

# CONSTITUTION OF THE ILLINOS COUNCIL FOR THE SOCIAL STUDIES

## 1.0 ARTICLE I

### 1.1 Section 1 – Purpose

The purpose of the Illinois Council for the Social Studies (ICSS) is to improve social studies teaching in Illinois, to develop the professional interests of social studies instructors in the state, and to cooperate with other organizations working exclusively for educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

### 1.2 Section 2 – Activities

To achieve these purposes, the Council shall:

1.21 Provide materials designed to aid in social studies teaching.

1.22 Arrange meetings for discussion of topics pertaining thereto.

1.23 Publish a periodical known as *The Journal of the Illinois Council for the Social Studies* to inform members of new source materials and teaching techniques.

1.24 Publish the *ICSS Newsletter* to keep members informed of local, state, and National activities.

1.25 Conduct such other activities as shall tend to promote civic and social education in Illinois.

## 2.0 ARTICLE III – Membership

Membership in this organization is open to all social studies teachers in Illinois and to all other persons interested in promoting the aforesaid purposes of the Council. All who join prior to or during the annual state meeting are considered regular members of the Council.

## 3.0 ARTICLE III – Officers

### 3.1 Section 1 – Elected Officers

Elected officers of the Council are: (1) a Past President (2) a President (3) a President Elect (4) a Vice-President (5) a Secretary, and (6) a Treasurer. The President-Elect shall succeed to the presidency. All other officers shall be elected to one-year terms at the regular business meeting of the Council in the fall of each year. The Treasurer and Secretary shall be limited to two consecutive one-year terms.

### 3.2 Section 2 – Appointed Officers

Appointed officers of the Council are: Editor of *The Journal*, Editor of the *ICSS Newsletter*, Vendor/Exhibitor Chair, Conference Program Chair, Outreach Coordinator, and a Historian.

The President appoints these officers.

### 3.3 Section 3 – Vacancies

An officer's performance of duties can be evaluated by the Executive Committee, and an officer may be dismissed by a two-thirds vote of that body. Vacancies occurring in elected offices shall be filled by the ICSS Board until the next regular election for state officers. If any officer other than the President is unable to attend a Council meeting, he/she may ask any member of the Council to represent his/her views at that meeting. The President Elect shall represent the views of the President.

### 3.4 Section 4 – Qualifications

The President Elect shall have been a member of the Illinois Council for the Social Studies for at least 18 months prior to election and shall have served on the board within the last five years. Others officers and chairpersons shall be selected from the regular members of the Council.

## 4.0 ARTICLE IV

### 4.1 Section 1 – Executive Director

The Council shall secure the services of an Executive Director who is a member of the Illinois Council for the Social Studies and the National Council for the Social Studies. This person shall serve on a part-time basis with pay and shall assist the officers of the Council in whatever duties the ICSS Board approves. The Executive Director is assisted by a executive secretary with pay, who is approved by the board.

### 4.2 Section 2 – Selection

Candidates for the Executive Directorship shall be identified by a Selection Committee, which will investigate qualifications and make recommendations to the ICSS Board. The ICSS Board will vote to reject or hire one of the candidates. This committee may bargain with prospects, but financial arrangements must be approved by the ICSS Board.

- 4.3 The performance of the Executive Director shall be reviewed by the Executive Committee at least every three years, and a recommendation for retention or dismissal will be furnished in writing to the ICSS Board at the spring meeting.

## 5.0 ARTICLE V

### 5.1 Section 1 – Permanent Boards and Committees

The permanent boards and committees of the Council are:

5.11 ICSS Board

5.12 Executive Committee

5.13 Committee on Nominations

5.14 Membership Committee

5.15 Committee on Constitutional Revision

5.16 Selection Committee

5.17 Fiscal Committee

5.18 Audit Committee

5.19 Professional Development Committee

## 5.1 Section 2 – Membership and Functions of ICSS Board and Committees

### 5.21 The ICSS Board

The ICSS Board shall consist of the Officers of the Council, the immediate past president, the Executive Director, two representatives from each affiliated local council (one of whom should be President), a Regional Representative from each of the geographic regions designated by the Board, six members-at-large elected by and from the membership, the Illinois State Board of Education liaison to the Council, Illinois Historic Preservation Agency liaison to the Council, Chairpersons of Council committees and Special Interests Groups, and local arrangements chairperson(s) for upcoming meetings. The meeting of the ICSS Board is the official meeting of the Council.

