1. Articles of Incorporation, Constitution & Elections

National Council for the Social Studies will 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. 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, task forces, and commissions include preK-12 classroom teachers in proportion to their membership in NCSS. It is the responsibility of local, regional and state affiliates to aid NCSS in this essential task by recommending appropriate members for these committees, task forces and commissions.

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:
NCSS Policy Manual

1. 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;

2. 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;

3. 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;

4. 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;

5. 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

6. 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.

7. 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.

8. The following persons are hereby selected as the Directors to control and manage said corporation for the first year of its corporate existence, viz.:


9. 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


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 and Mission Statement

1.31 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.

1.32 Mission Statement

Social studies educators teach students the content knowledge, intellectual skills, and civic values necessary for fulfilling the duties of citizenship in a participatory democracy. The mission of the National Council for the Social Studies is to provide leadership, service, and support for all social studies educators.

1.4 Nomination and Election Procedures for Officers, Board of Directors, and FASSE Board

1.4.1 Call for Nominations

1.4.1.1 The call for nominations and self-nominations, including the qualifications for board positions shall appear prominently in the Spring issue of The Social Studies Professional, be prominently posted on the NCSS website. The announcement shall also indicate the names of those retiring from the board and the names and addresses of those continuing on the board.

1.4.1.3 The deadline for submitting nominations 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 men and women of all ethnic groups from urban, rural, suburban areas throughout the United States for all board categories to fulfill the NCSS statement of purpose regarding diversity of members. In the recruitment of nominees, the committee and board shall also consider a record of involvement and initiative in:

- NCSS or affiliates’ committees and/or activities.
- State council(s) and, where appropriate, local and regional activities.
- Other activities designed to promote and improve the quality of social studies education.

The nomination packets for open positions on the Board of Directors will be posted by NCSS staff to the NCSS website. Any NCSS member who meets the eligibility criteria is welcome to submit a completed nomination packet by email or hard copy to the Chair of the Nominations and Elections Committee.
The nomination packet for potential vice presidents shall include:

1. Self-evaluation form
2. Reference for the potential candidate
3. Evidence of leadership
4. Reference from a current or past member of the board of directors

The nomination packet for potential board members shall include:

1. Self-evaluation form
2. References for the potential candidate

Nomination applications for each candidate must include at least 2 letters of recommendation.

Candidates must indicate a single category for which they are to be nominated.

1.4.2 File Maintenance

1.4.2.1 The chairperson of the Nominations and Elections Committee shall keep the nominations packets and share with NCSS Staff.

1.4.2.2 The NCSS office shall assist the committee by keeping a supplementary data file and by furnishing whatever pertinent information is contained in the NCSS files. A folder of information submitted to the five previous years' Nominations and Elections Committee chairs shall be made available to the Nominations and Elections Committee alone.

1.4.3 Selection of Nominees by the Nominations and Elections Committee (See also Section 6.37, Nominations and Elections Committee)

1.4.3.1 The Nominations and Elections Committee shall meet on or about May 1 with NCSS staff to review the nominations packets to determine if nominees have meet 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 packet for an open position, the committee and board will actively recruit qualified candidates to submit a nomination packet by May 15. The committee and NCSS staff will review nomination packets 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)

1.4.3.2 Determining Eligibility

1.4.3.2.1 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. 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.

1.4.3.2.2 In order to be eligible as a candidate for president-elect or vice president, a person must have completed a full elected term on the board of directors before assuming office. A person who has served as chairperson of the House of Delegates Steering Committee, a position that entails ex officio membership on the board of directors, is also eligible to be nominated for either of these offices.

1.4.3.2.3 All potential candidates for board positions and officers must have demonstrated outstanding leadership qualities and experience.

1.4.3.2.4 In order to be eligible to be a candidate for an NCSS Board or officer position, an individual must be an NCSS member.

1.4.3.3 Approval of the Slate of Candidates

1.4.3.3.1 The draft slate of potential candidates will be submitted to the Board of Directors prior to the June Board of Directors meeting for final approval. If the committee feels a candidate has not met the eligibility criteria, they must submit a rationale to the board.

1.4.3.3.2 The Board will evaluate the slate of potential candidates in executive session. Board members may delete or add additional candidates if it is proven that added candidates have met the eligibility criteria.

1.4.4 Announcement of Nominations

1.4.4.1 The Nominations and Elections Committee should notify each candidate before July 1 that he/she was selected as a candidate.

1.4.4.2 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.

1.4.4.3 The announcement shall indicate the names of those retiring from the board and the names and addresses of those continuing on the board.

1.4.4.4 A 200-word biographical sketch of each nominee, a 200-word position statement, and photograph must be submitted to the NCSS executive director by November 1 for inclusion in the ballot.

1.4.5 Nomination by Petition

1.4.5.1 A candidate who meets the eligibility criteria for vice president or membership 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 October 1 accompanied by a 200-word biographical sketch, a 200-word position statement, and a photograph. These items should be similar to the model that accompanies the petition form obtained from the NCSS office.

1.4.6 Campaigning

Candidates must adhere to NCSS code of conduct.
1.4.6.2 Unacceptable Practices

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

1.4.6.2.1 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.

1.4.6.2.2 They may not use or distribute posters, displays or other materials that promote their candidacy at any social studies conference.

1.4.6.2.3 {Deleted- March 2016}

1.4.6.2.4 Current members of the NCSS Board of Directors and Officers may not campaign for a specific candidate.

1.4.6.2.5 Candidates and their supporters may not use any NCSS created membership lists for campaigning purposes

1.4.6.3 Enforcement.

Candidates who violate campaign policies will be subject to the following:

1.4.6.3.1 Candidates will be required to clarify or correct any materials which the NCSS Nominations Committee Chair feels violates campaign policies.

1.4.6.3.2 The NCSS Nominations Committee Chair will notify all other candidates if a violation of campaign policies is determined.

1.4.6.3.3 If a candidate refuses to comply with the decision of the NCSS Nominations Committee Chair, said candidate can be removed from the ballot by a majority vote of the Nominations Committee members.

1.4.6.4 NCSS Annual Conference Activities and Procedures

1.4.6.4.1 A candidates’ forum on the NCSS CONNECTED website will be developed for NCSS members to view candidates’ presentations, read candidate statements, and engage in online dialogue with candidates.

1.4.6.4.2 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 (note: change in election schedule starts with 2016 election)

1.4.7.1 Members of NCSS in good standing as of October 15 shall be eligible to vote.

1.4.7.2 Provision shall be made on the ballot for write-in votes for each of the offices: president-elect, vice president, members in each category of the board of directors.

1.4.7.3 All NCSS members in good standing will be eligible to vote beginning on 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.
1.4.7.4 Votes must be submitted electronically or paper ballots received by January 15.

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

1.4.8 Announcing Election Results

1.4.8.1 Candidates and members of the board of directors shall be notified by the chair of the Nominations and Elections Committee immediately after the counting of ballots.

1.4.8.2 The results of the election will be announced to the membership both at the business meeting of the Delegate Assembly held at the time of the annual meeting, and in the Spring issue of The Social Studies Professional.

1.4.9 Filling Board Vacancies

1.4.9.1 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.

1.5.0 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

2.2.2.1 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

2.2.3.1 Chairs the executive committee.

2.2.3.2 Chairs the house of delegates.
2.2.3.3 Chairs the personnel committee.

2.2.3.4 Co-chairs the current program planning committee.

2.2.3.5 Chairs the defense fund committee.

2.2.3.6 Chairs the executive director evaluation which is conducted every two years.

2.2.4 Appointment Responsibilities

2.2.4.1 Fills vacancies on committees, some through consultation with the chairperson of the Steering Committee of the House of Delegates.

2.2.4.2 Appoints ad hoc committees and individuals to carry out specific tasks as they are needed.

2.2.5 Communication Responsibilities

2.2.5.1 Speaks for the council.

2.2.5.2 Meets with presidents of affiliated and associated groups at the annual conference.

2.2.5.3 Communicates regularly with all committee chairs.

2.2.5.4 Communicates to the nominations committee an estimate of the contributions to council work of current committee members and others in positions of responsibility. The president may propose other persons for nomination.

2.2.5.5 Receives annual meeting 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 spring 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. If a vacancy occurs in the office of president, the president-elect shall become president. (Constitution, Article II, Section 3) 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)

2.3.2 Chairperson Responsibilities

2.3.2.1 Chairs the long range planning committee.

2.3.2.2 Co-chairs the program planning committee one year ahead.

2.3.2.3 Is Chair of the documents review committee.
2.3.3 Committee Responsibilities

2.3.3.1 Is a member of the executive committee.

2.3.3.2 Is a member of the personnel committee.

2.3.4 Appointments Responsibilities.

Appoints new members of advisory and operations committees and designates board members as liaison members by June 1.

2.3.4.1 To facilitate appointments, a notice shall appear in the November/December issue of The Social Studies Professional, calling for volunteers for committees and requesting information about the individuals' interests and experiences relevant to the committees' tasks.

2.3.4.2 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.

2.3.4.3 In appointing committees the president-elect should attempt to obtain balance by location, gender, and race. The president-elect shall make every effort to insure the appointment of men and women from all levels of education, all ethnic groups, and all geographic areas (urban, rural, and suburban).

2.3.5 Arranges for orientation for new board members at the time of their first board meeting.

2.3.6 Communications Responsibilities

2.3.6.1 Communicates to the Nominations Committee his/her estimate of the contributions to council work of current committee members and others in positions of responsibility. He/she is to use his/her own judgment about proposing any other persons for nomination.

2.3.7 Other Responsibilities

2.3.7.1 Shall serve on ad hoc committees 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. If a vacancy occurs in the office of the president-elect, the vice president shall become the president-elect. (Constitution, Article II, Section 3) 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)
2.4.2 Chairperson Responsibilities

2.4.2.1 Chairs the Endorsements and Special Projects Committee.

2.4.2.2 Chairs the Stewardship Fund Committee.

2.4.3 Committee Member Responsibilities

2.4.3.1 Is a member of the Executive Committee.

2.4.3.2 Is a voting ex officio member of the Publications Committee.

2.4.3.3 Is a member of the Personnel Committee.

2.4.3.5 Is a member of the Annual Conference Program Planning Committee.

2.4.2.6 Is a member of the Documents Review Committee.

2.4.4 Communications and Other Responsibilities

2.4.4.1 Is the board liaison to the communities and the associated groups, and therefore corresponds with their chairs regularly, meets with their chairs at the annual conference, and reports to the board on all matters related to communities and associated groups. As liaison to associated groups, the vice president reminds each new chair or president which staff person to contact for questions, whom to contact for submitting possible news articles, that only the treasurer should submit bills to the office, and only the treasurer will receive the quarterly financial statements.

2.4.4.2 Shall receive House of Delegates Resolutions from NCSS headquarters for review; shall identify those requiring board action or attention and report those to the board at the winter meeting.

2.4.4.3 Shall serve on ad hoc committees and execute additional tasks upon appointment of the president.

2.4.5 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

2.5.2.1 Is a member of the program planning committee for the meeting to be held two years following his/her presidency.

2.5.2.2 Is a member of the Audit Committee (see 4.5.8)

2.5.2.3 Is a member of the endorsements and special projects committee.
2.5.2.4 Is a member of the executive committee.

2.5.2.5 Is chair of the nominations and elections committee.

2.5.2.6 Is a member of the Documents Review Committee

### 2.6 Guidelines for Service on Advisory Committees or Boards of Non-NCSS Projects or Organizations

2.6.1 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 and approved by the Executive Committee and subsequently reported to the board of directors.

2.6.2 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.

### 2.7 Officer Release Time Compensation

2.7.1 The incoming president in consultation with the executive director 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

3.1.1 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 male and female representation at all decision-making levels within the organization.

#### 3.2 Personnel Committee Responsibilities for Staff

3.2.1 The Personnel Committee provides counsel to the executive director regarding staff and salary recommendations.

3.2.2 The Personnel Committee communicates with the Executive Committee and the NCSS Board of Directors on personnel matters of special interest. (See also Board Standing Committees: Personnel Committee, Section 4.55)

#### 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

3.3.2.1 The executive director is the chief executive staff person of the organization. Among the responsibilities of the executive director 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. monitor all financial and accounting activities 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; and
15. undertake all other organizational tasks assigned by the board of directors;
16. the executive director shall also serve as the executive director of the House Of Delegates;
17. the executive director is an ex officio member of the Executive Committee, Publications Committee, Program Planning Committee, and the Defense Fund.

3.3.3 Executive Director Evaluation.

An evaluation of the executive director will be conducted every year. 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 as agreed upon by the personnel committee and the executive director.

3.3.3.1 The personnel committee will meet with the executive director prior to the May board of directors meeting to share the results of the performance evaluation and establish performance goals for the upcoming year.

3.3.3.2 A summary report of the performance evaluation and performance goals will be presented to the board in an executive session at the May board of directors meeting.

3.4 Other Headquarters Staff

3.4.1 Union Staff

3.4.1.1 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. The contract must be approved by the CWA members and the NCSS Board of Directors.

3.4.1.2 An appropriate process will be utilized in negotiating the CWA contract that protects the interests of NCSS and the interests of the NCSS staff.
3.42 Non-Union/Management Staff

3.4.2.1 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.

3.4.2.2 A process which protects the interests of NCSS and the interests of NCSS employees will be utilized in determining which changes in the exempt employee personnel policies will be recommended to the board.

3.4.2.3 A current copy of the exempt employee personnel policies will be placed in the appendix of the NCSS Policy Manual.

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.

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

3.6.1 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 and approved by the executive committee and subsequently reported to the board of directors.

3.6.2 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.

4. Board of Directors

4.1 Composition

4.1.1 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.)

4.1.2 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.)

4.1.3 Job changes during terms of office

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.

4.1.4 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. (See also section 1.3.9, Filling Board Vacancies.)

4.2 Duties of the Board

4.2.1 To appropriate funds from the treasury (Article II, Section 6.)

4.2.2 To hire the executive director (Article II, Section 5.)

4.2.3 To review actions of officers and committees (Article II, Section 6.)

4.2.4 To select the date and place for the annual conference (Article III, Section 6.)

4.2.5 To determine the annual dues (Article III, Section 3.)

4.2.6 To approve the hiring of the auditor.

4.2.8 To set policy for NCSS and, toward that end, deliberate on all items of concern to NCSS and to the profession as a whole.

4.2.9 Decisions by Executive Committee or Outside of Regular Meetings

4.2.9.1 On rare occasions, because of time constraints, it may be deemed necessary for the executive committee to 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 by email. If more than five board members respond negatively to the action, the president must either arrange a conference call for discussion and vote or hold the decision in abeyance until the next full board meeting.

