

# ARIZONA COUNCIL FOR THE SOCIAL STUDIES

## CONSTITUTION

### ARTICLE I: NAME OF THE ORGANIZATION

The name of the organization shall be the Arizona Council for the Social Studies.

The Council shall be a non-profit educational association as defined by the laws of the state of Arizona.

The Council shall be an official affiliate of the National Council for the Social Studies, and shall maintain that status on an annual basis through procedures prescribed by that organization.

### ARTICLE II: PURPOSE

The purpose of the Arizona Council for the Social Studies shall be:

- A. To promote and improve the teaching of the social studies in Arizona schools.
- B. To encourage cooperation among specialists in social studies, social science, professional education, and the schools.
- C. To provide a network of communication and mutual support for those involved in social studies education at all levels.
- D. To serve as a support base for the social studies in the state of Arizona and to take appropriate steps to do so.

### ARTICLE III: MEMBERSHIP (see By-Law 3.1)

#### Section A: Eligibility for Membership

Membership in the Arizona Council for the Social Studies shall be open to those who teach, support, develop curriculum, engage in research, provide professional development, or are otherwise involved in social studies education.

#### Section B: Official Membership

Members of this organization shall include those who are eligible to join and who have paid their dues for the current membership year as defined by the By-Laws.

## **ARTICLE IV: BY-LAWS AND RULES** (see By-Law 4.1)

### **Section A: Rules of Operation**

The Arizona Council shall operate under the general rules of this Constitution. Robert's Rules of Order will be used for all meetings of this organization and its subdivisions.

### **Section B: By-Laws**

1. The Board of Directors is empowered to develop by-laws for itself and for the Arizona Council for the Social Studies.
2. The procedures for establishing and changing the by-laws shall be included in the by-laws themselves.

## **ARTICLE V: MEETINGS**

### **Section A: Annual Meeting of Membership**

1. An annual meeting shall be held in conjunction with a program of specific interest to social studies educators.
2. The annual meeting shall be announced to all members and the educational community in social studies and related persons thereto at least 30 days prior to the opening of the meeting.
3. A quorum for the annual meeting shall consist of 10% of the dues paying members of ACSS.

### **Section B: Other Council Meetings**

1. Other meetings of the entire Council membership and its subdivisions may be held as the need and occasion arise.
2. Only dues paying members may vote on substantive matters of ACSS at these meetings.

## **ARTICLE VI: OFFICERS AND THEIR DUTIES** (see By-law 6.1)

### **Section A: Officers**

1. A President, Vice-President, Secretary, and Treasurer shall be elected annually for a one year term, with a limit of two consecutive full terms. In the event the office of Vice-President of Secretary or Treasurer shall become vacant for any reason, the President, with the advice (and consent) of the Executive Committee, shall appoint a person to fill the unexpired portion of the term and report such action at the next meeting of the Board. (Effective 3-30-89)

2. All elected officers shall be dues-paid members of the Arizona Council of the Social Studies and the National Council for the Social Studies at the time of their nomination and during the entire time of their term of office. (Effective 3-30-89)

### **Section B: Duties and Responsibilities**

1. The President shall furnish leadership and direction for the Council and its Committees, call together the members of the Council to conduct business and carry on the work of the Council, appoint all Committee members with the approval of the Board of Directors, and serve as chief executive of the Council.

2. The Vice-President shall assume the duties of the President in that person's absence and provide leadership for the program and agenda for the annual meeting.

3. The Secretary shall keep all records relating to the Council, record and present minutes of all official meetings of the Board of Directors and the annual meeting, and carry on correspondence of the Council and its Board. This person shall further maintain a record of all by-laws passed by the Board of Directors and report the same if called upon to do so at the annual meeting of ACSS.

4. The Treasurer shall keep detailed and appropriate records of all financial transactions of the Council, an up to date membership list and record deposit and withdraw monies related to the Council as directed to do so by the President, and present a written statement of budget and monies at each regularly scheduled meeting to the Board of Directors.

### **Section C: Election of Officers**

1. A nominations committee shall prepare a list of individuals as nominees for each office and members of the Board of Directors and present the nominees to the Board for approval.

2. After the nominations committee has made its report, nominations shall be accepted from those Council members present.
3. The election shall be held either at the annual meeting of the Council or by mail-out ballots as is appropriate and approved by the Board of Directors.
4. Election shall be by majority of the votes cast for that officer on the first ballot. If no candidate for a particular office receives a majority of the votes cast on the first ballot, a second ballot limited to the two highest ranging candidates for that office shall be conducted. The candidate receiving the most votes shall be elected.