5.211 The ICSS Board will meet in the fall and spring of each year.

5.212 ICSS Board members are expected to attend all regularly scheduled meetings as well as the Annual Meeting. Board members are to make every effort to attend any specially called meetings of the Board of Directors.

#### 5.213 Specific Duties

5.2131 Appropriate funds for the operation of the Council.

5.2132 Hire the Executive Director.

5.2133 Review actions of officers and committees.

5.2134 Determine annual dues and benefits of members.

5.2135 Oversee all publications of ICSS.

5.2136 Set policy for ICSS and, toward that end, deliberate on all items of concern to ICSS and to the profession as a whole.

5.2137 Exercise all powers not assigned in the Constitution to other officers or to the membership of the Illinois Council.

5.214 A quorum for a board meeting shall be defined as three of the Elected Officers, the Executive Director, and six other members of the Board.

5.215 In the event that a quorum is not present, the President shall set a date and place and call a meeting of the Board.

## 5.22 The Executive Committee

The Executive Committee shall consist of the officers of the Council, the immediate past-president and the Executive Director.

5.221 The Executive Committee will meet in January or February of each year and at the request of the President. It transacts any necessary business between meetings of the ICSS Board.

5.222 The President is chairman.

## 5.23 The Committee on Nominations

The Committee on Nominations shall be composed of five members. The immediate past president shall serve on the nominations committee with a two-year term and will serve as a chairperson on his/her second year. The three other members will be appointed by the President to serve on the nominations committee for one year.

5.231 It is the duty of this Committee to present a slate of candidates for the ICSS Board to be voted upon at the regular business meeting of the Council in the fall of each year. The slate shall be headed by the President; the President-Elect shall move into this office and the committee shall seek a candidate only if the President-Elect cannot serve. One or more names shall be presented for each of the following: (a) President-Elect (b) Vice-President (c) Secretary (d) Treasurer (e) one representative from each of the geographic regions designated by the ICSS Board.

5.232 The committee will also nominate 3-6 persons for the members-at-large positions from the members to serve a two-year term on the ICSS Board. The Nominations will be included on the ballot at the state Conference meeting each year. The 3 nominees receiving the most votes will be elected to a 2-year term on the ICSS Board.

5.233 Meets at fall and spring meetings of the ICSS Board, or with the Executive Committee to plan work.

5.234 Determines criteria for selecting candidates, including service to local, state, and/or national councils; geographic location in relation to present officers; presentation; distribution of officers between men and women; willingness to serve.

5.235 Nominations are secured by: mail or at the fall meeting by floor nominations, through requests in the ICSS Newsletter, and individual recommendations.

5.236 Prepares ballots listing nominees for each office, providing space for write-in candidates and/or nominations from the floor.

5.237 Reports the ballot to the ICSS board and Executive Director by December 31 of that election year. Newly elected members take office January 1, of the following year.

## 5.24 The Membership Committee

The Membership Committee shall be composed of the Vice-President as chairperson, the

Regional Representatives, and two Members-at-Large.

5.241 The President and Executive Director are *ex-officio* members of the Membership Committee. *Ex-officio* members serve as advisers.

5.242 The Committee meets at times determined by the Vice-President.

5.243 Committee members should pursue active membership recruitment activities.

## 5.25 Committee on Constitutional Revision

Established to review, revise, and recommend changes in the Constitution.

5.251 The chairman is the Historian.

5.252 Two other board members may be appointed by the President.

5.253 Reviews, revises, and recommends changes in the Constitution.

5.254 The historian keeps a file of all previous Constitutions.

## 5.26 Selection Committee

Established to select and Executive Director.

5.261 The Selection Committee is comprised of three members appointed by the President with ICSS Board approval.

5.262 The Committee identifies candidates for the Executive Directorship to be submitted to the ICSS Board for consideration and selection.

## 5.27 Audit Committee

Established to audit the accounts of the Council; Treasurer serves as the Chairperson.

5.271 Committee of three appointed as needed by the President.

5.272 A professional audit of ICSS financial records will be conducted when directed by the ICSS Board.

5.273 Reports audit at the ICSS Board meeting in the spring.

## 5.28 Fiscal Committee

Established to review and report on the finances of the Council.

5.281 The Fiscal Committee is comprised of three members; the Treasurer, as chairperson; the President-Elect; and the Executive Director.