4.2.9.2 Because of time constraints, the NCSS President may ask the board to vote on matters by mail, email, fax or teleconference. With the exception of a teleconference, 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. At least 51% of board members must vote for approval of items on mail, email or fax ballots for a matter to be approved. If fewer than 51% of the board members vote to approve or disapprove the question, the matter shall be postponed for discussion at the next board meeting, or by telephone conference if necessary. When votes are held by telephone, a majority of the directors participating in a telephone conference when a quorum is present may act on the question. The board of directors will reaffirm all decisions taken by mail, email, fax or telephone conference at the next regularly scheduled meeting.

4.2.10 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 February or March 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, beginning in 1997, 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.

4.2.11 To determine nomination and election procedures.

4.2.12 To exercise all powers not assigned in the constitution to other officers or to the membership of the national council (Article II, Section 6.)

4.2.13 To review and act upon any changes in the terms and conditions of employment of NCSS staff that are recommended by the personnel committee.

4.2.14 Policy Changes Presented to House of Delegates

Any major changes in NCSS policy which will substantially affect local 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.

4.3 Meetings

4.3.1 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.

4.3.2 Board meetings shall be conducted according to Robert's Rules of Order.

4.3.3 New board members are asked to attend an orientation session prior to their first board meeting.

4.3.4 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.

4.3.5 Board Meeting Travel

NCSS will pay travel and housing costs for winter and spring board of directors meetings, executive committee meetings and orientation meetings for new board members. Board members are responsible for making air travel reservations through the a 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.

For meetings which take place at the annual conference, NCSS will reimburse board of directors members for one night hotel at the conference rate at the headquarters hotel, and one-day per-diem.

4.3.6 Beginning in 2006 until 2009, upon request of K-12 teacher board members who need assistance in gaining time to attend board meetings, NCSS will provide 4 full days of substitute compensation payable to the member's school district.

4.2 Duties of the Board
4.4 Duties of Board Members

4.4.1 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 to which they are liaisons.

4.4.2 To serve as liaisons from the board to one or more NCSS committees. As liaison to:

- 4.4.2.1 communicate regularly with the committee chair.
- 4.4.2.2 advise the committee on how it may assist and advise the board, and communicate board actions to the committee promptly.
- 4.4.2.3 advise the board as to the committee's actions and deliberations.
- 4.4.2.4 review the committee's reports and submit them with comments to the president and director of administration for inclusion on the winter board meeting agenda.
- 4.4.2.5 attend meetings of the committee and advise the president-elect and president regarding leadership potential observed and tasks unfinished.
- 4.4.3 To serve on committees of the board to which they are appointed by the president.
- 4.4.4 To represent NCSS at regional and other conventions in their areas.

4.4.5 To serve as liaison to state councils as assigned by the president.

- 4.4.5.1 Liaisons should serve as the primary contact between a state council and the board of directors.
- 4.4.5.11 Liaisons should communicate with state 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.
- 4.4.5.12 Liaisons should communicate to state council presidents and executive directors a summary of board actions and approved minutes of board of directors meetings.
- 4.4.5.1.3 Liaisons may not act on behalf of the board and should refer questions regarding interpretation of board policy to the president.
- 4.4.5.2 When possible, board members will be assigned as liaison to their home or neighboring states.
- 4.4.5.3 When possible, board members will serve as liaison to the same councils throughout that member's term.

4.4.6 By resolution of the house of delegates, to meet with the constituencies at a time set aside each year at the NCSS annual conference.

4.4.7 To communicate and offer assistance to the NCSS office staff.

4.4.8 In the event on-going personal and/or professional responsibilities prevent a board member from fulfilling any of the above enumerated board member duties (See 4.4), it will be incumbent upon the board member to submit a letter of resignation to both the Executive Director and the President. (approved May 2004)

4.5 Management Committees of the Board of Directors

4.5.1 Purposes

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.
4.5.2 Management Committees

Management committees of the board are: Executive, Documents Review, Endorsements and Special Projects, Personnel, Audit, Finance, Stewardship Fund, and Grant.

4.5.3 Executive Committee of the Board

4.5.3.1 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.

4.5.3.2 Term of Office

The term of office shall be from July 1 through June 30, with the exception of the chair of the House of Delegates Steering Committee whose term shall be from the end of the current year's house of delegates meeting to the end of the following year's house of delegates meeting.

4.5.3.3 Time of Meeting

Prior to regularly scheduled board of directors meetings to prepare the work of the board. If necessary a third meeting may be held in September to hear the preliminary audit report, to handle interim business, and to plan for the November board meeting. Conference calls may be used when time or circumstances preclude the Executive Committee from meeting. Additional meetings will be held only if urgent business requires it.

4.5.3.4 Duties

4.5.3.4.1 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.

4.5.3.4.2 To review and evaluate both committee and staff reports, and to make recommendations to the board concerning requests set forth in such reports

4.5.3.4.3 To provide assistance to the program committee and make progress reports on the committee's work to the board.

4.5.3.4.4 To evaluate and monitor the financial status of the council, including:

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 Defense Fund Committee and the FASSE Board.

4.5.3.4.4.1 Staff reporting on expenditures over budget
Staff shall notify the Executive Committee for approval when expenditures are projected to exceed 15% or $10,000 of the annual budgeted amount for line items in expense categories that exceed $50,000.

4.5.3.4.5 To evaluate proposals for the co-sponsorship of projects as presented by the special projects committee and to recommend appropriate actions to the board.

4.5.3.4.6 To review the agenda for each board of directors meeting and, where appropriate, to recommend action for the full board.

4.5.3.4.7 To attend to any other occasionally arising items of business.

4.5.3.4.8 To act as the outstanding service award subcommittee (see Awards Guidelines: Outstanding Service Award.)

4.5.4 Documents Review Committee

4.5.4.1 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.

4.5.4.2 Time of Meeting

At the February Board of Directors Meeting and by telephone and mail as required. The committee will make a report to the board of directors on the disposition of its review process.

4.5.4.3 Duties

4.5.4.3.1 The documents review committee shall annually review the Constitution, the Policy Manual, approved BOD minutes, and HOD resolutions. The committee chairperson will keep copies of all the documents listed above for five years. The committee will annually review the documents to determine:

1. that all motions passed by the board have been acted upon and implemented;
2. that all resolutions passed by the HOD have been acknowledged and implemented, as appropriate, by the BOD;
3. that 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. 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 an ad hoc committee or task force to revise or update the statement or guideline. All committee recommendations will be reported to the board of directors.  
4. that actions taken by the board are reflected in the policy manual.

4.5.5 Endorsements and Special Projects Committee

4.5.5.1 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 committee meets the evening prior to scheduled board meetings. 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. (revised
4.5.5.2 Time of Meeting

At the annual conference and in conjunction with regular board meetings as required.

4.5.5.3 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 and/or use the NCSS name for endorsements. Guidelines for this committee’s tasks are in Section 9.61.

4.5.6 Intergroup Relations Committee (dissolved by Board Sept 2013)

4.5.7 Personnel Committee

4.5.7.1 Composition

President, president-elect, vice president. The president is the chair.

4.5.7.2 Time of meeting

As needed.

4.5.7.3 Duties

4.5.7.3.1 To negotiate the terms and conditions of employment of the executive director which will be presented to the board of directors for its approval.

4.5.7.3.2 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.

4.5.7.3.3 To consult with and advice 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

4.5.7.3.4 To evaluate the performance of the executive director as defined in sections 3.3, 3.31, 3.32 and 3.33.

4.5.7.3.5 To provide advice to the executive director in the process of staff performance evaluations.

4.5.7.3.6 To review the process and procedures used by the executive director to determine staff satisfaction with the executive director's performance.

4.5.7.3.7 To deal with any other relevant personnel matters.

4.5.8 Audit Committee

4.5.8.1 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.
4.5.8.2 Time of Meeting

During scheduled Board meetings, as appropriate.

4.5.8.3 Duties

4.5.8.3.1 To serve as the liaison between the Board of Directors and the auditing firm, with consultation from the Executive Director and Director of Finance.

4.5.8.3.2 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 Director of Finance.)

4.5.9 Finance Committee

4.5.9.1 Composition

Current NCSS Executive Committee Members. The Vice President is the chair

4.5.10 Stewardship Fund Committee

4.5.10.1 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. In addition, the president-elect may appoint a member of his or her conference planning committee or other individuals with non-profit experience to serve as ex officio members of the committee. The vice-president will serve as the chair.

4.5.10.2 Time of Meeting

As needed.

4.5.10.3 Duties

4.5.10.3.1 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.

4.5.10.3.2 Provide input and guidance into the development of fundraising activities including planned giving campaigns, annual appeals, membership marketing efforts, and other solicitations.

4.5.10.3.3 Assist staff, board members, and other volunteers in identifying and soliciting funds from corporate sponsors, foundations, and other external sources of support.

4.5.10.3.4 Work with the staff, board members, and other volunteers to greet and host donors, sponsors, and potential donors attending NCSS events.

4.5.10.3.5 Monitor fundraising efforts to ensure that they are cost effective and that donors are acknowledged appropriately.

4.5.11 Grant Committee (approved September 2017)
4.5.11.1 Composition

The past president and three members of the Board of Directors appointed by the President during a board member's first term, as well as three members of the staff, including the Executive Director and two members appointed by the Executive Director. Board members will serve three year terms.

4.5.11.2 Function

4.5.11.2.1 Review grant applications, focusing on oversight, how grant success will be measured, budget and implications for NCSS before grant is submitted.

4.5.11.2.2 Consider staff input of effect of grant on day to day activities at NCSS.

4.5.11.2.3 Consider effect of grant on staff time, receive updates about the progress of the grant throughout the process and communicate progress to the BOD as a whole seek out grant opportunities for NCSS.

4.5.11.2.4 Serve as a resource for staff in applying for grants.

4.5.11.2.5 Provide updates to the Board of Directors about NCSS grant endeavors.

4.5.11.2.6 Require approval from the Board of Directors for grants over $50,000.

4.6 Conflict of Interest Policy

The standard of behavior at the National Council for the Social Studies (NCSS) is that all board members scrupulously avoid conflicts of interest between the interests of the NCSS on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. Upon or before election, hiring or appointment, board members should make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and board members will update it as appropriate. In the course of meetings or activities, board members must disclose any interests in a transaction or decision where the member (including business or other nonprofit affiliations), a member's family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, at the discretion of the Chair, a board member may be asked to leave the room for the discussion. Under no circumstances will a board member be permitted to vote on the question.

The standard of behavior at the National Council for the Social Studies (NCSS) is that all board members scrupulously avoid conflicts of interest between the interests of the NCSS on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. Upon or before election, hiring or appointment, board members should make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and board members will update it at the winter board meeting. In the course of meetings or activities, board members must disclose any interests in a transaction or decision where the member (including business or other nonprofit affiliations), a member's family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, at the discretion of the Chair, a board member may be asked to leave the room for the discussion. Under no circumstances will a board member be permitted to vote on the question.

4.6.1 Disclosure Form

The following wording shall be used on a disclosure form

"Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a conflict of interest for you and the National
5. House of Delegates

5.1 House as a Forum

5.1.1 Constitutional Responsibilities

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

5.2.1 Debate and Vote

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)

5.2.2 Ex Officio Members of House

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 the NCSS

5.3.1 Constitutional Responsibility

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:

5.4.1.1 Standing committees of the House: Steering Committee and Resolutions Committee

5.4.1.2 NCSS operational committees, as determined by the board of directors.
5.4.1.3 Ad hoc committees created by the House (appointed by the Steering Committee chair). Presently this is the Credentials Committee.

5.42 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.

5.43 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.

5.44 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

5.5.1 House of Delegates Manual


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 Steering Committee and Resolutions Committee.

5.6.1 Composition of House Standing Committees

Each person elected to a standing committee of the House 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.)

5.6.2 Resolutions Committee

5.6.2.1 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.

5.6.2.2 Time of meeting

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.

5.6.2.3 Duties of the Committee

5.6.2.3.1 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 final session of the Annual Meeting of the House of Delegates.

5.6.2.3.2 To conduct an open hearing the morning of the day of the opening of the House of Delegates for the following purposes:

- Meet with sponsors of mailed-in resolutions
- Receive resolutions from NCSS members or affiliate representatives
- Accept, return for revision, or reject resolutions in accordance with provisions of the House 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/revised resolution not approved by its sponsor.

5.6.2.3.3 To be present in the delegate assembly to assist the chairperson of the committee during question and discussion periods.

5.6.2.3.4 To be present in the delegate assembly to assist the HOD Steering Committee during voting proceedings and as deemed necessary. *(added March 2017)*

5.6.2.4 Duties of the Chairperson

5.6.2.4.1 Receive business files and records from the immediate past chairperson of the committee.

5.6.2.4.2 Organize the work of the Resolutions Committee as outlined in its duties above.

5.6.2.4.3 Inform the committee through correspondence of meeting dates, places, and times.

5.6.2.4.4 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, a mailing, 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.

5.6.2.4.5 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.

5.6.2.4.6 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.

5.6.2.4.7 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.
5.6.2.4.8 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.

5.6.2.4.9 Formally present and introduce each member of the Resolutions Committee to the delegate assembly.

5.6.2.4.10 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.

5.6.2.4.11 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.

5.6.2.4.12 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.

5.63 Steering Committee

5.6.3.1 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.

5.6.3.2 Time of meetings. Twice annually, once during the annual conference and once in the spring.

5.6.3.3 Duties

5.6.3.3.1 Elect a chairperson each year following the election of new members by vote of the outgoing, continuing, and new members of the Committee.

5.6.3.3.2 Identify issues of concern to NCSS.

5.6.3.3.3 Put issues into the proper form for consideration by the House of delegates where appropriate to do so.

5.6.3.3.4 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.

5.6.3.3.5 Select and provide appropriate materials to all delegates and to state and local councils.

5.6.3.3.6 Facilitate reasoned deliberations by the councils and by the House of Delegates on matters to be considered at the annual conference.

5.6.3.3.7 Consult with the board of directors, through the chairperson, on issues of concern to both bodies.

5.6.3.3.8 Brief new delegates to the House of Delegates at an open meeting prior to the opening session of the House.

5.6.3.3.9 Approve the minutes of the annual meeting of the House of Delegates and distribute a copy to each member of the delegate assembly.

5.6.3.3.10 Prepare the agenda for the annual meeting of the House of Delegates and distribute a copy to each member of the delegate assembly.
5.6.3.3.11 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.

5.6.3.4 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 ex officio member of the board of directors shall begin on the first day of January 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.

