

Missouri Council for the Social Studies

By-Laws

ADOPTION OF BY-LAWS

The purpose of the By-Laws is to guide the Board of Directors in the governance, operations, and business of the organization. On March 3, 2006, by a vote of the membership attending the Annual Business Meeting, the Missouri Council for the Social Studies authorized the establishment of By-Laws. The proposal adopted by the membership authorized "that this be accomplished by establishing a system of organization and numbering for the By-Laws, and that the contents of the initial By-Laws be established by (1) moving subsections from Constitution to the By-Laws, (2) formalizing existing practices into new By-Laws, and (3) adopting new By-Laws to address identified needs."

AMENDMENT OF BY-LAWS

The membership also adopted an amendment to Article VIII Section 2 of the Constitution. It specifies how By-Laws will be changed and when they will take effect.

"By-Laws may be proposed or amended and adopted at any regular meeting of the general membership or Board of Directors and may be proposed by any member in good standing. A change in the By-Laws will be enacted by a majority vote of those present and voting provided, said By-Laws are in harmony with the MCSS Constitution. The change will take effect with the end of the meeting at which it is adopted."

BY-LAWS

I. OFFICES AND COMMITTEES

Section 1 - Elected Officers

1. The **President** shall preside over the Board of Directors and, with the aid of the Board, shall fill appointed Board offices and committee chair positions, filling as many as possible by the end of the spring Board meeting. The President will report to the Council through each issue of the Horizon and will authorize the renewal of the affiliation annually with NCSS. It will be the responsibility of the President to represent the Council in meetings of appropriate committees of the Missouri Department of Elementary and Secondary Education and any other organizations which may further the cause of the social studies. (Adopted March 3, 2006)
2. The **President-Elect** shall preside over the Board of Directors in the absence of the President. The President-Elect shall also chair the Program Committee and with the advice and assistance of the Board shall arrange statewide meeting(s) of MCSS. (Adopted March 3, 2006)
3. The **Past-President** shall chair the Nominating Committee, shall serve on the Legislative Committee and shall chair the Auditing Committee. (Adopted March 3, 2006)
4. The three **Vice-Presidents** shall aid the President in communication with MCSS members. They shall be assigned to co-chair one of the following committees: membership, legislative or publications. They will also serve on the Program Committee as co-chairpersons of regional conference(s). (Adopted March 3, 2006)
5. The **Secretary** shall aid the President in communication with MCSS members. He/She will be

responsible for recording the minutes of each Board and General Meeting and distributing them to the members of the Board in timely fashion. (Adopted March 3, 2006)

6. The **Historian** shall be the custodian of all documents and files belonging to the Council and shall provide an updated written inventory to the Board at each fall Board of Directors meeting. (Adopted March 3, 2006)
7. The **Treasurer** shall have custody of the funds of the Council and shall make payment therefrom only by check in accordance with the approved budget and as authorized by the resolution of the Board. The Treasurer shall keep the account books in the manner as may be prescribed by Board and shall keep an up-to-date membership list and distribute that list to the President, Secretary, Editor and Membership co-chairpersons. The books are to be audited annually and are to be open for inspection to any member of MCSS. All fees and charges for any loss which may result from any action or failure to act on the part of the Treasurer shall be paid by MCSS. The Treasurer shall make an annual report at the Business Meeting, showing the receipts and expenditures for the previous year. The Treasurer will also prepare a proposed budget for the subsequent year to be presented at the spring Board Meeting. (Adopted March 3, 2006)
8. The **Delegate-at-Large** shall represent MCSS in the House of Delegates of NCSS and shall arrange for Missouri delegates to meet at the annual convention prior to the first House of Delegates session to discuss issues being brought before the House of Delegates. (Adopted March 3, 2006)
9. The **Editor(s)** shall solicit, select, edit, and set up articles and announcements for the MCSS publications. (Adopted March 3, 2006)
10. **Regional Delegates** shall serve on the membership committee, assist with regional conference(s) in his/her region and serve on the Awards Committee. (Adopted March 3, 2006)

Section 2 - Liaisons

1. The **DESE Liaison** shall be the DESE Social Studies Consultant or designee, who: shall report to the Board on programs, projects, legislation, regulations, and other state initiatives regarding social studies education; shall solicit the views of the Board on matters under consideration by DESE, the state Board of Education, or the Missouri General Assembly; and, shall request advice, assistance, and support from the Board of Directors on matters of mutual interest. (Adopted March 3, 2006)
2. The **University Liaison** shall be a full or part-time college or university level social studies educator, who will communicate with and solicit the participation and support of college and university social studies educators in MCSS programs and activities. (Adopted March 3, 2006)
3. The **Museum Liaison** shall be a full or part-time museum educator, who will communicate with and solicit the participation and support of educators from private and public museums in MCSS programs and activities. (Adopted March 3, 2006)

Section 3 - Standing Committees

1. The **Nominating Committee** shall declare the list of vacancies and prepare a slate of candidates for such offices. The report of the committee shall be made at the fall Board Meeting in preparation for announcement in the Horizon in January-/February. (Adopted March 3, 2006)
2. The **Membership Committee** shall plan the printing of forms and brochures and the recruitment of new members for the Missouri and National Councils. Committee members shall include all Regional Delegates and others able to recruit new members. A Vice-President shall be co-chairperson of the committee with the assistance of Regional Delegates. (Adopted March 3, 2006)