5.282 Reviews the budget prepared by the Executive Director.

5.283 Makes policy recommendations on financial matters to the ICSS Board.

5.284 Undertakes any study of a financial nature commissioned by the President.

#### 5.29 Publications Committee

Members will consist of the ICSS publication editors and Executive Director who manage the production and distribution of the Council's publications: *The Journal of the Illinois Council for the Social Studies*; and the *ICSS Newsletter*.

#### 5.29a Professional Development Committee

Members will consist of President-Elect, Executive Director, and a member of the Board at large. The ISBE liaison will serve as an *Ex-Officio* Member.

#### 5.290 Other Committees

Other committees shall be formed, as needed by the ICSS Board, and membership on such committees will be appointed by the President with Board approval.

### 5.3 AMENDMENTS

Amendments to this Constitution and the By-Laws may be made according to the following procedures:

5.30 All proposed changes to the ICSS Constitution or By-Laws shall be printed in the *ICSS Newsletter* before they are brought before the Board or the membership.

5.31 Submission of the proposed amendment or change in By-Laws to members of ICSS board at least 30 days prior to a meeting of that body.

5.32 Adoption of proposed amendments or change in the By-Laws are made at any ICSS business meeting with the approval of the majority vote of the members attending the meeting.

### 5.4 BY-LAWS

#### 5.41 Section 1 – Membership and Dues

5.411 Membership shall consist of three categories: Regular, Student, Institutional, and Retired

5.412 Dues for each category shall be established by the ICSS Board.

5.413 Retired-Life membership shall consist of teachers who have held continual membership in ICSS for a period of five (5) years immediately prior to retirement, who, upon notification to the Executive Director that they have retired, shall be continued on the membership rolls of ICSS and receive all the benefits of membership at no further cost. (Retired-Life membership is no longer an active membership category.)

#### 5.42 Section 2 – Meetings

The ICSS Board shall decide the time and place for holding the Annual Meeting

of the Council. It may call other regional or state meetings as seen advisable.

#### 5.43 Section 3 – Affiliation

A local council is recognized as an affiliate of the Illinois Council for the Social Studies if the following criteria are met:

5.431 Its membership consists primarily of persons concerned with the teaching of social studies.

5.432 It supplies the Vice-President and Executive Director with a list of the names and addresses of its current officers.

5.433 It has at least one representative at each ICSS Board meeting.

#### 5.44 Section 5 – Fiscal Policy

5.441 The Executive Director is vested with the authority to approve or disapprove expenditures to the budget limits, provided the funds are available.

5.4411 Any expenditure beyond the amount may be approved by the Fiscal Committee.

5.4412 The Executive Director has the sole authority to enter into contractual agreements.

5.442 The Executive Director, with approval by the ICSS Board or Executive Committee, is authorized to reimburse ICSS members for expenses, as established by the Board, for attending the NCSS House of Delegates (\$150.00 per delegate for both days, or \$75.00 for 1-day's attendance), NCSS Summer Leadership Conference (Up to \$500.00), and the Great Lakes Regional Representative's Meeting. All but the House of Delegates have been discontinued as of 2008, but remain in case of future reinstatement.

5.443 All requests for reimbursement must be accompanied by receipts and submitted to the Executive Director within two weeks of the expenditures.

5.444 All reimbursements will be estimated in the annual budget.

### 5.2 DISSOLUTION CLAUSE

5.51 Upon the dissolution of ICSS, ICSS shall, after paying or making provision for the payment of all the liabilities of ICSS, dispose of all the assets of ICSS exclusively for the purposes of ICSS in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the ICSS Board shall determine.

5.52 Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of ICSS is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## 5.6 OFFICERS ELECTED BY THE ICSS BOARD

### 5.61 Election and Terms of Office

All officers shall be elected to one-year terms at the regular business meeting of the Council in the fall of each year. (Article III, 3.1) They shall assume office on January 1 following their election.

### 5.62 General Rules Guiding Officers

5.621 All officers attend regularly scheduled meetings, including those of the ICSS Board and Executive Committee, if called.

5.622 All officers are expected to assume an active role in ICSS.

5.623 All officers are expected to be members of local councils if one exists in their area.

5.624 All officers are urged to become members of the National Council for the Social Studies.

### 5.63 Responsibilities of the President

5.631 Calls for and presides over all meetings of the ICSS Board and the Executive Committee in accordance with the Constitution and special needs of the Council.

