that:

1. all motions passed by the Board have been acted upon and implemented;
2. all resolutions passed by the HOD have been acknowledged and implemented, as appropriate, by the Board;
3. all Council documents, position statements and guidelines are reviewed on a timely basis as determined by the Committee. The Committee will review all position statements and guidelines on a five-year rotation. The Committee will decide whether statements and guidelines should be discarded, or updated and revised. When determining if a position statement should be discarded or updated and revised, the Committee should consider if the position statement is consistent with other position statements and approved resolutions. If a position statement is to be revised or updated, the Committee will forward it to the appropriate Operations Committee. Under special circumstances, the Committee may recommend that the Board of Directors appoint a task force to revise or update the statement or guideline. All Committee recommendations will be reported to the Board of Directors;
4. actions taken by the Board are reflected in the Policy Manual.

4.5.4 Executive Committee

Composition

The President is the chair. The Committee shall consist of the current year's President, President-Elect, Vice-President, immediate Past-President, Chair of the House of Delegates Steering Committee, and two at-large representatives from the Board of Directors. These at-large representatives are elected by the constituent members of the Board of Directors at the last Board meeting prior to the beginning of the new fiscal year and shall serve one-year terms.

Term of Office

The term of office shall be from July 1 through June 30.

Time of Meeting

Prior to regularly scheduled Board of Directors' meetings to prepare the work of the Board. If necessary, additional meetings will be held only if urgent business requires it.

Duties

1. To administer, with the assistance of the staff, the policies approved by the Board and to monitor all NCSS activities to insure its commitment to equity.
2. To review and evaluate both Committee and staff reports, and to make recommendations to the Board concerning requests set forth in such reports.
3. To provide assistance to the Program Planning Committee and make progress reports on the Committee's work to the Board.
4. To serve as the Finance Committee, to evaluate and monitor the financial status of the Council (see Section 4.5.5).
5. To evaluate proposals for the co-sponsorship of projects as presented by the Special Projects Committee and to recommend appropriate actions to the Board.
6. To review the agenda for each Board of Directors meeting and, where appropriate, to recommend action for the full Board.
7. To attend to any other occasionally arising items of business.
8. To act as the Outstanding Service Award Subcommittee (see Section 9.2.7).

4.5.5 Finance Committee

Composition

Current NCSS Executive Committee members. The Vice-President is the chair.

Time of Meeting

Prior to regularly scheduled Board of Directors' meetings to prepare the work of the Board. If necessary, additional meetings will be held only if urgent business requires it.

Duties

To evaluate and monitor the financial status of the Council:

1. study the annual budget as proposed by the Executive Director;
2. review the proposed budget and recommend any necessary changes prior to presentation to the Board for approval;
3. approve the expenditure of limited funds, not listed in the budget, in answer to emergencies;
4. monitor and make recommendations to the Board of Directors concerning NCSS investments, property held by NCSS, and the NCSS publications inventory;
5. manage the capital fund – the Committee should confer with the contact person for this portfolio at least twice a year for a review of the investments, and the chairperson should request a review each quarter to see that the portfolio is being invested and administered according to the policies of the Board of Directors;
6. receive reports from the FASSE Board and Rho Kappa Advisory Council; and

7. approve expenditures projected to exceed 15% or \$10,000 of the annual budgeted amount for line items in expense categories that exceed \$50,000.

4.5.6 Personnel Committee

Composition

President, President-Elect, Vice-President, and Past-President. The President is the chair.

Time of Meeting

As needed.

Duties

1. To negotiate the terms and conditions of employment of the Executive Director which will be presented to the Board of Directors for its approval.
2. To provide guidance to the Executive Director and in the negotiation of the CWA contract, modification of the exempt employees' personnel policies, and any other employee-related contract.
3. To consult with and advise the Executive Director on strategies to insure affirmative action compliance, development and clarification of job descriptions, and other staff related issues not covered in other parts of the Policy Manual.
4. To evaluate the performance of the Executive Director as defined in Section 3.3.
5. To provide advice to the Executive Director in the process of staff performance evaluations.
6. To review the process and procedures used by the Executive Director to determine staff satisfaction with the Executive Director's performance.
7. To deal with any other relevant personnel matters.

4.5.7 Special Projects Committee

Composition

The Committee is composed of the Vice-President and Past-President, and three members appointed by the President. The Vice-President will serve as chair. The President appoints Board members to the Committee during a Board member's first term. Board members will serve for three year terms. When possible, the chair of the Publications Committee and the Director of Publications shall be involved in all decisions about special projects involving any type of publication. The Director of Publications shall have the opportunity to review all materials produced.

Time of Meeting

As required.

Duties

This Committee shall review and recommend proposals for the Board of Directors to undertake special projects. Special projects are projects that are undertaken with other organizations and use outside funding. Guidelines for this Committee's tasks are in Section 8.5.

4.6 Conflict of Interest Policy

4.6.1 Purpose

The purpose of the conflict of interest policy is to protect the interest of the National Council for the Social Studies (NCSS) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of NCSS or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

4.6.2 Definitions

Interested Person: Any director, principal officer, or member of a committee with governing board (“Board”) delegated powers (“Management Committee”), who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which NCSS has a transaction or arrangement,
- b. A compensation arrangement with NCSS or with any entity or individual with which NCSS has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which NCSS is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 4.6.3, a person who has a financial interest may have a conflict of interest only if the appropriate full Board or Management Committee decides that a conflict of interest exists.

4.6.3 Procedures

Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors of the Board and members of Management Committees considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Management Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Management Committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest:

- a. An interested person may make a presentation at the Board or Management Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. (It is the general policy of NCSS that, other than executive level staff, interested persons should not be engaged by NCSS as paid contractors or employees during the time they are interested persons, although the Board may make exceptions when deemed appropriate by the Board.)
- b. The chairperson of the Board or Management Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board or Management Committee shall determine whether NCSS can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Management Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in NCSS's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy

- a. If the Board or Management Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Management Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

4.6.4 Recordings of Proceedings

The minutes of the Board and all Management Committee shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Management Committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

4.6.5 Annual Statements

Each director, principal officer and member of the Board and its Management Committees shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands that NCSS is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

4.6.6 Periodic Reviews

To ensure that NCSS operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to NCSS's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

4.6.7 Use of Outside Experts

When conducting the periodic reviews as provided for in Section 4.6.6, NCSS may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

5. HOUSE OF DELEGATES

5.1 House as a Forum

A House of Delegates composed of representatives of affiliated councils, associated groups and communities shall be established by the Board of Directors of the National Council for the Social Studies. This House of Delegates shall advise and consult with the officers and Board of Directors of the National Council for the Social Studies. (Constitution, Article II, Section 7)

5.2 House as the Annual Business Meeting

1. The session of the House of Delegates held in connection with the major annual meeting shall constitute the annual business meeting of the House of Delegates. At such business meetings, any member of NCSS in good standing shall have full right of debate, but only members of the House of Delegates shall have the right to vote. (Constitution, Article III, Section 5)
2. Officers of NCSS, members of the Board of Directors, and members of committees elected by the House are specifically charged with representing those members of NCSS not otherwise represented in the house. These ex officio members are not counted when calculating representation from affiliates, but have full voting rights in the House of Delegates.

5.3 House as an Amending Body of NCSS

An amendment to the Constitution must be approved by a two-thirds majority vote by the House of Delegates. (Constitution, Article IV)

5.4 Other Functions of the House

5.4.1 Committees

The House of Delegates elects members to the following committees:

1. Standing committees of the House: Steering Committee, Resolutions Committee, and Assignment Committee.
2. NCSS Operations Committees, as determined by the Board of Directors.
3. Ad-hoc committees created by the House (appointed by the Steering Committee Chair). Presently this is the Credentials Committee.

5.4.2 Resolutions

The House may adopt resolutions, but such resolutions are advisory in nature and do not bind nor become the official action of NCSS unless the Board of Directors concurs.

5.4.3 Advice to Board

Through its designated representative, the chairperson of the Steering Committee, the House may advise the Board of Directors concerning the affairs of the Council. The chairperson serves as an ex-officio member of the NCSS Board of Directors and of the Executive Committee with full voting rights.

5.4.4 Policy Changes Presented to the House of Delegates

Any major changes in NCSS policy which will substantially affect Affiliated Council policies and practices must be presented to the House of Delegates prior to implementation, except in extraordinary cases at the discretion of the President.

5.4.5 NCSS Substantive Priority

Each year the House of Delegates will be asked to address the substantive priority identified by the Board of Directors for the year.

5.5 Procedures of the House

See the House of Delegates Manual (Appendix B) for detailed procedures of the House.

5.6 Standing Committees of the House

The House of Delegates has standing committees which review and advise the House on specific areas of operations. Standing committees of the House are the Steering Committee, Resolutions Committee, and Assignment Committee. Each person elected to a standing committee must be a member of the House of Delegates at the time of his/her election. (See the House of Delegates Manual for the limitation on persons elected from each state.)

5.6.1 Resolutions Committee

Composition

Five members, elected by the House. The term of office shall be two years, with three members elected in even-numbered years and two members elected in odd-numbered years.

Time of Meeting

The Committee will meet at the Annual Conference. The Committee holds open hearings and other sessions as necessary to prepare the drafts of resolutions to present to the House of Delegates.

Duties of the Committee

1. To elect a chairperson whose one-year term commences at the time of election and expires with the election of a successor one year hence. Electors will include outgoing and continuing members of the Resolutions Committee. The election is held immediately following the annual meeting of the House of Delegates.
2. To conduct an open hearing the morning of the opening of the House of Delegates for the following purposes:
 - Meet with sponsors of resolutions.
 - Receive resolutions from NCSS members or affiliate representatives.
 - Accept, return for revision, or reject resolutions in accordance with provisions of the House of Delegates Manual specifying what proposed resolutions may and may not contain, by majority vote of the committee (See HOD Manual, Article IX, Sections 3, 4).
 - Formulate resolutions of its own when an area of concern has not been otherwise presented.

- Formulate all courtesy and commendation resolutions.
 - Classify, title, and number each resolution being presented to the House.
 - Avoid recommending an altered/revise resolution not approved by its sponsor.
3. To be present in the delegate assembly to assist the chairperson of the Committee during question and discussion periods.
 4. To be present in the delegate assembly to assist the HOD Steering Committee during voting proceedings and as deemed necessary.

Duties of the Chairperson

1. Receive business files and records from the immediate past chairperson of the committee.
2. Organize the work of the Resolutions Committee as outlined in its duties above.
3. Inform the Committee through correspondence of meeting dates, places, and times.
4. Issue to Affiliated Councils and groups a call for resolutions at least forty-five (45) days prior to the date of the scheduled open hearing of the Resolutions Committee. The call includes:
 - Sample copy of the proper resolution format.
 - Names and addresses of committee members to whom resolutions may be sent.
 - Announcement of date, place, and time open hearings will be held prior to the annual House of Delegates meeting.
 - Announcement of the hour after which walk-in resolutions will not be accepted.
 - Request that the sponsor or a representative of the sponsor of the resolution appear at the open hearing to discuss the proposed resolution.
5. Send a copy of the call for resolutions to each Resolutions Committee member, the President, the Secretary of the House of Delegates, and the Chairperson of the Steering Committee.
6. Contact the secretary of the House of Delegates for the following functions:
 - arrange for typing and reproduction of final drafts of resolutions approved by the committee.
 - verify the manner in which final drafts of resolutions will be distributed to the delegate assembly.
 - arrange for the distribution of printed materials which report the Board of Directors' disposition of resolutions passed by the previous delegate assembly.
7. Provide copies of the list of approved resolutions (numbers and titles) to the President, Secretary of the House, Chairperson of the Steering Committee, and Parliamentarian prior to the opening session of the annual meeting of the House of Delegates.
8. Personally contact or assign Committee members to contact, prior to the opening session of the House, each sponsor of a resolution in order that he/she may be informed of the acceptance or rejection of the resolution.
9. Formally present and introduce each member of the Resolutions Committee to the delegate assembly.
10. Announce to the delegate assembly, following consultation with the Secretary of the House, the time and place where single copies of resolutions passed by the assembly will be available for distribution the following day.
11. Present and move the adoption of each resolution approved by the committee at the designated time on the agenda of the annual meeting of the House of Delegates.
12. Arrange with the President to report to the House of Delegates the disposition of each resolution passed at the previous annual meeting of the delegate assembly.

5.6.2 Steering Committee

Composition

Five members, elected by the House for two-year staggered terms: three members elected in even-numbered years and two members elected in odd-numbered years.

Time of Meetings

Twice annually, once during the Annual Conference and once in the spring.

Duties

1. Elect a chairperson each year following the election of new members by vote of the outgoing, continuing, and new members of the Committee.
2. Identify issues of concern to NCSS, and put them into the proper form for consideration by the House of Delegates where appropriate to do so.
3. Serve as an originator of ideas and as a channel for the conveyance of ideas that are pertinent to the deliberations of the House of Delegates.
4. Select and provide appropriate materials to all delegates and to Affiliated Councils.
5. Facilitate reasoned deliberations by the councils and by the House of Delegates on matters to be considered at the Annual Conference.
6. Consult with the Board of Directors, through the chairperson, on issues of concern to both bodies.
7. Brief new delegates to the House of Delegates at an open meeting prior to the opening session of the House.
8. Approve the minutes of the annual meeting of the House of Delegates and distribute a copy to each member of the delegate assembly.
9. Prepare the agenda for the annual meeting of the House of Delegates and distribute a copy to each member of the delegate assembly.
10. Revise the House of Delegates Manual when appropriate and in order to keep it consistent with the NCSS Constitution, the Articles of Incorporation, and NCSS Board policies.

Chairperson's Term

The chairperson shall be elected each year following the close of the final session of the annual meeting of the House of Delegates. The term of office as chair of the Committee and as an ex-officio member of the Board of Directors shall begin following the election. The newly-elected chair of the Steering Committee shall be invited to attend the November meeting of the Board of Directors prior to becoming an ex-officio member of the Board.

Chairperson's Duties

1. Serve as an ex-officio member of the NCSS Board of Directors and as a member of the Executive Committee with full voting rights on both, representing the interests of the House of Delegates.
2. Appoint the members of the Credentials Committee with the approval of the Steering Committee.
3. Prepare and deliver to the Board of Directors reports describing the work of House committees.
4. Coordinate activities of the Steering Committee with the President and the Executive Director.
5. Prepare agendas for Steering Committee meetings and correspond with Committee members.

6. Prepare with the Steering Committee the published agenda for the annual meeting of the House of Delegates. Present a copy of the agenda to the President and to NCSS staff for inclusion in the Annual Conference program.
7. Schedule and confirm with NCSS staff the dates, hours, and rooms for formal meetings of House committees conducting business during the Annual Conference.
8. Arrange with NCSS staff the dates, hours, and location for the spring Steering Committee meeting.
9. Conduct, with the assistance of the Steering Committee, the new delegates briefing session prior to the opening session of the annual meeting of the House of Delegates.
10. Confirm procedure with the Parliamentarian of the House of Delegates prior to the opening session of the House.
11. Preside over all business related to House committees during the annual meeting of the House of Delegates, including:
 - Arrange for House committee reports.
 - Deliver the Steering Committee report.
 - Conduct nominations and roll call of states.
 - Introduce and present nominated candidates.
 - Conduct the House committee elections.
 - Announce the election results.
12. Deliver records and files of Steering Committee business to the newly-elected chairperson.

5.7 Ad-Hoc Committees of the House

5.7.1 Credentials Committee

The Committee is composed of five non-voting members appointed by the chair of the Steering Committee with the Steering Committee's approval. The Steering Committee Chair shall ensure that some members of the Committee have prior experience on the Committee. The Committee's tasks are to:

1. ensure that only properly certified delegates are admitted to the delegate assembly as voting members;
2. meet with the Secretary of the House of Delegates and/or Steering Committee Chair to organize and review procedures prior to the first session of the delegate assembly;
3. count ballots and other votes;
4. deliver all messages from outside the meeting hall to delegates;
5. prevent the distribution of unauthorized literature to the House of Delegates;
6. use a master list of delegates prepared by the secretary of the House of Delegates to check off those delegates who have been pre-certified as they arrive at the entrance to the House of Delegates;
7. certify legitimate delegates not pre-certified;
8. prepare delegate badges.

6. COMMITTEES AND TASK FORCES

National Council for the Social Studies will raise the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated. In all policies and activities, every effort will be made to achieve this goal.

Additionally, as the NCSS mission statement affirms our commitment to engaging and supporting educators as they strengthen and advocate social studies, every effort will be made to ensure that the overall composition and leadership of NCSS committees and task forces reflect the proportion of their membership in NCSS. It is the responsibility of local, regional and state Affiliated Councils to aid NCSS in this essential work task by recommending appropriate members for these committees and task forces.

All Operations Committees should, to the greatest degree possible, communicate and cooperate with one another on issues of mutual concern.

6.1 General Structure

6.1.1 NCSS Board of Directors Responsibility to Committees and Task Forces

The NCSS Board of Directors will provide general guidance, oversight, and ensure communication for each Operations Committee and Task Force. The Board responsibilities are:

1. To set priorities for committees/task forces (and direction if seeking expertise) in alignment with NCSS's vision, mission, and strategic priorities.
2. To recommend an annual charge for each committee/task force by the start of each fiscal year.
3. To hear presentations from committee/task force chairs during virtual meetings.
4. To review committee reports and annual charges at the annual winter Board meeting.
5. To review task force reports annually as established by task force charges.
6. To provide annual leadership training for committee/task force chairs and co-chairs prior to the beginning of each fiscal year (July 1 through June 30).

6.1.2 NCSS Board of Directors Membership on Committees (applies to all Operations Committees)

To ensure effective communication and collaboration between committees and the NCSS Board of Directors, all Operations Committees will have one appointed NCSS Board member who serves as the Board Vice-Chair. Appointment is made by the NCSS President-Elect and the length of term is three years.

Board Vice-Chair Purpose

The purpose of the Board Vice-Chair is to:

1. Improve communication.
2. Engage committees in purposeful work for the association.

3. Maximize current governance structures.
4. Support the work of committees.
5. Facilitate collaboration with NCSS staff and Board.

Board Vice-Chair Duties

The Board Vice-Chair will:

1. Attend all meetings of committees.
2. Serve a three-year term.
3. Serve as a communication conduit between the Board, staff, and committee.
4. Share NCSS Board updates at each committee meeting.
5. Communicate regularly with Committee Chair and Committee Vice-Chair regarding agenda and Board charge.
6. Serve as chair if the Committee Chair and Committee Vice-Chair are unavailable.
7. Report to NCSS Board of Directors on behalf of the committee.
8. Arrange the Committee Chair's virtual presentation to the NCSS Board of Directors.
9. Serve as a voting member of the committee.
10. Engage in the activities and actions of the committee.

6.1.3 Committee Purposes

1. Implement Policy: Carry out NCSS Board of Directors' annual charge by setting goals/objectives annually and establish long-range planning. Report these back to the Board of Directors within 30 days of the beginning of each fiscal year. Carry out Board-mandated operations, duties and policies as well as carry out many of the necessary business and organizational functions of the Council.
2. Coordination: Relate their work, where possible, to Board directives, the long-range plan of the council, and the substantive priorities of the year set by the Board. Committee goals and objectives will align efforts to meet NCSS' strategic priorities, mission, vision.
3. Continuity: Carry out their work throughout the year. Terms of membership are established to enable the work of the committees to have continuity from year to year.
4. Advisory: Make recommendations to the Board as well as provide advice through established channels (e.g., Board Vice-Chair and NCSS staff) and as requested.
5. Advocacy: Bring items to the attention of the Board (through Board Vice-Chair) and Executive Director when deemed appropriate by the committee membership or leadership.
6. Action: Formal reporting of annual progress toward goals/objectives will be presented in the form of a written report to the Board by the annual Winter Board of Directors meeting. Chairs will present an overview of committee work to the Board of Directors in a virtual meeting once during the fiscal year.

6.1.4 Committee Membership

1. Unless otherwise specified, each Operations Committee consists of sixteen members, plus a Board Vice-Chair appointed from the NCSS Board of Directors by the President-Elect.
2. All committee members must be members of NCSS except exempted specified others as, for example, the Children's Book Council.
3. Committee members selected by the House of Delegates may not need to be members of the House at the time of selection or after being selected. The House of Delegates may determine membership requirements for eligibility.
4. The President-Elect appoints a Board of Directors' Vice-Chair to each Committee after the spring Board election. The Board Vice-Chair serves a three-year term beginning July 1.
5. No one, including the Board Vice-Chair, may serve on more than one Operations Committee at a time. Officers are not eligible to serve as Board Vice-Chairs of Operations Committees.

6.1.5 Appointment, Tenure and Terms

1. Unless otherwise stipulated, all members serve three-year terms which are staggered so that one-third of each committee is replaced each year. After their appointments or elections, chairs, vice-chairs, and committee members assume office on July 1 unless specified otherwise. Members who fill term vacancies will assume office immediately. The President-Elect announces committee appointments, chairs and vice chairs no later than June with terms beginning on July 1.
2. The chairs of Associated Groups, in accordance with rules established by each group, shall appoint one member to each Operations Committee. The term of committee membership for these appointees will be for three years. NCSS will send notice to the Associated Groups about which committees have open slots. If the groups do not appoint a member by the deadline, the NCSS President will appoint a group member to fill the vacant slot.
3. The House of Delegates, in accordance with rules established by the House, shall select two members to each Operations Committee. The term of committee membership for these appointees will be for three years. Appointments will be staggered with no more than one appointment made annually.
4. An NCSS member may be re-appointed to a position on any Operations Committee, but may not serve more than six consecutive years on any one committee.
5. When making committee appointments, the President-Elect, President, chairs and leadership of the Associated Groups, and the House of Delegates shall strive to raise the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated.

6.1.6 Leadership

1. The President-Elect shall appoint a committee vice-chair from recommendations made by each committee. In appointing the committee vice-chair, prior distinguished service on the committee shall be a high priority for qualified appointees. Whenever possible, the President-Elect confers with the current committee chair and Board vice-chair before making the appointment of the future committee vice-chair.
2. Each committee will recommend candidates for committee vice-chair either at or immediately following the Annual Conference. The committee chair shall send these to the President-Elect no later than January 31 each year with appointments occurring in June and assumption of office beginning July

1. Re-appointment of a committee chair or vice-chair may occur at the discretion of the President-Elect.
3. The committee vice-chair shall be appointed as committee chair. The President-Elect may re-appoint a committee chair, or appoint another member of the committee as chair, in circumstances he or she deems necessary or appropriate.
4. Members who are in their fourth or fifth year of service (depending on length of service of chair) on the committee are not eligible for committee vice-chair appointment or reappointment to meet the six-year maximum service on the committee per NCSS Policy.
5. In making these appointments, the President-Elect shall make every effort to raise the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated.

6.1.7 Attendance and Vacancies

1. Committee chairs and vice-chairs accepting appointments are expected to participate in the annual leadership development training prior to the start of the fiscal year.
2. Members accepting appointments to a committee are expected to make all regularly scheduled meetings, and are required to make every reasonable effort to attend committee meetings and sessions held in conjunction with the Annual Conference.
3. Members seeking and accepting appointment to a committee must be informed in *The Social Studies Professional* and the appointment notice letter, of the importance of attending the committee's meetings, attending to the committee's work, and of the consequences of non-participation and non-attendance.
4. If a committee member cannot attend the Annual Conference, he/she shall make every effort to contact the Committee Chair one month in advance and make arrangements to share committee responsibilities. If advance notice is not possible, the member shall contact the chair within two weeks following the Annual Conference.
5. The committee chairs will report to the President-Elect the names of members who fail to meet committee responsibilities. The President-Elect will take these names into account in making future appointments. The President may also replace a member whom the committee chair and Board liaison have observed as inactive.
6. When a committee member can no longer serve, the President is responsible for appointing a person to fill the vacancy of officer-appointed members. Appointments for vacancies of committee members representing the House of Delegates and Associated Groups shall be made in alignment with rules established by these respective groups.

6.1.8 Meetings and Reports

1. Operations Committees meet at least four times a year, with one meeting occurring at the Annual Conference. Committee also meet at other times during the year when they are able or called to meet by the Board of Directors.
2. Most of the deliberations of committees must be carried out through correspondence between meetings. Each committee chair is encouraged to send regular updates to committee members, with copies to the Board vice-chair who facilitates communication with the NCSS officers and the Executive Director.

3. Committee chairs are expected to submit a written report to the Board of Directors prior to regularly-scheduled Winter Board meetings and present an overview of committee work to the Board of Directors in a virtual meeting once during the fiscal year.