5.6.3.5 Chairperson's Duties

5.6.3.5.1 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.

5.6.3.5.2 Appoint the members of the Credentials Committee with the approval of the Steering Committee.

5.6.3.5.3 Prepare and deliver to the board of directors reports describing the work of House committees.

5.6.3.5.4 Consult with the Executive Committee before May 1 to establish and confirm the annual funding and budget for committees of the House.

5.6.3.5.5 Coordinate activities of the Steering Committee with the president and the executive director of NCSS.

5.6.3.5.6 Prepare agendas for Steering Committee meetings and correspond with committee members.

5.6.3.5.7 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 the director of meetings and marketing for inclusion in the annual conference program.

5.6.3.5.8 Schedule and confirm with the NCSS director of meetings the dates, hours, and rooms for formal meetings of house committees conducting business during the annual conference.

5.6.3.5.9 Arrange with the NCSS director of council services the dates, hours, and location for the spring Steering Committee meeting.

5.6.3.5.10 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.

5.6.3.5.11 Confirm procedure with the parliamentarian of the House of Delegates prior to the opening session of the house.

5.6.3.5.12 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.

5.6 Standing Committees of the House
5.6.3.5.13 Deliver records and files of Steering Committee business to the newly-elected chairperson.

5.7 Ad Hoc Committees of the House

5.71 Credentials Committee

5.7.1.1 Composition

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 insure that some members of the committee have prior experience on the committee.

5.7.1.2Tasks

5.7.1.2.1 To insure that only properly certified delegates are admitted to the delegate assembly as voting members.

5.7.1.2.2 To 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.

5.7.1.2.3 To count ballots and other votes.

5.7.1.2.4 To deliver all messages from outside the meeting hall to delegates.

5.7.1.2.5 To prevent the distribution of unauthorized literature to the House of Delegates.

5.7.1.2.6 To 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.

5.7.1.2.7 To certify legitimate delegates not pre-certified.

5.7.1.2.8 To prepare delegate badges.

6. Committees: Structure and Purposes

National Council for the Social Studies will 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. 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, task forces, and commissions include preK-12 classroom teachers in proportion to their membership in NCSS. It is the responsibility of local, regional and state affiliates to aid NCSS in this essential task by recommending appropriate members for these committees, task forces and commissions.

6.1 Committees of the Board of Directors

6.11 Purposes

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 the particular
committee by the board.

6.12 Management Committees

The management committees of the board are:

- Audit
- Documents Review
- Endorsements and Special Projects
- Executive
- Finance
- Grant
- Stewardship Fund
- Personnel

6.2 Ad Hoc Committees

6.21 Purpose and Guidelines in Establishing an Ad Hoc Committee

The function of ad hoc committees is to accomplish specific tasks, often on a short-term basis not easily provided for elsewhere in the committee system. Each ad hoc committee has a particular goal to achieve or product to provide to its initiating body; when its task is completed, the committee is dismissed. While neither the board of directors nor the house of delegates can delegate its ultimate decision-making responsibilities, both groups have the authority to establish ad hoc committees. As a general rule, the board adheres to the following guidelines in establishing an ad hoc committee:

6.211 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 standing or operations committee.

6.212 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 appoint an ad hoc committee.

6.213 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.

6.214 The ad hoc committee 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.

6.22 Composition

Ad hoc committees may be created by the NCSS Board of Directors or the House of Delegates. Ad hoc committees of the board of directors are appointed by the president.

6.23 Duties

To perform the task assigned within a specified time and to submit the results of the task to the appointive body.
6.24 Term of Office

Unless the task of the ad hoc committee is expected to be accomplished in less time than two years, the term of office of ad hoc committee members shall be two years. If necessary committee membership may be extended beyond two years in order to complete the assigned task. If a committee has not completed its task within the time set, it may be reconstituted or disbanded by the appointive body.

6.25 Liaison

A board of directors liaison will be appointed to each ad hoc committee created by the board.

6.26 Budget

Ad hoc committees often require meetings outside the annual conference or meetings of the board of directors. When forming an ad hoc committee, the board should analyze the necessity of meetings and make appropriate budget decisions. The committee chair should be informed about the budget when the committee is organized. When an ad hoc committee appointed by the House of Delegates requires special funds to perform its task, the request for funds requires action by the board of directors.

6.27 Sunset

Each ad hoc committee will be scheduled for sunset (cease to exist) during the second year after formation and annually thereafter.

6.3 Task Forces

6.31 Purposes

A task force 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 board of directors. A task force holds hearings at then annual conference and seeks input from members before completing their report.

6.32 Composition and Guidelines in Establishing an Ad Hoc Committee or Task Force

A task force 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 an ad hoc committee or task force.

6.321 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 standing or operations committee, which will be the designated task force accomplishing the identified task.

6.322 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.

6.323 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.

6.324 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.

6.33 Duties As assigned.

6.34 Term of Office 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 in order to complete the assigned task.

6.35 Liaison A member of the board of directors will serve as liaison to the task force.

6.36 Budget 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 committee chair should be informed about the budget when the committee is organized.

6.37 Sunset

After two years, or if extended by the president, upon completion of the task assigned.

6.4 Standing Committees

The annual budget for normal operating expenses for committees will be $50.00. When a committee is assigned a special task, the committee chair will work with staff to design a budget for this work. Staff will handle major copying and mailing in-house if feasible. This agreed-upon budget will then be included in the annual budget plan submitted to the board.

6.41 Purposes

6.411 Implement Policy

Standing committees carry out board-mandated operations, duties and policies as well as carry out many of the necessary business and organizational functions of the council.

6.412 Coordination

Standing committees relate their work, where possible, to board directives, the long range plan of the council, and the leadership theme of the year set by the board.

6.413 Continuity

Standing committees 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.

6.414 Advisory

Standing committees make recommendations to the board as well as provide advice through established channels and as requested.

6.415 Advocacy

In addition, these committees bring items to the attention of the board and executive director when deemed appropriate by the committee membership or leadership.
6.42 Standing Committees

The operations committees are: Archives; Awards; Conference; Membership; Nominations and Elections; Public Relations/Government Relations; Publications.

6.43 Membership

6.431 Number of Members

Unless otherwise specified, each operations committee consists of sixteen members, plus an ex officio liaison from the board of directors.

6.432 Selection and Eligibility

6.4321 All committee members must be members of NCSS except exempted specified others as, for example, the Children's Book Council.

6.4322 Committee members selected by the house of delegates for operations committees 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.

6.4323 Except for board liaisons, no one may serve on more than one operations committee at a time.

6.44 Appointment, Tenure and Terms

6.441 Unless otherwise stipulated, all members serve three year terms which are staggered so that one-third of each committee is replaced each year.

6.442 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.

6.443 The president-elect announces committee appointments, chairs and vice chairs no later that the beginning of terms on July 1.

6.444 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 opens 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.

6.445 The house of delegates, in accordance with rules established by the house, shall select six members to each operations committee. The term of committee membership for these appointees will be for three years. One third of then shall be elected each year to each committee.

6.446 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.

6.45 Diversity

6.451 When making committee appointments, the president-elect and president shall strive to achieve the full and active participation of men and women from all levels of education, all ethnic groups, and all geographic areas urban, suburban, and rural.
6.452 When making committee appointments, the chairs and leadership of the associated groups shall strive to achieve the full and active participation of men and women from all levels of education, all ethnic groups, and all geographic areas'urban, suburban, and rural.

6.453 When making committee appointments, the house of delegates shall strive to achieve the full and active participation of men and women from all levels of education, all ethnic groups, and all geographic areas'urban, suburban, and rural.

6.46 **Attendance and Vacancies**

6.461 Members accepting appointments to a committee are expected to make all regularly scheduled meetings of the committee, and are required to make every reasonable effort to attend committee meetings and sessions held in conjunction with the annual conference in November.

6.462 Members seeking appointment to and accepting appointment to a committee must be informed, in The Social Studies Professional and the appointment 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.

6.463 If a committee member cannot attend the annual conference, he/she shall 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.

6.464 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.

6.465 When a member of an operations committee 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 and associated groups shall be made in alignment with rules established by these respective groups.

6.47 **Meetings and Reports**

6.471 **Annual Conference**

Operations committees meet at the annual conference and at other times during the year when they are able or called to meet by the board of directors.

6.472 **Interim**

Most of the deliberations of committees must be carried out through correspondence between committee meetings. Each committee chair therefore is encouraged to send regular email updates to committee members, with copies to the board liaison, the NCSS officers, and the executive director.

6.473 **Reports**

Committee chairs are expected to submit reports to the board of directors prior to regularly scheduled board meetings.
6.48 Liaison

The president-elect assigns a board of directors liaison to each committee after the spring board election. The liaison serves a three-year term beginning July 1. Liaison assignments are reviewed annually by the president.

6.49 Leadership

6.491 The president-elect shall appoint a vice-chair from recommendations made by each committee. In appointing the 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 chair and board of directors liaison before making the appointment of the future vice chair.

6.4911 Each committee will recommend candidates for vice-chair at the annual conference. The committee chair shall send these to the president-elect no later than January 31 each year.

6.4912 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 as the president-elect deems necessary or appropriate.

6.492 The vice-chair shall be appointed as chair.

6.4921 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.

6.493 In making these appointments, the president-elect shall make every effort to achieve the goal of full and active participation of men and women from all levels of education, all ethnic groups, and all geographic areas urban, rural, and suburban.

6.5 Budget.

6.51 A new committee may receive a budget up to $100 if extra expenses are incurred as a result of start-up.

6.52 New committee chairs will receive a letter informing them of the budget policy for committees.

6.53 A committee may request additional money from the board to carry out its responsibilities. This request must be in writing and should be submitted to the executive director and president. The board liaison must submit a letter providing a rationale for the additional funds.

6.6 Select Subcommittees

6.61 The board of directors may create special select subcommittees as deemed necessary to fulfill on-going council activities.

6.611 Board of directors select subcommittees are permanent subcommittees of standing operations committees, and are charged with specific and on-going duties that relate to the operations committee.

6.612 Board of directors 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.

6.62 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.
6.63 The president shall appoint the chair and members to board of directors select subcommittees for a period equal to the normal appointment length for full operations committees. Each select subcommittee will have ten members.

6.64 Board of directors select subcommittees are: Carter G. Woodson Book Award (under Awards Committee); Children's Book Council (under Publications Committee); and _Social Education_ (under Publications Committee)

7. Operations Committees

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

7.1 Archives Committee

7.1.1 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 NCSS executive director shall serve as ex officio members.

7.1.2 Time of Meeting

During the annual conference.

7.1.3 Purposes and Duties

7.1.3.1 To insure that documentation and other artifacts relevant to the history of NCSS are secured in the archives.

7.1.3.2 To suggest steps and policies that would increase the acquisition of relevant documentation and artifacts for the archives.

7.1.3.3 To review the current archives and make assessments as to weaknesses, needs, and strengths of the current collection.

7.1.3.4 To recommend ways to ensure that the current documents and artifacts are easily accessible and used.

7.1.3.5 To conduct searches of the archives for special needs of the board.

7.1.3.6 To propose programs and steps so that associated groups may contribute to the archives or build archives of their own.

7.1.3.7 To conduct sessions at the annual conferences and regional, state, and local meetings that would help make work with NCSS archival material more available to and used by professional educators.

7.2 Awards Committee (see also 10.0, Awards and Awards Guidelines.)
7.2.1 Composition

The committee shall be composed of sixteen members appointed as per operations committee guidelines. Chairs or their designee of specific awards committees shall be ex officio members of this committee.

7.2.2 Time of Meeting

During annual conference.

7.2.3 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.

7.2.4 Procedures for Establishing Awards

(see Section 10.0, Awards and Awards Guidelines for more information.)

7.2.5 Select Subcommittees of the Awards Committee

The Carter G. Woodson Book Award Committee is a select subcommittee of the Awards Committee (see section 10.22, Awards and Awards Guidelines for more information.)

7.3 Conference Committee

{Note: By direction of the board, the Conference Committee is suspended indefinitely as of September 2015}

7.3.1 Composition

7.3.1.1 Membership

The committee shall be composed of sixteen members appointed as per operations committee guidelines.

7.3.1.2 The NCSS director of meetings is an ex officio member and shall assist the committee chair and/or board liaison in providing information and data to committee members.

7.3.2 Purposes and Duties

7.3.2.1 Make annual recommendations to the board of directors on the site and dates of the NCSS Annual Conference. Such recommendations should reflect the following:

- selections should be made seven years in advance
- selections should be based upon data requested of and provided by the NCSS director of meetings
- selections should be based upon established criteria set by the conference committee with a primary concern for the potential revenue (see section 9.331, Procedures for Site Selection)
- for the 2013-2015 conference sites, the conference committee shall consider only tier one cities as generally accepted by conference planning professionals.

7.3.2.2 Receive, consider and recommend NCSS regional conference endorsements based upon properly publicized hearings and established guidelines.
7.3.2.3 Monitor and evaluate attendance and economic factors related to NCSS sponsored conferences and make recommendations to the board as appropriate, using data provided by the director of meetings.

7.3.2.4 Serve as a reconciliation body regarding potential date conflicts and/or other conflicts which might work to the economic and professional disadvantage of any and all social studies council meetings.

7.3.2.5 Work with the executive director and local council leaders to create a calendar of locate, state and regional social studies conferences and to insure adequate and appropriate NCSS publicity and support for those meetings endorsed by the NCSS Conference Committee.

7.3.2.6 Serve in an advisory capacity in regard to other matters related to social studies conferences and meetings (see Products and Services Mix: Meetings)

7.3.3 Program Planning Committees (also refer to Program Planning Committee Handbook)

7.3.3.1 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; representative for technology; and additional persons selected in consultation with the director of meetings and the executive director, who also serve as ex officio members.

7.3.3.2 Time of Meeting

The budget allocated to the committee shall provide for one expense-paid meeting of the full committee, or a representative cross-section of the committee as determined by the co-chairs, normally held in late February or early March. In addition, each 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. The committee chairpersons are responsible for keeping committee expenses within the budget allocations.

7.3.3.3 Duties

7.3.3.3.1 To 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.

7.3.3.3.2 To present a carefully considered set of recommendations for major speakers.

7.3.3.3.3 To 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. Participants will be limited to a maximum of two presentations. A separate sheet will be attached to the proposal from for names and other information on presenters, including identification of first-time presenters. This sheet will not be given to the selection committee.