5.6311 Sets the agenda for the ICSS Board and Executive Committee and mails it to members two weeks in advance of the meeting.

5.632 Serves as the official spokesman for the organization in all matters, and is obligated to promote the best interests of the Illinois Council for the Social Studies.

#### 5.633 Appointments

5.6331 Fills vacancies on committees; some through consultation with the Board.

5.6332 Appoints ad hoc committees and individuals to carry out specific tasks as they are needed.

5.6333 Appoints the Historian, Editor(s) of the *ICSS Newsletter*, the Editor(s) of the *Journal of the Illinois Council for the Social Studies*, the program conference chair, the vendor/exhibitor chair, and the outreach coordinator.

#### 5.634 Annual Meeting

5.6341 Closely monitors the arrangements for the annual meeting by consulting with the President-Elect and the Executive Director.

5.6342 Established, in consultation with the ICSS Board, meeting sites for annual meetings two years in the future.

5.635 Monitors all affiliation responsibilities with the National Council for the Social Studies in conjunction with the Executive Director (i.e., Council affiliation, House of Delegate registration, etc.).



5.636 Communicates with the ICSS membership, on a regular basis, through the *ICSS Newsletter*.

5.637 Regional and National Responsibility

5.6371 Is expected to attend the annual meeting of the National Council for the Social Studies and act as the co-chair (with the Executive Director) of the Illinois Delegation to the House of Delegates.

5.6372 Is responsible for the ICSS Annual Meeting. (The Vice- President assists in the preparation of the Annual Meeting.)

5.64 Responsibilities of the President-Elect

5.641 The President-Elect shall assume such duties as the President or the ICSS Board shall specify. If a vacancy occurs in the office of the President, the President-Elect shall become President.

5.642 Assists, as necessary, the Vice-President in the preparation of the Annual Meeting.

5.6421 May appoint a program and local arrangements committee, after consultation with the President.

5.6422 Chairs or co-chairs, as an ex-officio member, all committees appointed in relation to the Annual Meeting.

5.6423 Is responsible for local facilities, registration, program and financial accounting for the Annual Meeting.

5.6424 Arranges for book exhibitors at the Annual Meetings.

5.6425 Consults with the President and Executive Director concerning the Annual Meeting; and follows all policies, guidelines and fees established by the ICSS Board for the Annual Meeting.

5.643 Is expected to attend the Annual Meeting of the National Council for the Social Studies and serve as a delegate to the House of Delegates.

5.644 Committee Membership

5.6441 ICSS Board

5.6442 Executive Committee

5.6443 Fiscal Committee

5.65 Responsibilities of the Vice-President

5.651 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.

- 5.652 Serves as the liaison to all local councils in the state.
- 5.653 Works with the Executive Director to promote membership in the Illinois Council for the Social Studies.
- 5.61 Responsibility of the Past President
  - 5.661 The Past President shall serve on the Board of Directors for one year immediately following his/her presidency.
  - 5.662 Committee Membership
    - 5.6621 ICSS Board
    - 5.6622 Executive Committee
- 5.62 Responsibilities of the Secretary
  - 5.671 Serves as the official recorder for meeting of ICSS Board and any other Council meetings designated by the President.
  - 5.672 Sends copies of meeting minutes to ICSS Board and Executive Committee members within two weeks of all meetings.
  - 5.673 Committee Membership
    - 5.6731 ICSS Board
    - 5.6732 Executive Committee
- 5.63 Responsibilities of the Treasurer
  - 5.681 Assists the Executive Director in the preparation of an annual budget.
  - 5.682 At each ICSS Board meeting, presents a detailed report of ICSS finances with assistance from the Executive Director.
  - 5.683 Annually reviews the financial records with the Executive Director.
  - 5.684 Committee Membership
    - 5.6841 ICSS Board
    - 5.6842 Executive Committee
    - 5.6843 Chairperson, Fiscal Committee
- 5.64 Responsibilities of the Regional Representatives
  - 5.691 Acts as the liaison between their region and the ICSS Board.
  - 5.692 Promotes, in cooperation with the Membership Committee and Executive Director,

ICSS membership in their region.

5.610 Responsibilities of the Conference Program Director

5.6101 Works with the Executive Director, President, and Vice-President in planning and coordinating the annual meeting(s).