6.1.9 Select Subcommittees

The Board of Directors may create special Select Subcommittees as deemed necessary to fulfill ongoing Council activities. These are permanent subcommittees of Operations Committees, charged with specific and ongoing duties that relate to the Operations Committee. Select Subcommittees report to the Operations Committee under which they are assigned. The Operations Committee must report all Select Subcommittee actions and recommendations to the Board of Directors as a part of its annual report to the Board.

Composition and Guidelines in Establishing a Select Subcommittee

1. Except when otherwise noted, all requirements for Select Subcommittee purposes, membership, appointment, tenure, diversity, attendance, vacancies, meetings, reports, liaison, leadership and budget shall be the same as for Operations Committees.
2. The President-Elect shall appoint the chair and members to Select Subcommittees for a period equal to the normal appointment length for full Operations Committees. Each Select Subcommittee will have ten members.
3. Subcommittees will include a Board vice-chair.

6.1.10 Task Forces

A Task Force (or ad-hoc committee) is formed to accomplish major projects or tasks when the task requires intensive, focused, long term effort and special expertise and representation. Such tasks or projects require a small number of persons with varying expertise and representation of particular groups within the field (e.g., ethnic, geographic, level, etc.). A Task Force will usually develop a report or statement for submission to the Board of Directors. A task force holds hearings at the Annual Conference and seeks input from members before completing its report.

Composition and Guidelines in Establishing a Task Force

1. A Task Force (or ad-hoc committee) of the Board is appointed by the President, in consultation with the Board. The composition of a task force depends on the task at hand. A member of the Board will serve as liaison or as a member of the Task Force. As a general rule, the Board adheres to the following guidelines in establishing a Task Force (or ad-hoc committee).
2. If a committee exists with the focus of the problem to be solved or task to be accomplished, and if time, representation, expertise, or committee size are not at issue, the task is assigned to an existing Operations Committee, which will be the designated Task Force accomplishing the identified task.
3. If a committee exists and time, representation, expertise, or committee size are at issue, the President will confer with the chair of the existing committee to make the specific appointments to the Task Force.
4. If no committee exists, or if there are several relevant committees, the President will confer with the appropriate chairs and others to make the appointments.

5. The Task Force may seek guidance from existing committees, individual members, or other experts through hearings, reviews, or other means. Final reports will go directly to the NCSS Board of Directors (or the Steering Committee of the House of Delegates if it is the organizing body) for final approval.
6. Unless the work of the Task Force is expected to be accomplished in less time than two years, the term of office of task force members shall be two years. If necessary, Task Force membership may be extended beyond two years by the President in order to complete the assigned task.
7. A Task Force may require meetings outside the Annual Conference or meetings of the Board of Directors. When forming a task force, the Board should analyze the necessity of meetings and make appropriate budget decisions. The Chair should be informed about the budget when the Task Force is organized.

6.2 Archives Committee

6.2.1 Composition

The Committee shall be composed of sixteen members appointed as per Operations Committee guidelines. A representative from the Center for American History at the University of Texas and the NCSS Executive Director shall serve as ex-officio members.

6.2.2 Purposes and Duties

1. Ensure that documentation and other artifacts relevant to the history of NCSS are secured in the archives.
2. Suggest steps and policies that would increase the acquisition of relevant documentation and artifacts for the archives.
3. Review the current archives and make assessments as to weaknesses, needs, and strengths of the current collection.
4. Recommend ways to ensure that the current documents and artifacts are easily accessible and used.
5. Conduct searches of the archives for special needs of the Board.
6. Propose programs and steps so that Associated Groups may contribute to the archives or build archives of their own.

6.3 Diversity, Equity and Inclusion in the Social Studies Committee

6.3.1 Composition

The Committee shall be composed of sixteen members appointed as per Operations Committee guidelines. The Committee will include, at a minimum, two teachers each from the elementary, middle, and high school levels. NCSS shall solicit applicants to this committee from individuals with diverse experiences, geographic locations, and thought as well as historically marginalized groups. One NCSS Officer will serve as a voting ex-officio member. Other non-NCSS members with specific expertise may be appointed to serve in an advisory role to the committee.

6.3.2 Purposes and Duties

1. Investigate and make recommendations to the Board of Directors on ways that NCSS can promote equitable, inclusive, anti-racist, and anti-bias practices, resources, and programs in the social studies.

2. Review existing NCSS resources, position statements, and publications and recommend necessary revisions to ensure that current NCSS resources and publications reflect equitable, inclusive, anti-racist, and anti-bias positions and practices.
3. When requested, work with the Board of Directors to prepare position statements and responses to current events and issues that publicize and promote NCSS' commitment to equitable, inclusive, anti-racist, and anti-bias positions and practices.
4. Create professional learning opportunities, such as webinars and conference sessions, to promote equitable, inclusive, anti-racist, and anti-bias practices in the social studies.
5. Create and help identify high quality resources for NCSS members that members can use with faculty and with students to teach topics and teach through instructional practices that promote equity and inclusion.

6.4 Government and Public Relations Committee

6.4.1 Composition

The Committee shall be composed of sixteen members appointed as per Operations Committee guidelines.

6.4.2 Purposes and Duties

1. Investigate and propose action plans to the Board of Directors; to promote the definition, nature, and status of social studies and to promote its importance for preparing students to assume their roles as citizens in a free democratic society.
2. Investigate and propose action plans to publicize the work of NCSS, its officers and Board, its Committees, Affiliated Councils, Associated Groups, and their policy positions and guidelines, and to serve as a resource to the Board of Directors.
3. Monitor existing NCSS efforts at public relations and make recommendations for future directions, policies, activities, materials, and areas of concern.
4. Propose and lead sessions at the Annual Conference and other regional, state, and local meetings relative to establishing, maintaining, monitoring and enhancing current public relations efforts on the state and local levels.
5. Establish, enhance, and monitor linkages between NCSS and the executive, legislative, and judicial branches of government at the national, state, and local levels as per NCSS policy guidelines and Board directives.
6. Develop strategies and procedures to influence public policy with the goal of promoting social studies, and enhancing education for civic competence.
7. Advise and make recommendations to the Board and the Executive Director on matters pertaining to these linkages and efforts to influence public policy.
8. Establish, enhance, maintain and support a legislative network composed of representatives of each state, the District of Columbia, and the leadership of CS4, CUFA, and NSSSA.
9. Sponsor sessions at the Annual Conference that would help the membership to establish, enhance, and monitor legislative networks at the state and local levels.

6.5 International Visitors Committee

6.5.1 Composition

The committee shall be composed of sixteen members appointed as per Operations Committee guidelines. The Chairs of the International Assembly and the International Collaborative Community shall be members of this committee.

6.5.2 Purposes and Duties

1. Coordinate efforts with the International Assembly, the International Collaborative Community, and the Program Planning Committee in order to coordinate activities and opportunities for networking between international visitors and U.S. social studies educators at the Annual Conference.
2. Create surveys and collect data from international visitors attending the Annual Conference, with assistance from NCSS staff, in order to adjust and adapt future conference planning to enhance the program. The data collected will be provided to the NCSS leadership and groups involved in international activities.
3. Encourage the International Assembly, International Collaborative Community, and other units to submit proposals to NCSS, and to propose and solicit proposals for the Annual Conference, that broaden the perspectives of conference attendees and provide opportunities to learn about curricula, methodologies and issues of interest and concern (e.g., Vital Issues Sessions on global warming, fiscal policies, genocide, child labor laws, international treaties).
4. Offer opportunities for international participants and U.S. social studies educators to meet in a variety of settings in order to raise awareness about world regions and social studies related programs.
5. Compile a list of Annual Conference sessions with international themes to be highlighted in the conference program, and to place a printed listing of these sessions in the International Visitors' registration packet along with an International Visitors' ribbon signifying their status as international participants. The list will be given to the Conference Chair and NCSS staff.
6. Host and recognize international visitors throughout the conference on multiple occasions and in a variety of ways.

6.6 Membership Committee

6.6.1 Composition

The Committee shall be composed of sixteen members appointed as per Operations Committee guidelines. The chair and one member shall be members of the Board of Directors, the Board Vice-Chair. Members shall be appointed for three-year terms beginning in different years. At least six members of this Committee shall be persons with recent experience with membership activities at state and local levels. The appointments by the President-Elect shall ensure geographic representation of all regions of the U.S. NCSS staff shall serve as an ex-officio member.

6.6.2 Purposes and Duties

To study, report, and make recommendations concerning policy issues, processing, and promotion of membership in NCSS with special focus on raising the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated. To

recommend to the Board of Directors strategies to communicate the purpose and activities of the association and its components (e.g. Associated Groups, Affiliated Councils, Committees, Task Forces, and etc.); to invite new members to become involved; to educate current members about how to become more involved; and to increase and promote member engagement.

6.7 Nominations and Elections Committee

6.7.1 Composition

The Nominations and Elections Committee is composed of 11 members. Six members (two each year) are appointed by the Executive Committee and approved by the Board. Four members are selected by the Associated Groups (one each per group, for a term determined by each Associated Group), confirmed by the Executive Committee and approved by the Board. The immediate Past-President is a member of the committee and serves as Chair from July 1 to June 30. Appointed members serve three-year terms. Terms for officers and members run from July 1 to June 30.

6.7.2 Purposes and Duties

1. Nominate at least one candidate for President-Elect; two candidates for Vice-President; two candidates for elementary/early childhood classroom teacher category; two candidates for middle school; four candidates for the secondary classroom category; two candidates for the college/university category; and two for the other related professionals category.
2. Receive reference letters from Council membership concerning candidates, and to keep such letters in a file to be handed to each succeeding chairperson (such letters must be received by May 1 each year).
3. Consider such factors as geographic distribution, ethnic background, gender, areas of specialization, grade levels, and prior service to the organization in selecting candidates for office, to raise the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated.
4. Secure the consent of each candidate to run.
5. Monitor elections and recommend to the Board of Directors actions necessary to enforce the campaigning policies.

6.7.3 NCSS Staff Duty

To obtain a photo, a 200-word biographical sketch, and a 200-word position statement, and to procure a video speech to be posted online for members to view, to be prepared and submitted to NCSS headquarters not later than November 1. The biographical sketch and position statement will be published exactly as submitted without editing and will be terminated at 200 words. The video speech will not exceed 5 minutes for officers and 3 minutes for Board positions.

6.7.4 Chair Duties

1. Report to the Board of Directors the recommended slate of nominees.
2. Maintain the handbook of specific procedures to be followed to facilitate the work of the committee. The handbook is to be reviewed and updated as necessary, and conformance with Board policies. See Section 1.3 for more information.

6.8 Publications Committee

6.8.1 Composition

The Committee shall be composed of sixteen members appointed as per Operations Committee guidelines. The committee will include, at a minimum, one representative appointed from each from CUFA, NSSA, IA, and CS4, two ~~six~~ members appointed from the House of Delegates, and the following appointed by the President-Elect: one teacher each from the elementary, middle, and high school level, one educator whose primary subject matter is history or civics, and one educator whose primary subject matter is not history or civics, and one member chosen at the discretion of the President-Elect. NCSS shall solicit applicants to the Publications Committee from individuals with diverse experiences, geographic location, and thought as well as historically marginalized groups. Each member will serve for a two-year term with the option of being reappointed for a maximum of two consecutive terms. In addition, the President-Elect shall appoint a Board Vice Chair from the current NCSS Board of Directors who will be an active member of the leadership team of the Publications Committee. When a vacancy occurs, the current President will appoint a Chairperson whose term will be a two-year term and may serve no more than two consecutive terms. A representative from the Children's Book Council and the Vice-President shall be voting ex-officio members. NCSS staff, the Executive Director, and the editors of each of the NCSS official publications (journals) shall be non-voting ex officio members. While serving as a member of the Publications Committee, no one shall accept responsibility as an editor of any NCSS publication.

6.8.2 Purposes and Duties

1. Create a process to conduct a search to identify and recommend to the NCSS President and Board of Directors for appointment of an editor and an editorial review board for each of the NCSS practitioner journals and other publications identified by the Publications Committee. CUFA identifies and selects the editor and editorial review board for *Theory and Research in Social Education*.
2. Create and continuously revise and update a Publications Manual that will include editorial guidelines and other structures and protocols that will guide the work of NCSS publications and resource collections. The NCSS Board of Directors may edit or revise the Manual at any time and any changes to the Manual suggested by the Publications Committee must be approved by the NCSS Board of Directors.
3. Meet at least quarterly with one meeting occurring at the Annual Conference.
4. Recommend policies to the Board of Directors regarding an overall publications program of NCSS, including types of publications.
5. Aid NCSS staff in putting together a database by providing information regarding potential authors and reviewers, resources and institutions, subject topics, trends, and research bases.
6. Make recommendations to the Board of Directors, in consultation with NCSS staff, the journal editors, and the journal editorial review boards, regarding topics for future publications, types of publications/format, objectives of publication, treatments, and audiences. When making recommendations concerning NCSS publications, such as revised content or professional education standards, the Publications Committee should consider that such documents align with and reflect the current NCSS position statements and approved resolutions.

7. Assist NCSS staff by reviewing initial manuscripts of proposals for consistency with criteria for publication (as stated above), if asked to do so by NCSS staff.
8. Establish and implement procedures whereby Affiliated Councils, Associated Groups, and individual members may share ideas and suggestions regarding areas of need and potential topics, trends, and resources that a publications program of NCSS may properly address.
9. Involve the Chair and NCSS staff in all decisions about special projects involving any type of publication. Appropriate NCSS staff shall have the opportunity to review all materials produced.

6.8.3 Select Subcommittees

The NCSS/Children's Book Council Notable Trade Books is a Select Subcommittee of the Publications Committee.

1. It is composed of 15 members. The President shall appoint five members each year following the Annual Conference for three-year terms beginning February 1. A Board of Directors' Liaison is also appointed by the President.
2. It serves as a book review panel and, in cooperation with the Children's Book Council, develops an annual annotated bibliography of selected trade books relating to social studies. This list is published in Social Education and distributed by the Children's Book Council. The program is coordinated by the Children's Book Council.
3. Members meet at least once each year either in New York at the offices of the Children's Book Council or virtually to review and select books for inclusion in the annual list. If attending a meeting in New York, travel is at the members' expense. A meeting is also held at the Annual Conference.
4. A Board Vice-Chair is appointed to this subcommittee and is expected to attend virtual and conference meetings; however, the Board representative does not serve as a book reviewer and is not expected to attend a meeting in New York.

6.9~~1~~ Program Planning Committee (Task Force)

6.9~~1~~.1 Composition

The Program Planning Committee is chaired by the individual whose presidency of NCSS falls during the time of the conference. The Program Chair shall appoint a committee of up to 20 persons, including a Program Vice-Chair from the geographic area of the conference; a Local Arrangements Chairperson; and additional persons selected in consultation with the NCSS staff and the Executive Director, who also serve as ex-officio members.

6.9.2 Time of Meeting

The budget allocated to the Committee shall provide for one expense-paid meeting (as funds allow) of the full committee, or a representative cross-section of the committee as determined by the co-chairs, normally held by early spring. In addition, the Committee should expect to meet at the Annual Conference, but without having expenses paid by NCSS. Much of the committee's work must be carried on by correspondence and individual work assignments.

6.9.3 Duties

1. Recommend to the Board of Directors a theme for the program; to plan a program consistent with that theme; to identify possible speakers; to recommend assemblies, sessions, workshops, and special meetings and events; to be sure that the theme and its accompanying plans reflect NCSS priorities and purposes as stated in the NCSS Constitution (Article I, Section 2); to recommend to the Board of Directors the choice of theme, topics, emphasis, and format twelve months before the Annual Conference being planned.
2. Solicit proposals and select from those submitted sessions and workshops of high quality which best meet the conference theme and address issues of importance to under-represented groups in NCSS. Presenters will be limited to a maximum of two presentations.
3. Allocate no more than 15% of the regular program to proposals submitted by publishers. Publishers' proposals will be selected by the Program Planning Committee. Those selected will be scheduled throughout the regular program. Criteria for selection of these programs are as follows:
 - only proposals reaching the committee before the announced deadline will be accepted;
 - only one session per publishing company will be accepted for each year's annual program;
 - adherence to the conference theme in the program proposals is recognized as important and desirable but not required for acceptance.
4. Entitle each Community to a one-hour session at the Annual Conference which will include their business meeting. All Communities may request an additional one-hour session. The proposal for the session should be clearly marked that it is from a Community and must meet the conference proposal deadline.
5. Keep the Local Arrangements Committee informed of all plans and to oversee their coordination.
6. Schedule all sessions so that audience level and disciplines are balanced across all conference time slots while considering facility and presentation equipment needs.

6.10 Local Arrangements Committee (Task Force)

6.10.1 Composition

The Local Arrangements Committee Chair shall be appointed by the person who will be President during the year of the conference being planned, and the other members of the committee shall be appointed by the Local Arrangements Chair as subcommittee chairs and co-chairs with particular responsibilities.

6.10.2 Chairperson's Duties

1. Serve on the Program Planning Committee, especially to suggest off-site opportunities available to the conference and to be prepared to help carry out the program committee's plans with regard to them. The Local Arrangements Committee shall function like a subcommittee of the Program Planning Committee.
2. Identify, appoint and organize leaders to serve as subcommittee chairs who will provide major support functions at the Annual Conference, including hospitality, facilitators, tours, social events, registration, exhibits, publicity, evaluation, membership promotion, involvement of under-represented groups and students, and any other committee the Local Arrangements Chair deems necessary for the successful administration of the conference.
3. Identify cooperative arrangements that the local school systems may provide to the conference, such as public relations assistance, teacher release for work and attendance at the conference, etc., partly

via a written support letter and email to the state and district superintendents, communications with district/state social studies specialists, correspondence with principals and teachers.

- 4 . Determine how the host and contiguous state and local councils can be involved.
- 5 . Assist in developing a communications system for NCSS headquarters, convention bureau, and hotels.
- 6 . Assist in directing the efforts of all volunteers prior to and during the conference.
- 7 . Plan committee meetings and ascertain that tasks of each subcommittee are effectively carried out.
- 8 . Assist in keeping a digital footprint of Local Arrangements best practices to pass down to subsequent Local Arrangements Chairs and Co-Chairs.
- 9 . Work with the Program Chair and NCSS staff to plan the location of the various functions; suggest entertainment to the NCSS President; and, suggest local persons who should bring greetings or sit at the head table at a general session.

6.10.3 Responsibilities of NCSS Staff

1. Make all contracts for union personnel.
2. Make all contracts with contractors such as hotels and convention centers, exhibit decorators, exhibit transportation, convention bureau services, security services, tour buses, photographers, equipment rentals, entertainment, etc. Committee members may solicit information, but not make arrangements or sign contracts.
3. Provide for compiling, printing, duplicating, and disseminating pre-conference newsletters, Tabloid Preview, programs, exhibit packets, registration materials, tickets, housing forms, and hotel and local arrangements instruction books (see Local Arrangements Handbook).
4. Maintain the local arrangements digital footprint and Local Arrangements Handbook.
5. Provide letter and email communications and social media templates to promote the conference and local districts/schools' participation.

7. OTHER NCSS GROUPS AND EXTERNAL PROGRAMS

7.1 Affiliated Councils

7.1.1 Eligibility

1. Affiliation with National Council for the Social Studies is open to any group of individuals which has the same purpose and goals as NCSS. Any social studies council at the local, state, or regional level may affiliate directly with NCSS, provided that the general goals of the council are consistent with those of NCSS and provided that ten percent of its membership hold regular, comprehensive or student membership in NCSS.
2. NCSS will not encourage the organization or affiliation of a council to function within the same geographic area served by an existing affiliate.
3. Regional or local councils transcending state/provincial lines applying for affiliation with NCSS must present letters of agreement of participation from state or provincial councils within the proposed region. Only members from agreeing states or provinces will be counted for purposes of representation in the House of Delegates.
4. Councils outside of the United States may affiliate with NCSS on the same basis as U.S. councils.
5. Membership privileges in state and local affiliates should be similar to those in NCSS. Anyone who pays dues is a full voting member and the organization raises the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated.

7.1.2 Benefits of Affiliation

1. Each Affiliated Council is eligible for representation in the House of Delegates with representation being based upon the number of joint memberships with NCSS. A council with **up to 10-24** joint members is entitled to one delegate; a council with 25-49 joint members is entitled to two delegates; 50-99 entitles it to three; 100-199 entitles it to four; and a council is entitled to an additional delegate (beyond four) for each 100 members beyond 199 joint members.
2. Each Affiliated Council has the right to include 'Affiliated with National Council for the Social Studies' in its communications.
3. Affiliated Council contact and annual meeting information are listed on NCSS website.

7.1.3 Affiliation Standards

1. A council seeking affiliation with NCSS should request advice from NCSS headquarters regarding affiliation procedures and information concerning any existing affiliated councils in its area.
2. A council seeking or maintaining affiliation with NCSS must demonstrate the following:
 - has active registration as a non-profit corporation within the home state, and files an IRS determination letter with NCSS;
 - annually files the appropriate IRS Form 990;
 - completes all required annual reviews, audits, and other requirements to maintain active incorporation within the home state (based on applicable state laws);

- adopts, revises, and adheres to, and files bylaws with NCSS that reflect the current rules and practices of NCSS;
 - operates according to the vision, mission, and policies of NCSS, as well as NCSS legislative and advocacy priorities, and adopted positions and resolutions;
 - utilizes, displays and incorporates NCSS trademarks, NCSS Affiliated Council trademarks, NCSS vision statement, and NCSS mission statement in conformity with NCSS guidelines;
 - prioritizes membership recruitment, retention, and engagement, and assigns these responsibilities to a member of the council's governance team;
 - adopts NCSS membership policies and procedures, and submits a quarterly membership dues report and pays any outstanding amounts due when funds are collected by the council for membership at the NCSS level; and
 - gives written agreement to the requirements of compliance with all NCSS affiliation standards by June 30th of each year.
3. Affiliation with NCSS shall continue as long as the council continues to have ten percent of its members or ten members, whichever is greater, who are also regular, comprehensive, or student members of NCSS; the council's goals continue to be consistent with those of NCSS; and the council adheres to the affiliation standards listed above. The President of each affiliate shall verify its eligibility by submitting promptly each year to the Executive Director its current membership list, with joint members identified, a list of its current officers, and other information as requested by NCSS headquarters, to include at minimum an annual membership recruitment plan.
 4. The completed application of each council will be certified by the Executive Director each year when in order.

7.1.4 Recognition

Affiliated Councils of NCSS are eligible to be recognized annually as Gold Star or Silver Star Councils. Guidelines for meeting the criteria for either recognition are provided by NCSS headquarters. Incomplete or non-Affiliated Council applications will not be considered. Each affiliate which meets all excellence categories listed below will be recognized as Gold Star Councils. Each affiliated which meets at least three excellence categories will be recognized as Silver Star Councils. Affiliated Councils not meeting three or more excellence categories may be eligible for an individual excellence award.

1. Governance & Operations
2. Programming & Professional Development
3. Social Studies Advocacy & Leadership
4. Membership Diversity, Inclusion, & Recruitment

7.2 Associated Groups

7.2.1 Description

Associated Groups of NCSS represent the specific interests of NCSS members who have similar work related responsibilities.

College and University Faculty Assembly (CUFA)

CUFA members are college and university faculty personnel interested in the teaching of social studies education at the elementary and secondary levels and in the preparation of social studies teachers.

Council of State Social Studies Specialists (CS4)

CS4 members are the specialists who have responsibilities for social studies education in state departments of education/public instruction.

National Social Studies Supervisors Association (NSSSA)

NSSSA members are educators who have supervisory responsibilities for the social studies curriculum and instructional program, pre-kindergarten through grade 12.

International Assembly (IA)

International Assembly members are educators who desire collaboration and interchange of ideas from the United States and countries other than the United States.

7.2.2 Requirements of NCSS for Associated Group Status

Membership

1. Members of Associated Groups must be members of NCSS.
2. Associated Groups will raise the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated.
3. Membership processing and the collection of dues of current members of Associated Groups will be done through the appropriate NCSS staff.
4. Recruitment of new Associated Group members will be coordinated with appropriate NCSS staff.

Communication

1. All Associated Group publications and correspondence will refer to NCSS as the parent organization.
2. A written report will be sent by the Associated Group's Chair/President to the NCSS President before each NCSS Board meeting.
3. No Associated Group may make statements on behalf of NCSS.

Meetings

1. Associated Groups will meet during or previous to the NCSS Annual Conference and as otherwise needed to conduct their business and organize a conference program for their membership.
2. The Associated Group's Chair/President or designee will meet with the officers of NCSS at the Annual Conference. The NCSS President-Elect or other Board designee functions as the liaison with the Associated Group.