3. The **Awards Committee** shall solicit nominations for and select an Elementary, Middle and Secondary Social Studies Teacher-of-the-Year; Social Studies Programs of Excellence and other awards as designated by the Board of Directors. Regional Delegates will serve on this committee. (Adopted March 3, 2006)
4. The **Publications Committee** shall meet as necessary to implement new issues, outline plans and discuss content of publications for the coming year. A Vice-President, the editor(s) of the Horizon newsletter and the editor of the Student Journal shall co-chair this committee. The Publications Committee shall be composed of the co-chairs and any other persons who may be expected to contribute regularly in the production of MCSS publications. The committee shall present a budget for the Horizon and the Student Journal at the spring meeting for approval by the Board. (Adopted March 3, 2006)
5. The **Legislation Committee** shall keep the membership informed on all pending legislation in Congress and in the legislature of Missouri. It shall be the duty of the committee to instruct the members in the techniques of promoting legislation to enhance the social studies. A Vice-President shall co-chair this committee with the Department of Elementary and Secondary Education Liaison to the organization. (Adopted March 3, 2006)
6. The **Program Committee** shall function as a steering committee to develop the statewide program between Board meetings and the regional meeting(s). The program participants shall be determined by the committee and approved by the Board of Directors. The committee shall negotiate with the managers of the statewide meeting location for charges and services, including meals, and shall solicit and supervise the exhibitors. The President-Elect shall chair this committee. The President, Past-President and three Vice-Presidents shall be members. One of the three Vice-Presidents and the appropriate Regional Delegate shall serve as co-chairs for regional meeting(s). (Adopted March 3, 2006)
7. The **Auditing Committee** shall examine and report upon the accuracy of the books of account kept by the Treasurer. It may employ an accountant to make the audit if it chooses. The Auditing Committee shall be chaired by the Past-President. The annual report of this committee shall be made at the first Board meeting. (Adopted March 3, 2006)
8. The **Awards Committee** shall solicit nominations for and select an Elementary, Middle and Secondary Social Studies Teacher-of-the-Year, Social Studies Programs of Excellence and other awards as designated by the Board of Directors. (Adopted March 3, 2006)

Section 4 - Executive Director

1. The Board of Directors shall annually consider the need for engaging or continuing the services of an Executive Secretary. (Adopted March 3, 2006)
2. When the Board engages the services of an Executive Secretary, the compensation, duties, and term of service will be determined on an annual basis. The responsibilities of the Executive Secretary will be defined in a written agreement, but may be amended by the President, with the approval of the Board, as needed. (Adopted March 3, 2006)
3. The Executive Secretary will be compensated as a self-employed contractor, who will be responsible for his or her own tax liabilities. If the compensation exceeds the threshold which requires reporting to the Internal Revenue Service, the MCSS Treasurer shall have the Executive Secretary complete a W-2 form and shall issue a Form 1099 at the end of each calendar year. (Adopted March 3, 2006)

Section 5 - Term of Office

1. Prior to a vote to remove an elected officer, an appointed officer, or a chairperson of a standing or ad hoc committee, the member must receive written notice of the proposed action and be given an opportunity to respond and/or take corrective action. (Adopted March 3, 2006)

II. MEMBERSHIP

Section 1 - Dues

1. Changes in membership dues shall be at the considered and adopted at the Winter meeting of the Board of Directors, and shall take effect on July 1 following the Winter Board meeting. (Adopted March 3, 2006)
2. Changes in membership dues shall be announced in the next regular issue of *Horizon* following the Winter Board meeting, at the annual general business meeting of the general membership in the Spring, and on the MCSS web site. (Adopted March 3, 2006)

III. BUDGET & FINANCES

Section 1 - Expenditures

1. Elected or appointed officers and committee chairpersons may spend funds allocated to activities for which they are responsible up to the amount specified in the annual budget. Additional funds needed for activities which either exceed the budgeted amount or are not included in the budget must be approved by the Board of Directors at one of its regular meetings, or by the Executive Committee during the period between meetings. (Adopted March 3, 2006)
2. Any expenditure for a specific purpose exceeding \$50 must be approved as indicated above. (Adopted March 3, 2006)

IV. CONFERENCES & PROGRAMS

Section 1 - Endorsement of Programs

1. Programs or activities sponsored by another organization, agency, or individual seeking to gain MCSS endorsement or sponsorship must make a request in writing. The request must include a description of the program or activity, specify any anticipated cost or liability to MCSS, and describe the connection of the program or activity to social studies education and its benefit to MCSS. (Adopted March 3, 2006)
2. Consideration of endorsement or sponsorship must be submitted to the Board of Directors, and discussed and voted on at a regular meeting of the Board. (Adopted March 3, 2006)

V. BUSINESS OPERATIONS & MEETINGS

Section 2 - Business Meetings

- 1.

Section 2 - Business Operations

- 1.

VI. PUBLICATIONS & COMMUNICATIONS

Section 1 -

1.

VII. COUNCIL RELATIONS: NATIONAL, REGIONAL, & LOCAL

Section 1 -

1.

VIII. OTHER

Section 1 -

1.