7.3.3.3.4 No more than 15% of the regular program shall be allocated to proposals submitted by publishers. Publishers' proposals will be selected by the Program Planning Committee according to criteria announced at the previous annual conference. Those selected will be scheduled throughout the regular program. Criteria for selection of these programs are as follows:
1. only proposals reaching the selection committee before the announced deadline will be accepted;
2. only one session per publishing company will be accepted for each year’s annual program; publishers
will be notified if there is a particular focus for the year’s sessions, such as an elementary focus;
3. to be eligible for consideration for a publisher’s track session, an applying publisher
or group must have exhibited at the previous year’s conference and be submitting an exhibit request
for the current year’s conference;
4. adherence to the conference theme in the program proposals is recognized as important and
desirable but not required for acceptance.

7.3.3.3.5 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 conference proposal deadline.

7.3.3.3.6 To coordinate plans and activities with the program committees for previous and succeeding years in
order to avoid confusion and overlap.

7.3.3.3.7 To send the appropriate copy for the meeting program to the NCSS office.

7.3.3.3.8 To keep the Local Arrangements Committee informed of all plans and to oversee their coordination.

7.3.3.3.9 To evaluate the program in as simple a procedure as possible.

7.3.3.4 Responsibilities of the Director of Meetings

The director of meetings will be responsible for providing the planning committee with a full logistical
analysis of the convention site and specific recommendations as to the number of simultaneous meetings
possible, cost factors, etc. Such an analysis document should be included in the Convention Planning
Handbook.

7.3.3.4.1 The director of meetings will work with the program chair to schedule all sessions so that audience
level and disciplines are balanced across all conference time slots while considering facility and presentation
equipment needs.

7.3.4 Local Arrangements Committee

7.3.4.1 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.

7.3.4.2 Chairperson’s Tasks

7.3.4.2.1 To serve on the Program Planning Committee, especially to suggest off-site opportunities available
to the convention 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.

7.3.4.2.2 To 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. 7.3.4.2.3 To 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 to the state and district superintendents.

7.3 Conference Committee
7.3.4.2.4 To determine how the host and contiguous state and local councils can be involved.

7.3.4.2.5 To assist in developing a communications system for NCSS headquarters, convention bureau, and hotels.

7.3.4.2.6 To assist in directing the efforts of all volunteers prior to and during the conference.

7.3.4.2.7 To plan committee meetings and ascertain that tasks of each subcommittee are effectively carried out.

7.3.4.2.8 To work with the program chair and the director of meetings:

- 1 plan the location of the various functions;
- 2 suggest entertainment to the NCSS president; and,
- 3 suggest local persons who should bring greetings or sit at the head table at a general session.

7.3.4.2.9 To direct that invoices are obtained and records kept on all cost items with vouchers and receipts submitted monthly to NCSS headquarters, that the budget is known and honored unless exception is authorized by the executive director. To work with the evaluation subcommittee chair to administer a conference evaluation which assesses how effectively the meeting addresses the purposes of the council, with particular attention to the involvement of minorities and other under-served populations.

7.3.4.3 Tasks for the Director of Meetings

7.3.4.3.1 To make all contracts for union personnel.

7.3.4.3.2 To 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.

7.3.4.3.3 To 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.)

7.4 Membership Committee

7.4.1 Composition

7.4.1.1 The committee shall be composed of sixteen members appointed as per operations committee guidelines. The chair and one member shall be a member of the board of directors. 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.

7.4.1.2 The appointments by the president-elect shall ensure geographic representation of all regions of the U.S.

7.4.1.3 The NCSS director of member services and director of marketing shall serve as ex officio members.

7.4.2 Time of Meeting

During the annual conference.
7.4.3 Purposes and Duties

To study, report, and make recommendations concerning policy issues, processing, and promotion of membership in NCSS with special focus on promoting the full and active participation of men and women from all levels of education, all ethnic groups, and all geographic areas, urban, rural, and suburban (see section 9.11, Products and Services Mix: Membership Services.)

7.5 Nominations and Elections Committee

7.5.1 Composition

The Nominations and Elections Committee is composed of seven members. Six members (two each year) are appointed by the executive committee and approved by the board. The immediate past-president is a member of the committee and serves as chair July 1 to June 30. Appointed members serve three year terms. Terms run January 1 to December 31. (Changed 2003)

7.5.2 Time of Meeting

During the annual conference, and on or about August 15 of each year.

7.5.3 Purposes and Duties

7.5.3.1 To 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; two for the other related professionals category; and at least two candidates for committee member-at-large for the Fund for the Advancement of Social Studies Education.

7.5.3.2 To receive letters of advice 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).

7.5.3.3 To 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 promote the full and active participation of men and women from all levels of education, all ethnic groups, and all geographic areas, urban, rural, and suburban.

7.5.3.4 To secure the consent of each candidate to run.

7.5.3.5 To monitor elections and recommend to the board of directors actions necessary to enforce the campaigning policies.

7.5.4 NCSS Staff duty

To obtain photo, a 200-word biographical sketch similar to a model supplied to each candidate, and a 200-word position statement, 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.

7.5.5 Chair Duties

7.5.5.1 To report to the president the recommended slate of nominees and in turn the president shall immediately inform board members.
7.5.5.2 To maintain the handbook of specific procedures to be followed to facilitate the work of the committee. The handbook is to be reviewed and updates as necessary, and conformance with the board Policy Manual maintained (see section 1.3 Nominations and Election Procedures.)

7.6 Publications Committee

7.6.1 Composition

7.6.1.1 The committee shall be composed of sixteen members appointed as per operations committee guidelines.

7.6.1.2 The and the chairperson of the _Social Education_Subcommittee shall be voting ex officio members.

7.6.1.3 The director of publications, the executive director, the editor of Social Education, Social Studies and the Young Learner, and Theory and Research in _Social Education_shall be non-voting ex officio members of the committee.

7.6.1.4 The board of directors liaison, appointed by the president-elect, shall also serve as liaison to the _Social Education_Select Subcommittee.

7.6.1.5 Restrictions on Committee Member Service as Editor

While serving as a member of the Publications Committee, no one shall accept responsibility as an editor of any NCSS publication.

7.6.2 Time of Meeting

During the annual conference.

7.6.3 Purposes and Duties

7.6.3.1 The Publications Committee shall recommend policies to the board of directors regarding an overall publications program of NCSS including types of publications, distribution, pricing, sponsorship (conditions for outside funding and endorsements), and reprint and royalty rights. (see section 9.4, Products and Services Mix: Publications.)

7.6.3.2 The Publications Committee shall aid the director of publications in putting together a data base by providing information to him/her regarding potential authors and reviewers, resources and institutions, subject topics, trends, and research bases.

7.6.3.3 The Publications Committee shall make recommendations to the board of directors, in consultation with the director of publications, with regard to topics for future publications, types of publications/format, objectives of publication, treatments, and audiences.

7.6.3.4 The Publications Committee shall assist the director of publications by reviewing initial manuscripts of proposals for consistency with criteria for publication (as stated above) if asked to do so by the director of publications.

7.6.3.5 The Publications Committee shall oversee the work of the _Social Education_Subcommittee, which is a select subcommittee of the Publications Committee.

7.6.3.6 The Publications Committee shall establish and implement procedures whereby state and local 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.

7.6.3.7 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.

7.6.4 Select Subcommittees of the Publications Committee

7.6.4.1 Social Education

7.6.4.1.1 Composition The Social Education Subcommittee membership shall follow the general guidelines established for select subcommittees.

7.6.4.1.1.2 The director of publications and the executive director shall be non-voting ex officio members of the committee.

7.6.4.1.1.3 The board of directors liaison, appointed by the president-elect, shall serve as liaison to the Social Education Select Subcommittee.

7.6.4.1.1.4 Restrictions on Committee Members. While serving as a member of the Social Education Subcommittee, no one shall accept responsibility as an editor of any NCSS publication.

7.6.4.1.2 Time of Meeting During the annual conference

7.6.4.1.3 Purposes and Duties Social Education is the council's principal means for communicating with its members and therefore, that the journal be responsive both to the needs of the profession and to the organizational thrusts of the council. The most important function of the Social Education Subcommittee is to ensure that the journal effectively performs these responsibilities.

7.6.4.1.3.1 The Social Education Subcommittee will receive priorities and directions for the publications program and information relating to Social Education from the Publications Committee, and act thereon.

7.6.4.1.3.2 In consultation with the director of publications, the Social Education Subcommittee, through its chair, shall report to the Publications Committee at the annual conference, the manner in which it proposes that Social Education will meet the priorities established by the Publications Committee with reference to themes, format, and treatment.

7.6.4.2.3.3 The Social Education subcommittee shall work with the editor of Social Education and make recommendations to the Publications Committee regarding needed changes.

7.6.4.1.3.4 The subcommittee shall provide ongoing assistance to the editor of Social Education as needed.

7.6.4.2 NCSS/Children's Book Council Notable Trade Books Selection Committee

7.6.4.2.1 Composition The committee is composed of 12 members. The president shall appoint four members each year following the Annual Conference for three year terms beginning January 1. A board of directors liaison is also appointed by the president. The board liaison does not serve as a book reviewer and is not expected to attend the meeting in New York.

7.6.4.2.2 Purpose and Duties The committee 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.
7.6.4.2.3 Time of Meeting Members meet once each year in New York at the offices of the Children's Book Council to review and select books for inclusion in the annual list. Attendance at this meeting is at the members' expense. A meeting is also held at the annual meeting.

7.7 Government and Public Relations Committee

7.7.1 Composition

The committee shall be composed of sixteen members appointed as per operations committee guidelines.

7.7.2 Time of Meeting

During the annual conference.

7.7.3 Purposes and Duties

7.7.3.1 To 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.

7.7.3.2 To investigate and propose action plans to publicize the work of NCSS, its officers and board, its committees, state and local councils, associated groups, and their policy positions and guidelines, and to serve as a resource to the board of directors.

7.7.3.3 To monitor existing NCSS efforts at public relations and make recommendations for future directions, policies, activities, materials, and areas of concern.

7.7.3.4 To 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.

7.7.3.5 To 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.

7.7.3.6 To develop strategies and procedures to influence public policy with the goal of promoting social studies, and enhancing education for civic competence.

7.7.3.7 To advise and make recommendations to the board and the Executive Director on matters pertaining to these linkages and efforts to influence public policy.

7.7.3.8 To 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.

7.7.3.9 To sponsor sessions at the annual conference that would help the membership to establish, enhance, and monitor legislative networks at the state and local levels.

8. Other NCSS Groups and External Programs
8.1 Affiliated Groups (Local, State, and Regional Social Studies Councils)

8.1.1 Eligibility

8.1.1.1 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. (amended September 2017)

8.1.1.2 NCSS will not encourage the organization or affiliation of a council to function within the same geographic area served by an existing affiliate.

8.1.1.3 Regional councils 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.

8.1.1.4 Councils outside of the United States may affiliate with NCSS on the same basis as U.S. councils.

8.1.1.5 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 is open to men and women from all levels of education, all ethnic groups, and all geographic areas, urban, rural, and suburban.

8.1.2 Benefits of Affiliation

8.1.2.1 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. (amended September 2017)

8.1.2.2 Each affiliated council has the right to include 'Affiliated with National Council for the Social Studies' on stationery and promotional materials.

8.1.2.3 Each affiliated council shall be listed as an affiliate in Who's Who in Social Studies along with its officers' names and its future meetings. Affiliated councils and contact information is also listed on NCSS web site.

8.1.2.5 The NCSS Council Assistance Fund

The NCSS Council Assistance Fund shall be used for the purpose of assisting regional conferences and affiliated councils. (revised November 1998)

8.1.2.5.1 Provide seed money to regional conference committees, not to exceed $2,000.

8.1.2.5.2 Provide assistance to affiliated councils for the purpose of council development.

8.1.2.5.3 Provide seed money to affiliated councils for council conferences not to exceed $1,000.

8.1.2.5.4 Provide support for travel and lodging expenses for appropriate NCSS staff or officers or other individuals to give special workshops related to council development at regional meetings.
8.1.3 Communications.

Staff will post a copy of approved board meeting minutes and any relevant documents on an NCSS website.

8.1.4 Affiliation Procedures

8.1.4.1 A council seeking affiliation with NCSS should request advice from NCSS offices regarding affiliation procedures and information concerning any existing affiliated councils in its area.

8.1.4.2 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, and as long as the council’s goals continue to be consistent with those of NCSS. 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, and a list of its current officers.

8.1.4.3 The completed application of each council will be certified by the executive director each year when in order. Problem applications will be evaluated by the executive committee.

8.2 Associated Groups

8.2.1 Description

8.2.1.1 Associated Groups of NCSS represent the specific interests of NCSS members who have similar work related responsibilities. The International Assembly is a unique group whose membership desire collaboration and interchange of ideas from the United States and countries other than the United States.

8.2.2 Current Associated Groups (2000)

8.2.2.1 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.

8.2.2.2 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.

8.2.2.3 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.

8.2.2.4 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.

8.2.3 Requirements of NCSS for Associated Group Status
8.2.3.1 Membership

8.2.3.1.1 Members of Associated Groups must be members of NCSS

8.2.3.1.2 Associated Groups will encourage the full and active participation of men and women from all levels of education, all ethnic groups, and all geographic areas: rural, urban, suburban.

8.2.3.1.3 Membership processing and the collection of dues of current members of Associated Groups will be done through the appropriate NCSS staff.

8.2.3.1.4 Recruitment of new Associated Group members will be coordinated with appropriate NCSS staff. Associated Group members must also be NCSS members.

8.2.3.2 Communication

8.2.3.2.1 All Associated Group publications, correspondence and letterheads will refer to NCSS as the parent organization.

8.2.3.2.2 Associated Groups may publish a newsletter for members.

8.2.3.2.3 A written report will be sent by the Associated Group's president to the NCSS president before each NCSS board meeting.

8.2.3.2.4 No Associated group may make statements on behalf of NCSS.

8.2.3.3 Meetings

8.2.3.3.1 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.

8.2.3.3.2 The associated group's president or designee will meet with the officers of NCSS at the annual conference. The NCSS president elect functions as the liaison with the associated group.

8.2.3.4 Constitution

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

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

8.2.3.5 Associated Group Meetings at NCSS Annual Conference

8.2.3.5.1 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.

8.2.3.5.2 Associated Group programs, speakers and event sponsorships will be coordinated with the NCSS conference chairperson and executive director.

8.2.3.5.3 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.

8.2.3.5.4 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.

8.2.3.5.5 Events of Associated Groups will be open to all NCSS members who pay both the NCSS registration fee, and associated group registration fee, if any. 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.