Constitution

1. Associated Groups will have a constitution and by-laws that are consistent with the constitution and by-laws of NCSS.

2. Copies of the current constitution and by-laws will be kept on file in the NCSS headquarters.

Associated Group Meetings at NCSS Annual Conference

1. Associated Groups are expected to aid in the development of the Annual Conference program through a representative to the Program Planning Committee of NCSS. Travel expenses and hotel expenses will be paid by NCSS, following standard NCSS policies for travel.
2. Associated Group programs, speakers and event sponsorships will be coordinated with the NCSS Conference Chairperson and Executive Director.
3. Associated Group members who participate in the Associated Group's annual meeting must register for the NCSS Annual Conference and are strongly encouraged to participate in the Annual Conference.
4. Associated Groups may charge an additional fee for their conference programs and for ticketed events. These fees are in addition to NCSS conference registration. Any additional registration fees will be split between NCSS and the Associated Group at a mutually agreed ratio.
5. Meetings of Associated Groups will be open to all NCSS members who meet the criteria in accordance with the Associated Groups' by-laws, and who pay both the NCSS registration fee and Associated Group registration fee, if any. Those NCSS members may also attend annual business meetings of Associated Groups but will not be permitted to vote at such meetings unless they are a member of the Associated Group.
6. Space and time will be provided for Associated Groups at the annual meeting of NCSS.
7. Conference activities of Associated Groups will be published in the Annual Conference program.

Finances

1. Because NCSS is the legal and liable corporate entity for all Associated Groups, all money collected and paid by the Associated Groups must be administered through NCSS.
2. NCSS will establish separate net asset funds for each Associated Group to account for Associated Group finances. These net assets are Board-restricted for use by the corresponding Associated Group.
3. The Board of Directors reserves the right to release these funds from restriction for use by NCSS with a majority vote.
4. The tax identification number of NCSS may not be used by Associated Groups. Associated Groups may not establish accounts at financial institutions using the NCSS tax identification number.
5. NCSS is the legal and liable corporate entity for funded programs and must be the signatory agent.
6. No Associated Group may accept funding in the name of NCSS.
7. No Associated Group may act as a legal agent in any way.

7.2.3 Requirements for the Formation of New Associated Groups

1. Petitions for the establishment of new Associated Groups will be received by NCSS headquarters.
2. Petitions will be forwarded to the Executive Committee for appraisal and recommendation to the Board of Directors at its next meeting.
3. The Board of Directors will accept or reject the Executive Committee recommendations based on the following criteria:
 - The names of at least 125 NCSS members are included with the petition.
 - Prospective members have 'job-alike' responsibilities or interests.
 - Justification for formation of the new Associated Group shall be contained in the petition, with emphasis on the concerns of the 'job-alike' members it represents.

- The Board of Directors determines that the proposed Associated Group will provide a service to NCSS and the social studies community it represents.
- Membership in the Associated Group must raise the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated with 'job-alike' responsibilities.
- A constitution and by-laws, consistent with the constitution and by-laws of NCSS, must be a part of the petition.

7.2.4 Services Provided to Associated Groups by NCSS

1. Processing of Associated Group memberships will be done by NCSS.
2. Bookkeeping/accounting services will be provided by NCSS.
3. Lists of group members will be provided for use within the group.
4. Financial reports of all of the Associated Group's financial activities will be sent to the President and Treasurer of the Associated Groups on a quarterly basis.
5. Special mailings may occur to all or some groups when appropriate.

7.3 Communities

7.3.1 Authorization

The Board of Directors has authorized the formation of Communities within the membership of NCSS. Special Interest Communities should satisfy a need for members of NCSS interested in specific aspects of the social studies to affiliate formally with each other. NCSS shall encourage the organization and activity of such Communities.

7.3.2 Formation

1. Petitions for the establishment of a new Community will be received by NCSS headquarters.
2. Petitions will be forwarded to the Executive Committee for appraisal and recommendation to the Board of Directors at its next meeting.
3. The Board of Directors will accept or reject the Executive Committee recommendations based on the following criteria:
 - The names of at least fifteen members who are members of NCSS are included with the petition.
 - Justification to form the new Community shall be contained in the petition.
 - There shall be no duplication of either intent, purpose or operation with another Community.
 - The Board of Directors determines that the proposed Community will provide a service to NCSS and the social studies community it represents.

7.3.3 Membership

Membership in the Community must raise the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated.

7.3.4 Governance

The internal operation is left to the discretion of each Community. Each one should decide on the details of its organization regarding governance, and means of communication, with the proviso that all governance decisions be determined democratically.

7.3.5 Continuance

1. A Community in existence for two or more years must have at least thirty members who are also members of NCSS and submit an annual registration form to NCSS.
2. Should a Community fall in membership below thirty, or not submit annual registration forms to NCSS, it will be placed on probation.
3. The Community may be granted a year of grace for the purpose of stimulating renewed interest (this will include annual meeting time).
4. If the Community fails to return to the required thirty members following one year of grace, it shall be declared no longer valid, and disbanded.

7.3.6 Meeting Time and Program

1. Each Community is entitled to a one-hour session at the Annual Conference which will include their business meeting. All Communities may request an additional one-hour session. The proposal for the session should be clearly marked that it is from a Community and must meet the conference proposal deadline.
2. In order to be eligible for a time and place on the Annual Conference program, a Community must return by the specified deadline a completed 'Community Registration Form'. This form should include the names and addresses of the members, including the name and address of the chairperson.
3. Community sessions shall be reviewed by the Program Planning Committee and, if selected for the program, scheduled by NCSS staff in the same manner as all other program sessions.
4. Community programs/presentations at the annual meeting are to be developed by the Community membership. Such programs/presentations should correspond to the general theme of the annual meeting. Community programs, speakers and event sponsorships will be coordinated with the NCSS Conference Chairperson and Executive Director.
5. Descriptions of Community sessions shall be included in the annual meeting program.
6. Communities may, if they desire, submit additional sessions, workshop, or function proposals under the conditions of the regular program planning procedure. Such proposals, which must be related to the annual meeting theme, will be submitted to the general Program Planning Committee for their approval as part of the overall annual meeting. Community proposals selected for inclusion in the annual meeting program will be cited in the printed program as sponsored by the Community that proposed them.

7.3.7 Community Information

1. NCSS will publish a list of available Communities on the NCSS website.
2. All such inquiries shall be forwarded to the specific Communities for further communication concerning the inquiry.
3. NCSS will provide the structure for electronic interaction among Community participants.

4. NCSS will seek assistance from appropriate Communities when issues need to be addressed or for members to serve on ad-hoc committees.
5. All Community publications, correspondence and letterheads will refer to NCSS as the parent organization.
6. A written report will be sent by the Community's chair to the NCSS President before each NCSS Board meeting.

7.3.8 Financial Responsibilities

1. NCSS is the legal and liable corporate entity for funded programs and must be the signatory agent.
2. Because NCSS is the legal and liable corporate entity, any money collected for Community programs must be administered through NCSS.
3. The tax identification number of NCSS may not be used by Communities. Communities may not establish accounts at financial institutions using the NCSS tax identification number.
4. No Community may accept funding in the name of NCSS.
5. No Community may act as a legal agent in any way.
6. No Community may make statements concerning, nor speak on behalf of, NCSS.

7.4 External Liaisons and Consortia

7.4.1 External Liaisons

To facilitate communications with like-minded organizations, NCSS has both informal and official liaisons with many professional associations and organizations. NCSS has NGO (non-governmental organization) list status at the United Nations.

7.4.2 Consortia and Federations

Because some goals can better be achieved by joining coalitions with other organizations, NCSS will monitor, and when judged appropriate, participate in groups interested in social studies or related to common concerns.

7.4.3 Guidelines for Service on Advisory Committees or Boards of Non-NCSS Projects

If the name of NCSS is to appear on letterhead or to be used in any other fashion so as to imply NCSS endorsement, then prior approval of the project's content or the organization's statement of purpose or other relevant information must be reviewed by the Executive Committee and subsequently reported to the NCSS Board of Directors. The advisory committee or other body on which the NCSS representative is to serve must have active involvement in influencing policy of the project or organization.

8. PRODUCTS, SERVICES AND PROGRAMS

8.1 Governance and Services

8.1.1 Membership Services

Eligibility

National Council for the Social Studies will raise the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated. Any person having a direct professional relationship with NCSS may join as a comprehensive or regular member of the National Council and is eligible to vote for officers of the council, hold office, or be appointed to committees. Any college student having a professional relationship with NCSS may join as a comprehensive, regular, or student member of National Council and is eligible to vote for officers of the council, hold office, or be appointed to a committee. (Article III, Section 1)

Dues

Annual dues shall be determined by the board of directors and reviewed at least once every three years at the winter meeting of the board. Payment of these dues entitles a member to a year's subscription to the official periodical and to such other publications as the board of directors shall determine. It also entitles him/her to attend all public meetings, to vote for elective officers of the council, and to hold the office(s) to which he/she may be appointed or elected.

Benefits

All members receive the newsletter, *The Social Studies Professional*, and a choice of all issues of *Social Education* or the September and May/June issues of *Social Education* and four issues of *Social Studies and the Young Learner*. Comprehensive members receive all bulletins plus any additional special publications. Members receive reduced registration fees for the Annual Conference. All members are eligible to receive various NCSS awards (see Section 9), and members may call on NCSS staff for information.

Certain membership benefits from external sources (e.g., travel and insurance options) are made available based upon review and approval by the Board of Directors.

Membership Promotion by Affiliated Councils

1. Initial memberships may be gathered by Affiliated Councils which may act as agents for NCSS and send the total amounts to the NCSS office.
2. NCSS is directly responsible for processing all types of NCSS members; i.e. regular, comprehensive, student, and retired, as well as subscriptions. NCSS also processes memberships for Associated Groups. NCSS membership renewals are handled exclusively by NCSS, not by its affiliates.
3. NCSS will prepare a series of advertisements that can be sent to all Affiliated Councils for inclusion in their publications. These ads should promote the professional aspect of council membership at all levels in addition to the usual NCSS sales promotion. Each ad must also contain a blank space in which the affiliate will print its name prior to publication.

8.1.2 Mailing List Rental

Purposes

1. Any request for renting the NCSS mailing list must include financial fairness for both NCSS and the user.
2. Adherence to the principles of non-partisanship and free inquiry within the profession. Provision of service and opportunities to members. Encouragement of research in the social studies.

User-Purpose Categories

1. Commercial Use (publisher, travel agency, insurance company and other for-profit use): All or part of the NCSS mailing list shall be available in label form for one-time use only. The user must agree not to copy the list. The cost will be determined by staff in consultation with the Executive Director.
2. Not-for-Profit or Research Use: All or part of the NCSS mailing list shall be available in label form for one-time use only and may not be copied. The request for the list must be accompanied by copies of the mailing piece or research instrument and the not-for-profit number of the organization (if applicable). In a situation where the Executive Director believes that the mailing may not conform to NCSS goals and policies, he or she will consult with the President. The President may wish to further consult with the Executive Committee. No request for the list may be denied by the Executive Director without prior consultation with the President. The cost for the list will be at a twenty-five percent discount from the commercial rate, but must cover all NCSS costs for providing the list.
3. Possible Other Use: On occasion, a circumstance may arise for which a mailing list request may not precisely fit one of the above categories or the use of the list may provide special benefits to NCSS or its membership. In such cases, the Executive Director and Executive Committee may make exceptions to this policy.

Name Removal

An NCSS member may, at any time, remove his or her name from the mailing list. The membership application/renewal form will include a space to request removal of the member's name. Additionally, we honor requests from California residents at any time to remove their name from all mailing lists. Such requests will come primarily by email.

8.2 Research

8.2.1 Archives

The location of the NCSS archives is at the Center for American History at the University of Texas. The documents include materials accumulated since 1921 and provide important sources for scholarly research by faculty members and/or graduate students. The documents are relevant to the study of American history, comparative studies of education internationally, the impact and relationship of education to national development, the history of American education, the history of curriculum, the history of professionalism, biography, the relationship of government to the educational system, studies of reform movements, the politics of education, the economics of education, and other similar studies.

8.2.2 Recognition

Some of the NCSS awards and FASSE program recognition will foster creativity in the social studies and will recognize outstanding research.

8.3 Meetings

8.3.1 Annual Conference

Theme

The Annual Conference theme should focus on national concerns and ideas. Important issues that affect the state of the social studies profession should be presented, discussed, and debated. Invitations to attend the annual conference should be extended to national leaders from a variety of groups (directors of funded programs in private foundations or the federal government, Congresspersons involved in educational decision making, and other policy makers).

Substantive Priorities

1. The strategic plan priorities for the year which are determined by the Board of Directors shall be addressed through the Annual Conference program.
2. Committees of NCSS will be requested to include an appropriate discussion of those identified issues of major professional concern and to consider how the committee operation can promote and encourage action to assist NCSS and the Board of Directors in policy formation and action relative to those issues.
3. Associated Groups (CS4, CUFA, IA, NSSSA) will be informed of the major issues identification by the Board and encouraged to include an appropriate discussion of those issues and consider how they could promote and encourage action to assist the NCSS Board in policy formation and action relative to those issues.
4. Committees, Associated Groups, and the House of Delegates will be asked to suggest priorities.

Program Schedule

Section meeting slots will be made available at the annual meeting for official NCSS supported activities at the annual conference; e.g., committee hearings, presentations of NCSS projects, etc.

1. The Annual Conference is scheduled in a five-day time schedule beginning on Wednesday and ending on Sunday. The Program Planning Committee will determine the schedule based on needs and the substantive priorities.
2. Jan Tucker Memorial Lecture: A slot in the NCSS Annual Conference will be provided for a session on international issues that will be designated as the Jan Tucker Memorial Lecture. The International Assembly will develop topics and find speakers for the lecture. In addition, the Assembly will be responsible for securing sponsorship of the lecture should funding for a speaker's honorarium, etc. be necessary. No funding for the lecture is provided by NCSS.
3. Spirit of America Featured Speaker Session: A session at the NCSS Annual Conference will be designated the "Spirit of America Featured Speaker Session". The session would be given by an individual in or out of the social studies profession who has made a significant or special contribution which exemplifies the "American Democratic Spirit." For example, a person who acted or spoke out in support of equity, freedom despite possible negative personal consequences.
 - Before the spring meeting prior to the Annual Conference, the Executive Committee will make the final selection from the pool of confirmed speakers in consultation with the NCSS conference program and local arrangement co-chairs. The decision will be based on meeting the criteria of the topic of the special session, availability to speak at the Annual Conference, and any requested honorarium (up to \$1000).

- Once a speaker schedule is confirmed, NCSS will notify the individual selected that he or she will be recognized for "exemplary contributions to the American Democratic Spirit." Recognition will consist of a commemorative plaque or similar gift.
- Social Studies School Service is sponsor of the featured speaker and provides travel and one-night's lodging (up to \$1000) or a \$1000 honorarium.

Presenting and Registering

1. Presenters will be limited to a maximum of two presentations.
2. Those who invite presenters to the Annual Conference are responsible for paying a one-day registration fee. This would apply to such groups as Special Interest Communities and other Associated Groups and individuals who sponsor sessions.
3. Courtesy registration passes will be given to general session speakers. Authority is given to the Executive Director and/or President to provide additional passes to special guests at the meeting whom they deem deserving.
4. K-12 students who are part of presentation and their adult chaperone shall receive a complimentary registration for the day of the presentation.
5. Audiovisual Equipment Costs. Annual Conference presenters must pay for audiovisual costs for equipment used at the meeting including costs of labor. NCSS will order equipment requested by presenters and invoice the primary presenter. The only exception are sessions officially organized and sponsored by NCSS (e.g., general sessions, House of Delegates, etc.).

Exhibitor Sales

Sales by exhibitors will be allowed at the Annual Conference in the exhibit area.

Pre-Conference Activities

Any pre-conference workshop sponsored by the NCSS shall be open to the entire membership of NCSS.

Evaluation

All sessions at the Annual Conference will be evaluated. It is the responsibility of the Program Planning Committee to develop a uniform, simplified form of evaluation for the facilitator/evaluator with a simplified procedure also to guide the activities in gathering and reporting data. A manual for the Program Planning Committee shall explain specific procedures.

Host Council Rebate

NCSS will rebate \$5.00 to host councils (and councils from states within 25 miles of the conference city) for each member, non-member, non-member with membership and local school group registrant from that state.

8.3.2 Co-Sponsorship of National and Regional Conferences with Other Organizations

Co-Sponsorships Requirements

1. The conference will promote the interests of social studies education and be consistent with the principles and purposes of NCSS.

2. Decisions made in planning and executing the conference will safeguard the financial interests and protect the legal liability of NCSS.
3. The Program Planning Committee and its subcommittees will have substantially equal representation by NCSS members or staff in decisions that are made by the committees.
4. NCSS reserves the right to withdraw without any liability if any of the items above are substantially violated.

Financial Arrangements

1. A budget of expenditures and income will be developed jointly with the co-sponsor and presented to the NCSS Board of Directors.
2. A contractual agreement will be signed by the NCSS Executive Director which will include, but not be limited to, the following items:
 - agreement on how expenses incurred in planning and executing the co-sponsored conference will be paid, who will pay them, and when they will be paid.
 - agreement on which organization will collect the income from the conference (registration, exhibitor fees, etc.)
 - agreement on the percentage distribution of any funds (profits) remaining after all expenses have been paid.
 - agreement on the date when the actual physical distribution of profits between the cooperating will occur.
 - agreement that the cost of volunteer or staff work time expended in planning and executing the conference will not be included as an expense item.
 - agreement that decisions which result in expenditures must be made jointly, and in writing.
 - agreement that conference insurance for extraordinary events (i.e. weather, strike, etc.) or other legal liability will be obtained.
3. The NCSS Board of Directors will consider proposals for joint conferences when the following data are provided at a regular Board meeting:
 - rationale for the conference.
 - cost/benefit analysis of expenses and income.
 - a proposed budget of expenses and income.
 - estimate of staff work time required.
 - benefits accruing to NCSS from co-sponsorship.
 - anticipated attendance.
 - sites considered for co-sponsored conference.
 - background on co-sponsoring organization and their rationale for involvement.

8.4 Publications

8.4.1 Board Authority

The Constitution states that the payment of dues entitles the member to the official periodical and to such other publications as the board of directors shall determine. The Board is responsible for an extensive program of publications, including: the journal, *Social Education*; bulletins; the newsletter, *The Social Studies Professional*; position statements; and other assorted publications such as promotional materials.

8.4.2 Purposes

1. Impact on the Membership: The publications program shall be designed to have an impact upon the membership in the following ways:
 - Updating members on various phases of professional topics.
 - Serving as an information source.
 - Serving a practical need for the classroom.
 - Enticing the membership to read and reflect.
 - Stimulating increased involvement in the organization and the profession to raise the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated.
2. Impact on the Organization: The publications program shall be designed to have an impact upon the organization in these ways:
 - Publishing NCSS official statements.
 - Promoting the organization.
 - Providing revenue.
 - Serving as a benefit to the members.
3. Impact on the Profession: The publications program shall be designed to have an impact upon the profession in the following ways:
 - Providing state-of-the-art information.
 - Serving as a forum for varied viewpoints.
 - Defining or clarifying the social studies.
 - Providing leadership.
 - Stimulating scholarship and inquiry.
4. Impact on Public Policy: The publications program shall be designed to have an impact upon public policy in these ways:
 - Successfully carrying out the above objectives.
 - Reporting about the field to selected audiences beyond the field of social studies.
 - Effective with the 1986-87 fiscal year, publications added to inventory for sale are carried as capital assets.

8.4.3 Criteria for Outside Funding of NCSS Publications

1. NCSS will maintain full editorial control over content and format.
2. The topic of the funded publication must have importance for social studies curricula or represent an important matter of national interest.
3. The publication will have widespread utility for social studies educators.
4. Financial costs will be assigned in the same way for all products of the same type, with differential rates established on all products for profit and non-profit organizations.
5. The publication must be consistent with the goals of NCSS and its publications program.

8.4.4 Publications Not Responsible to the Publications Committee

Official Statements on Issues

In the case of short statements relating to policy matters, position statements, and other similar documents prepared at the specific request of the board of directors, the Publications Committee will exercise no responsibility or authority.

The Social Studies Professional

The newsletter, *The Social Studies Professional*, is the responsibility of NCSS staff. Promotional material to encourage membership, programs for the Annual Conference, brochures that announce events or Council programs, lists of titles for advertising purposes, and similar brochures and leaflet-type materials are not directly the concern of the Publications Committee. The Publications Committee may advise the staff on these documents and ask that certain brochures and leaflets be produced in order to promote various publications. However, materials of this type can be prepared by the staff without their consulting the Publications Committee.

8.5 Special Projects

8.5.1 Types of NCSS Involvement

Frequently, NCSS is invited to participate with others in a variety of projects and services. Examples of each type of involvement follow:

1. Advising

Requires review by the Special Projects Committee and approval by the Board of Directors.

Purpose: To assist government agencies, college and university organizations, and not-for-profit and for-profit corporations in developing policy, position statements, projects and programs. NCSS is interested in securing an official role with an NCSS representative on an advisory board or similar group, or appointing an individual advisor using NCSS affiliation.

Personnel: Executive Director or appointee, or NCSS Executive Committee or Board of Directors identified representative(s).

Costs/Fees: Where appropriate, all costs incurred by NCSS representation shall be reimbursed by the requesting agency, plus a 25% the current NCSS indirect cost rate. Stipends paid to NCSS staff shall be deposited in a NCSS account. Stipends paid to NCSS representatives shall be retained by the representative, less the 25% current NCSS indirect cost rate.

Limitations: Policy, project, or program development at the national level. NCSS shall be recognized as participating in the process with no other rights or endorsements granted without additional review by NCSS. In cases where requests have been made for NCSS' participation in local, state or regional policy or program development, NCSS shall act, when appropriate, as a referring entity, entrusting NCSS Affiliated Councils with the responsibility to review and to act upon if deemed appropriate.

2. Project Research, Planning, Development and Implementation

Requires review by the Special Projects Committee and approval of the Board of Directors.

Purpose: To assist and/or collaborate with universities, not-for profit and profit organizations in understanding and incorporating NCSS perspectives in the conceptualization and/or planning of a product, project, service or grant proposal that leads to future and ongoing involvement by NCSS. The planning process shall lead to a formal Memorandum of Understanding (MOU) that identifies NCSS's and the collaborating organization's responsibilities, including demands on human resources, indirect cost sharing, and a budget allocation to NCSS covering all costs, fee for services, consultation, products or deliverables.

Examples: identifying teachers for materials development; participating in the development of teacher guides; providing feedback to field testers and developers; conducting survey research among social studies educators.

Personnel: Executive Director or appointee, or NCSS Executive Committee or Board of Directors identified representative(s).

Costs/Fees: All costs and fee for services shall be initially identified in a MOU and formalized in a contract.

Limitations: NCSS shall be recognized as participating in the process with no other rights or endorsements granted without additional review by NCSS.

3. Co-Sponsorship

Requires approval of the board of directors. Examples: supporting programs, projects, or conferences through active staff involvement and or financial commitment.

Purpose: To identify for NCSS members programs, projects or conferences that have had active staff involvement and/or financial commitments from NCSS. Co-Sponsored events shall include the words "Co-Sponsored by the National Council for the Social Studies".

Personnel: NCSS staff as identified by Executive Director.

Costs/Fees: All costs, fees and potential rate of returns must be identified prior to board approval.

Limitations: Collaboration at the national level, or state and regional levels (with NCSS Affiliated Councils only), as time and resources allow.

8.5.2 Guidelines for Approval of Special Projects

The following general guidelines will be used to evaluate all special project requests with NCSS. Although each request for NCSS involvement should be reviewed on its own merits, consideration should also be given to goals and priorities established in the current Strategic Plan as well as the current resources, both personnel and financial, to honor ongoing and proposed new programs and commitments.

1. Are the goals, objectives or purposes consistent with the NCSS vision, mission, and Strategic Plan?

2. Is there evidence of accurate and high- quality scholarship or evidence-based research to support the project?
3. Will there be inclusive access to all participants? If not, will this special project specifically benefit under-represented or disenfranchised groups?
4. Will there be meaningful involvement of NCSS representatives, where feasible?
5. Will there be a desirable benefit to NCSS members, social studies educators, and the general social studies profession?
6. Can NCSS participate as requested with available resources, or will adequate resources be provided for NCSS involvement?
7. Will there be revenue to NCSS exceeding the actual costs incurred by NCSS?