## **ARTICLE VII: BOARD OF DIRECTORS** (see By-Laws 7.1 and 7.2)

### **Section A: Membership on the Board**

1. The Board of Directors for the Council shall consist of the four elected officers of the Council, twelve (12) persons elected from the general membership, the immediate Past-President of the Council and others who may be added as stated in the By-Laws.
2. Ex-officio members of the Board shall be stipulated in the By-Laws of the Council.

### **Section B: Term of Office**

1. The twelve Directors elected from the general membership shall serve staggered three-year terms, with four terms expiring each year. Ex-officio members shall serve one-year terms, and be eligible for reapproval by the Board. Directors elected from the general membership shall be limited to two (2) consecutive full terms. (Effective 3-30-89)
2. All vacancies shall be filled by the President with approval of the Board of Directors until the next election. At that time, individuals shall be nominated and elected by the membership at large to fill the remaining term of office.
3. In the event the President and Vice-President shall be unable to perform their duties by reason of death, resignation, removal, or departure from the state, the Board shall select a President to serve until the next election of the Council.

### **Section C: Duties and Responsibilities**

Besides the duties cited above and in the By-Laws, the Board of Directors shall be in charge of all policies, programs, activities, and operations, which are consistent with the purposes of the Council and its management towards fulfilling such purposes.

#### **Section D: The Executive Committee**

An Executive Committee, consisting of the elected officers, shall carry out the duties of the Board between regularly scheduled Board of Directors meetings as the need arises, with their actions to be reported to the Board at its next meeting for approval.

#### **Section E: Election of Board Members**

The twelve members of the Board shall be nominated and elected in the same manner as the officers of the Council, and at the same time. (Effective 3-30-89)

#### **Section F: Removal of Officers and Members of the Board of Directors**

Officers and Board members will be deemed to have vacated their position in ACSS by virtue of nonattendance at three consecutive regularly scheduled board meetings of the organization, unless excused by the President. (Effective 3-30-89)

### **ARTICLE VIII: AMENDMENT PROCEDURES**

This Constitution may be amended by a two-thirds vote of the active members present at the annual meeting or by mail ballot, providing at least one quarter of the Council members return said ballots. (Effective 3-30-89)

Amendments may be proposed by the Board of Directors or by a petition of ten or more members.

# **BY-LAWS**

## **By-Law 3.1: MEMBERSHIP**

1. A membership year for the ACSS is defined as running from November 1<sup>st</sup> to October 31<sup>st</sup> of the following year.
2. Individuals who join the ACSS on or after June 1<sup>st</sup> shall be considered a member in good standing through October 31<sup>st</sup> of the following year.
3. Further exceptions, e.g., for those joining at the Rocky Mountain Regional, may be authorized by the Board of Directors. (Effective 1-21-93)

## **By-Law 4.1: BY-LAWS AND RULES**

1. The Board of Directors, at any regularly scheduled meeting, may establish and amend by-laws by a majority vote, once a quorum has been recognized as being present.
2. A quorum is defined as one over half the number of voting members of the Board of Directors. (Effective 1-25-96)

## **By-Law 6.1: OFFICERS AND THEIR DUTIES**

1. A nominations committee, chaired by the immediate past President of the ACSS, shall consist of the immediate past president and four other members of the Board of Directors chosen by the board.
2. The election of officers and board members, when it does not occur at the annual meeting, shall be conducted in the following manner:
  - a. A ballot of candidates shall be mailed out no later than the first of December.
  - b. The winning candidates will be announced at the regularly scheduled meeting in December, so as to assure that new board members will be able to take their seats by the first regularly scheduled meeting in January. (Effective 1-21-93)

## **By-Law 7.1: BOARD OF DIRECTORS**

In the event the Vice-President, Treasurer or Secretary is unable to perform the required duties, the President, with approval of the Board of Directors, shall appoint a current member of the Board of Directors to fill the vacancy until the next election. (Effective 2-18-93)

## **By-Law 7.2: BOARD OF DIRECTORS**

1. President, with approval of the Board of Directors, may appoint other members to the Board. These other members shall serve one-year terms, and be eligible for reapproval by the Board. Other members of the Board shall consist of the following:

- a. A liaison with the Department of Education (non-voting)
- b. A liaison with the Arizona Historical Society (non-voting)
- c. A representative with the National Council for the Social Studies (voting)
- d. A newsletter editor (non-voting)
- e. A liaison with the Arizona Geographic