8.2.3.5.6 Space and time will be provided for Associated Groups at the annual meeting of NCSS.

8.2.3.5.7 Conference activities of Associated Groups will be published in the annual conference program.

8.2.3.6 Finances

8.2.3.6.1 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. NCSS will establish separate general ledger funds for each associated group to account for associated group finances. Associated Group funds will be held collectively in a separate financial account from NCSS general operating funds. Interest collected from this account will be credited to each group based on the groups share of the account balance.

8.2.3.6.2 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.

8.2.3.6.3 Associated Groups must collect sufficient dues to enable them to pay all financial obligations with current funds.

8.2.3.6.4 No Associated Group may accept funding in the name of NCSS.

8.2.3.6.5 No Associated Group may act as a legal agent in any way.

8.24 Requirements for the formation of Associated Groups (does not apply to associated groups formed prior to 2000)

8.2.4.1 Petitions for the establishment of new associated groups will be received by the national office.

8.2.4.2 Petitions will be forwarded to the executive committee for appraisal and recommendation to the board of directors at its next meeting.

8.2.4.3 The board of directors will accept or reject the executive committee recommendations based on the following criteria:

8.2.4.3.1 The names of at least 125 NCSS members are included with the petition.

8.2.4.3.2 Prospective members have 'job-alike' responsibilities or interests.

8.2.4.3.3 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.

8.2.4.4 All applicable registration fees, payable to NCSS, accompany the petition.

8.2.4.4.1 The board of directors determines that the proposed associated group will provide a service to NCSS and the social studies community it represents.

8.2.4.4.2 Membership in the associated groups must be open to men and women from all levels of education, all ethnic groups, and all geographic areas, urban, rural and suburban, with 'job-alike' responsibilities.
8.2.4.4.3 A constitution, consistent with the constitution and by-laws of NCSS, must be a part of the petition.

**8.2.5 Services provided to Associated Groups by NCSS**

8.2.5.1 Processing of Associated Group memberships will be done by NCSS.

8.2.5.2 Bookkeeping/accounting services will be provided by NCSS.

8.2.5.3 Lists of group members will be provided for use within the group.

8.2.5.4 Computer financial reports of all of the Associated Group's financial activity will be sent to the president and treasurer of the associated groups on a quarterly basis.

8.2.5.6 Special mailings may occur to all or some groups when appropriate.

**8.3 Communities**

**8.3.1 Authorization**

The board of directors has authorized the formation of Communities within the membership of NCSS. Special interest groups 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 SIGs.

**8.3.2 Formation**

8.3.2.1 Petitions for the establishment of new Community will be received by the national office.

8.3.2.2 Petitions will be forwarded to the executive committee for appraisal and recommendation to the board of directors at its next meeting.

8.3.2.3 The board of directors will accept or reject the executive committee recommendations based on the following criteria:

8.3.2.3.1 The names of at least fifteen members who are members of NCSS are included with the petition.

8.3.2.3.2 Justification for formation of the new Community shall be contained in the petition.

8.3.2.3.3 There shall be no duplication of either intent, purpose or operation with another Community.

8.3.2.3.4 All applicable registration fees, payable to NCSS, accompany the petition.

8.3.2.3.5 The board of directors determines that the proposed Community will provide a service to NCSS and the social studies community it represents.

**8.3.3 Membership.**

Membership in the Community must be open to men and women from all levels of education, all ethnic groups, and all geographic areas.

**8.3.4 Governance**

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

8.3.5 Continuance

8.3.5.1 A Community in existence for two or more years must have at least thirty members who are also members of NCSS and submit annual registration form to NCSS.

8.3.5.2 Should a Community fall in membership below thirty, or not submit annual registration forms to NCSS, it will be placed on probation.

8.3.5.3 The Community may be granted a year of grace for the purpose of stimulating renewed interest (this will include annual meeting time.)

8.3.5.4 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.

8.3.5.5 Any Community which is disbanded shall automatically turn over all moneys to NCSS.

8.3.6 Meeting Time and Program

8.3.6.1 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 conference proposal deadline.

8.3.6.1.1 In order to be eligible for a time and place on the annual conference program, a Community must return no later than January 1 a completed 'Community Registration Form' (This form will include the names and addresses of the members, including the name and address of the chairperson).

8.3.6.2 Community sessions shall be reviewed by the program planning committee and, if selected for the program, scheduled by the director of meetings in the same manner as all other program sessions.

8.3.6.3 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. Any Community considering scheduling a major speaker as part of its program/presentation must first consult the NCSS Director of Meetings and Program Planning Committee.

8.3.6.4 Descriptions of Community sessions shall be included in the printed annual meeting program.

8.3.6.5 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.

8.3.7 Community Information

8.3.7.1 NCSS will publish a list of available Communities on the NCSS website.

8.3.7.2 All inquiries concerning Communities received by NCSS shall be responded to in general terms only.

8.3.7.3 All such inquiries shall be forwarded to the specific Communities for further communication concerning the inquiry.

8.3.7.4 NCSS will provide the structure for electronic interaction among community participants.
8.3.7.5 NCSS will seek assistance from appropriate communities when issues need to be addressed or for members to serve on ad hoc committees.

8.3.8 Financial Responsibilities.

8.3.8.1 NCSS is the legal and liable corporate entity for funded programs and must be the signatory agent.

8.3.8.2 No Community may accept funding in the name of NCSS.

8.3.8.3 No Community may act as a legal agent in any way.

8.3.8.4 No Community may make statements concerning, nor speak on behalf of, NCSS.

8.4 External Liaisons and Consortia

8.4.1 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.

8.4.2 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.

8.4.3 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.

8.5 Fund for the Advancement of Social Studies Education

8.5.1 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 and thereby foster enlightened citizenship and promote civic competence. The definition of social studies is: 'The) integrated study of the social sciences and humanities to promote civic competence. 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.

8.5.1.1 Grants will be given in the following areas:

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

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

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

8.5.2 Accountability

The FASSE Board shall report to the NCSS Board of Directors through the NCSS Executive Committee.

8.5.3 Composition

The Board of the Fund for the Advancement of Social Studies Education (FASSE) will be composed of the following 13 members:

1. A chair appointed by the NCSS Board of Directors who will serve as vice chair for the first year and chair for the two remaining years.
2. A vice chair who will be appointed in the last year of the presiding chair's term.
3. Six members appointed by the NCSS president and serving staggered three year terms.
4. Four members selected by the Associated Groups serving three year terms.
5. The immediate past HOD Steering Committee chair who will serve on year.
6. Members will begin their terms July 1 the year they are appointed or elected. The new vice chair will be appointed by the board of directors to begin service at the beginning of the second year of the two year term of the presiding chair. The board will have 13 members when it has a vice chair and 12 members during the year when there is no vice chair.

8.5.4 Fund Accounting.

A. The business department of NCSS shall maintain the financial records, receive contributions, and write checks. Under no circumstances will FASSE be used to provide regular 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.

B. 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.

8.5.5 Meetings

The governing board will carry on business through correspondence and at least one meeting at the time of the NCSS Annual Conference. They will set priorities for projects to be funded, plan how to solicit funds, review and decide upon projects to be funded, and decide upon the investment of the funds in consultation with the NCSS Director of Finance.

8.5.6 Fund Solicitation

The FASSE governing board is responsible for all fund raising efforts. NCSS staff will assist in the planning of a systematic, ongoing fund raising effort.
8.5.7 Communication

An annual report on the status of the FASSE fund raising plan, grants awarded during the preceding year, and a progress report on any grant 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 staff. 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.

8.5.8 FASSE Information on NCSS Materials

FASSE information and a check-off box shall be included on NCSS membership applications, renewal forms, and annual conference registrations forms.

8.5.9 NCSS Annual Conference Support for FASSE.

In lieu of the FASSE raffle, the NCSS board will annually consider allocating a portion of available net assets to one or both of the NCSS Council Assistance Fund or the NCSS FASSE Fund. Up to $2.00 of the annual conference registration fees for member, non-member, non-member with membership and local-school-group categories will be designated for FASSE to be divided 50-50 between the FASSE fund and the McAuliffe award in the conference budget.

8.5.10 Affiliated Council Contributions

Affiliated council contributions to FASSE will be recognized through the Council Award program.

8.6 Fundraising

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

NOTE: In order to eliminate duplication of effort and limit frequency of or conflict in donor solicitations, those initiating fund-raising should refer to the attached list of existing sponsors and donors, and consult with both the Executive Director, Director of Meetings and/or the Director of Partnerships and Program Initiatives.

Donor's Rights

All donors/sponsors (individuals, corporations, and foundations) are entitled to receive an official receipt for income tax purposes for the amount of the donation. The NCSS BOD 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.

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.

Donors' requests to remain anonymous will be respected.

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.
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.
- NCSS will respond promptly to a complaint by a donor or prospective donor.

**Fundraising Practices**

- The NCSS BOD will approve of all fundraising campaigns.
- Those initiating fundraising campaigns should submit any and all materials to the Executive Director, the President and the Executive Committee. See attached sample letters.

**Fundraising solicitations on behalf of NCSS will:**

- be truthful;
- describe the activities and the intended use of donated funds accurately;
- be conducted with fairness, integrity, and in accordance with all applicable laws;
- 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. If a list of the donors is exchanged, such sharing will be for a specified period of time 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**

The NCSS executive director will serve as the point of contact for all fundraising efforts.

- The Executive Director will inform the NCSS BOD of the status of all fundraising efforts at least once a year, at the February BOD meeting. The Executive Committee will be informed of all fundraising efforts at its regularly scheduled meetings.
- The Executive Director will inform the NCSS BOD of the number, type and disposition of complaints received from donors or prospective donors.

**Advertising by Corporate Sponsors**

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

**Financial Accountability**

- The financial affairs of NCSS will be conducted in a responsible manner, consistent with the ethical obligations of stewardship and all legal requirements.
- All donations will be used to support the organization's mission* and long range plan
- 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 BOD will:

- be factual and accurate in all respects;
- disclose the total amount of fundraising revenues
- the total amount of fundraising 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:

- violate any federal, state or local statute or ordinance;
- 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;
- require any action on the part of NCSS which is unacceptable to the Board of Directors;
- 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);
- Place NCSS at risk for its image with its members;
- Place 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, Director of Meetings, or Director of Partnerships and Program Initiatives in seeking sponsorship for annual conference events and awards.

9. Products, Services and Programs

9.1 Governance and Services

9.1.1 Membership Services

9.1.1.1 Eligibility

National Council for the Social studies will 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. 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.

9.1.1.2 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. Members and subscribers who terminate their membership will receive pro-rated refunds based on renewal date.

9.1.1.3 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 6.32), and members may call on NCSS staff for information. Travel and insurance options, etc. are made available at the board's discretion.

9.1.1.3.1 Criteria for Endorsement of NCSS Membership Benefits.

9.1.1.3.1.1 Procedures

1. Either a benefit is brought to staff's attention and they seek bids, or a vendor comes to staff with a program.
2. Vendors give staff materials and often make a presentation.
3. Staff evaluates the materials. Staff also calls at least three current clients of the service for evaluations.
4. Staff makes a go/no go decision on the merits of the program (see criteria below) and on the comments from current clients.
5. If the decision is go, a proposal is presented to the executive committee and then to the board of directors for approval.

9.1.1.3.1.2 Criteria

1. Value to NCSS members; program is recognized as a member service from NCSS.
2. Is it an appropriate service for NCSS to offer?
3. Is the service reputable? Is the vendor reputable?
4. What type of a service record does the vendor have? How do they administer the program? (e.g., process complaints, claims, answer mail, etc.)
5. Are costs reasonable and fair?
6. Will NCSS, as an organization, benefit from offering the service? (e.g., reputation, financial)

9.1.1.3.1.3 Review Procedures

1. Monitor members' responses: number of users and user satisfaction.
2. Staff conducts periodic review on a regular basis

9.1.1.4 Membership Promotion by Affiliated Councils

9.1.1.4.1 Initial memberships Initial memberships may be gathered by affiliated councils which may act as agents for NCSS and send the total amounts to the NCSS office. Currently, fifty percent of dues of a new member recruited by an affiliated council is kept by the affiliated council and fifty percent is sent to NCSS.

9.1.1.4.2 Renewals 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 affiliates.

9.1.1.4.3 Advertising for Affiliated Councils 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. Any new memberships received by NCSS as a result of these ads shall be credited to the appropriate affiliate and the brokerage fee paid.

9.1.1.4.4 Credit to NCSS NCSS affiliation procedures require all affiliates to promote NCSS in all of their publications. This requirement may be fulfilled by inclusion of the statement, 'Affiliated with National Council for the Social Studies,' on all stationery and published materials.

9.1.2 Mailing List Rental

9.1.2.1 Purposes

9.1.2.1.1 Financial fairness for both NCSS and the user. 9.1.2.1.2 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.

9.1.2.2 User-purpose Categories

9.1.2.2.1 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 the director of membership in consultation with the executive director.
9.1.2.2.2 Not-for-profit 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 two copies of the mailing piece or a facsimile and the not-for-profit number of the organization. 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.

9.1.2.2.3 Research All or part of the NCSS mailing list shall be available for research purposes in label form for one-time use only and may not be copied. The request for the list must be accompanied by two copies of the research instrument. Upon receiving the request, the executive director will forward the request and the research instrument to the chair of the research committee. The chair must approve the release of the mailing list and affirm that the proposed research meets professional standards and will make a contribution to NCSS and the profession. The research committee chair may wish to consult with the president prior to deciding to release the list. In no case may the request be denied without such consultation. The cost for the list shall be the same as determined for not-for-profit use.

9.1.2.2.4 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.

9.1.2.3 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.

9.2 Research

9.2.1 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.

9.2.2 Recognition

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

9.3 Meetings

9.3.1 Types

NCSS holds an annual conference and several regional meetings each year. The board of directors makes all final decisions relative to plans for both categories of meetings and is assisted by the Conference Committee, the program committees, and the NCSS staff.
9.3.2 Regional Meetings

9.3.2.1 Recommendations

- 9.3.2.1.1 Regional meetings are encouraged to become regular and self-sustaining.

9.3.2.1.2 Regions should be designated that reflect the memberships' own groupings; e.g., Northeast, Mid-Atlantic, Great Lakes, Southeast, Rocky Mountain.

9.3.2.1.3 Regional meetings should be run by regional members and should showcase local talent and address concerns of the region.

9.3.2.1.4 The director of meetings will be available to assist the regional committees with such things as hotel negotiations, program and printing, publicity, etc., and to inform the various regional committees about the activities of each.

9.3.2.1.5 Where committees of NCSS have members who could meet as subcommittees at regional meetings, etc., so as to accomplish better some of the committee's work on an ongoing basis or to serve as hearing board or as a conduit of information from or to regional or local areas, committee personnel should be so selected to accomplish that goal.