8.5.3 Review Procedures

- **Step 1: Staff Screening.** Staff should screen proposed projects using the special projects cover sheet and the guidelines identified above. Except in unusual circumstances, the guidelines should serve as general prerequisites to any level of involvement.
- **Step 2: Special Projects Committee Review.** Projects that conform to NCSS policies should be referred to the Special Projects Committee with the NCSS staff's analysis outlined on the Special Projects Proposal Checklist.
- **Step 3: Executive Committee and Board of Directors Review.** Projects identified in Step 2 require approval by either the Executive Committee or the Board of Directors except as noted below. The Special Projects Committee may request that other committees review the proposal when it comes within the scope of their concerns, and where time permits. The Committee may also recommend Board review for proposals where the committee deems a broad discussion necessary; for example, if projects are of high cost, very controversial or demanding of staff time. For other projects, especially where timeliness is an important consideration, the Executive Committee is empowered to make decisions.
- **Step 3 Alternative: presidential authorization.** In the event that Board or Executive Committee review is not possible due to extraordinary circumstances, the President may make a decision on participation in a project. The President, however, is urged to consult with other members of the Board of Directors and must immediately inform all Board members in writing of the situation and decision. The President is not authorized to promulgate a policy or position statement without Board of Directors' approval.

8.5.4 Monitoring Procedures and Review

1. Once approval has been granted to a project, program, statement, material or activity, then staff should add the item to the listing of all current and continuing services or other programs identified as "special projects," and monitor it as follows.
2. Current or "in-process" special projects should be monitored by staff and the Special Projects Committee until completion or final disposition. Where time limits or other conditions were specified in the approval, the special project should be reviewed and recommendations regarding further NCSS association with the cooperating or sponsoring group made to the Board of Directors. A tracking sheet should be maintained by staff on each special project that is underway specifying date received, dates submitted to the Special Projects Committee, Executive Committee, any other committees, and the Board of Directors. Action taken at each step should be recorded.
3. Staff should provide a status report on the project at each regular meeting of the Board of Directors and interim reports to the Executive Committee as needed.

4. A file listing all past approved special projects should be maintained at NCSS headquarters with the names, addresses of contact organizations and other pertinent information. The file should be organized to distinguish among categories of projects such as: position statements, foreign study/travel programs, instructional programs, member benefits, etc. This listing should be reviewed every three years, or earlier if concerns warrant, by the staff and the Special Projects Committee to determine if the project is still viable, needs to be reviewed or other action required. Where the review indicates that continued project approval is questionable, the committee should send the matter with its recommendation to the Executive Committee. (Examples: reprints or new editions of materials previously co-sponsored by NCSS may be considered no longer appropriate for continued publication; a study abroad or travel program may not have been satisfactory and thus NCSS may withdraw from association with its sponsor; a contest for students may have changed in character and is no longer consistent with NCSS policies or positions.)

8.5.5 Distinction Between Personal and NCSS Organizational Representation or Endorsement

1. NCSS staff, officers, members of the Board of Directors or committee members may be asked to serve in an advisory capacity or to review materials for other groups by virtue of their position in NCSS as well as their own professional status. If an individual is to serve as an official NCSS representative, then appointment should be made by the NCSS President.
2. The President reviews the criteria set by the requesting organization, then confers and seeks advice from appropriate persons, e.g. staff, the Executive Committee, Board of Directors, Committees, Communities or former NCSS Presidents and Officers in order to identify a pool of eligible individuals.
3. The President reviews qualifications of candidates to determine an appropriate match with the criteria set by the requesting organization, interviews candidates, clarifies requirements for them, and confers with the Executive Director and Executive Committee prior to making the appointment.
4. If appointed, a candidate agrees to:
 - adhere to relevant policies and position statements, and represent the best interests of the organization;
 - serve for the term required by the requesting organization and stated in the BOD approved request for an advisor (see 8.5.1);
 - meet the obligations established by the requesting organization and stated in the BOD approved request for an advisor (see 8.5.1);
 - submit a written report of activities to the President and Board of Directors upon fulfilling responsibilities to the requesting organization;
 - if the appointee is a Board member, accept no honoraria beyond what would be considered normal expenses. Any amount awarded by the requesting organization shall be paid directly to FASSE;
 - if an NCSS representative is asked to approve a statement, program, product, service or other activity he or she may do so, but this personal approval does not carry with it NCSS endorsement. Despite this distinction, the listing of staff member, officer or other NCSS representative in an advisory capacity in a final report or publication may give the appearance of NCSS endorsement, when official endorsement or approval by NCSS has not been given. Accordingly, judgment of the implications of having one's name listed as affiliated with NCSS should be carefully considered. The NCSS representative should keep the NCSS staff and/or the Executive Committee apprised of developments and seek advice as to whether listing of affiliation with NCSS is appropriate.

8.5.6 Procedures for Approving NCSS Proposals for Funding

Any proposal developed and submitted by NCSS for funding must carry the signature of the President. While the Executive Director may be authorized by telephone to sign proposals in the name of the President, such authorization must be provided in writing for council records. An abstract of any proposal not approved directly by the Board of Directors must be sent to each Board member within 30 days of proposal submission.

8.5.7 Voting for Approval of Special Projects

Approval of NCSS participation in formal advising, planning, project development or implementation, and research that require the approval of the Special Projects Committee, the Executive Committee or the Board of Directors shall be granted once all of the members of the authorized body have been notified of the request for NCSS participation and once a majority of the total number of members of each body have voted in the affirmative.

8.6 NCSS Stands

8.6.1 Official Terminology

Official terminology for naming position statements, policy statements, standards, and guidelines was adopted in June 1986 by the NCSS Board of Directors. Official terms and their usage are as follows.

1. Policy Statement: A report or summary of a definite course or method of action, selected from among alternatives and in light of given conditions to guide and determine present and future decisions. Used only for NCSS internal operating policies.
2. Position Statement: A report or summary of a point of view adopted and held to which is prescribed or recognized as authority. Official views adopted by NCSS.
3. Guidelines: An indication or outline of policy or conduct; a framework. Guidelines are usually used in conjunction with a position statement.
4. Standards: Something set up and established by authority as a rule for the measure of value and quality. Standards are more stringent in measure than guidelines and are usually used in conjunction with a position statement.

8.6.2 Current Position Statements

Each position statement accepted by the Board of Directors shall be assigned to the appropriate committee for review on a regular basis. Authorship is attributed to NCSS, with acknowledgement of any committees and individuals who contributed to its development and/or review. Current NCSS position statements are available on the NCSS website.

8.6.3 Resolutions

NCSS will post resolutions approved by the Board of Directors and which are still in effect on the NCSS website. NCSS will also post transcripts of House of Delegates meetings.

8.6.4 Stands on Social and Political Issues

Affirmative Action Statement

National Council for the Social Studies includes as a permanent priority full and active participation in the social studies profession to raise the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated. This goal will permeate NCSS decisions and activities at every level. NCSS strives to increase the number of members from currently underserved groups (elementary teachers, students, ethnic minorities), to identify opportunities for their participation in the Council, and actively promote their leadership and involvement in NCSS affairs and activities. The Council will assist local and state councils in recruiting members from these groups and encouraging their involvement in council activities on a regular basis. NCSS requests that Affiliated Councils identify members from those groups who can be available for appointments and leadership roles within the Council.

Limitations on Political Activities

As an educational corporation within Section 501(c)(3) of the Internal Revenue Code of 1954, the corporation shall not directly or indirectly devote any substantial part of its activities to the carrying on of propaganda or otherwise attempting to influence legislation; or participate or intervene, by publication or distribution of statements or otherwise, in any political campaign on behalf of any candidate for public office.

Board of Directors' Policies and Resolutions

Board of Directors' policies and resolutions shall relate directly to the organization or to its purposes as stated in the Constitution.

Responses to Current Events

In addition to formal position statements, the Board of Directors may develop or accept responses to specific current events which relate directly to the organization or to its purposes as stated in the Constitution. Authorship is attributed to NCSS. Current NCSS responses are available on the NCSS website.

8.6.5 Professional Stance Arrangements

There are areas to which NCSS has made an ongoing commitment. These commitments are reinforced with activities such as position statements, workshops, publications, and intervention.

Teacher Standards

NCSS has a continuing commitment to quality teacher education and is a member of CAEP (Council for the Accreditation of Educator Preparation). Standards for advanced certification of social studies teachers are used as the basis for NCSS ongoing program of advanced certification.

Joint and Network Efforts

NCSS has liaisons with other scholarly societies to communicate for our common interests. NCSS has joined consortia to underwrite information gathering and dissemination of mutual interest.

Commissioned Papers and Speeches

When commissioning papers or speeches, NCSS should attempt to negotiate possession of copyright or rights of use.

8.7 NCSS Privacy Policy (effective September 30, 2022)

National Council for the Social Studies (“NCSS,” “we,” “our,” or “us”) respects your privacy. We provide this policy to describe how we collect, use, and share the information of individuals who visit the NCSS website at www.socialstudies.org (the “Site”) as well as personal information submitted by other means (mail, fax, phone, sign-up sheets, and so on).

Information Collection

Several areas of the NCSS website require that you send us personal information, which may include your name, contact information, log-in information, and any other information you choose to provide. Those areas are:

- Membership application;
- Convention registration;
- Convention session applications;
- NCSS Email Bulletins;
- NCSS Email List Subscriptions;
- NCSS Communities websites.

This information is received offline as well via mail, fax, and phone.

We (and other entities) also automatically collect information relating to your interactions with us and our Site, including browser type, IP address, pages visited and other activities on the Site, device type, and time and date of visit, and other information we collect through the use of cookies and similar technology. See the “Digital Advertising & Analytics” section of this privacy policy to learn more about the use of this information and the choices available to you.

Material Submitted Online

Some areas of the NCSS Communities section of the Site allow you to submit items for discussion or share information with other members. All submissions become the property of NCSS. Keep in mind that any information you post on any of the NCSS Communities sites are immediately available to anyone with a web browser. Don't give out more information than what you would like everyone in the world to know. You can, of course, edit or delete the messages you post there.

Information Use and Sharing

NCSS uses the demographic and professional information collected on membership, convention, and other forms for aggregate analysis, to personalize our member records for better service, and to create targeted mailing lists. Aggregate demographic information may be shared with third-parties.

In addition to the primary purpose stated or implied at the time the information is collected, we may use

your postal mailing address to send you information about NCSS programs or products, surveys, etc. We provide our convention attendee data to convention exhibitors and make it available to others. We also make our member data available to companies offering NCSS member benefits and to other responsible third parties.

If you supply an email address, we use it to confirm your membership application or registration, follow up on a request, send membership renewal reminders, etc., as the context determines. We may also use it to keep you informed about NCSS programs, services and initiatives. On occasion we may use your email address for a purpose indirectly related to the original context (e.g., emailing a customer satisfaction survey to members or those who have attended the NCSS Annual Conference.) NCSS does not make its email lists available to any third party, with the following exceptions: NCSS shares member contact information, including email addresses, with Affiliated Councils; NCSS may allow third parties to email information to you regarding their products, services, or conference events. You may opt out of these emails at any time. If you do not wish to receive emails from NCSS, please email optout@ncss.org. If a California resident, please also review the “For California Residents” section of this policy below.

Additionally, we may share the information we collect with other parties, including the following:

- With any affiliates or joint venture partners that we may have in the future;
- As part of a corporate sale, merger, or acquisition, or other transfer of all or part of our assets, including as part of a bankruptcy proceeding;
- In certain circumstances, we may, without notice to you, release information to comply with any valid legal process such as a search warrant, subpoena, statute or court order, or as otherwise required by law, to protect our rights or the rights of third parties, or to protect the safety or security of any person or entity;
- To detect or address suspected fraudulent or criminal activity, or an attempt to breach the security of NCSS or its website;
- With your consent or as otherwise disclosed at the time of data collection or sharing.

NCSS Members

Because of the special relationship we seek to maintain with our members, NCSS sends them periodic updates and announcements by email. We may also make an occasional phone call (e.g., to clear up a problem or inquire about a lapsed membership). NCSS members have their own online profile page where they can specify their preferred phone number and mailing address.

NCSS provides as a service to its members the ability to search for other members through the member services website. Your contact information will be available to other members through this directory.

NCSS also makes available to members and other parties contact information for members who serve on committees, task forces, are Affiliated Council leaders or Associated Group leaders, or are Special Interest Community chairs or contact persons.

Digital Advertising & Analytics

We may partner with ad networks and other ad serving providers (“Advertising Providers”) that serve ads on behalf of us and others on non-affiliated platforms. Some of those ads may be personalized, meaning that they are intended to be relevant to you based on information Advertising Providers collect about your use of the Site and other sites or apps over time, including information about relationships among different browsers and devices. This type of advertising is known as interest-based advertising.

NCSS adheres to the Digital Advertising Alliance (“DAA”) Self-Regulatory Principles in connection with this interest-based advertising activity. You may visit the DAA Webchoices tool at www.aboutads.info to learn more about this type of advertising and how to opt out of this advertising on websites by companies participating in the DAA self-regulatory program. If you delete your cookies or use a different browser or mobile device, you may need to renew your opt-out choices exercised through the DAA Webchoices tool. Note that electing to opt out will not stop advertising from appearing in your browser or applications. It may make the ads you see less relevant to your interests.

We may also work with third parties that collect data about your use of the Site and other sites or apps over time for non-advertising purposes. NCSS uses Google Analytics and other third-party services to improve the performance of the Site and for analytics and marketing purposes. For more information about how Google Analytics collects and uses data when you use our Site, visit www.google.com/policies/privacy/partners, and to opt out of Google Analytics, visit tools.google.com/dlpage/gaoptout.

Additionally, your browser may offer tools to limit the use of cookies or to delete cookies; however, if you use these tools, our Site may not function as intended.

Third-Party Links and Tools

The Site may provide links to third-party websites or apps. We do not control the privacy practices of those websites or apps, and they are not covered by this privacy policy. You should review the privacy policies of other websites or apps that you use to learn about their data practices.

The Site also includes integrated social media tools or “plug-ins,” such as social networking tools offered by third parties. If you use these tools to share personal information or you otherwise interact with these features on the Site, those companies may collect information about you and may use and share such information in accordance with your account settings, including by sharing such information with the general public.

Your interactions with third-party companies and your use of their features are governed by the privacy policies of the companies that provide those features. We encourage you to carefully read the privacy policies of any accounts you create and use.

For California Residents

California Civil Code Section 1798.83 (also known as the “Shine The Light” law) permits California residents to opt out of sharing with third parties for their direct marketing purposes. To make such a request, please email us.

Privacy Policy Updates

We have tried to create a privacy policy that is comprehensive, readable, and durable. If our information practices change, the changes will be posted at www.socialstudies.org/privacy. We encourage you to visit this page periodically to learn of updates.

Contact

If you have questions or comments about our privacy policy, please email privacy@ncss.org.

8.8 Rho Kappa

See the Rho Kappa Advisory Board Constitution (Appendix C) for detailed procedures of the Rho Kappa National Social Studies Honor Society.

9. FUND FOR THE ADVANCEMENT OF SOCIAL STUDIES EDUCATION (FASSE)

9.1 Purpose

The Fund for the Advancement of Social Studies Education (FASSE) shall exist for the purpose of supporting research and classroom application projects which improve social studies education; honoring outstanding performance to the profession or in a wide range of professional endeavors through awards; and administering scholarships for educators and students participating in NCSS programs. Grants should foster enlightened citizenship and promote civic competence. Awards and scholarships have pre-established standards, guidelines and procedures and are open to eligible individuals regardless of ethnic or racial background, geographic area, or gender.

Grants will be given in the following areas:

- To implement research on innovative projects in social studies.
- For research on curriculum development or teacher development related to citizenship education.
- For research on citizenship education.
- For other projects specified by donors or identified by the governing board which fulfill the general purpose of the fund.

Grants for innovative classroom teaching (Christa McAuliffe Award) will be given in the following areas:

- To assist classroom teachers in developing and using innovative social studies teaching strategies.
- To assist social studies students in the implementation of an innovative social studies citizenship project.

Scholarships will be given in the following areas:

- To provide first-time attendees to the NCSS Annual Conference from under-served or under-represented areas with free registration and a one (1) year individual membership.
- To award continuing education scholarships to high school seniors participating in a Rho Kappa National Social Studies Honor Society chapter.

The following shall be used to guide the establishing and continuation of awards:

1. The proposed award must be in the best interest of NCSS and its members. Eligibility requirements shall promote the NCSS goal of raising the voices of all social studies professionals in an organization whose culture is inclusive and where all voices are encouraged, supported and celebrated.
2. The nature of the proposed award shall be clearly defined.
3. The proposed award must be a substantial award which brings distinction and prestige to both NCSS and the recipient.
4. The Board of Directors must perceive a need for the proposed award.
5. The proposed award must conform to NCSS policies and position statements.
6. The proposed award must not duplicate or significantly impinge upon an existing award.
7. The proposal for the award must include a description of the selection process. This process must conform to policies, position statements and calendar of NCSS.

8. The proposal must include an estimate of administrative time and costs. Staff will make a recommendation to the Board of Directors concerning how to account for the time and cost involved in the proposed award.
9. The proposed award, when possible, should include a financial sponsor.

9.2 Accountability

The FASSE Advisory Council shall report to the NCSS Board of Directors. The FASSE Advisory Council shall be responsible for the general coordination of the Awards Committee.

9.3 Composition

The FASSE Advisory Council will be composed of the following individuals:

- A minimum of five, and up to nine, individuals appointed by the NCSS Board of Directors and serving staggered three-year terms. Appointees may be selected from within and outside the general NCSS membership, based on financial management experience. There is no term limit.
- A Chair, nominated from among the Advisory Council members and appointed by the NCSS Board of Directors prior to the start of every other fiscal year, will serve a two-year term.
- A Vice-Chair, nominated from among the Advisory Council members and appointed by the NCSS Board of Directors prior to the start of every other fiscal year, will serve a two-year term.
- A Chair and Vice-Chair may only serve for their appointed term, however they are eligible to serve additional terms on the FASSE Advisory Council.
- Members will begin their terms July 1 the year they are appointed.
- The NCSS Vice-President will attend the annual FASSE meeting as a liaison to the NCSS Board of Directors and serve as an ex-officio, non-voting member.
- Any unexpired term may be immediately filled by the Board of Directors.
- An appointee may be removed by the Board of Directors based upon the recommendation of the FASSE Advisory Council in a majority vote. Appointees may be removed for just cause, including, but not limited to, absence from three (3) or more scheduled meetings in a fiscal year, unethical conduct, conflict of interest.
- Individual members of the FASSE Advisory Council shall donate or raise an amount to be set by the FASSE Advisory Council, at a minimum of \$5,000 per year.

9.4 Fund Accounting

NCSS shall maintain the financial records, receive contributions, and write checks. Under no circumstances will FASSE be used to provide other programs and services to members of NCSS or to cover operating expenses with the exception that the fund will pay a reasonable overhead to NCSS for the costs of administering the fund.

McAuliffe Funds will always be maintained at a minimum of \$10,000. Awards given from the McAuliffe Fund will be derived from the accumulated interest of the invested McAuliffe Fund.

9.5 Meetings

The FASSE Advisory Council will carry on business through correspondence and at least one meeting at the time of the NCSS Annual Conference. They will set priorities for, review, and decide upon projects, awards, and scholarships to be funded; plan how to solicit funds; and decide upon the investment of the funds in consultation with NCSS staff.

9.6 Fund Solicitation

The FASSE Advisory Council, in consultation with the Executive Director and the NCSS Board's Development Committee, is responsible for all fundraising efforts. NCSS staff will assist in the planning of a systematic, ongoing fundraising effort. FASSE information shall be included on NCSS membership applications, renewal forms, and Annual Conference registration forms. FASSE may engage in fundraising at the Annual Conference and other NCSS events. Affiliated Council contributions to FASSE will be recognized through the Council Award program.

9.7 Communication

An annual report on the status of the FASSE fundraising plan, grants, awards, and scholarships made during the preceding year, and a progress report on any grant, award, and scholarship recipient activity still in progress, will be presented to the NCSS Board of Directors at its winter meeting. The FASSE Chair will provide copies of FASSE minutes on a timely basis to the NCSS President and Executive Director. Minutes of the NCSS Board of Directors and other NCSS information of value to FASSE will be provided to the FASSE Chair by the NCSS President or Executive Director. The NCSS vice president will attend the annual FASSE meeting as a liaison to the NCSS Board of Directors and serve as an ex-officio, non-voting member.

9.8 Fundraising

The NCSS Board of Directors endorses a fundraising policy for the organization that is ethical, legal, and supports the mission of the organization.

Donor's Rights

1. All donors/sponsors (individuals, corporations, and foundations) are entitled to receive an official receipt for income tax purposes for the donation. The NCSS Board of Directors may establish a minimum amount for the automatic issuance of receipts, in which case smaller donations will be receipted only upon request. All fundraising solicitations by, or on behalf of, NCSS will disclose the organization's name and the purpose for which funds are requested.
2. Benefits for donors should be negotiated with staff and approved by the Executive Committee. Benefits may include recognition in publications but, in general, may not include conference presentations, conference exhibit space, or free advertising.
3. Donors' requests to remain anonymous will be respected.
4. The privacy of donors will be respected. Any donor records that are maintained by the organization will be kept confidential to the greatest extent possible. Donors have the right to see their own donor record, and to challenge its accuracy.
5. Donors and prospective donors will be treated with respect. Every effort will be made to honor their requests to:

- limit the frequency of solicitations;
- not be solicited by telephone or other technology;
- receive printed material concerning the organization; and
- receive a prompt response to a complaint.

Fundraising Practices

1. The NCSS Board of Directors will approve of all fundraising campaigns.
2. Those initiating fundraising campaigns should submit materials to the Executive Director, the President and the Executive Committee.

Fundraising solicitations on behalf of NCSS will:

1. be truthful;
2. describe the activities and the intended use of donated funds accurately;
3. be conducted with fairness, integrity, and in accordance with all applicable laws; and
4. prohibit donations for purposes that are inconsistent with the NCSS mission.

Donor List Rental

NCSS will not sell or rent its donor list. If applicable, any rental exchange or other sharing of the donor list will exclude the names of donors who have so requested. By law, California residents have the right to opt-out of the disclosure of their personal information with third parties for their own direct marketing purposes, and NCSS honors all such requests. If a list of the donors is exchanged, such sharing will be for a specified period and a specified purpose. There may be circumstances in which a request to share or purchase the list may be deemed appropriate by staff to consider; if so, staff would seek the approval of the executive committee.

Point of Contact

1. The Executive Director will serve as the point of contact for all fundraising efforts.
2. The Executive Director will inform the NCSS Board of Directors of the status of all fundraising efforts at least once a year, at the winter meeting. The Executive Committee will be informed of all fundraising efforts at its regularly scheduled meetings.
3. The Executive Director will inform the NCSS Board of Directors of the number, type and disposition of complaints received from donors or prospective donors.

Advertising by Corporate Sponsors

NCSS reserves the right to review all advertising by a corporate sponsor that includes any reference to the organization.

Financial Accountability

1. The financial affairs of NCSS will be conducted in a responsible manner, consistent with the ethical obligations of stewardship and all legal requirements.
2. All donations will be used to support the organization's mission and long-range plan.
3. All restricted or designated donations will be used for the purposes for which they are given. If necessary due to program or organizational changes, alternative uses will be discussed where possible with the donor or the donor's legal designate.

Annual Financial Reports

Annual financial reports to the Board of Directors will be factual and accurate in all respects, and disclose the total amount of fundraising revenues and expenses.

Administration and Fundraising Expenses

No more will be spent on administration and fundraising than is required to ensure effective management and resource development.

Gifts and/or donations regardless of source (individual, group, corporate, etc.)

Unacceptable gifts/donations: NCSS reserves the right to refuse any gift or donation (individual/group/corporate) that is not consistent with its mission. Gifts/donations will not be accepted by NCSS that:

1. violate any federal, state or local statute or ordinance;
2. create a fund to provide awards, lectureships or any other purposes with restrictive clauses that could cause embarrassment to NCSS or that reserve to the donor or his/her representative the right to designate the recipient;
3. require any action on the part of NCSS which is unacceptable to the Board of Directors; and
4. contain unreasonable restrictions on gifts/donations.

Corporate Sponsorships

Corporate sponsorship is a business relationship between NCSS and a commercial enterprise that is of mutual benefit. In exchange for money, products, or services, NCSS provides the corporation with recognition and at times use of the nonprofit's name in corporate marketing. There are four main types of corporate sponsorship.

- Event Marketing

A corporation sponsors a specific event. For example, Coca Cola and IBM sponsored the 2000 Olympic Games.

- Partner Sponsorship

NCSS cultivates a long-term relationship with a corporation. For example, The American Promise sponsors materials and workshops, a local mechanic sponsors a little league team.

- Cause-Related Marketing

A sponsor promotes a specific cause by donating a percentage of the profits from the purchase of its product or service. For example, American Express gives a percentage of profits to Share our Strength, or Ben and Jerry's Ice Cream gives a percentage of profits to rainforest preservation.

- Promotions

A company pays a royalty fee for the use of a charity's name or logo on its products. For example, Nicoderm gives money to the American Lung Association to use the ALA name and logo in commercials and on their packaging.

NCSS reserves the right to refuse any corporate sponsorship that is not consistent with its mission. Neither the mission nor the actions of the corporation may countermand the mission of NCSS. Sponsorships will not be accepted by NCSS that place:

- unacceptable expectations on NCSS (time, staff, marketing, etc.);
- NCSS at risk for its image with its members; and
- NCSS at risk with the IRS or other governmental agencies.

The provisions of this policy are intended to inform, but in no way to impede the work of the President, Executive Director, and staff in seeking sponsorship for annual conference events and awards.

9.9 Award Selection Committees

Unless otherwise indicated, the respective selection committees shall meet during the Annual Conference, and at other times as needed. Each award shall be approved by the Board of Directors and shall be appropriate to the category for which it is targeted. Unless otherwise indicated, awards are given annually, except in years when no qualifying individuals are found. Unless otherwise indicated, the awards in each category will be presented at the NCSS Annual Conference by the Chair of the selection committee or designated replacement, and the sponsor representative (if the award has a sponsor).

9.10 Awards Committee

9.10.1 Composition

The Committee shall be composed of the chairs of each Award Selection Committee. The President shall appoint a Chair and Vice-Chair from among the Committee membership.

9.10.2 Appointments

The Chair and Vice-Chair shall each serve a two-year term. An NCSS member may not serve more than six consecutive years on the Committee, per NCSS policy for other Operations Committees.

9.10.3 Purposes and Duties

The major purpose of the Awards Committee is to celebrate the social studies by ensuring the recognition of teachers, researchers, and other worthy individuals or programs, and by involving the general membership in the selection process. The Committee is also entrusted with the responsibility of coordinating the awards programs, establishing guidelines, and considering new awards in line with the goals of NCSS. Responsibilities of the Awards Committee are:

- Ensuring consistency and fairness in the awards process;
- Coordinating the awards programs by developing consistency across recognition programs (application and selection process, judging criteria, incorporating and utilizing best practices);

- Enhancing outreach efforts (within NCSS network, leveraging Affiliated Council social studies networks, and beyond) to encourage applicants to apply;
- Establishing guidelines (i.e. consistent practices for award election processes and award presentations);
- Developing standards and providing oversight of subcommittees to ensure integrity of awards and processes;
- Working with NCSS staff to annually disseminate, promote, and celebrate award winners through media and social media; and
- Considering new awards in line with the goals and priorities of NCSS, as well as available financial and staff resources.

9.11 Awards

9.11.1 The Academic Freedom Award

Composition of Selection Committee

Members will be the NCSS President, Board of Directors' liaison to the Academic Freedom Community, and the chair of the Academic Freedom Community, who will chair the selection committee. The chair of this committee shall be a member of the Awards Committee.

Purposes of the Award

To recognize and honor those who have distinguished themselves in defending the principles of academic freedom in specific controversies, in fostering academic freedom through advocacy, and in defending or advocating the freedom to teach and learn. Preference will be given to social studies educators, but persons in other fields may also be considered. NCSS membership is not required.

Nomination and Selection Procedures

1. An annual call for nominations will be published by NCSS staff in all NCSS publications.
2. The chair of the Academic Freedom Community will be responsible for recommending media for publicizing the procedures for nomination; providing, soon after the Annual Conference, a sample application form and nomination procedures and criteria for dissemination; and the certification of completed ballots.
3. Any person may nominate a candidate for the award.
4. The nomination form is to be completed as fully as possible and forwarded to the chair of the Academic Freedom Community, in care of NCSS.
5. The defense or advocacy of academic freedom must have been related to the teaching of social studies.
6. The activities of the person considered for the award must be verifiable and must accompany the award application.
7. The committee will solicit complete documentation on each nominee and will contact relevant persons by phone or through on-site visits to verify the nominations submitted. Where appropriate, Affiliated Councils will be asked to cooperate.

Criteria

The criteria shall be the same as that stated in the purposes of this award.

Award

A sum of \$1500 paid and a plaque or other appropriate recognition.

Frequency of the Award

This award is given annually, except in years when no qualified individuals are found.

Presentation of the Award(s)

The awards will be jointly presented at the NCSS Annual Conference by the Chair of the Academic Freedom Community and a representative of any sponsoring organization.

9.11.2 The Carter G. Woodson Book Award**Composition of the Selection Subcommittee**

The committee consists of 12 persons appointed by the president for rotating three-year terms that begin with the NCSS Annual Conference. Members shall include, but not be limited to, a specialist in ethnic studies, a classroom teacher who is a practitioner in ethnic studies, and a member of the NCSS Board of Directors. The President will appoint a chair, based upon recommendation of the committee, who will serve a two-year term. The committee will choose a vice-chair by consensus. This committee will function as a subcommittee of the Awards Committee. The chair of this committee shall be a member of the Awards Committee.

Purposes of the Award

To recognize and honor three distinguished social science books appropriate for young readers which depict race-ethnicity in the United States. One book should be for elementary students (K-6), one for middle level, and one for secondary (7-12).

Criteria

1. The books should deal with the experiences of one or more racial/ethnic minority groups in the United States.
2. The books should accurately reflect the perspectives, cultures and values of the particular racial/ethnic group or groups.
3. The books should be non-fiction.
4. They should be primarily trade or supplementary books rather than textbooks.
5. The books should be written for children or young people. (Children and young people are standard terms with specific meanings used by librarians and the American Library Association.)
6. The books should be well written and reflect originality in presentation and theme. The setting of the books must be in the United States of America.
7. The books must have been published in the year preceding the year in which the award is given.
8. They should also have been published in the United States, but the authors of the books need not necessarily be United States citizens.

9. It is possible for more than one book to receive the awards if the selection subcommittee determines that more than one book satisfies the criteria for the awards.
10. Although only one book in each category will normally receive the awards each year, outstanding runner-up books may be designated as Outstanding Honor books.

Nomination and Selection Procedures

By March 15, each member shall submit a list of five or fewer (perhaps none) rank-ordered books in each category to the Committee Secretary, with 5 points for first place, 4 points for second place, 3 for third, 2 for fourth, and 1 for fifth. The list of books shall include the title and author, the complete and correct name, mailing address, and phone number of the publisher.

1. April - June NCSS will request that the Children's Book Council includes a note on the call for book nominations in their newsletter to publishers.
2. April- November 1: NCSS will receive books from publishers. Committee members will evaluate books as they are received throughout this period.
3. The committee will meet (at the annual conference) and discuss their top selections for each of the three categories and select the winners & honor books for each category.
4. By December 31. NCSS will notify the publishers and the committee chair will assign books to members to prepare written reviews (for *Social Education*) for each of the winner/honor books. Book reviews must be submitted to NCSS by February 15.

Award

The award shall be a plaque or other appropriate recognition approved in advance by the Board or Executive Committee. Award winners are recognized at the next Annual Conference following their selection.

Frequency of the Award

This award is given annually, except in years when no qualified individuals are found.

Responsibility of Award Recipients

The award recipient(s) will be expected to participate in a one-hour session at the NCSS Annual Conference, in which they will answer questions and/or expand on their work.

Award Sponsor

NCSS and the Children's Book Council.

Presentation of the Awards

The awards in each category will be presented at the NCSS Annual Conference by the chairperson of the selection committee or the chair's designee.

9.11.3 The Larry Metcalf Exemplary Dissertation in Social Studies Award

Composition of the Selection Committee

This subcommittee shall consist of three Research Community members appointed by the Research Community chair, one of whom shall have served at least one year previously as a member of this

subcommittee and shall serve as its chair. The CUFA Chair may suggest a member. The Research Community Chair shall be a member of the Awards Committee.

Purposes of the Award

To recognize and honor a recent doctoral candidate for exemplary dissertation research in areas related to the social studies.

Nomination and Selection Procedures

1. The NCSS staff shall, by January 15, send a call for nominations to appropriate publications, including those identified by the subcommittee.
2. Nominations will be sent directly to the subcommittee chair.
3. Each nomination must include four abstracts, one for each subcommittee member and one to be forwarded to NCSS.
4. Members shall scale-rank components on a form provided by the chair, with 1 indicating best.
5. They shall agree to the criteria to decide which dissertations should be read in their entirety by the subcommittee, and the chair shall invite the finalists to submit copies of their dissertations, to be distributed to subcommittee members by August 1.
6. Similarly, members shall scale-rank dissertation components on a form and prioritize them.
7. The subcommittee shall then decide if the highest-ranking dissertation shall win the award or if no award shall be given.
8. The President and Executive Director shall be notified of the winners and non-winners.
9. The President will notify the winners of their selection and will also notify the non-winners.
10. A written report of the subcommittee's proceedings shall be sent to the CUFA Chair and to the Research Community Chair.

Award

The award is a plaque, \$250, and other appropriate recognition. More than one may be awarded in a given year.

Responsibility of Award Recipient

The award recipient(s) will be expected to participate in a one-hour session at the NCSS Annual Conference, in which they will answer questions and/or expand on their dissertation work.

Frequency of the Award

This award is given annually, except in years when no qualified individuals are found every other year.

Award Sponsor

NCSS and the NCSS Research Community.

Presentation of the Award(s)

The award will be presented at the NCSS Annual Conference by the chairperson of the selection committee or his/her designee.

9.11.4 The Elementary Social Studies Teacher of the Year Award

Composition of the Selection Committee

Suggested composition: the President shall appoint four qualified members of NCSS to this select subcommittee who are or who have formerly taught K-6 social studies of whom at least one is previous Elementary Social Studies Teacher of the Year Award winner. The committee shall consist of five members who will serve rotating three-year terms. The chair of this committee shall be a member of the Awards Committee.

Purposes of the Award

To recognize and honor one K-6 classroom teacher who has demonstrated exceptional ability as a social studies teacher, as measured by the announced criteria.

Eligibility

The candidate must have been a classroom teacher in grades K-6 at the time of nomination. The candidate must teach social studies regularly. The candidate must have been a member of NCSS for the two years prior to the year of nomination.

Criteria

The teacher shall have demonstrated exceptional ability in five of the following five areas:

1. develop or use instructional materials creatively and effectively.
2. incorporate innovative and verifiable, effective instructional strategies and techniques.
3. utilize new scholarship from appropriate fields.
4. foster the development and practice of citizen participation among students.
5. show evidence of professional involvement such as sharing expertise in workshops, curriculum development committees, association and council activities, etc.

Nomination and Selection Procedures

1. The Executive Director shall be responsible for publication of the award and the nominations procedure.
2. Anyone may nominate a candidate for the award.
3. The completed nomination form and other documentation must be received by the subcommittee chair in care of NCSS headquarters, no later than May 15. NCSS will retain one copy of all materials.
4. The Executive Director and the Chair of the Elementary Teacher of the Year Award Subcommittee jointly shall be responsible for the certification of the receipt of completed nominations by the deadline.
5. Nominations shall be made using the nomination form provided by NCSS. Documentation shall include:
 - a narrative, consisting of no more than five pages, typed, double spaced, describing achievements in five of the specified areas;
 - supporting documents;
 - letters of support;

- evaluations, classroom observation, data and other supporting documents not to exceed an additional ten pages; and
 - a vita or professional resume prepared by the nominee.
6. The chair of the subcommittee shall authorize the Executive Director to forward a copy of each nomination that has been certified eligible to each member of the subcommittee.
 7. The finalists shall then be rank-ordered by each member of the subcommittee, and the candidates with the highest total rank order positions shall be named as recipients of the annual award.
 8. The Executive Director will be informed of the decision no later than September 1 so that the recipient may be notified and arrangements for the award made.

Award

A sum of \$2500, a one-year complimentary membership in NCSS, and a plaque or other appropriate recognition.

Responsibility of Award Recipients

The award recipient(s) will be expected to participate in a one-hour session at the NCSS Annual Conference, in which they will answer questions and/or expand on those elements of their career that led to receiving the award.

Frequency of the Award

This award is given annually, except in years when no qualified individuals are found.

Presentation of the Award(s)

The award(s) will be presented at the NCSS Annual Conference by an Officer of NCSS.

9.11.5 The Geography Grant Award

Composition of the Selection Committee

Four members to be appointed by the President-Elect to serve on rotating two-year terms, with two being appointed each year. The chair of this committee shall be a member of the Awards Committee.

Purposes of the Award

To recognize and honor exemplary programs of geographic education that enhance geographic literacy.

Eligibility

Programs, not individuals, individual lessons, or units, which will enhance the geographic literacy of students at the classroom, district, or statewide levels. Recipients may be individuals or groups in school districts, public institutions, or universities. Previous recipients of the award are not eligible until 5 years following their award.

Criteria

1. a specific plan for enhancing geographic literacy is articulated.

2. documentation is provided that indicates the program has a sound rationale.
3. the program uses appropriate methods for incorporating the study of geography into the social studies curricula and must affect a significant number of students.
4. the feasibility of implementing the program elsewhere is high.
5. the potential for continuation of the program or its effects after initial implementation is great.

Nomination and Selection Procedures

Applicants should submit no more than a five-paged, double-spaced proposal which specifically highlights the following:

1. a description and rationale for the proposed program;
2. the number of teacher(s) and students who will be involved;
3. the criteria for and means of evaluating the program's effectiveness;
4. the potential of the program after the first year of implementation;
5. a clear and concise abstract of the proposed program;
6. a specific budget for program implementation.

Award

Grant of \$2500.

Responsibility of Award Recipients

Award recipients will be expected to participate in a one-hour session at the NCSS Annual Conference, in which they will report on the implementation of their project and provide support for its success.

Frequency of the Award

This award is given annually, except in years when no qualified individuals are found.

Presentation of the Awards

The award will be presented at the NCSS Annual Conference by the chairperson of the selection committee or his/her designee in consultation with any sponsor representatives.

9.11.6 The Middle Level Social Studies Teacher of the Year Award

Composition of the Selection Committee

Suggested composition: the President shall appoint four qualified members of NCSS to this select subcommittee who are or who have formerly taught middle level social studies at least one of whom is a previous Middle Level Social Studies Teacher of the Year Award winner. The committee shall consist of five members who will serve rotating three-year terms. The chair of this committee shall be a member of the Awards Committee.

Purposes of the Award

To recognize and honor a classroom teacher from the middle level who has demonstrated exceptional abilities as a social studies teacher, as measured by the announced criteria.

Eligibility

The candidate must have been a classroom teacher in a middle level the time of nomination. The candidate must teach social studies at least half-time. The candidate must have been a member of NCSS for at least two years prior to the year of nomination.

Criteria

The teacher shall demonstrate exceptional ability in five of the following six areas:

1. develop and/or use instructional materials creatively and effectively;
2. incorporate innovative and/or verifiable effective instructional strategies and techniques;
3. utilize new scholarship from history, the social sciences or other appropriate fields;
4. foster a spirit of inquiry and the development of critical thinking skills among students, particularly in regard to community, national and international affairs and issues;
5. foster the development and practice of citizen participation among students;
6. show evidence of professional involvement such as sharing expertise in workshops, curriculum development committees, association and council activities, etc.

Nomination and Selection Procedures

1. The Executive Director shall be responsible for publication of the award and the nominations procedure.
2. Anyone may nominate a candidate for the award.
3. Six copies of the completed nomination form and other documentation must be received by the subcommittee chair, in care of NCSS headquarters, no later than May 15. NCSS shall keep one copy of all materials.
4. The Executive Director and the Chair of the Middle Level Social Studies Teacher of the Year Award Subcommittee jointly shall be responsible for the certification of receipt of completed nominations by the deadline.
5. Nominations shall be made using the nomination form provided by NCSS or duplications of the form.
6. Documentation shall include: a narrative consisting of no more than five pages typed, double spaced, on 8 1/2 x 11 paper, describing achievements in five of the specified areas; supporting documents, such as reproductions of newspaper articles; letters of support; evaluations, classroom observation data, and/or other supporting documents not to exceed an additional ten pages; and a vita or professional resume prepared by the nominee.
7. The chair of this awards subcommittee shall authorize the Executive Director to forward a copy of each nomination that has been certified eligible to each member of this subcommittee.
8. Each member shall review all nominations and select no more than five as recommendations for finalists, notifying the chair of his/her recommendations.
9. The chair shall establish a slate of nor more than five from those recommendations. To be placed among the finalists, the nominees must have received votes from at least two members of the subcommittee.
10. Each member of the subcommittee shall rank-order the finalists and the candidate with the highest total rank order positions shall receive the annual award.
11. The subcommittee chair will inform the Executive Director of the subcommittee's decision no later than September 1 so that the recipient may be notified and arrangements for the award made.

Award

A sum \$2500, a one-year complimentary membership in NCSS, and a plaque or other appropriate recognition.

Responsibility of Award Recipients

The award recipient(s) will be expected to participate in a one-hour session at the NCSS Annual Conference, in which they will answer questions and/or expand on their work.

Frequency of the Award

This award is given annually, except in years when no qualified individuals are found.

Award Sponsor

NCSS.

Presentation of the Award

The award(s) will be presented at the NCSS Annual Conference by the President (or other Officer) of NCSS.

9.11.7 The Outstanding Service Award**Composition of the Selection Committee**

The members of the Executive Committee will function as the Outstanding Service Award Subcommittee beginning in the spring prior to the NCSS Annual Conference.

Purposes of the Award

To recognize and honor one or more NCSS members for outstanding long-term service to NCSS and a local, state, and regional council.

Nomination and Selection Procedures

1. The Executive Director shall publicize the nominating procedures.
2. Nominations are due by September 1.
3. Nominations may come from any NCSS member familiar with the nominee's service efforts.
4. Nomination materials should include:
 - name, position, address and phone number of the nominee.
 - typewritten statement of 750 words or less detailing the exemplary nature of the nominee's service.
 - resume or professional vita that includes a listing, with dates, of the nominee's offices, committee posts or other professional and council leadership roles.
 - supporting documents, newspaper articles, pertinent letters, or other materials (not to exceed ten items).
 - name, position, address, and phone number of nominator.
5. Nothing beyond these items will be considered by the selection committee. The inclusion of more support documents or a longer statement may jeopardize the nominee's chances.

Criteria

The award shall be given for demonstrated exceptional service to the social studies profession, especially in the state, regional or local councils, over a significant period of time, in at least five of the following categories:

1. work on standing, ad hoc or other committees.
2. distinguished performance as local or state council officer.
3. planning, organizing, and conducting the NCSS Annual Conference or other social studies regional, state, and local meetings.
4. editing journals, newsletters, or other publications.
5. advocating or defending the social studies in public arenas outside the immediate social studies community.
6. creating, organizing, or conducting social studies activities, fairs or other programs.
7. service should be demonstrated at all levels, local through national.

Eligibility

Those who have been officers or members of the NCSS Board of Directors within the last 10 years are ineligible for the award. All other NCSS members are eligible.

Award

The award is a plaque or other appropriate recognition. Recipients will be granted lifetime membership in NCSS.

Frequency of the Award

This award is given annually, except in years when no qualified individuals are found.

Award Sponsor

NCSS.

Presentation of the Award

The award will be presented in an appropriate forum at the NCSS Annual Conference by an officer of NCSS.

9.11.8 The Program of Excellence Award

Composition of the Selection Committee

Five to fifteen members, depending on the number of nominated programs. Appointed by the President-Elect to serve a rotating two-year term. Includes a representative from the NCSS Board of Directors and a member of the Awards Committee. The chair of this committee shall be a member of the Awards Committee.

Purposes of the Award

To recognize and honor outstanding social studies programs (not individuals, individual lessons, or units) currently being implemented in the United States and to encourage the growth and development of innovative and effective programs in the social studies.

Categories of Awards

There will be six categories of entry:

1. K-12: District Entry: district or a segment within a district.
2. K-6: Elementary Entry: primary or intermediate; e.g., K-3, 3-6, K-6, 2-3, etc.
3. Middle School/Junior High Entry: 5-7, 6-9, 6-8, etc.
4. Senior High Entry: 9-12, 10-12, etc.
5. Teacher Education: district staff development, college, university, etc.
6. Non-commercial organizations, agencies, or institutions in ongoing association with #1-5 above (this includes Affiliated Councils).

Criteria

Criteria are organized into three categories: teachers, curriculum and students as follows:

Teachers. An exemplary social studies program should involve social studies teachers who:

- evidence both scholarship and expertise in the curriculum they teach;
- evidence participation in all aspects of the development of this curriculum including the setting of goals and objectives as well as program development, implementation, evaluation and revision;
- apply sound instructional theory and practice in the implementation of the program.

Curriculum Program. An exemplary social studies program should include social studies curriculum that

- is guided by thoughtfully selected as well as clearly stated and defined goals and objectives;
- is based on sound scholarship from the content areas relative to the social studies;
- sets high expectations for students and uses a variety of systematic and valid measures to evaluate student performance;
- relates appropriately to the age, maturity, interests and needs of the students from whom it is designed;
- incorporates effective instructional strategies and techniques which engage students directly and actively in the learning process both in and out of the classroom;
- provides valid evidence that the outcome of the program is consistent with the stated goals and objectives.

Students. An exemplary social studies program should engage social studies students in:

- the critical examination of significant content, issues, and events from a variety of perspectives;
- focused systematic observations of, comprehensive decision making about, and active participation in the school, the community and their world;
- understanding democratic principles and participation in the democratic process.

Nomination and Selection Procedures

The first level of this award process will be administered by Affiliated Councils. The second level will be administered by NCSS as follows:

Level I. The Affiliated Councils' roles.

- Publicize the Programs of Excellence Awards procedures and criteria.
- Recruit applications.
- Organize selection teams from local and state councils to review application and select state finalists.
- Arrange site visits to state finalists to validate programs as quality programs being implemented during the current school year.
- Select state winners maximum of six; one per category if there are entries that qualify and meet standards of excellence in each category.
- Select a total of two nominees for the NCSS award from the six possible state winners. Only two entries from each state will be accepted, providing the opportunity for equal representation and recognition for states. This will also enhance manageability of the process as well as enable NCSS to complete an annotated directory of Programs of Excellence on a yearly basis.
- Submit the state nominations to NCSS for national recognition.

Level 2. The National Council's roles.

- Publicize the program in NCSS publications, through committee chairs, and through Affiliated Councils and Associated Groups.
- Assist states by providing information and guidelines as they implement the program.
- Receive nominations from states.
- Organize a selection committee on a national level to select two national winners.
- Select and notify winners.
- Publish an annotated directory of winners on a yearly basis.
- Invite winners to present at state, local, regional, and national meetings.

Awards

A trophy or plaque to the school and/or district and certificates of merit to participating teachers, supervisors, or other personnel.

Frequency of the Award

This award is given annually, except in years when no qualified individuals are found.

Award Sponsor

NCSS.

Presentation of the Award(s)

The national Programs of Excellence award winners shall be recognized in an appropriate way at the NCSS Annual Conference. NCSS will publish an annotated directory of each years' exemplary programs nominated by each state. State councils are encouraged to provide recognition and/or awards for state winners. State councils are also encouraged to promote social studies by publicizing the outstanding programs in newsletters, workshops, and conference programs.

9.11.9 The Exemplary Research in Social Studies Award

Composition of the Selection Committee

A subcommittee shall consist of three Research Community members appointed by the Research Community chair upon the recommendation of the full committee. One of the subcommittee members shall have served at least one year previously as a member of this subcommittee and shall serve as its chair. The Research Community Chair shall be a member of the Awards Committee.

Purposes of the Award

Recognize and honor an individual or team for outstanding single study research in social studies and Social Education so as to recognize an exemplary single-study research conception, model, design, procedure and analysis. The use of the term research in reference to this award shall be broadly construed to mean any and all forms of recognized, formal research methodologies, paradigms and perspectives.

Nomination and Selection Procedures

1. The NCSS staff shall, by January 1, send a call for nominations to appropriate newsletters and periodicals, including those identified by the subcommittee.
2. Each nomination must include four copies of the studies, sent to the chair. One copy will be for each subcommittee member, and one copy will be sent by the chair to the NCSS Executive Director to be retained by NCSS.
3. Starting August 1, members shall scale-rank components of each study on a form provided by the chair and then shall prioritize them, with '1' meaning best.
4. The President and Executive Director shall be notified of the winners and non-winners.
5. The President will notify the winners of their selection and will also notify the non-winners.
6. A written report of the subcommittee's proceedings shall be sent to the CUFA Chair and to the Research Community Chair.

Award

The award is a plaque or other appropriate recognition.

Responsibility of Award Recipients

The award recipients will be expected to participate in a one-hour session at the NCSS Annual Conference, in which they will answer questions and expand on their research.

Frequency of the Award

This award is given annually, except in years when no qualified individuals are found.

Award Sponsor

NCSS and the NCSS Research Community.

Presentation of the Award(s)

The award will be presented in an appropriate forum at the NCSS Annual Conference.

9.11.10 Jean Dresden Grambs Distinguished Career Research in the Social Studies Award

Composition of the Selection Committee

Three members of the Research Community, appointed by the Chair of that Community. The Research Community Chair shall be a member of the Awards Committee.