9.3.2.1.6 The board and officers of NCSS should be involved actively in regional and state level conferences.

9.3.2.2 Requirements

9.3.2.2.1 NCSS will not endorse more than one regional conference on any given date. Planners must contact NCSS director of meetings for available dates before negotiating for hotel and conference facilities.

9.3.2.2.2 Regional conference planners should contact the NCSS director of meetings for guidance in negotiations for hotel/conference facilities.

9.3.2.2.2 Requests for site approval are to be submitted in writing one month prior to the annual conference date and two years prior to the year of the planned regional conference.

9.3.2.2.3 Requests should be accompanied by support letters or support signatures from presidents of as many state councils and other supporting organizations in the region as possible. Requests should include the name and address of the regional conference coordinator or acting coordinator, the approximate dates planned for the conference, the hotel and meeting arrangement plans to date, and any plan agreed upon in advance for financial responsibility and income sharing.

9.3.2.2.4 Regional and state meetings should be scheduled so as not to conflict with the national annual conference. NCSS will not approve more than one regional conference located in the same geographic region during the same academic year.

9.3.2.2.5 Following recommendations by the Conference Committee and approval from the board of directors, the identified regional conference coordinator and the NCSS executive director shall sign a letter of agreement provided by the executive director after which the executive director shall forward an interest-free loan up to $2000 from the Council Assistance Fund, if start-up funding is needed and requested by the regional conference coordinator. Regional conference planners are not to use the NCSS name or logo on promotional materials until the letter of agreement is signed, after which the NCSS staff shall assist in promoting the conference through The Social Studies Professional, mailing labels of NCSS members in the region, and some help in hotel negotiations, exhibit arrangements, and solicitation of major speakers and sectional meeting proposals. The loan shall be repaid within six weeks of the last day of the conference by check from the regional conference coordinator to the NCSS executive director. (See Section 8.125, Council Assistance

9.3 Meetings

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9.3.2.6 Regional conference planners shall maintain an NCSS promotional booth throughout the regional conference with membership brochures and sample NCSS publications provided by NCSS without cost. Also, representatives of NCSS leadership shall be represented in program arrangements when feasible and appropriate.

9.3.3 Annual Conference

9.3.3.1 Procedures for Site Selection (See also section 7.1421, Conference Committee Tasks.)

9.3.3.1.1 Sites will be selected on a rotation basis within three regions: East, Central, and West. The rotation is weighted towards the Central Region and follows a Central, East, Central, West pattern. Every fifth year, the annual conference will be held in Washington, D.C.

9.3.3.1.2 The director of meetings will provide an inventory of possible cities within each region which meet the basic criteria: revenue, local support, and facilities. The inventory of potential cities, detailing strengths and weaknesses of each, will be submitted to the Conference Committee, accompanied by complete information solicited through the convention bureaus of those cities. Information packets from the director of meetings will be submitted to the Conference Committee at their November meeting. The Conference Committee will narrow the potential sites in each region. The local and state councils in those states in which the potential sites exist will be invited to bid on hosting the annual meeting, providing evidence of support to the Conference Committee. Final site negotiations with hotels will be made only when a bid is made by a state council.

9.3.3.1.3 Every two years the cities will be reviewed based on the established criteria; other cities that meet the criteria may be added at that time.

9.3.3.1.4 The Conference Committee will hold hearings at the annual conference and make a recommendation to the board of directors for their approval at their winter meeting.

9.3.3.1.5 Annual meeting sites are scheduled at least five to seven years in advance. (Feb 1999)

9.3.3.2 Criteria for Site Selection

Site selection is a procedural decision that should be based on principles designed to achieve financial success, attractiveness for members, and geographic balance. Further, site selection should take into account the NCSS goal to promote the full and active participation in the social studies profession of men and women from all levels of education, all ethnic and minority groups, and all geographic settings, urban, rural, and suburban. Once a site has been designated, the Board of Directors reserves the right to remove a conference from that site in consultation with the state council involved. However, in cases when sites are selected where controversial issues emerge, the council, in the best traditions of social studies education, may maintain that site or sites. In such cases, conference planners, working with state and local affiliated councils and social studies leaders, will, in the best traditions of social studies education, make every effort to create opportunities to engage the full membership, as well as community leaders and decision-makers when possible, in open and free discussion of the issues. The Program Committee for the conference in question may also seek to offer general sessions, special sessions, and/or other highlighted events, as appropriate, which will examine the implications of the issue(s) for education, democracy, and human rights (approved May 1998)

9.3.3.2.1 Revenue. There are two main sources of revenue: registration and exhibits. The number of members located within a geographic region and the drawing potential of cities under consideration is of utmost importance when considering a site. Related to this is accessibility. The size and location of a city are important in terms of access to population centers. A pivotal concern is the availability of low air fares and
9.3.3.2.2 Exhibits The city must be able to provide an exhibit facility with open-ended space to accommodate future growth of exhibits. Further, union labor costs must be within a reasonable range, as cities with very strict union rules and high labor costs could result in a cut-back in the amount of space some companies would reserve.

9.3.3.2.3 Local Support Demographic evidence must be provided to show that there are adequate numbers of social studies professionals in the host city and environs to provide support for the various responsibilities of the local arrangements subcommittees. In addition, there must be evidence of support from the state council and cooperation on the part of convention bureaus, hotels, local school systems, colleges and universities, and others in the communities. It is always desirable to receive sanctioned release time for professionals to attend.

9.3.3.2.4 Attractions It is important to consider the attractiveness of potential sites for both tourist and social studies potential. Cultural and historical locations are deemed most desirable for meeting sites.

9.3.3.2.5 Accessibility Meeting sites that are centrally located, within walking distance of shopping, restaurants, theaters, and other activities, are most attractive.

9.3.3.2.6 Facilities The physical factors to be considered in identifying viable meeting sites should include:

* 1 The city must have at least 2500 sleeping rooms allocated in a core area. If shuttle busing is required, it should be the exception, not the normal situation. * 2 Meeting rooms for approximately concurrent sessions should be available in one location. * 3 Exhibit space rental should be negotiable and be open-ended in its growth potential, in order to reach projected revenue goals. * 4 It is desirable that meetings and exhibits be housed under one roof. 'One roof' may also refer to convention centers and hotels which are connected by covered walkways. * 5 There must be a ballroom/auditorium to seat to 2000 persons, theater style, for general sessions. * 6 There must be a ballroom/auditorium to accommodate the House of Delegates. * 7 All public space, including meeting rooms and the registration area, must be available on a cost free basis.

9.3.3.3 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).

9.3.3.4 Substantive Priorities

9.3.3.4.1 The strategic plan priorities for the year which are determined by the board of directors shall be addressed through annual conference program.

9.3.3.4.2 Operations, advisory, and ad hoc 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.

9.3.3.4.3 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.

9.3.3.4.4 Committees, associated groups, and the House of Delegates will be asked to suggest priorities.
9.3.3.5 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.

9.3.3.5.1 The annual conference is scheduled in a five day time schedule beginning on Wednesday and ending on Sunday, with the first day devoted to committee meetings, the second day to associated group meetings, and the third through fifth days to general program and exhibits. The House of Delegates will be scheduled late afternoon on Friday and early Saturday morning.

9.3.3.5.2 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.

9.3.3.5.3 Spirit of America Featured Speaker Session

9.3.3.5.3.1 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 equity, freedom despite possible negative personal consequences.

9.3.3.5.3.2 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.)

9.3.3.5.3.3 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.

9.3.3.6 Presenting and Registering

9.3.3.6.1 Participants will be limited to a maximum of two presentations.

9.3.3.6.2 Those who invite presenters to the annual conference are responsible for paying a one-day registration fee. This would apply to such groups as SIGs and other associated groups and individuals who sponsor sessions.

9.3.3.6.3 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.

9.3.3.6.4 K-12 students who are part of presentation and their adult chaperone shall receive a complementary registration for the day of the presentation.

9.3.3.7 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.).

9.3.3.8 Exhibitor Sales

Sales by exhibitors will be allowed at the annual conference in the exhibit area.

9.3.3.9 Pre-conference Activities

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

9.3.3.10 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. (See Section 6.33 Conference, Section 4.67 Program and Section 4.68 Local Arrangements Committees.)

9.3.3.11 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.

9.3.4 International Conferences

9.3.4.1 Guiding Principles

International Conferences should:

- be held at three-year intervals (with long-range planning addressing themes, strands, locations, potential audience and turnout, and purposes, on a three and six year schedule forward
- when possible, be located at a site and occur at a time coinciding with significant commemorative events or contemporary issues of global importance
- foster the internationalization of the social studies profession
- facilitate the exchange of practical and theoretical ideas concerning: curricula, content and teaching of social studies, the meaning of social studies on a comparative and global basis; social, economic, and political issues from a variety of points of view
- provide international research opportunities and development of professional linkages across national boundaries
- be co-sponsored by NCSS, in collaboration with appropriate groups from other nations, regions and international agencies
- not preclude NCSS initiation or sponsorship of international meetings created for more specialized topics and audiences
- when possible, include multiple international organizations in the planning and delivery of the conference
- ensure NCSS to recoup money invested in the meeting and possibly make a profit
- allow NCSS to be responsible for pre-specified aspects of the conference, e.g. major contractual arrangements including housing, travel, tour contracts, and other service vendors.

9.3.4.2 Site Selection

9.3.4.2.1 At least two years prior to a proposed meeting, NCSS Director of Meetings, after consultation with the Conference Committee and International Activities Committee, shall present one or more proposals from potential sites for International Conferences

9.3 Meetings
Proposals shall include:

- background of the local people/groups who will be involved in planning
- proposed budget of expenses and income, and full description of proposed financial arrangements
- available sites and associated costs, including housing availability and accessibility for the disabled.
- proposed procedures for advertising conference locally and anticipated attendance.

The NCSS Board of Directors has the final decision on sites for International Conferences and the conference budget.

Whenever possible, site selection shall be announced at the most current international conference so that attendees may plan appropriately.

The proposed conference should be held at a site that provides ready access to transportation and reasonable cost for social studies practitioners internationally.

### Steering Committee

An international conference steering committee including members from the United States and other participating nations, shall be appointed by the NCSS president in conjunction with those who have the major responsibility for planning and delivering the conference.

The steering committee shall have no more than 15 members. The president of NCSS as of July 1 every third year starting with 2000 shall serve as co-chair along with the local arrangements chair. The incoming NCSS president-elect and vice-president at that time shall serve as voting members on the committee. The committee will include a member of the International Activities Committee. The NCSS executive director and director of meetings will be ex officio members.

### Purpose and Function

1. To provide oversight to the development of the conference program.
2. To seek external financial support for the conference
3. To plan the development and publication of materials, reports and proceedings to be associated with the conference
4. To provide continuity between national/international organizations and the Local Planning Committee

### Local Planning Committee

The Local Planning committee shall plan the conference program and local arrangements in cooperation with the International Steering Committee and the NCSS staff.

The local planning committee shall be appointed by the co-chairs of the steering committee with the advice and support of the social studies organizations in the nation serving as conference host.

### Financial Arrangements

NCSS will serve as one of the non-liable, fiscal agent for co-sponsored international conferences.

Decisions made in planning and executing the conference will safeguard the financial interests and protect the legal liability of NCSS.
9.3.4.5.3 A budget of expenditure and income will be presented to the NCSS Board of Directors (see 9.3.4.21).

9.3.4.5.4 A contractual agreement will be signed by the NCSS Executive Director which will include, but not be limited to:

9.3.4.5.4.1 A 'start-up' fund, not to exceed $2000, will be available from NCSS specifically designated for the planning and development of each international conference. The $2000 'start up' funds shall be returned to NCSS from conference revenues.

9.3.4.5.4.2 NCSS shall receive a percentage of the conference revenues to be determined in the agreement memorandum.

9.3.4.5.4.3 NCSS shall not be fiscally liable in any way for any financial losses other than the initial $2000.

9.3.4.5.4.4 Understanding that the cost of volunteer or staff work time expended in planning and executing the conference will not be included as an expense item.

9.3.4.5.4.5 Understanding that decisions made which result in significant expenditures of money (more than $500) must be approved by the NCSS Director of Meetings in consultation with the NCSS Executive Committee and executive director.

9.3.4.5.5 Conference insurance for extraordinary events (i.e., weather, strike) or other legal liability will be obtained.

9.3.5 Co-sponsorship of national and regional conferences with other organizations

9.3.5.1 Co-sponsorships requirements

9.3.5.1.1 Conference will promote the interests of social studies education and be consistent with the principles and purposes of NCSS.

9.3.5.1.2 Decisions made in planning and executing the conference will safeguard the financial interests and protect the legal liability of NCSS.

9.3.5.1.3 The conference planning committee and its subcommittees will have substantially equal representation by NCSS members or staff in decisions that are made by the committees.

9.3.5.1.4 NCSS reserves the right to withdraw without any liability if any of items 9.3.511, 9.3.512, or 9.3.513 are substantially violated.

9.3.5.2 Financial Arrangements

9.3.5.2.1 A budget of expenditures and income will be developed jointly with the co-sponsor and presented to the NCSS Board of Directors (see 9.3.53).

9.3.5.2.2 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 significant expenditures of money (over $500) 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

9.3.5.3 the NCSS Board of Directors will consider proposals for joint conferences when the following data are provided at a regular board meeting:

• 9.3.5.3.1 rationale for the conference
• 9.3.5.3.2 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

9.4 Publications

9.4.1 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.

9.4.2 Purposes

9.4.2.1 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 of men and women from all levels of education, all ethnic groups, and all geographic areas, urban, rural, and suburban

9.4.2.2 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
9.4.2.3 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

9.4.2.4 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.

9.4.3 Criteria for Outside Funding of NCSS Publications

9.4.3.1 NCSS will maintain full editorial control over content and format.

9.4.3.2 The topic of the funded publication must have importance for social studies curricula or represent an important matter of national interest.

9.4.3.3 The publication will have widespread utility for social studies educators.

9.4.3.4 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.

9.4.3.5 The publication must be consistent with the goals of NCSS and its publications program.

9.4.5 Publications Not Responsible to the Publications Committee

9.4.5.1 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.

9.4.5.2 The Social Studies Professional

The newsletter, The Social Studies Professional, is the responsibility of the director of publications, assisted publications department staff, who reports to the executive director.

9.4.5.3 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.
9.5 Integrated Efforts

9.5.1 Endorsements and Special Projects (revised 2004)

9.5.1.1 Types of NCSS Involvement

Frequently, NCSS is invited to participate with others in the development of projects, programs, position statements, policies, products, and services, which may or may not lead to NCSS endorsement. Some examples of each type of involvement follow:

9.5.1.1.1 Informal advising Requires no official approval; executive director monitors all informal advisement. The NCSS name will not be used at this level of involvement prior to formal approval proceedings.

9.5.1.1.1.1 Purpose To assist not-for profit and for-profit organizations in understanding and incorporating NCSS perspectives or to refer such organizations to appropriate specialists. Staff works with a person or group from initial contact and provides input and engages in exploratory discussions that may precede more formal arrangements.

9.5.1.1.1.2 Personnel Executive director or appointee

9.5.1.1.1.3 Costs/Fees No costs or fees assessed by NCSS for advisement of one hour or less.

9.5.1.1.1.4 Limitations Informal advisement beyond one hour shall be reimbursed by the inquiring organization to NCSS at the rate of $50/hr.

9.5.1.1.2 Formal advising

Requires review by the Endorsements and Special Projects Committee and approval by the Board of Directors. NCSS shall be recognized as participating in the process with no other rights or endorsements granted without additional review.

9.5.1.1.2.1 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

9.5.1.1.2.2 Personnel Executive director or appointee, or NCSS Executive Board or Board of Directors identified representative(s).

9.5.1.1.2.3 Costs/Fees All cost incurred by NCSS representation shall be reimbursed by the requesting agency. Stipends paid to NCSS staff shall be deposited in a NCSS account. Stipends paid to NCSS representatives shall be retained by the representative.

9.5.1.1.2.4 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.

9.5.1.1.2.4.1 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 affiliate councils with the responsibility to review and to act upon if deemed appropriate
9.5.1.3 Planning

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

9.5.1.3.1 Purpose To assist not-for-profit and for-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. Planning should allow adequate time for NCSS to fully participate in the planning process. 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, a budget allocation to NCSS covering all costs, fee for services, consultation, products or deliverables.

9.5.1.3.2 Personnel Executive director or appointee, or NCSS Executive Board or Board of Directors identified representative(s).

9.5.1.3.4 Costs/Fees Shall be initially incurred by NCSS but to be calculated into the MOU if funded.

9.5.1.3.5 Limitations Planning shall lead to greater involvement, financial benefits to NCSS or recognition of NCSS.

9.5.1.4 Project development and implementation

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

9.5.1.4.1 Purpose To collaborate with not-for-profit and profit organizations in producing special projects such as audio-visual or print materials and teacher's guides that reflect the interests and the perspectives of NCSS. Project development must have completed the planning process identified in Section 9.5.1.3 of the Policy Manual.

9.5.1.4.2 Personnel NCSS Board of Directors identified representative(s).

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

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

9.5.1.5 Information/materials dissemination

Usually executive director approval is sufficient. Short announcements in line with the purpose listed below in the 'Teacher Resource' or 'Teacher Opportunity' sections of the NCSS member newsletter and web site; Short announcements disseminated electronically via listerv or other NCSS e-mail lists as deemed appropriate. An NCSS mailing list may be requested from Member Services for a nominal fee, for a one time use only.

9.5.1.5.1 Purpose Provide pertinent information to NCSS members about free or low cost professional opportunities or materials produced by an organization other than NCSS as a membership benefit.

9.5.1.5.2 Personnel NCSS staff as identified by Executive Director.

9.5.1.5.3 Costs/Fees Staff time, distribution or inclusion in TSSP shall be calculated at the actual cost incurred by NCSS.

9.5.1.5.4 Limitations As time and resources allow.
9.5.1.1.6 Research projects

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

9.5.1.1.6.1 Purpose Assist university, not-for-profit and for-profit organizations in identifying NCSS members to participate as field testers or for inclusion in research of a survey project.

9.5.1.1.6.2 Personnel NCSS staff as identified by Executive Director.

9.5.1.1.6.3 Costs/Fees Staff time, distribution or inclusion in TSSP shall be calculated at the actual cost incurred by NCSS.

9.5.1.1.6.4 Limitations As time and resources allow.

9.5.1.1.7 Endorsement

Requires approval by the board of directors. Examples: Committing NCSS support for national education standards, a position statement, program, project, product or service, with which NCSS will be publicly identified.

9.5.1.1.7.1 All programs, position statements, projects, products, and services endorsed by NCSS will include the official NCSS logo, the worldwide web address of NCSS, and the words 'endorsed by the National Council for the Social Studies.

9.5.1.1.7.2 Purpose To formally recognize a project, position statement, program, product, policy or service with which NCSS will be publicly identified.

9.5.1.1.7.3 Personnel Review by staff, endorsements and special projects committee and if necessary a panel of NCSS identified members.

9.5.1.1.7.4 Costs/Fees Costs and fees are identified in a MOU.

9.5.1.1.7.5 Limitations Endorsement of projects, position statements, programs, products, policies, and services are limited to those that have completed the formal advisement, planning or project development processes identified in Sections 9.5.1.1.2, 9.5.1.1.3 and 9.5.1.1.4 of the NCSS Policy Manual. Endorsements shall be for the length of three years as long as products have not been revised or altered from the original product.

9.5.1.1.7.6 Review The Endorsements Committee with the assistance of NCSS staff shall be charged with the responsibility of completing the review process is described in Sec 9.514.

9.5.1.1.8 Co-sponsorship

Requires approval of the board of directors.

9.5.1.1.8.1 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.

9.5.1.1.8.2 Personnel NCSS staff as identified by Executive Director.

9.5.1.1.8.3 Costs/Fees All costs, fees and potential rate of returns must be identified prior to board approval.
9.5.1.2 Guidelines for Endorsements and Approval of Special Projects.

The following general guidelines apply to the consideration of position statements, programs, instructional materials, contests, travel or study experiences, or any other activities, products, services, or member benefits for which NCSS is invited to be involved or which are initiated by or jointly planned with parties outside NCSS. Where applicable, other specific guidelines developed and approved by NCSS in its various position and policy statements should be considered. These are identified in Section 9.72 of the Policy Manual. Although each request for NCSS involvement or endorsement should be reviewed on its own merits, consideration should also be given to goals and priorities established in the current long range plan as well as the current resources, both personnel and financial, to honor ongoing and proposed new programs and commitments.

9.5.1.2.1 Are the goals, objectives or purposes consistent with NCSS policies, position statements and priorities including, but not limited to, those in the current long range plan?

9.5.1.2.2 Is there evidence of accurate and high quality scholarship?

9.5.1.2.3 Will there be open access to participants or equal applicability to individuals or groups regardless of race, ethnic background, gender, religion, socioeconomic status or handicap? If not, will this endorsement or special project specifically benefit under-represented or disenfranchised groups?

9.5.1.2.4 Will there be meaningful involvement of NCSS representatives, where feasible?

9.5.1.2.5 Will there be a desirable benefit to NCSS members or to the profession?

9.5.1.2.6 Is there potential to provide positive public awareness of the social studies, social studies educators or NCSS?

9.5.1.2.7 Can NCSS participate as requested with available resources or will adequate resources be provided for NCSS involvement?

9.5.1.3 Review Procedures

- Step 1: Staff Screening. Staff should screen proposed endorsements or projects using the endorsements and 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: Endorsements and Special Projects Committee Review. Projects that go beyond the informal advising level and that conform to NCSS policies should be referred to the Special Projects Committee with the NCSS staff's analysis outlined on the Endorsements and Special Project Cover sheet.
- Step 3: Executive Committee and Board of Directors Review. Projects identified in Step 2 (that is, those which go beyond the informal advising) require approval by either the executive committee or the board of directors except as noted below. All requests for endorsement or co-sponsorship and all reports or policy statements must be reviewed and approved by the board of directors. The endorsements and 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 or an endorsement. 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.

**9.5.1.4 Monitoring Procedures and Review**

Once approval or endorsement 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 endorsements, services or other programs identified as 'special projects,' and monitor it as follows.

9.5.1.4.1 Current or ‘in-process’ endorsements and projects should be monitored by staff and the endorsements and special projects committee until completion or final disposition. Where time limits or other conditions were specified in the approval, the endorsement or 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 and each endorsement that is under consideration specifying date received, dates submitted to the Endorsement and Special Projects Committee, executive committee, any other committees, and the board of directors. Action taken at each step should be recorded.

9.5.1.4.2 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.

9.5.1.4.3 A file listing all past endorsements or 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 endorsements, or 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 endorsements and special projects committee to determine if the endorsement or project is still viable, needs to be reviewed or other action required. Where the review indicates that continued endorsement or 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 endorsed by NCSS may be considered no longer appropriate for continued endorsement; 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.)

**9.5.1.5 Distinction between Personal and NCSS Organizational Representation or Endorsement.**

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.

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, SIGS or former NCSS presidents and officers in order to identify a pool of eligible individuals.

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.
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 9.5.1.1.7).
- meet the obligations established by the requesting organization and stated in the BOD approved request for an advisor (see 9.5.1.1.7).
- 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 endorse or approve a statement, program, product, service or other activity he or she may do so, but this personal endorsement does not carry with it NCSS endorsement unless such endorsement has been approved under the process as outlined above. Where possible, it should be determined in initial contacts whether official NCSS endorsement will be requested and the distinction between personal endorsement and organizational endorsement made clear to the outside agency. 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.

9.5.1.6 Procedures for Approving NCSS Proposals for Funding

9.5.1.6.1 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.

9.5.1.6.2 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.

9.5.1.7 Voting for Approval of Endorsements and Special Projects

9.5.1.7.1 Approval of NCSS participation in formal advising, planning, project development or implementation, and research that require the approval of the Endorsements and 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.

9.6 NCSS Stands

9.6.1 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.

9.6.1.1 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.
9.6.1.2 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.

9.6.1.3 Guidelines

An indication or outline of policy or conduct; a framework. Guidelines are usually used in conjunction with a position statement.

9.6.1.4 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.

9.6.2 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 (see section 4.5432.) Current NCSS position statements are available at www.socialstudies.org/positions

9.6.3 Resolutions

9.6.3.1 House of Delegates 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.

9.6.4 Stands on Social and Political Issues

9.6.4.1 Affirmative Action Statement

National Council for the Social Studies includes as a permanent priority 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). This goal will permeate NCSS decisions and activities at every level. NCSS strives to increase the number of members from currently under-served 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 local and state councils identify members from those groups who can be available for appointments and leadership roles within the council.

9.6.4.2 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.

9.6.4.3 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.
9.6.5 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.

9.6.5.1 Teacher Standards

NCSS has a continuing commitment to quality teacher education and has joined NCATE (National Council for the Accreditation of Teacher Education). Standards for advanced certification of social studies teachers are used as the basis for NCSS ongoing program of advanced certification.

9.6.5.2 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. (See Other Representations: Liaisons and Consortia, Section 8.4)

9.6.6 Defense Fund

9.6.6.1 The Defense Fund is used for legal fees to defend teachers and file amicus curi briefs in censorship cases.

9.6.6.2 The Defense Fund Committee decides on expenditures from this fund.

9.6.6.3 The Defense Fund Committee is composed of the NCSS president, president-elect, executive director, Academic Freedom, Ethics and Equity Committee chair, and one other member appointed by the president.

9.6.6.3 The Defense Fund is built up through check-offs on the NCSS membership form, at least one activity at the annual conference, and individual contributions, and is maintained in a separate, interest-bearing account. Whenever the Defense Fund falls below $5000, an annual allocation is budgeted in the NCSS budget to restore that minimum.

9.6.6.4 Grants are available for sums up to $2500 for legal expenses that meet the fund's award criteria. Grants are awarded by the Legal Defense Fund Committee based on a written application, documentation of legal expenditures, and eligibility of the applicant. Applications for grants may be made at any time as the need arises.

9.6.6.5 Criteria

The NCSS Legal Defense Fund is available to any individual NCSS member of good standing. Applicants must complete a grant application form. Awards may be made for legal expenses in cases involving infringement or loss of an educator's right to:

- participate in the development of curriculum and the selection of teaching materials;
- select for classroom study controversial issues related to the curriculum and appropriate to the maturity, and intellectual and emotional capacities of the students;
- have access to adequate instructional resources so that all sides of an issue can be presented adequately;
- call upon teaching colleagues, administrators, and professional organizations for assistance and advice;
- teach in their area of academic competence without regard to their personal beliefs, race, sex, sexual orientation, or ethnic origin;
- expresses their own points of view in the classroom as long as they clearly indicate it is their opinion and are willing to explain their position;
• work in a climate conducive to rational and free inquiry;
• have their professional competence when dealing with controversial issues judged within the context in which the activity in question occurred;
• exercise their rights as citizens including the rights to support any side of an issue or any candidate for public office, and to seek and to hold partisan and non-partisan public and professional positions;
• be protected by fair procedures and due process should complaints arise about materials or methods of instruction.

9.6.6.6 Policy and Administration

• The NCSS Board of Directors establishes policy for the fund and may modify these guidelines as circumstances demand.

• The Legal Defense Fund Committee may not commit to expenditures in excess of $2500 per applicant. The NCSS Board of Directors must approve any larger requests.

• A teacher requesting assistance may appeal a decision of the Legal Defense Fund Committee to the NCSS Board of Directors.

• All applications and appeals shall be acted upon in a timely manner.

• All information submitted to NCSS and the Legal Defense Fund Committee shall be considered confidential.

- * Grants for financial assistance are contingent on the availability of money in the fund.

9.6.6.7 Basis of Awards

Awards of assistance are based upon the protection of educators’ rights and not upon the particular position, opinion, or point of view of an applicant; an award of assistance does not constitute an expression of support for, or advocacy of, the particular position, opinion, or point of view of the applicant but rather constitutes the support of fundamental rights of educators as described in the Award Criteria.

9.6.7 Commissioned Papers and Speeches

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

9.8 NCSS Privacy Policy

National Council for the Social Studies respects your privacy. We will make every reasonable effort to ensure that any personal information you provide to us is used only for the purposes stated below. While the policy presented here concentrates on information collected by the NCSS website, it also applies to personal information submitted by other means (mail, fax, phone, sign-up sheets, and so on).

Several areas of the NCSS website require that you send us personal information:

• Membership application
• Convention registration
• Convention session applications
• NCSS Email Bulletins
• NCSS Email List Subscriptions
• NCSS Communities websites
This information is received offline as well (mail, fax, phone). 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 is 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 e-mail 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 e-mail address for a purpose indirectly related to the original context (e.g., e-mailing a customer satisfaction survey to members or those who have attended the NCSS Annual Conference.) NCSS does not make its e-mail lists available to any third party, with the following exceptions: NCSS shares member contact information, including email addresses with state and local social studies 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.