Purposes of the Award

To recognize and honor professionals who have made extensive contributions to knowledge concerning significant areas of social studies education, broadly defined, through meritorious research which has:

1. added significantly to understanding of the status, impact, characteristics and activities of social studies education or social education, including several separate and distinct contributions related to curriculum, instruction, evaluation and the learning and teaching of and in the social studies;
2. stimulated a sense of responsibility among and fostered other professionals to engage in additional research efforts;
3. added significantly to the information bases to those working in the social studies/social education field as evidenced by citations of their work within the social studies literature; and been used by professionals as the basis for significant decisions, rationales and practices related to one or more areas of social studies curriculum, instruction, evaluation, teaching or learning;
4. The use of the term research in reference to this award shall be broadly construed to mean any and all forms of recognized formal research - methodologies, paradigms and perspectives.

Eligibility

A person is eligible for consideration and receipt of this award when the following conditions have been met:

1. published documentation of research endeavors and findings exist covering a span of approximately ten or more years;
2. published documentation that research reveals a focus or direction in a significant segment of the research effort, without intending that the individual has spent the entire time on a single or a limited range of research topics;
3. documentation exists that cites in positive ways the person's research contributions, broadly defined;
4. letters of support on behalf of the researcher are received by not less than five recognized researchers in the field of social studies/social science education;
5. the person does not necessarily have to be currently involved in active research and publications in the social studies/social education areas or fields or a current member of NCSS.

Criteria

1. Evidence via actual public documents of the candidate's research activities over a period of approximately ten or more years;
2. evidence via letters which clearly testify to the significance of the person's long time research contributions to social education, broadly defined;
3. evidence via supporting documentation which testifies to the quality of the research conceptualization, methodology, procedures, data analysis, and interpretations and conclusions (broadly defined) used in the research work being considered;

4. evidence via oral or written statements that the person's research contributed to fostering investigations by others on the same or related area or was used by others in their own research;
5. evidence of the recognition by colleagues as a long-time leader engaging in and advancing research in the social studies/social education (broadly defined) through her/his involvement in the profession or through professional publications.

Nomination and Selection Procedures

The selection committee is responsible for establishing annual deadlines, issuing a call for candidates, reviewing supporting documentation, and rank ordering nominees.

The individual(s) shall receive

1. a plaque as a permanent symbol of the person's achievement;
2. a formal announcement as the recipient during the NCSS Annual Conference, in appropriate NCSS official publications, through correspondence to other appropriate professional publications (e.g., AERA, ASCD), and through a formal letter to key members of the recipient's professional institution.
and
3. a year's comprehensive membership in NCSS and CUFA.

Frequency of the Award

This award is given annually, except in years when no qualified individuals are found every other year.

Award Sponsor

NCSS and the NCSS Research Community.

Presentation of the Awards

Persons selected for this award shall receive recognition by formal announcement as the recipient during the NCSS Annual Conference.

9.11.11 The Secondary Social Studies Teacher of the Year Award

Composition of the Selection Committee

Suggested composition: the President shall appoint four qualified members of NCSS to this select subcommittee who are or who have formerly taught 7-12 social studies at least one of whom is a previous Secondary Social Studies Teacher of the Year Award winner. The committee shall consist of five members who will serve rotating three-year terms. The chair of this committee shall be a member of the Awards Committee.

Purposes of the Award

To recognize one classroom teacher, grades 7-12, who have demonstrated exceptional abilities as social studies teachers, as indicated by the announced criteria.

Eligibility

The candidate must have been a classroom teacher in grades 7-12 at the time of nomination. The candidate must teach social studies at least half-time. The candidate must have been a member of NCSS for the two years prior to the year of nomination.

Criteria

The teacher shall demonstrate exceptional ability in five of the following six areas:

1. Develop or use instructional materials creatively and effectively.
2. Incorporate innovative and verifiable effective instructional strategies and techniques.
3. Utilize new scholarship from history, the social sciences or other appropriate fields.
4. Foster a spirit of inquiry and the development of critical thinking skills among students, particularly in regard to community, national and international affairs and issues.
5. Foster the development and practice of citizen participation among students in school and community settings.
6. Show evidence of professional involvement such as sharing expertise in workshops, curriculum development committees, association activities, etc.

Nomination and Selection Procedures

1. The Executive Director shall be responsible for publication of the award and the nominations procedure.
2. Anyone may nominate a candidate for the award.
3. Six copies of the completed nomination form and other documentation must be received by the subcommittee chair no later than May 15. NCSS will retain one copy of all materials.
4. The Executive Director and the chair of the Secondary Social Studies Teacher of the Year Awards Subcommittee jointly shall be responsible for the certification of receipt of completed nominations by the deadline.
5. Nominations shall be made using the nomination form provided by NCSS or duplications of the form.
6. Documentation shall include:
 - a narrative consisting of no more than five pages typed, double-spaced, on 8 1/2 x 11 paper, describing achievements in five of the specified areas;
 - supporting documents such as reproductions of newspaper articles,
 - letters of support, evaluations, classroom observation, data and other supporting documents not to exceed an additional ten pages; and
 - a vita or professional resume prepared by the nominee.
7. The chair of the subcommittee for this award shall notify the Executive Director to forward a copy of each nomination that has been certified eligible to each member of this subcommittee.
8. Each member shall review all nominations and select no more than five as recommendations for finalists, notifying the chair of his/her recommendations.
9. The chair shall establish a slate of no more than five from those recommendations. To be placed among the finalists, the nominees must have received votes from at least two members of the subcommittee.

10. The finalists shall then be rank-ordered by each member of the subcommittee and the two candidates with the highest total rank order positions shall be named as recipients of the annual awards. A copy of all rankings of all members and the final rankings shall be sent to the NCSS Executive Director.
11. The executive director will be informed of the decision no later than September 1 that the recipients may be notified and arrangements for the awards made.

Award

A sum of \$2500, a one-year complimentary membership in NCSS, and a plaque or other appropriate recognition.

Responsibility of Award Recipient

The award recipient(s) will be expected to participate in a one-hour session at the NCSS Annual Conference, in which they will answer questions and/or expand on their work.

Frequency of the Award

This award is given annually, except in years when no qualified individuals are found.

Award Sponsor

NCSS.

Presentation of the Awards

The award will be presented in an appropriate forum at the NCSS Annual Conference.

9.11.12 The Septima Clark Women in Literature Award

Composition of the Selection Committee

The committee consists of 12 persons appointed by the President for rotating three-year terms that begin with the NCSS Annual Conference. Members shall include, but not be limited to, a specialist in women's studies, a classroom teacher who is a real practitioner in women's studies or attention to issues of gender, and a member of the NCSS Board of Directors. The president will appoint a chair, based upon recommendation of the committee, who will serve a one-year term. The committee will choose a vice-chair by consensus. This committee will function as a subcommittee of the Awards Committee. For the first two years of this committee (2019 and 2020), the members of Carter G. Woodson Selection Committee will serve as members of the Septima Clark Selection Committee, as the need for this award has grown out of the Carter G. Woodson Selection Committee. The chair of this committee shall be a member of the Awards Committee.

Purpose of the Award

To recognize and honor three distinguished nonfiction, social science trade books appropriate for school-aged readers which depict women's issues globally. Each year three books will be recognized with this award. Ideally, but not exclusively, there will be one book for elementary students (K-6), one for intermediate/middle level students (4-8), and one for secondary students (9-12).

Eligibility

1. Nominated books should deal with and accurately reflect women's issues, perspectives, and stories.
2. The books should be nonfiction.
3. They should be primarily trade or supplementary books rather than textbooks.
4. The books should be written for children or young people. (Children and young people are standard terms with specific meanings used by librarians and the American Library Association.)
5. The books should be thoroughly researched, well-written, and reflect originality.
6. The books must have been published in the year preceding the year in which the award is given.
7. They should also have been published in the United States and internationally.
8. It is possible for more than one book to receive the awards if the selection subcommittee determines that more than one book satisfies the criteria for the awards.
Although only one book in each category will normally receive the award each year, outstanding runner-up books may be designated as Outstanding Honor Books not to exceed three awardees in any given year.

Criteria

1. March-May - NCSS contacts publishers with requests for book nominations.
2. June-October - Committee members receive books from publishers. Depending on NCSS Annual Conference date, Chair determines deadline for receiving books to be considered (e.g., 2018 Oct. 5 or two months before the Annual Conference meeting).
3. August - The committee chair shares a digital, shared document (e.g., Google spreadsheet) for initial assessment, simply identifying if books do or do not qualify for the award. Within 6 weeks of the NCSS Annual Conference, committee members complete initial evaluation (book simply meets criteria) (e.g., 2018 Oct. 15-30 via google.spreadsheet).
4. One month prior to the NCSS Annual Conference, chair provides list of books that qualify for award for further evaluation (e.g., 2018 Nov. 1 via google.forms).
5. Committee members given few weeks to evaluate books (e.g., 2018 Nov.1 - Nov. 20 via google.forms).
6. Chair collates results and shares with committee week before the NCSS Annual Conference.
7. Saturday morning of the NCSS Annual Conference, committee meets to further discuss and choose award winners.
8. Reviews of award winning books will be completed by committee members and submitted to NCSS Publications by January 15 for publication in the May/June issue of *Social Education*.
9. NCSS contacts publishers of new book award winners and inform them of the coming-year NCSS Annual Conference dates and Saturday morning panel.

Award

The award shall be a plaque or other appropriate recognition approved in advance by the Board or Executive Committee. Award winners are recognized at the next Annual Conference following their selection.

Frequency of the Award

This award is given annually, except in years when no qualified individuals are found.

Responsibility of Award Recipients

The award recipient(s) will be expected to participate in a one-hour session at the NCSS Annual Conference, in which they will answer questions and/or expand on their work.

Award Sponsor

NCSS.

Presentation of the Awards

The awards in each category will be presented at the NCSS Annual Conference by the chairperson of the selection committee or the chair's designee.

9.11.13 Excellence in Diversity, Equity, and Inclusion (DEI) Awards

Composition of the Selection Committee

The committee for all three awards consists of the members of the NCSS Diversity, Equity, and Inclusion in the Social Studies Committee, chaired by the same committee chairperson. The Diversity, Equity, and Inclusion in the Social Studies Committee Chair shall be a member of the Awards Committee.

Purpose of the Awards

The Excellence in Diversity, Equity, and Inclusion (DEI) Awards are a collaboration between NCSS and the Kaur Foundation. These awards are designed to recognize the contributions of outstanding educators and administrators who build safe and welcoming classrooms and communities to safeguard civil rights and promote excellence in education empowering all.

- The Cultural Literacy Award recognizes a teacher or administrator for their contribution to increasing knowledge of distinct cultural practices and identities, inclusive of the Sikhs, such that students from diverse backgrounds feel welcomed, respected, supported, and valued to fully participate in classrooms and school activities.
- The DEI Instructional Innovation Award recognizes a teacher, administrator or an institution that has developed and taught a modified course, revised curricula, or created equity and inclusion tools to support inclusiveness resulting in changes of demonstrated or measurable impact in classrooms and schools.
- The Religious Literacy Award recognizes a teacher or administrator for their efforts to integrate knowledge of diverse faith traditions, inclusive of the Sikh tradition, into courses or curricula at their school or designed pedagogy with values of respect, and social justice that acknowledge and respect students' religious practices.

Eligibility

Each award will be presented to a successful nominee who creates inclusive communities both in the classroom and beyond that represents the rich diversity of global communities. DEI work takes many different forms such as, but not limited to, an educator who might be providing professional development to others about inclusive learning environments (e.g., presentations, social media, blogs), designing curriculum to support DEI, or initiatives to advocate for DEI in K-12 classrooms and additional educational institutions. Nominees for each this award will document and submit their initiatives that cultivate, promote, and foster a more diverse, equitable and inclusive environment demonstrating the impact of outcomes from DEI initiatives. Nominations for this award will follow the guidelines below.

Criteria

To be nominated for any of these awards, a nomination packet must be submitted indicated the award being nominated for; a description of the nominee's approach to creating a diverse and inclusive educational environment and the impact of their efforts; a copy of the nominee's current resume; two letters of support; and, a personal statement from nominee with materials/evidence that qualifies for award criteria.

Award

The award shall be a plaque or other appropriate recognition. The Cultural Literacy and Religious Literacy Awards each include a \$1,500 prize; the DEI Award includes a \$2,500 prize. All winners are recognized at the next Annual Conference following their selection.

Frequency of the Award

This award is given annually, except in years when no qualified individuals are found.

Award Sponsor

Kaur Foundation.

Presentation of the Awards

The awards in each category will be presented at the NCSS Annual Conference by the chairperson of the selection committee or the chair's designee with any sponsor representatives.

APPENDICES

Appendix A: Code of Conduct

NCSS Websites - Terms of Use

Thank you for being part of our Internet community. To ensure the best possible experience for all members, we have established some basic guidelines for participation.

This website (including, but not limited to, text, content, graphics, video, and audio) is protected by copyright as a collective work or compilation under U.S. copyright and other laws. Any unauthorized republication or redistribution is strictly prohibited. You may, however, create links to any URL on this website without receiving prior permission.

By joining and using this website, you agree that you have read and will follow these rules and guidelines. You also agree to reserve discussions and shared files and content to that best suited to the medium. This is a great medium with which to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation. Questions should be directed to our Member Services department via the Contact Us link on this site. Technical questions on website issues should be directed to our webmaster.

Please take a moment to acquaint yourself with these important guidelines. If you have questions, contact the member services department. In order to preserve a climate that encourages both civil and fruitful dialogue, we reserve the right to suspend or terminate membership on this Internet community for anyone who violates these rules.

The Rules

- Respect your audience. Individual contributors can be held personally liable for any commentary deemed to be defamatory, obscene, proprietary, or libelous. Don't use ethnic slurs, personal insults, obscenity, or express comments that would not be acceptable in a professional workplace. Show proper consideration for others' privacy. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- Get your facts straight. Do not misrepresent the work of others and be sure to provide citations when possible. Respect copyright, fair use and disclosure laws.
- Don't challenge or attack others. The discussions and comments are meant to stimulate conversation not to create contention.
- Don't post commercial messages on any discussion list, resource library entry, or other area where others might see it. The sharing of resources and identification of "best practices" is encouraged however, use caution not to advertise or promote products/organizations for personal gain.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted.
- Remember that other participants have the right to reproduce postings to this site unless you specify otherwise.
- Post your message or documents only to the most appropriate lists or libraries. Do not spam several lists or libraries with the same message.
- All messages must add to the body of knowledge. We reserve the right to reject any message for any reason.

Discussion Group Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location.
- State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using the "Reply to Sender" link to the left of every message.
- Do not send administrative messages, such as remove me from the list. Instead, use the web interface to change your settings or to remove yourself from a list. If you are changing e-mail addresses, you do not need to remove yourself from the list and rejoin under your new e-mail address. Simply change your settings.
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."

The Legal Stuff

This site is provided as a service for the members of National Council for the Social Studies (NCSS). NCSS is not responsible for the opinions and information posted on this site by others. We disclaim all warranties with regard to information posted on this site, whether posted by NCSS or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall NCSS be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

This website contains information about programs, products, and services offered by third parties, as well as links to third-party websites. The presence of a listing or such information does not constitute an endorsement by NCSS of a particular company or organization, or its programs, products, or services.

Note: Legitimate websites (or Internet "domains") sometimes change ownership. When this happens, the content may change drastically, so that a site offering lesson plans for middle school teachers may become a site devoted to the human anatomy in its most natural state. A good link can turn into a bad one overnight. NCSS is aware of no tool for detecting this automatically. We manually check our links to outside web pages to the best of our ability and remove those that are no longer appropriate. If you find a link on this website to a page that is crude or offensive, please report it to the NCSS webmaster. Please include the URL ("web address") of the offending site and the URL (page) on the NCSS website containing the link to that site.

NCSS does not prescreen User Generated Content. NCSS retains the rights, but not the responsibility, to edit or remove any User Generated Content and/or terminate your account for any reason in its sole discretion.

Copyright

Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party

grants NCSS and users of this site the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Inappropriate Postings

NCSS does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to the attention of NCSS we will take all appropriate action.

NCSS reserves the right to terminate access to any user who does not abide by these guidelines.

Appendix B: House of Delegates Manual

Article I. Purpose

The House of Delegates (hereafter referred to as HOD) was established to provide a means whereby the members of the National Council for the Social Studies (hereafter referred to as NCSS) may participate in the development of policies of the organization. The HOD shall serve as a forum for issues relating to the profession and the organization of NCSS.

Article II. Governance

Section 1. As stated in the NCSS Constitution, Article II, Section 7: “A House of Delegates composed of representatives of all affiliated councils, associated groups, and communities shall be established by the Board of Directors of the National Council for the Social Studies. This House of Delegates shall advise and consult with the officers and Board of Directors of the National Council for the Social Studies, and, in addition, shall perform those functions as described in Section 5 of Article III.”

Section 2. As stated in the NCSS Constitution, Article III, Section 5 (in Part): “The sessions of the House of Delegates held in connection with the major annual meeting shall constitute the annual business meeting of the House of Delegates. At such business meetings any member of NCSS in good standing shall have full right of debate, but only members of the NCSS House of Delegates shall have the right to vote.”

Section 3. The voting body of the HOD shall consist of the Board of Directors, certified delegates, and elected members of HOD committees.

Article III. Meetings

The HOD shall meet at the time and place of the NCSS annual meeting. One afternoon or evening and/or the following day shall be set-aside for the HOD to conduct business. Other meetings may be called by the Steering Committee.

Article IV. Membership

Section 1. NCSS will promote the full participation in the HOD of men and women from all levels of education, all ethnic groups and all geographic areas, urban, rural and suburban. In all policies and activities every effort will be made to achieve this goal.

Section 2. Officers of NCSS, members of the Board of Directors, and members of committees elected by the HOD serve as voting delegates. These members serve as delegates at-large representing the interests of the entire NCSS membership. These delegates should not be counted among the allotted number of delegates from Affiliated Councils, Associated Groups, or Communities.

Section 3. All regional, state, and local councils affiliated with NCSS, as well as Associated Groups and Communities in good standing with NCSS as of **June 30** of that year, will select delegates to the HOD. These bodies will be referred to as Affiliated Councils, Associated Groups, or Communities, unless specifically noted to the contrary.

- a. All delegates shall be members in good standing of NCSS.
- b. Delegates shall be elected or appointed by the Affiliated Council, Associated Group, or Community they represent. The one-year term commences with election or appointment, which shall take place as close to mid-October as possible, prior to their service in the House. Procedures for electing or appointing delegates shall be determined by the governing body, constitution, and/or bylaws of each Affiliated Council, Associated Group, or Community.
- c. Each delegate shall represent only one Affiliated Council, Associated Group, or Community and shall have one vote for that Affiliated Council, Associated Group, or Community.
- d. Affiliated Councils and Associated Groups will be allocated delegates according to the following formula:

<u>Affiliated Council or Associated Group Membership</u>	<u>Delegates Allocated</u>
Up to 24	1
25-49	2
50-99	3
100-199	4
200-299	5
300-399	6

One delegate will be assigned for each additional 100 joint Affiliated Council or Associated Group members.

- e. Each Community will be allocated one delegate, irrespective of Community membership.
- f. Any Affiliated Council, Associated Group, or Community shall be entitled to name an alternate delegate or alternate delegates up to the number of authorized delegates for that Affiliated Council, Associated Group, or Community.
- g. NCSS Staff shall prepare an official list of certified delegates and alternates to the HOD. Presentation to the Credentials Committee, immediately prior to the convening of the annual meeting, shall constitute certification of the list.

Article V. Officers

Section 1. The President of NCSS will be the HOD Chair. In the absence of the President, the President-Elect will serve as chair. The President will preside at all HOD meetings.

Section 2. The Executive Director of NCSS will serve as the HOD Secretary. NCSS Staff will make the arrangements for the HOD meetings and prepare all notices pertaining to HOD affairs.

Section 3. NCSS Staff will notify the highest official of record of each Affiliated Council, Associated Group, and Community of the number of delegates it is entitled to name to the HOD.

Section 4. The HOD Chair will ensure, with the assistance of the Executive Director, the accurate recording, transcription and publication of the HOD proceedings.

Article VI. Committees and Elections to Committees

Section 1. The HOD shall provide representation for the following committees:

- a. Steering Committee, Resolutions Committee, and Assignment Committee.
- b. Steering, Resolutions, and Assignment Committee members are delegates at-large in the HOD with full voting rights.
- c. Ad hoc committee: Credentials.

Section 2. All members of the Steering Committee, Resolutions Committee, and Assignment Committee will take office **July 1** of the year following their election at the annual meeting.

Section 3. All nominations for HOD committee positions shall be made by current delegates of the HOD. For the purpose of voting, the term “Affiliated Delegation” includes affiliated local, state, and regional councils, and the District of Columbia. Delegates from Associated Groups and Communities also comprise the voting delegates of the HOD and are eligible for committee nominations. (Note: see Membership, Article IV, Sections d & e.)

Section 4. All nominees shall be current delegates of the HOD.

Section 5. Affiliated Delegations, Associated Groups, and Communities will nominate individuals for the Steering, Resolutions, and Assignment Committees in writing at the beginning of the HOD business meeting. Nominations should be submitted using the HOD Committee Nomination Form. Each nomination shall be charged to the Affiliated Delegation, Associated Group, and Community from which they are listed and seated.

Section 6. No Affiliated Delegation, Associated Group, or Community shall have more than one representative elected by the HOD on any one committee. No one from an Affiliated Delegation, Associated Group, or Community shall succeed a person from that delegation on any one committee even if that person was appointed. Candidates must be listed and seated as a delegate for the Affiliated Delegation, Associated Group, or Community from which they are nominated.

Section 7. No Affiliated Delegation, Associated Group, or Community shall have more than one representative elected by the HOD on more than two committees.

Section 8. No Affiliated Delegation, Associated Group, or Community shall nominate persons from another Affiliated Delegation, Associated Group, or Community without the agreement of the nominee’s Affiliated Delegation, Associated Group, or Community.

Section 9. The HOD Secretary and the Steering Committee shall be responsible for verifying nominee eligibility and withdrawal of names from nomination if the nominee is ineligible. An “Election Scoreboard” (Appendix G) sheet shall indicate Affiliated Delegations, Associated Groups, or Communities whose delegates are not eligible for membership on the Steering, Resolutions, and Assignment Committees.

Section 10. Election to the committees shall be facilitated through voting if there are contested positions. A ballot of nominees for each committee will be prepared by the HOD Secretary and Steering Committee. A list

of nominees will be displayed/provided to seated delegates in the delegates section at the time of the election. Nominee information including name, representation, qualifications, experience, and nominator shall be organized by committee and distributed to the HOD prior to voting. Seated delegates will cast votes either electronically or by way of paper ballots. If voting is done by paper, ballots will be distributed on the HOD Floor to voting delegates during sessions which involve voting. In case of a tie, a second balloting shall be conducted in the same manner. Elections are determined by plurality. If there are no contested positions, the slate shall be elected by acclamation if a motion to elect the slate by acclamation is moved, seconded and approved by a voice vote of the delegates in attendance.

Section 11. To avoid conflict of interest, current NCSS Board members are not eligible to run for an HOD committee until their term on the NCSS Board of Directors has ended.

Section 12. Any member of the Steering, Resolutions, or Assignment Committees who is unable to fulfill the obligations required of committee members may be removed.

Section 13. Unexpired committee terms shall be filled by election at the next HOD session.

Section 14. Campaign or election materials shall not be distributed for any election occurring in the HOD.

Article VII. Responsibilities of the Committees

Section 1. Election of Chair and Vice-Chair

- a. Each committee of the HOD (Steering, Resolutions, and Assignments) will elect a Vice-Chair at the annual planning meeting by vote of members present. It is recommended that the Vice-Chair be a member who is on their second year on the committee.
- b. The Vice-Chair will take office **July 1** the year following their election at the annual meeting.
- c. After serving one year as Vice-Chair, they will become Chair.
- d. If the Chair position becomes vacant, the Vice-Chair will immediately become Chair.
- e. If the Vice-Chair position becomes vacant, the Chair will appoint a Vice-Chair from the committee members to fill in until the following annual meeting.

Section 2. **The Steering Committee** will be composed of six members elected from the HOD and one non-voting member from NCSS Staff. The term of office will be three years with two members elected each year.

Committee Duties

- a. Identify issues of concern to NCSS.
- b. Put issues into the proper form (i.e. resolution, amendment, motion) for consideration by the HOD when appropriate to do so.
- c. serve as an originator of ideas and as a channel for the conveyance of ideas that are pertinent to the deliberations of the HOD.
- d. Provide guidance and direction for the resolutions process through the Chair, throughout the year, including at the annual NCSS Summer Leadership Institute and subsequent outreach to Affiliated Councils, Associated Groups, and Communities.

- e. Communicate with Affiliated Councils, Associated Groups, and Communities to increase involvement and representation of NCSS membership in directing the work and goals of NCSS.
- f. Provide appropriate materials to all delegates.
- g. Consult with the Board of Directors and Staff, through the Chair, on issues of concern to both bodies.
- h. Brief new delegates to the HOD at an open meeting prior to the opening session of the HOD.
- i. Ensure the recorded minutes of the annual meeting of the HOD are transcribed and stored for official records.
- j. Prepare the agenda for the annual meeting of the HOD in consultation with the President, keeping NCSS Staff informed, and distribute a copy to each member of the Delegate Assembly.
- k. Revise the HOD Manual when appropriate in order to keep it consistent with NCSS Constitution, policies, and current practices.
- l. Inform the Head of Delegation to prepare their delegations for the business of the HOD.
- m. Distribute ballots and facilitate the voting process.
- n. Count and tabulate ballots and other votes where not facilitated through electronic voting.

Chair Duties

Governance:

- a. Serve as an ex-officio member of the NCSS Board of Directors and as a member of the Executive Committee with full voting rights.
- b. Represent as a voting member the interests of the HOD at Board of Directors and Executive Committee meetings.
- c. Bring before the Board of Directors issues of particular concern to the HOD or its Committees.
- d. Report decisions of the Board of Directors to all appropriate constituencies on an ongoing basis.
- e. Coordinate activities of the Steering Committee with the President, Executive Director, and appropriate NCSS Staff.
- f. Organize, in collaboration with the Resolutions Committee Chair, an informational session and resolutions writing session to focus and guide the resolutions process.
- g. Appoint, in consultation with the Steering Committee, an HOD member to temporarily fulfill an unexpired term on the Steering Committee. If the appointment exceeds one year, elections will be held at the next HOD meeting to fulfill the remainder of the unexpired term on the Steering Committee.
- h. Prepare agendas for Steering Committee meetings and correspond with Committee members and NCSS Staff.
- i. Receive business files and records from the immediate past chair of the committee and transfer a copy to NCSS Staff for record keeping.
- j. Classify the work of the Steering Committee and divide responsibilities among committee members, including appointing members of the Steering Committee to serve as liaisons to each of the HOD Committees.

Annual Meeting:

- a. Work with NCSS Staff to establish and confirm the annual funding and budget for HOD Committees.
- b. Work with NCSS Staff to select a chair and two members for the Credentials Committee.
- c. Prepare with the Steering Committee the published agenda for the annual meeting of the HOD.

- Present a copy of this agenda to the President and NCSS Staff.
- d. Schedule and confirm with NCSS Staff dates, hours, and rooms for formal meetings of HOD Committees conducting business during the time of the annual meeting. HOD meetings will be scheduled to maximize delegate participation and to ensure time to conduct all HOD business.
 - e. Conduct, with the assistance of the Steering Committee, a New Delegates Briefing Session prior to the opening session of the annual meeting of the HOD.
 - f. Make provisions for voting and oversee the voting process.
 - g. Work with NCSS Staff to appoint or hire a parliamentarian. The parliamentarian will meet with the HOD Chair and the NCSS President prior to the convening of the HOD. The parliamentarian will become familiar with the NCSS Constitution, By-Laws, and HOD Manual. The parliamentarian will interpret the rules and advise on parliamentary procedure as described in Appendix E of the HOD Manual.
 - h. Appoint a timekeeper. The timekeeper will time speakers from the floor and provide warnings of time remaining and elapsed.
 - i. Preside over all business related to HOD Committees during the annual meeting of the HOD including:
 1. report to delegates on disposition of HOD resolutions sent to the NCSS Board of Directors;
 2. arrange for House Committee reports;
 3. deliver Steering Committee report; and
 4. conduct nominations, introducing nominated candidates, conducting HOD Committee elections, and announcing election results.

Vice-Chair Duties

- a. Attend Annual HOD Meeting.
- b. Attend HOD Committee Meetings at Annual Conference.
- c. Complete other duties as assigned by the Chair.
- d. Appoint one member to the HOD Credentials Committee.

Section 3. **The Resolutions Committee** will be composed of six members elected from the HOD. The term of office will be three years with two members being elected each year.

Committee Duties

- a. Provide guidance and direction for the resolutions process, through the chair, throughout the year, and subsequent outreach to Affiliated Councils, Associated Groups, and Communities.
- b. Communicate electronically before the Annual Conference meeting to conduct preliminary work on resolutions and meet at the time of the scheduled annual conference meetings to:
 1. combine preliminary resolutions of a similar nature;
 2. edit resolutions to conform to required format, improve clarity, and consolidate similar resolutions without affecting the purpose;
 3. title, categorize, order appropriately and number each resolution being presented to the HOD; and
 4. identify Affiliated Councils, Associated Groups, and/or Communities who have communicated electronically or at the Annual Conference their membership's desire to co-sponsor a resolution.

- c. Conduct open hearings prior to the first session of the HOD in order to:
 - 1. allow the opportunity to meet with sponsors of resolutions received;
 - 2. receive resolutions from NCSS members or representatives of Affiliated Councils, Associated Groups, and Communities in accordance with Article X. Resolutions;
 - 3. accept co-sponsorship by Affiliated Councils, Associated Groups, and/or Communities wishing to formally acknowledge support of resolutions;
 - 4. review and discuss resolutions;
 - 5. edit resolutions for clarity and meaning in accordance with the judgments of the Committee and suggestions offered by the sponsor;
 - 6. ensure that proposed resolutions have not been previously approved or duplicate current actions by the NCSS Board of Directors;
 - 7. accept, return for revision, or reject resolutions in accordance with Article X, Sections 3 and 4 (resolution criteria), by a majority vote of the Committee; and
 - 8. formulate all courtesy and commendation resolutions.
- d. Avoid recommending an altered/revised resolution not accepted by its sponsor. Having no sponsor or representative of the resolution in attendance at the hearing, the Committee will make the final decision with regard to altered/revised resolutions.
- e. be present in the HOD Assembly to assist the chair of the committee during question and discussion periods.

Chair Duties

- a. Receive business files and records from the immediate past chair of the committee and transfer a copy to NCSS Staff for record-keeping.
- b. Organize the work of the Resolutions Committee as outlined above.
- c. Inform the Committee through correspondence of meeting dates, places, and times.
- d. Organize, in collaboration with the Steering Committee Chair, an informational session and resolutions writing session to focus and guide the resolutions process.
- e. Work with NCSS Staff to issue a call for resolutions from Affiliated Councils, Associated Groups, and Communities in a spring issue of the NCSS newsletter and a request to send all draft resolutions to NCSS Staff by the **4th Monday in August** to be included in delegate packets sent prior to the scheduled open hearing of the Resolutions Committee. The call for resolutions will contain the following:
 - 1. sample copy of a proper resolution format and HOD guidelines for writing resolutions;
 - 2. examples of well-written and poorly-crafted resolutions;
 - 3. general instructions for the purpose and role of resolutions;
 - 4. an announcement of the date, place, and time that open hearings will be held prior to the annual meeting of the HOD;
 - 5. an announcement of the hour after which walk-in resolutions will not be accepted in accordance with Article X. Resolutions; and
 - 6. a requirement that the sponsor or a representative of a resolution appear at the open hearing to discuss the proposed resolution and be informed of the acceptance, revision, or rejection of the proposed resolution.
- f. Provide for typing and reproduction of final drafts of resolutions approved by the Committee and verify the manner in which final drafts of resolutions will be distributed to members of the Delegate Assembly.

- g. Provide copies of the list of accepted resolutions (numbers and titles) to the President, HOD Secretary, Steering Committee Chair, and Parliamentarian prior to the opening session of the annual meeting of the HOD.
- h. Formally present and introduce each member of the Resolutions Committee to the HOD Assembly.
- i. Present and move the adoption of each resolution accepted by the committee at the designated time on the agenda of the annual meeting of the HOD. Only resolution titles and be it resolved sections will be read into record on the day of deliberation and voting within the HOD.
- j. Announce to the HOD Assembly that a copy of resolutions passed by the Assembly and by the NCSS Board of Directors will be published in the May/June issue of *Social Education*.

Section 4. **The Assignment Committee** will be comprised of six members elected from the HOD. The term of office will be three years with two members elected each year.

Committee Duties

- a. Conduct work electronically but meet the day before the initial HOD session to finalize the slate of candidates.
- b. Accept and review nominations for candidates to the NCSS Operations Committees: Archives; Awards; Government & Public Relations; International Visitors; Membership; Publications. Applications must be received by **October 15**. If there is a dearth of nominations, the deadline will be extended up until two weeks prior to the Annual Conference.
- c. Present a maximum of two candidates to the HOD for each NCSS Operations Committee. Appointments will be staggered with no more than one appointment made annually.
- d. Consider such factors as geographic distribution, ethnic background, gender, areas of specialization, grade levels, and prior service to the organization. Candidates presently serving on a particular Operations Committee cannot be nominated to serve on that same committee again via HOD; however, they can serve on a different Operations Committee. Candidates can only serve on one Operations Committee at a time.
- e. Formally present the slate of committee members to the HOD.
- f. Members of NCSS Operations Committees will serve three-year terms beginning **July 1**.

Chair Duties

- a. Receive business files and records from the immediate past chair of the committee.
- b. Organize the work of the Assignment Committee as outlined above.
- c. Inform the committee through correspondence of meeting dates, places, and times.
- d. Work with NCSS staff to issue a call for nominations to Affiliated Delegations in the September TSSP and electronically to the Presidents/Executive Directors or Chairs of Affiliated Councils, Associated Groups, and Communities, directing them to submit all nominations to NCSS no later than October 15th. Include in the nomination packet of each candidate:
 - 1. a letter or memo to committee using no more than 50 words, explaining why the candidate wishes to serve on the committee;
 - 2. a list of some accomplishments relevant to the work of the committee;
 - 3. candidate nomination form; and
 - 4. candidate's resume or vita.

Section 5. **The Credentials Committee**, in consultation with NCSS Staff, will be comprised of at least two members appointed by the Steering Committee Chair and one member by the Vice-Chair. The Steering Committee Chair will ensure that some members of the Credentials Committee have had prior experience on the Committee.

Committee Duties

- a. Ensure that only properly certified delegates are admitted to the HOD as voting members.
- b. Meet with the appropriate NCSS Staff and Steering Committee Chair to organize and review procedures prior to the first HOD session.
- c. Assist the Steering Committee in facilitating the voting process.
- d. Assist the Steering Committee with counting and tabulating ballots and other votes when not facilitated through electronic voting.
- e. Deliver all messages from outside the meeting hall to delegates.
- f. Prevent the distribution of unauthorized literature in the HOD.
- g. Use a master list of delegates, prepared by the HOD Secretary, to check off those delegates who have been pre-certified as they arrive at the entrance to the HOD session.
- h. Certify delegates replacing already certified delegates; each replacement delegate must have a letter from his/her President/Executive Director/Chair attesting to this change.
- i. The Steering Committee and Credentials Committee will have joint responsibility for monitoring access to the delegates' area of the meeting room.
- j. The Credentials Committee Chair will report: the number of certified delegates, the total number of delegates that has been authorized at the beginning of each HOD session.

Article VIII. Affiliated Council and Associated Group Head of Delegation

Section 1. Each Affiliated Council and Associated Group shall select one Head of Delegation whose name shall be reported to NCSS by the **4th Monday in August**. Heads of Delegation are not considered additional delegates, but are part of the Affiliated Council's or Associated Group's allotted delegation.

Section 2. The Affiliated and Associated Group Heads of Delegation have the following duties:

- a. Be responsible for briefing the delegation on the issues the HOD will be discussing.
- b. Attend HOD meetings during the term of office.
- c. Arrange for a meeting of all delegates from the state (including representatives from local councils) prior to coming to the HOD meeting for discussion of issues and problems related to the meeting.
- d. Be the liaison between the HOD and state and local councils.

Article IX. Delegate Certification

Section 1. Each Affiliated Council, Associated Group, and Community shall send the name(s) of its delegate(s) to the NCSS Headquarters office as close to mid-October as possible. These names will be checked to be sure that they are members in good standing as of the month of the HOD meeting. If so, they will be e-mailed pre-conference materials. The Credentials Committee will register, certify and provide each delegate with a delegate ribbon and two credentials cards. One credentials card to be turned in before entering the meeting

hall where the first HOD session will be held and a second one to be turned in to receive voting materials on Saturday morning prior to entering a second HOD session, if scheduled.

Section 2. Each Affiliated Council, Associated Group, and Community shall submit names of alternate delegates, in which case their names will be checked for membership in good standing. These alternates will be certified by making appropriate note on the master list of delegates as long as the alternate has written authorization of the President, Chair or head of the Affiliated Council, Associated Group, or Community to be represented.

Section 3. Other persons will be certified at the meeting as official delegates if they show:

- a. Their council is affiliated, or that their Associated Group or Community is in good standing by **June 30**, and that they have the proper written authorization from the President, Chair, or head of their Council, Associated Group, or Community.
- b. The total number of previously certified delegates has not been seated for their Council, Associated Group, or Community.
- c. The proposed delegate has current NCSS membership in good standing.

Section 4. Delegates shall wear their delegate ribbons on their badges at all HOD sessions and shall sit in the section reserved for delegates during the HOD sessions.

Section 5. An alternate will vote in the absence of a delegate and will sit in the section reserved for delegates only when acting as a delegate. The alternate will wear a delegate ribbon when acting as a delegate.

Section 6. Appeals concerning delegate certification may be made during HOD registration to a committee composed of the Credentials Committee Chair and a Steering Committee representative.

Article X. Resolutions

Section 1. Resolutions represent the principles, beliefs, and actions that the general membership of the NCSS, as represented in the HOD, recommends to the NCSS Board of Directors. Resolutions may be introduced by NCSS members, the Steering Committee, the HOD, other HOD committees, NCSS Committees, Communities, Affiliated Councils, or Associated Groups. The NCSS Board of Directors will acknowledge and respond to resolutions passed by the HOD. The Board may refer these resolutions to appropriate committees for development into position statements or other appropriate actions. HOD resolutions may be reaffirmed, edited, amended, or withdrawn annually by the House upon the review and recommendation of the Resolutions Committee.

Section 2. Resolutions will be divided into five categories based on the intention of the proposed resolution:

- a. Resolutions on current or future business operations of NCSS.
- b. Resolutions on the nature of social studies education.
- c. Resolutions on issues in the fields of history and social science inquiry.
- d. Resolutions on social and political issues which are of concern to social studies educators but do not have direct impact on the nature of social studies education.
- e. Resolutions of courtesy and commendation.

Section 3. HOD business will be considered in the following order:

- a. Constitutional amendments.
- b. Resolutions.
 - 01-1. on current or future business operations of NCSS.
 - 02-1. on the nature of social studies education.
 - 03-1. on issues in the fields of history and social science inquiry.
 - 04-1. on social and political issues which are of concern to social studies educators but do not have a direct impact on the nature of social studies education.
 - 05-1. of courtesy and commendation.

Section 4. Proposed resolutions will be submitted electronically to NCSS by the **4th Monday in August**. These proposals will be sent to affiliates prior to the Annual Conference and forwarded to the Chairs of the Steering and Resolutions Committees. Proposed resolutions submitted in person at the annual conference must be submitted electronically to NCSS by the start of the first scheduled Steering Committee and Resolutions Committee meetings during the annual conference. The Resolutions Committee reserves the right to reject any proposed resolutions.

- a. The originators and authors of resolutions are identified as sponsors. Sponsors include individual NCSS members and/or member organizations as identified in Article X, Section 1. Sponsors will be acknowledged for each proposed resolution.
- b. Co-sponsors are Affiliated Councils, Associated Groups, and/or Communities who desire to formally support a resolution. Co-sponsorship must be submitted in writing by one of the following procedures:
 1. electronically by the date identified for submission of resolutions in Article X, Section 4; or
 2. in person at the annual conference meetings and/or open hearings of the Resolutions Committee.

Section 5. Proposed resolutions shall contain:

- a. A rationale for bringing the resolution to the attention of the HOD and a statement of action.
- b. A statement, which relates the resolution to the goals and purposes of NCSS.
- c. A statement, which relates the resolution to the professional interests of NCSS.

Section 6. The HOD may adopt resolutions, but such resolutions are advisory in nature and because of the Articles of Incorporation for NCSS these resolutions may not bind nor become the official action of the NCSS unless the Board of Directors concurs. The Board of Directors is the legal body of NCSS.

Section 7. Tabled resolutions may be considered from year to year if the procedures from Article X, Section 1 is followed.

(For more information about the role of the HOD in amending the Constitution, see "Article IV, Amendments," in Appendix A).

Article XI. Rules

Section 1. The Orders of the Day shall comprise the agenda, which shall be approved by the HOD. Any delegate of the HOD can propose items of business for the agenda.

Section 2. A majority of certified delegates shall constitute a quorum.

Section 3. Anyone requesting the floor shall go to the microphone, give name, identify the Affiliated Council, Associated Group, Community, or office he/she represents in order to be recognized.

Section 4. Discussion shall be limited to two minutes for each speaker. No one may speak a second time until all who wish to speak have been heard. A ten-minute maximum has been set each debatable question. Main motions/resolutions and any secondary motions will be included within that time limit.

Section 5. A delegate intending to introduce a main motion under New Business shall submit it in writing before the start of the business meeting using the Google Form in the Delegate Folder.

Section 6. A delegate intending to introduce an amendment to a Resolution that was noticed prior to the HOD Assembly shall submit it in writing before the start of the business meeting using the Google Form in the Delegate Folder. The immediately pending motion shall be displayed during consideration.

Section 7. Method of voting shall be announced by the HOD Chair. For a counted vote, the HOD Chair shall announce the number of delegates voting on each side and the result.

Section 8. Members shall not record or post/share any portion of the HOD business proceedings, nor take screenshots or photos of presentations or slides.

Section 9. This manual shall be the primary authority governing the composition, function, and procedure of the HOD. The manual may be revised by action of the HOD Steering Committee.

Section 10. These rules may be suspended or amended by a 2/3 vote of the certified delegates.

Section 11. In the absence of HOD rules, the current edition of Robert's Rules of Order Newly Revised shall be followed.

Appendix C: Rho Kappa and Junior Rho Kappa Constitutions

The RHO KAPPA Social Studies Honor Society Constitution

Sponsored by the National Council for the Social Studies

Ratified _____

Article 1 Name and Purpose

Section 1: The name of this organization shall be the Rho Kappa Social Studies Honor Society

Section 2: The mission and the purposes of this organization shall be:

- to promote scholarship and to recognize academic excellence in social studies among high school students.
- to provide through its local chapters opportunities for exploration in the social studies in secondary school environments and the community.
- to encourage interest in, understanding of, and appreciation for the social studies

Article 2 National Rho Kappa Advisory Council

Section 1: The oversight of this organization shall be with an Ad Hoc committee of 5 members of the National Council for the Social Studies appointed by the NCSS president.

Section 2: The NCSS Executive Director shall be an ex-officio voting member of the Advisory Council. A staff member from External Relations and Council Communications should be attendance to advise but not vote.

Section 3: Each of the five appointed members shall serve a three-year term, renewable once.

Section 4: At least three of the appointed members of this body shall be full-time secondary school teachers with at least 5 years' experience whose primary teaching responsibilities are in the field of social studies.

Section 5: The National Rho Kappa Advisory Council shall be an official entity of NCSS and therefore all regulations, rules, and by-laws concerning representation and behavior pursuant to such committee will apply.

Section 6: A Chair of Advisory Council shall be selected by the president in consultation with the group. The Chair shall serve a one-year term which can be renewable once.

Section 7: The Chair of the Advisory Council shall preside at all meetings for this body and report annually to the Board of Directors of NCSS.

Section 8: Members of the Advisory Council shall share the powers, duties, and responsibilities of the council except for those specifically stated otherwise. These obligations shall include but not be limited to: disseminating information to local chapters in their regions, encouraging and stimulating active chapters, and encouraging formation of new chapters, and serving in full capacity of the organization.

Section 9: Rho Kappa Advisory Council meeting shall be held once a year at the NCSS national conference. All other meetings or correspondence are at the discretion of the members and the Chair of this council.

Article 3 Committees

Section 1: The Rho Kappa Advisory Council may create committees as necessary as needed.

Section 2: The Chair of the Advisory Council shall appoint the members of these committees.

Section 3: The Chair shall be ex-officio member of all committees within the Advisory Council.

Section 4: The committees shall report to the Advisory Council regarding the fulfillment of the charges given to them by the council.

Article 4 Faculty Sponsor

Section 1: Each local chapter of Rho Kappa shall have a designated faculty sponsor approved by the high school principal and may serve consecutive terms.

Section 2: The chapter sponsor will be responsible for the chapter's day-to-day activities, act as a supervisor over the chapter, and perform the duties of a liaison among administration, faculty, students, and community members.

Section 3: The chapter sponsor has the responsibility for the maintenance of accurate and up-to-date files that consist of membership lists, financial transactions, chapter history, chapter activities, chapter publications and correspondence, and chapter by-laws.

Section 4: The chapter sponsor shall regularly review each member to ensure membership in good standing as determined by the chapter's by-laws.

Section 5: The chapter sponsor shall assist the chapter officers to understand and carry out their duties to the best of their abilities.

Section 6: The chapter sponsor shall be a Rho Kappa honorary member.

Section 7: The chapter sponsor shall be the main liaison between the local chapter and the national organization. This sponsor is responsible for submitting all membership lists and associated fees along with any other information requested by the Rho Kappa Advisory Council.

Article 5 Local Chapters

Section 1: Any accredited public high school or non-public secondary school accredited or approved by a state department of education or by an accrediting agency is eligible to apply for a charter of a local chapter. Each high school shall have their own chapter unless there is not a faculty sponsor available. In such instances, one chapter may be shared as long as all other constitutional requirements are met and fulfilled.

Section 2: Each chapter shall complete a charter application, supplied by the Rho Kappa Advisory Council and pay a chartering fee of \$150.

Section 3: Each chapter shall pay an annual affiliation fee to the national organization of \$75.

Section 4: Each chapter shall pay an annual induction fee of \$5 per new inductee.

Section 5: Local chapter membership dues, if any, shall be determined by the local chapter and shall be subject to the approval of the faculty advisor and the school administrator.

Section 6: Local chapters shall adhere to this Rho Kappa national constitution and failure to do so may result in the loss of chapter membership.

Section 7: Each chapter shall submit its current membership list and any associated fees or dues responsibilities to the National Advisory Council by October 1 each year.

Section 8: Any chapter that does not submit annually (1) current membership list and (2) annual national affiliation fees shall be deemed inactive. After two years of inactive status, the chapter shall forfeit its charter. The chapter may apply for reinstatement upon resubmitting reactivation papers and fees to be determined by the National Advisory Council.

Section 9: Local councils may be named in honor of an individual who has made contributions to the social studies or the local community.

Article 6 Membership

Section 1: Membership in a local chapter is bestowed upon a student by that local chapter. A faculty selection committee assembled at the high school in which the chapter resides shall confer the memberships. The selection committee shall consist of the chapter faculty sponsor and other faculty members within the school. Membership is based upon academic achievement in courses within the field of social studies as well as overall academic GPA.

Section 2: Once selected, members have the responsibility to continue to demonstrate high academic standards; including maintaining high grades in their social studies courses. Failure to do so will result in removal from the organization.

Section 3: There are three types of membership: active, alumni, and honorary. The definitions are:

- Active members are current high school students and shall remain active members while they maintain the required GPA until their graduation, at which time they will become alumni members.
- Alumni members are members who have graduated with good standing within the organization and may be invited by the high school to attend or participate in chapter events; however, they have no voice and no vote in chapter affairs.
- Honorary memberships may be awarded by consent of the faculty sponsor and the high school faculty body, to school officials, principals, teachers, community members, and former graduates whose achievements in the advancement of social studies and related fields merit such recognition. Chapters

may induct up to two honorary members per year. Honorary members have no voice and no vote in chapter affairs.

Section 4: Active members shall demonstrate an ability to work with others, to conduct research and inquiry in the field of social studies and shall possess qualities of industry, initiative, and reliability as they pertain to academic excellence.

Section 5: Active members shall also exhibit a genuine interest in, and enthusiasm for, social studies scholarship and topics.

Section 6: Active members shall contribute service to the high school or the community in which the chapter resides at the direction and discretion of the school's principal and the chapter's sponsor.

Section 7: Any current Rho Kappa member in good standing who transfers to another high school and brings a letter of verification from their former principal or chapter sponsor to the new school shall be automatically accepted as a member into the new school's chapter.

Section 8: Selection into Rho Kappa shall not be based, in any way, on the basis of race, religion, national or ethnic origin, gender, sexual orientation, age, or physical or mental disabilities.