**NCSS Members** Because of the special relationship we seek to maintain with our members, NCSS sends them periodic updates and announcements by e-mail. 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 affiliate council leaders or associated group leaders, or are SIG chairs or contact persons.

"Anonymous" information collected online Generally speaking, you can visit the NCSS website without revealing any personal information about yourself. We do keep a record of all server activity, which means that every page, image, or other type of file requested by your browser is written into a log file. Each entry in the log contains, among other things, information about the computer you're using to connect to the Internet (its "IP address") and about your browser (e.g., which version of Firefox you're using). It does not, however, tell us anything about you personally. We use aggregate data from the web logs to determine how the site's resources are being used and to refine its navigational structure. If the need arises, we may use the logs to trace the source of abusive or illicit activity. We do not share our web server logs with any outside party.

**Cookies** A "cookie" is a text file, stored on your computer, that includes information that identifies that computer and can be retrieved by our server to create a seamless browsing session. Most cookies used on the NCSS site are deleted when your browser is shut down or in a fixed amount of time, whichever occurs sooner. Members-only pages and other restricted areas use this type of cookie.

Several areas of the NCSS website use so-called "persistent" cookies. These files are retained on the user's hard drive after the browser is shut down. Most browsers accept cookies by default. If you set your browser to reject all cookies, these areas and others may not function properly. Most browsers have a setting whereby the browser alerts you when a server attempts to place a cookie on your hard drive; you are given the option of accepting or rejecting it.

**Material submitted online** Some areas of the NCSS Communities section of the website 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.

**Links to other websites** The NCSS website contains links to other websites. NCSS is not responsible for the privacy practices or content of those sites. Check the privacy policy of a website before revealing any personal information.

**Exceptions** In certain circumstances, and as an exception to this privacy policy, 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 in other special cases, such as, for example, suspected fraudulent or criminal activity, or an attempt to breach the security of NCSS or its website.

**Privacy policy updates** We have tried to create a privacy policy that is comprehensive, readable, and durable. Despite our best efforts, we may find it necessary to revise it. Any changes will be made without prior notice. The current NCSS privacy policy will continue to be posted at this address (www.socialstudies.org/privacy). If you have questions or comments about our privacy policy, please email privacy@ncss.org."

10. Awards and Award Guidelines

The National Council for the Social Studies honors outstanding performance to the profession or in a wide range of professional endeavors through its awards and awards system. These awards are associated with pre-established standards, guidelines and procedures and are open to eligible individuals regardless of ethnic or racial background, geographic area or gender.

10.1 Guidelines for Establishing New Awards and Continuing Existing Awards

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

10.1.1.1 The proposed award must be in the best interest of NCSS and its members. Eligibility requirements shall promote NCSS goal of full and active participation of social studies professionals, men and women from all levels of education, all ethnic and racial groups and all geographic areas: urban, rural and suburban.

10.1.1.2 The nature of the proposed award shall be clearly defined.

10.1.1.3 The proposed award must be a substantial award which brings distinction and prestige to both NCSS and the recipient.

10.1.1.4 The board of directors must perceive a need for the proposed award.

10.1.1.5 The proposed award must conform to NCSS policies and position statements.

10.1.1.6 The proposed award must not duplicate of significantly impinge upon an existing award.

10.1.1.7 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.

10.1.1.8 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.
10.1.2 Time of meeting of selection committees

Unless otherwise indicated, the respective selection committees shall meet during the annual conference and at other times as needed, via phone, electronic mail and postal mail.

10.1.3 Each award shall be approved by the board of directors and shall be appropriate to the category for which it is targeted.

10.1.4 Frequency.

Unless otherwise indicated, awards are given annually, except in years when no qualifying individuals are found.

10.1.5 Presentation

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.

10.1.6 Recognition of award winners

The executive director, officers and board and the awards committee will encourage state and regional conference program committees to invite, and involve NCSS awards winners in their respective states and regions to be included in the program (not necessarily to make a presentation.)

10.2 Awards

10.2.1 The Academic Freedom Award

10.2.1.1 Composition of selection committee

Members will be the NCSS president, board of directors liaison to the Academic Freedom, Ethics and Equity Committee, and the chair of the Academic Freedom, Ethics and Equity Committee, who will chair the selection committee. The chair of this committee shall be an ex officio member of the Awards Committee.

10.2.1.2 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.

10.2.1.3 Nomination and Selection Procedures

10.2.1.3.1. An annual call for nominations will be published by NCSS staff in all NCSS newsletters and journals.

10.2.1.3.2. The chair of the Academic Freedom, Ethics and Equity Committee 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.

10.2.1.3.3. Any person may nominate a candidate for the award.
10.2.1.3.4. The nomination form is to be completed as fully as possible and forwarded to the chair of the Academic Freedom, Ethics and Equity Committee, in care of NCSS.

10.2.1.3.5. The defense or advocacy of academic freedom must have been related to the teaching of social studies.

10.2.1.3.6. The activities of the person considered for the award must be verifiable and must accompany the award application.

10.2.1.3.7. 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, state councils will be asked to cooperate.

10.2.1.4 Criteria

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

10.2.1.5 Award

A sum of $1500 paid by the Social Issues Resource Series, Inc., expenses paid to the NCSS Annual Conference to receive the award (as determined by the SIRS, and a plaque or other appropriate recognition.)

10.2.1.6 Frequency of the Award

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

10.2.1.7 Award Sponsor

The Social Issues Resources Series (SIRS).

10.2.1.8 Presentation of the Award(s)

The awards will be jointly presented at the NCSS Annual Conference by the Chair of the Academic Freedom Committee and a representative of Social Issues Resources Series Inc. (SIRS).

10.2.2 The Carter G. Woodson Book Award

10.2.2.1 Composition of the Selection Subcommittee

The committee consists of 12 persons appointed by the president for rotating three year termjs that begin their with the NCSS Annual Conference. Members shall include, but not be limited to, a specialist in ethnic studies, a classroom teacher who is a real 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 to year term. The committee chill choose a vice chair by consensus. This committee will function as a subcommittee of the Awards Committee.

10.2.2.2 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).
10.2.2.3 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 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.

10.2.2.4 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 the first place, 4 points for the second place, 3 for the third, 2 for the 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 (2006) - 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.

10.2.2.5 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.

10.2.2.6 Frequency of the Award

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

10.2.2.7 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.
10.2.2.8 Award Sponsor

NCSS and the Children's Book Council.

10.2.2.9 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.

10.2 The Larry Metcalf Exemplary Dissertation in Social Studies Award

10.2.3.1 Composition of the Selection Committee

This subcommittee shall consist of three Research Committee members appointed by the Research Committee 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.

10.2.3.2 Purposes of the Award

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

10.2.3.3 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 chair of CUFA and to the chair of the Research Committee.

10.2.3.4 Award

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

10.2.3.5 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.
10.2.3.6 Frequency of the Award

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

10.2.3.7 Award Sponsor

NCSS and the NCSS Research Committee.

10.2.3.8 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.

10.2.4 The Elementary Social Studies Teacher of the Year Award

10.2.4.1 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 and a member of the Awards Committee who will serve as chair. The committee shall consist of five members who will serve rotating three-year terms. (May 1999)

10.2.4.2 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.

10.2.4.3 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.

10.2.4.4 Criteria

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

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

10.2.4.5 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 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. Photocopies of the form are acceptable.

6. Documentation shall include:
   1. 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;
   2. supporting documents such as reproductions of newspaper articles;
   3. letters of support;
   4. evaluations, classroom observation, data and other supporting documents not to exceed an additional ten pages; and
   5. a vita or professional resume prepared by the nominee.

7. 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.

8. Each member shall review all nominations and select no more than five 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 candidates with the highest total rank order positions shall be named as recipients of the annual award.

11. 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.

10.2.4.6 Award

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

10.2.4.7 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.

10.2.4.8 Frequency of the Award

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

10.2.4.9 Award Sponsor

NCSS and the Weekly Reader.

10.2.4.10 Presentation of the Award(s)

The award(s) will be presented at the NCSS Annual Conference by an Officer of NCSS and a representative of Weekly Reader.

10.2.5 The Geography Grant Award
10.2.5.1 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 and a member of the Awards Committee who shall serve as chair.

10.2.5.2 Purposes of the Award

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

10.2.5.3 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.

10.2.5.4 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.

10.2.5.5 Nomination and Selection Procedures

Applicants should submit no more than a five page, 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.

10.2.5.6 Award

Grant of $2500 sponsored by the George Cram Company.

10.2.5.7 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.

10.2.5.8 Frequency of the Award

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

10.2.5.10 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 representatives of George Cram Company.
10.2.6 The Middle Level Social Studies Teacher of the Year Award

10.2.6.1 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 and a member of the Awards Committee to serve as chair. The committee shall consist of five members who will serve rotating three-year terms.

10.2.6.2 Purposes of the Award

To recognize and honor a classroom teacher from a middle level school who has demonstrated exceptional abilities as a social studies teacher, as measured by the announced criteria. (February 1999)

10.2.6.3 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.

10.2.6.4 Criteria

The teacher shall demonstrate exceptional ability in five of the following six areas: (February 1999)

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.

10.2.6.5 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. (February 1999)
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 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. 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.

10.2.6.6 Award

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

10.2.6.7 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.

10.2.6.8 Frequency of the Award

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

10.2.6.9 Award Sponsor

Scholastic, Inc. and NCSS.

10.2.6.10 Presentation of the Award

The award(s) will be presented at the NCSS Annual Conference by the president (or other Officer) of NCSS and a representative of Scholastic, Inc.

10.2.7 The Outstanding Service Award

10.2.7.1 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.

10.2.7.2 Purposes of the Award

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

10.2.7.3 Nomination and Selection Procedure.

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:
   1. name, position, address and phone number of the nominee
   2. typewritten statement of 750 words or less detailing the exemplary nature of the nominee's service
3. resume or professional vita that includes a listing, with dates, of the nominee's offices, committee posts or other professional and council leadership roles
4. supporting documents, newspaper articles, pertinent letters, or other materials (not to exceed ten items)
5. 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.

10.2.7.4 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 council's 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
8. any significant interruption in service should be explained by the nominator (e.g., lengthy illness, out of education).

10.2.7.5 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.

10.2.7.6 Award

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

10.2.7.7 Frequency of the Award

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

10.2.7.8 Award Sponsor

NCSS.

10.2.7.9 Presentation of the Award

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

10.2.8 The Program of Excellence Award

10.2.8.1 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 terms. Includes a representative from the NCSS Board of Directors and a member
of the Awards Committee. The Awards Committee representative will serve as chair.

**10.2.8.2 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.

**10.2.8.3 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 state or Local NCSS Affiliates)

**10.2.8.4 Criteria**

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

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

1. evidence both scholarship and expertise in the curriculum then teach;
2. 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;
3. apply sound instructional theory and practice in the implementation of the program.

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

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

**10.2.8.4.3 Students.** An exemplary social studies program should engage social studies students in

1. the critical examination of significant content, issues, and events from a variety of perspectives;
2. focused systematic observations of, comprehensive decision making about, and active participation in the school, the community and their world;
3. understanding democratic principles and participation in the democratic process.
10.2.8.5 Nomination and Selection Procedures. The first level of this award process will be administered by state social studies councils. The second level will be administered by National Council as follows:

10.2.8.5.1 Level 1. The State Councils’ roles.

1. Publicize the Programs of Excellence Awards procedures and criteria.
2. Recruit applications
3. Organize selection teams from local and state councils to review application and select state finalists.
4. Arrange site visits to state finalists to validate programs as quality programs being implemented during the current school year.
5. Select state winners maximum of six; one per category if there are entries that qualify and meet standards of excellence in each category.
6. 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.
7. Submit the state nominations to NCSS for national recognition.

10.2.8.5.2 Level 2. The National Council's roles.

1. Publicize the program in NCSS publications, though committee chairs, and through affiliated and associated groups.
2. Assist states by providing information and guidelines as they implement the program.
3. Receive nominations from states.
4. Organize a selection committee on a national level to select two national winners.
5. Select and notify winners.
6. Publish an annotated directory of winners on a yearly basis.
7. Invite winners to present at state, local, regional and national meetings.

10.2.8.6 Awards

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

10.2.8.7 Frequency of the Award

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

10.2.8.8 Award Sponsor

NCSS.

10.2.8.9 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.
10.2.9 The Exemplary Research in Social Studies Award

10.2.9.1 Composition of the Selection Committee

A subcommittee shall consist of three Research Committee members appointed by the Research Committee 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.

10.2.9.2 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.

10.2.9.3 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 chair of CUFA and to the chair of the Research Committee.

10.2.9.4 Award

The award is a plaque or other appropriate recognition.

10.2.9.5 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.

10.2.9.6 Frequency of the Award

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

10.2.9.7 Award Sponsor

NCSS and the NCSS Research Committee.

10.2.9.8 Presentation of the Award(s)

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

10.2.10 Jean Dresden Grambs Distinguished Career Research in the Social Studies Award
10.2.10.1 Composition of the Selection Committee

Three members of the Research Committee, appointed by the Chair of that Committee.

10.2.10.2 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.

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.

10.2.10.3 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.

10.304 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.
10.2.10.5 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.

10.2.10.6 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 publication 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.

10.2.10.7 Frequency of the Award

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

10.2.10.8 Award Sponsor

NCSS and the NCSS Research Committee.

10.2.10.9 Presentation of the Awards

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

10.2.11 The Secondary Social Studies Teacher of the Year Award

10.2.11.1 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 and a member of the Awards Committee to serve as chair. The committee shall consist of five members who will serve rotating three-year terms. (February 1999)

10.2.11.2 Purposes of the Award

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

10.2.11.3 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.

10.2.11.4 Criteria

The teacher shall demonstrate exceptional ability in five of the following six areas: (February 1999)

1. Develop or use instructional materials creatively and effectively. a. Incorporate innovative and verifiable effective instructional strategies and techniques.
2. Utilize new scholarship from history, the social sciences or other appropriate fields.

3. 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.

1. Foster the development and practice of citizen participation among students in school and community settings.

1. Show evidence of professional involvement such as sharing expertise in workshops, curriculum development committees, association activities, etc.

10.2.11.5 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, NCSS, Washington, D.C., 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:
   1. 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;
   2. supporting documents such as reproductions of newspaper articles,
   3. letters of support, evaluations, classroom observation, data and other supporting documents not to exceed an additional ten pages; and
   4. 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.

10.2.11.6 Award

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

10.2.11.7 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.
10.2.11.8 Frequency of the Award

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

10.2.11.9 Award Sponsor

NCSS.

10.2.11.10 Presentation of the Awards

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