Article 7 Selection of Members

Section 1: Each candidate for membership shall be selected to a designated chapter of Rho Kappa.

Section 2: Candidates for membership must have been in attendance at the high school in which the chapter resides for the equivalent of one semester prior to being considered. If special or unique circumstances merit, the high school administration may waive the semester requirement, providing a letter of explanation to the National Advisory Council.

Section 3: Candidates for membership must have completed four semesters of courses in the field of social studies and be prepared to complete at least six semesters. The minimum grade point average for these courses is an unweighted 3.00 or the numerical equivalent.

Section 4: The candidate's overall cumulative high school GPA shall be a minimum of 3.00 or the numerical equivalent. Individual chapters may choose to increase the GPA requirements for their chapter but may not decrease them.

Section 5: Candidates achieving the minimal GPA requirements may be invited to apply for membership into Rho Kappa. The application process will require candidates to show participation in activities that demonstrate civic engagement in school or community and their desire and aspiration to be a member of the organization. Applicants must have a letter of recommendation from a current faculty member.

Section 6: The method of selection of eligible students and their election to the organization shall be determined by the faculty sponsor, the faculty selection committee, and the chapter's high school administration. The candidates must meet the GPA, and social studies course completion requirements and

the application requirements listed in Section 5, but all other methods of selecting candidates shall be left up to the individual chapters.

Section 7: Any members whose social studies grades drop below the chapter's minimum GPA requirement for two consecutive semesters shall be dismissed from Rho Kappa. Such members may reapply to the organization and can be readmitted when those requirements are met but the candidate is subject to selection from the faculty selection committee again.

Section 8: A description of the selection procedures and the local chapter criteria shall be widely available in a timely fashion to all the school's administration, faculty, students, parents, and community members.

Section 9: The National Rho Kappa Advisory Council shall not review the judgment of the faculty selection committee regarding the selection of individual members to the local chapters.

Article 8 Induction of New Members

Section 1: Each local chapter may design and execute an appropriate ceremony for the induction of its new members. The procedures and proceedings for this ceremony shall be determined by the local chapter, the chapter faculty sponsor, and the high school administration. Chapters are forbidden to initiate, haze, blackball, or do anything similar, as any part of the Rho Kappa process. Any chapter found engaged in any of these shall lose its charter. "Induction" is to be used in any reference to the induction of new members. Newly inducted members shall receive their membership certificates and any other appropriate Rho Kappa materials when their membership has been affirmed.

Section 2: The date and time of the induction ceremony is at the discretion of the local chapter, the chapter faculty advisor, and the high school administration.

Section 3: In an event that a particular individual qualifies for membership after the date of the induction ceremony, he or she may be inducted at a regular chapter meeting provided the membership forms and fees have already been submitted to the national Advisory Council.

Article 9 Removal from Membership

Section 1: The procedure for removal shall be determined by the faculty sponsor, the school faculty selection committee, and the school administration and shall be in compliance with the rules and regulations stated by the National Advisory Council. A written description of these procedures and the removal process shall be available to all members at the time of their induction.

Section 2: Members who fall below the required standards that were used as the basis of membership selection shall be provided one written warning from the chapter sponsor. The member shall have a reasonable amount of time to correct the deficiency prior to removal proceedings beginning.

Section 3: In the event that a serious violation of school rules/policies or civil laws has occurred, the chapter sponsor and faculty selection committee may forgo the written warning.

Section 4: In the case of impending removal proceedings, the member has the right to request a formal hearing before the chapter sponsor and the faculty selection committee. This request must be made in writing by the member in question two weeks prior to the hearing being set.

Section 5: A removed member may be reinstated into the local chapter when the faculty sponsor and the faculty selection committee determine that the removed member qualifies for reinstatement. Such members must reapply and are subject to selection from the faculty selection committee again.

Section 6: The chapter sponsor shall notify the National Rho Kappa Advisory Council promptly of any member dismissals and any member reinstatements.

Section 7: The National Rho Kappa Advisory Council shall hear no appeals in the cases of membership removal and shall respect the decision of each local chapter regarding their membership.

Article 10 Chapter Officers of Local Chapter

Section 1: The chapter officers, their corresponding duties, and their method of election shall be determined by each individual chapter with the approval of the faculty sponsor, the members of the local chapter, and the school administration.

Section 2: New officers shall be elected each spring and shall assume office the first day of the following school year.

Section 3: The chapter officers and the chapter sponsor shall have general supervision of the chapter affairs and business. They shall also conduct the regular business meetings, make recommendations to the chapter body, and determine and perform such other duties that are specified by the chapter bylaws. All actions and recommendations of these officers shall be subject to the review of the entire chapter membership.

Section 4: The chapter officers shall have the responsibility of ensuring that the chapter activities, functions, and procedures follow school policy, regulations, and guidelines.

Article 11 Meetings

Section 1: Each chapter shall hold regular meetings during the school year on days and times that are designated by the chapter officers and the chapter sponsor. These meetings shall be in accordance with the school policy and regulations for club and activities meetings.

Section 2: The regularity of these meetings (i.e., weekly, bimonthly, monthly, etc.) shall be designated by the local chapter but shall occur no less than twice a semester.

Section 3: Special meetings may be called by the chapter officers and the chapter sponsor as so needed.

Section 4: Local chapters shall, in all points not expressly designated by this constitution or the local chapter's bylaws, conduct meetings according to Robert's Rules of Order, Newly Revised.

Article 12 Activities

Section 1: Each local chapter shall determine, with the consent of the chapter membership, the chapter sponsor, and the school administration what activities are appropriate for each chapter to participate in.

Section 2: These activities shall consist of the following criteria: They

- should fulfill a need within the school or community or provide a service to either group
- have the support of the faculty and the administration along with the membership body and the chapter sponsor
- are appropriately and educationally defensible
- are well planned and executed
- may or may not be directly related to the field of social studies but should honor the overall purpose, mission, and goals of such an organization.

Section 3: It is the responsibility of each chapter to represent the national Rho Kappa organization in a positive and suitable manner and the activities it engages in should be selected as such.

Article 13 Official Insignia

Section 1: Rho Kappa shall have an official emblem selected by the Board of Directors of the National Council for the Social Studies. The National Advisory Council shall have the exclusive control of its use.

Section 2: All Rho Kappa insignia must be procured from the Rho Kappa National Advisory Council and members and local chapters may not reproduce or substitute any officially designated insignia.

Section 3: Only active, alumni, and honorary members are allowed to wear the official emblem.

Section 4: Any member who resigns or is removed from membership shall not be permitted or entitled to wear the emblem.

Section 5: The emblem shall bear the official name of the organization: Rho, meaning “resh” or “head” and Kappa, meaning “palm of the hand.” These words together symbolize the purpose and mission of the organization which is knowledge and wisdom combined with service.

Section 6: The official colors of the emblem shall be NCSS blue and white.

Article 14 Awards and Recognitions

Section 1: Senior members who are in good standing with the organization at the time of graduation shall be given the opportunity to purchase honor chords.

Section 2: The honor chord colors shall be the official color[s] of Rho Kappa.

Article 15 Bylaws

Section 1: Each chapter shall write bylaws to execute the national organization’s constitution and/or to further clarify the chapter’s operating procedures. Bylaws for each local chapter do not need the approval of the National Advisory Council but must be consistent with and not be in conflict with the national constitution.

Section 2: The chapter bylaws shall contain but is not limited to, the information concerning:

- membership selection criteria
- the scheduling of meetings
- the election, duties, and responsibilities of officers
- the chapter sponsor duties and responsibilities
- criteria and procedures for removal from an office
- filling vacancies of officer positions
- criteria and procedures for removal from membership
- method and procedure for ratification of the bylaws

Section 3: Each chapter must ensure that a copy of its bylaws is on file with the school.

Section 4: Each local chapter shall submit to the National Advisory Council any changes made to their bylaws after initial affiliation.”

Article 16 Amendments

Section 1: This Rho Kappa constitution may be amended at any meeting of the National Advisory Council or by mail (electronic or otherwise) by a majority affirmative vote of the National Advisory Council and with the approval of the NCSS Executive Director.

Section 2: Local chapters may petition to the National Advisory Council with recommended amendments to this constitution.

Article 17 State and Regional Organizations

Section 1: Local chapters may organize state or regional Rho Kappa affiliations, the purpose of which is to sponsor events for the local chapters and to engage in projects at the state or regional level.

Section 2: Any state or regional Rho Kappa affiliation must conform to this constitution.

Section 3: Any state or regional Rho Kappa affiliation shall not in any way supersede local chapter authority as delegated by this constitution.

Section 4: Any state or regional Rho Kappa affiliation may choose to write and implement its own bylaws but these must conform to all official documents prepared by the national Rho Kappa organization.

Acknowledgements

The National Council for the Social Studies would like to acknowledge several groups whose previous work and dedicated effort have contributed to the drafting of this document. First, NCSS would like to thank Fort Myers High School in establishing the first high school social studies honor society and from which has come the basis for this national organization. This chapter's documents and vision have laid the ground work for this constitution to be established. Secondly, NCSS would like to thank the Florida Council for the Social Studies for institutionalizing the Rho Kappa honor society and producing criteria, guidelines, and procedures from which the national Rho Kappa Honor Society will be founded. Lastly, NCSS would like to thank the NCTE National English Honor Society for the information in their constitution which provided a model for national Rho Kappa Honor Society to follow.

Junior Rho Kappa: The National Social Studies Junior Honor Society

Sponsored by National Council for the Social Studies

Draft Approved by the Rho Kappa Advisory Council on November 5, 2018

Approved by the NCSS Board of Directors on November 28, 2018

Effective July 1, 2019

Article 1 Name and Purpose

Section 1: The Name of this organization shall be called Junior Rho Kappa National Social Studies Honor Society. It shall include a middle school/junior level program for students in grades 7 through 9. Students in grade 9 are only eligible for inclusion in Junior Rho Kappa if they attend a middle-level school (grades 6 through 9). Students in grade 9 within a traditional high school (grades 9 through 12) are not eligible for Junior Rho Kappa membership.

Section 2: The mission and the purposes of this organization shall be:

- to promote scholarship and to recognize academic excellence in social studies among middle school/junior high school students.
- to provide through its local chapters opportunities for exploration in the social studies in middle/junior high school environments and the community.
- to encourage interest in, understanding of, and appreciation for the social studies.

Article 2 National Rho Kappa Advisory Council

Section 1: The oversight of this organization shall be with an Ad Hoc committee of six members of the National Council for the Social Studies appointed by the NCSS President.

Section 2: The NCSS Executive Director shall be an ex-officio voting member of the Advisory Council. A staff member from NCSS should be in attendance to advise but not vote.

Section 3: Each of the appointed members shall serve a three-year term, renewable once.

Section 4: Three of the appointed members of this body shall be full-time secondary school teachers and three shall be full-time middle/junior high school teachers with at least five years of experience whose primary teaching responsibilities are in the field of social studies.

Section 5: The National Rho Kappa Advisory Council shall be an official entity of NCSS and therefore all regulations, and by-laws concerning representations, rules, and by-laws concerning representations and behavior pursuant to such committee will apply.

Section 6: A Chair of the Advisory Council shall be selected by the President in consultation with the group. The Chair shall serve a one-year term which can be renewable once.

Section 7: The Chair of the Advisory Council shall preside at all meetings for this body and report annually to the Board of Directors of NCSS.

Section 8: Members of the Advisory Council shall share the powers, duties, and responsibilities of the council except for those specifically stated otherwise. These obligations shall include but not be limited to: disseminating information to local chapters in their regions, encouraging and stimulating active chapters, and encouraging formation of new chapters, and serving in full capacity of the organization.

Section 9: Rho Kappa Advisory Council meeting shall be held once a year at the NCSS national conference. All other meetings or correspondence are at the discretion of the members and the Chair of this council.

Article 3 Committees

Section 1: The Rho Kappa Advisory Council may create ad-hoc committees as necessary as needed.

Section 2: The Chair of the Advisory Council shall appoint the members of these committees.

Section 3: The Chair shall be ex-officio member of all committees within the Advisory Council.

Section 4: The committees shall report to the Advisory Council regarding the fulfillment of the charges given to them by the council.

Article 4 Faculty Sponsor

Section 1: Each chapter of Junior Rho Kappa shall have a designated faculty sponsor approved by the middle/junior high school principal and may serve consecutive terms.

Section 2: The chapter sponsor will be responsible for the chapter's day-to-day activities, act as a supervisor over the chapter, and perform duties of a liaison among administration, faculty, students, and community members.

Section 3: The chapter sponsor has the responsibility for the maintenance of accurate and up-to-date files that consist of membership lists, financial transactions, chapter history, chapter activities, chapter publications and correspondence, and chapter by-laws.

Section 4: The chapter sponsor shall regularly review each member to ensure membership in good standing as determined by the chapter's by-laws.

Section 5: The chapter sponsor shall assist the chapter officers to understand and carry out their duties to the best of their abilities.

Section 6: The chapter sponsor shall be a Rho Kappa honorary member.

Section 7: The chapter sponsor shall be the main liaison between the local chapter and the national organization. This sponsor is responsible for submitting all membership lists and associated fees along with other information requested by the Rho Kappa Advisory Council.

Article 5 Local Chapters

Section 1: Any accredited public middle/junior high school or nonpublic school accredited or approved by a state department of education or by an accrediting agency is eligible to apply for a charter of a local chapter. Each middle/junior high school shall have their own chapter unless there is not a faculty sponsor available. In such instances, one chapter may be shared as long as all other constitutional requirements are met and fulfilled.

Section 2: Each chapter shall complete a charter application, supplied by the Rho Kappa Advisory Council and pay a chartering fee, to be determined by the Advisory Council.

Section 3: Each chapter shall pay an annual affiliation fee to the national organization, to be determined by the Advisory Council.

Section 4: Each chapter shall pay an annual induction fee per new inductee, to be determined by the Advisory Council.

Section 5: Local chapter membership dues, if any, shall be determined by the local chapter and shall be subject to the approval of the faculty advisor and the school administrator.

Section 6: Local chapters shall adhere to this Junior Rho Kappa national constitution and failure to do so may result in the loss of chapter membership.

Section 7: Each chapter shall submit its current membership list and any associated fees or dues responsibilities to the National Advisory Council by October 1 each year.

Section 8: Any chapter that does not submit annually (1) current membership list and (2) annual national chapter affiliation fees shall be deemed inactive. After two years of inactive status, the chapter shall forfeit its charter. The chapter may apply for reinstatement upon submitting reactivation papers and fees to be determined by the National Advisory Council.

Section 9: Local councils may be named in honor of an individual who has made contributions to the social studies or the local community.

Article 6 Membership

Section 1: Membership in a local chapter is bestowed upon a student by their local chapter. A faculty selection committee assembled at the middle/junior high school in which the chapter resides shall confer the memberships. The selection committee shall consist of the chapter faculty sponsor and other faculty members within the school. Membership is based upon academic achievement in courses within the field of social studies as well as overall academic GPA.

Section 2: Once selected, members have the responsibility to continue to demonstrate high academic standards including high grades in their social studies courses. Failure to do so will result in removal from the organization.

Section 3: There are two types of membership: active and honorary. The definitions are:

- active members are current middle/junior high school students and shall remain active members if they maintain the required GPA until their completion of middle/junior high school.
- honorary memberships may be awarded by consent of the faculty sponsor and the faculty body, to school officials, principals, teachers, community members. Chapters may induct up to two honorary members per year. Honorary members have no voice or vote in chapter affairs.

Section 4: Active members shall demonstrate an ability to work with others, to conduct research and inquiry in the field of social studies and shall possess qualities of industry, initiative, and reliability as they pertain to academic excellence.

Section 5: Active members shall also exhibit a genuine interest in, and enthusiasm for, social studies scholarship and topics.

Section 6: Active members shall contribute service to the middle/junior high school or the community in which the chapter resides at the direction and discretion of the school's principal and the chapter's sponsor.

Section 7: Any current Junior Rho Kappa member in good standing who transfers to another middle/junior high school and brings a letter of verification from their former principal or chapter sponsor to the new school shall be automatically accepted as a member in the new school's chapter.

Section 8: Selection into Junior Rho Kappa shall not be based, in any way, on the basis of race, religion, national or ethnic origin, gender, sexual orientation, age, or physical or mental disabilities.

Article 7 Selection of Members

Section 1: Each candidate for membership shall be selected to a designated chapter of Junior Rho Kappa.

Section 2: Candidates for membership must have been in attendance at the middle/junior high school in which the chapter resides for the equivalent of one semester prior to being considered. If special or unique circumstances merit, the middle/junior high school administration may waive the semester requirement, providing a letter of explanation to the National Advisory Council.

Section 3: Candidates for membership must have completed two semesters in the field of social studies and be prepared to complete at least three semesters. The minimum grade point average for these courses is an unweighted 3.00 or the numerical equivalent.

Section 4: The candidate's overall cumulative middle/junior high school GPA shall be a minimum of 3.00 or the numerical equivalent. Individual chapters may choose to increase the GPA requirements for their chapter but may not decrease it.

Section 5: Candidates achieving the minimal GPA requirements may be invited to apply for membership into Junior Rho Kappa. The application process will require candidates to show participation in activities that demonstrate civic engagement in school or community and their desire and aspiration to be a member of the organization. Applicants must have a letter of recommendation from a current faculty member.

Section 6: The method of selection of eligible students and their election to the organization shall be determined by the faculty sponsor, the faculty selection committee, and the chapter's middle/junior high school administration. The candidates must meet the GPA, and the social studies course completion requirements, and complete the application requirements listed in Section 5, but all other methods of selecting candidates shall be left up to the individual chapters.

Section 7: Any members whose social studies grades drop below the chapter's minimum GPA requirement for two consecutive semesters shall be dismissed from Junior Rho Kappa. Such members may reapply to the organization and can be readmitted when those requirements are met but the candidate is subject to selection from the faculty selection committee again.

Section 8: A description of the selection procedures and the local chapter criteria shall be widely available in a timely fashion to all the school's administration, faculty, students, parents, and community members.

Section 9: The National Rho Kappa Advisory Council shall not review the judgement of the faculty selection committee regarding the selection of individual members to the local chapters.

Article 8 Induction of New Members

Section 1: Each local chapter may design and execute an appropriate ceremony from the induction of its new members. The procedures and proceedings for this ceremony shall be determined by the local chapter, the chapter faculty sponsor, and the middle/junior high school administration. Chapters are forbidden to initiate, haze, blackball, or do anything similar, as any part of the Junior Rho Kappa process. Any chapter found engaged in any of these shall lose its charter. Newly inducted members shall receive their membership certificates and any other appropriate Junior Rho Kappa materials when their membership has been affirmed.

Section 2: The date and time of the induction ceremony is at the discretion of the local chapter, the chapter faculty advisor, and the middle/junior high school administration.

Section 3: In an event that a particular individual qualifies for membership after the date of the induction ceremony, he or she may be inducted at a regular chapter meeting provided the membership forms and fees have already been submitted to the National Advisory Council.

Article 9 Removal from Membership

Section 1: The procedure for removal shall be determined by the faculty sponsor, the school faculty selection committee, and the school administration and shall be in compliance with the rules and regulations stated by the National Advisory Council. A written description of these procedures and the removal process shall be available to all members at the time of their induction.

Section 2: Members who fall below the required standards that were used as the basis of membership selection shall be provided one written warning from the chapter sponsor. The member shall have a reasonable amount of time to correct the deficiency prior to removal proceedings beginning.

Section 3: In the event that a serious violation of school rules/policies or civil laws has occurred, the chapter sponsor and faculty selection committee may forgo the written warning.

Section 4: In the case of impending removal proceedings, the member and parents have the right to request a formal hearing before the chapter sponsor and the faculty selection committee. This request must be made in writing by the member in question two weeks prior to the hearing being set.

Section 5: A removed member may be reinstated into the local chapter when the faculty sponsor and the faculty selection committee determine that the removed member qualifies for reinstatement. Such members must reapply and are subject to selection from the faculty selection committee again.

Section 6: The chapter sponsor shall notify the National Rho Kappa Advisory Council promptly of any member dismissals and any member reinstatements.

Section 7: The National Rho Kappa Advisory Council shall hear no appeals in the cases of membership removal and shall respect the decision of each local chapter regarding their membership.

Article 10 Chapter Officers of Local Chapter

Section 1: The chapter officers, their corresponding duties, and their method of election shall be determined by each individual chapter with the approval of the faculty sponsor, the members of the local chapter, and the school administration.

Section 2: New officers shall be elected each spring and assume office the first day of the following school year.

Section 3: The chapter officers and chapter sponsors shall have general supervision of the chapter's affairs and business. They shall also conduct the regular business meetings, make recommendations to the chapter body, and determine and perform such duties as specified by the chapter bylaws. All actions and recommendations of these officers shall be subject to the review of the entire chapter membership.

Section 4: The chapter officers shall have the responsibility of ensuring that the chapter activities, functions, and procedures follow school policy, regulations, and guidelines.

Article 11 Meetings

Section 1: Each chapter shall hold regular meetings during the school year on days and times that are designated by the chapter officers and the chapter sponsor. These meetings shall be in accordance with the school policy and regulations for club and activities meetings.

Section 2: The regularity of these meetings (i.e. weekly, bimonthly, monthly, etc.) shall be designated by the local chapter but shall occur no less than twice a semester.

Section 3: Special meetings may be called by the chapter officers and the chapter sponsor as so needed.

Section 4: Local chapters shall, in all points not expressly designated by this constitution or the local chapter's bylaws, conduct meetings according to Robert's Rules of Order, Newly Revised.

Article 12 Activities

Section 1: Each local chapter shall determine with the consent of the chapter membership, the chapter sponsor, and the school administration what activities are appropriate for each chapter to participate in.

Section 2: These activities shall consist of the following criteria: They

- should fulfill a need within the school or community or provide a service to either group,
- have the support of the faculty and administration along with the membership body and chapter sponsor,
- are appropriately and educationally defensible,
- are well planned and executed,
- may or may not be directly related to the field of social studies but should honor the overall purpose, mission, and goals of such an organization.

Section 3: It is the responsibility of each chapter to represent the national Junior Rho Kappa organization in a positive and suitable manner and the activities it engages in should be selected as such.

Article 13: Official Insignia

Section 1: Junior Rho Kappa shall have an official emblem selected by the Board of Directors of the National Council for the Social Studies. The National Advisory Council shall have the exclusive control of its use.

Section 2: All Junior Rho Kappa insignia must be procured from the Rho Kappa National Advisory Council and members and local chapters may not reproduce or substitute any officially designated insignia.

Section 3: Only active and honorary members are allowed to wear the official emblem.

Section 4: Any member who resigns or is removed from membership shall not be permitted or entitled to wear the emblem.

Section 5: The emblem shall bear the official name of the organization: Rho, meaning "resh" or "head" and Kappa, meaning "palm of the hand." These words together symbolize the purpose and mission of the organization which is knowledge and wisdom combined with service.

Section 6: The official colors of the emblem shall be NCSS blue and white.

Article 14 Awards and Recognition

Section 1: Students who are in good standing with the organization at the conclusion of their middle/junior high school career (either in grades 8 or 9) shall be given the opportunity to purchase certificates of recognition.

Article 15 Bylaws

Section 1: Each chapter shall write bylaws to execute the national organization's constitution and/or to further clarify the chapter's operating procedures. Bylaws for each local chapter do not need the approval of the National Advisory Council but must be consistent with and not be in conflict with the national constitution.

Section 2: The chapter bylaws shall contain but is not limited to, the information concerning:

- membership selection criteria
- the scheduling of meetings
- the election, duties, and responsibilities of officers
- the chapter sponsor duties and responsibilities
- criteria and procedures for removal from an office
- filling vacancies of officer positions
- criteria and procedures for removal from membership
- method and procedure for ratification of the bylaws

Section 3: Each chapter must ensure that a copy of its bylaws is on file with the school.

Section 4: Each local chapter shall submit to the National Advisory Council any changes made to their bylaws after initial affiliation.

Article 16 Amendments

Section 1: This Junior Rho Kappa constitution may be amended at any meeting of the National Advisory Council or by mail (electronic or otherwise) by a majority affirmative vote of the National Advisory Council and with the approval of the NCSS Executive Director.

Section 2: Local chapters may petition the National Advisory Council with recommended amendments to the constitution.

Article 17 State and Regional Organizations

Section 1: Local chapters may organize state or regional Junior Rho Kappa affiliations, the purpose of which is to sponsor events for local chapter and to engage in projects at the state or regional level.

Section 2: Any state or regional Junior Rho Kappa affiliation must confirm to this constitution.

Section 3: Any state or regional Junior Rho Kappa affiliation shall not in any way supersede local chapter authority as delegated by this constitution.

Section 4: Any state or regional Junior Rho Kappa affiliation may choose to write and implement its own bylaws but these must conform to all official documents prepared by the national Junior Rho Kappa organization.

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