5.6102 Is appointed by the Board for a three-year term.

5.7 OFFICIALS APPOINTED BY THE PRESIDENT

5.71 Responsibilities of the Editor of the *ICSS Newsletter*

5.711 Edits and produces the issues of the *Newsletter* each year.

5.712 Produces other Council publications as directed by the President or the ICSS Board.

5.713 Has the authority to set theme, content, advertising, photo credits and production media (i.e., printer) in consultation with the Executive Director, and under the guidelines established by the ICSS Board.

5.714 Serves on the ICSS Board.

5.72 Responsibilities of the Editor of *The Journal of the Illinois Council for the Social Studies*.

5.721 Edits and produces an annual edition of *The Journal of the Illinois Council for the Social Studies*.

5.722 Has the authority to set theme, content, advertising, photo credits and production media (i.e., printer), in consultation with the Executive Director, and under the guidelines established by the ICSS Board.

5.723 Serves on the ICSS Board.

5.74 Responsibilities of the Historian

5.741 Maintains the files of Council written records for the purpose of historical continuity.

5.742 Committee membership

5.7431 ICSS Board

5.7432 Committee on Constitutional Revision

5.8 OFFICIALS ELECTED TO THE BOARD BY THE ICSS MEMBERSHIP

5.81 Responsibilities of Members-at-Large

5.811 Members-at-Large will assume such duties as the President or the ICSS Board shall specify.

5.812 One-third of the Members-at-Large will be appointed to the Membership Committee by the President.

5.813 One-third of the Members-at-Large will be assigned by the President to work on national, state, and local council meeting activities.

5.814 One Member-at-Large will be appointed to the Audit committee by the President.

5.815 One Member-at-Large will be appointed to the Budget Committee by the President.

5.816 Members-at-Large may be reappointed, and given a different responsibility for one of the duties described in 5.811 – 5.815.

## 5.9 RESPONSIBILITIES OF THE ICSS EXECUTIVE DIRECTOR

The Executive Director is the binding force of ICSS, and the importance of this appointed position cannot be overstated.

### 5.91 Membership Responsibilities

The Executive Director handles all ICSS membership correspondence and processing. He/she must:

5.911 supply membership applications to prospective members,

5.912 update and print membership brochures,

5.913 process memberships,

5.914 deposit and account for all membership payments,

5.915 acknowledge receipt of memberships, and issue membership cards,

5.916 mail membership expiration notices,

5.917 keep appropriate membership records,

5.918 report membership information to the ICSS Board at its regular meetings,

5.919 transmit NCSS membership channeled through ICSS, and

5.9110 make provision for printed membership labels (names and addresses).

### 5.92 Finances

The Executive Director handles the day-to-day finances of the Council. He/she must:

5.921 report deposits and expenditures to the ICSS Board

5.922 report on the finances of the Council to the ICSS Board at its regularly scheduled meetings

- 5.923 deposit all receipts, and write all checks for ICSS
- 5.924 make expenditures for those items connected with the duties of Executive Director
- 5.925 prepare in consultation with the President and Treasurer, an annual budget
- 5.926 present the above budget, for approval of the ICSS Board, at the spring meeting each year
- 5.927 approve or disapprove expenditures, provided funds are available in the budget
- 5.928 renew annual corporation dues with the Illinois Secretary of State
- 5.929 file IRS Form 990, Social Security documents, and other pertinent documents, and
- 5.9210 contract for an independent, professional audit of the ICSS books when directed by ICSS Board.

#### 5.93 Printing and Mailing

The Executive Director handles or supervises the printing and mailing of appropriate Council materials including:

- 5.931 membership materials
- 5.932 announcements and all other materials specified by the ICSS Board

#### 5.94 Professional Representation

The Executive Director serves as a member of, and attends as a representative for ICSS, various committees and organizations including the:

- 5.941 NCSS House of Delegates, as Illinois Member-at-Large, and co-chair of the Illinois delegation
- 5.942 Great Lakes Regional Coordinating Committee if applicable.
- 5.943 ICSS Board, Executive Committee, Fiscal Committee, Membership Committee, and
- 5.944 Other special committees or organizations designated by the ICSS Board

#### 5.95 Miscellaneous

In addition to the above duties the Executive Director must:

- 5.951 act as the continuing contact person for information about ICSS
- 5.952 maintain and file all documents necessary to continue affiliation with NCSS
- 5.953 Provide for general administrative/clerical support to fulfill the duties of Executive Director

5.954 assist officers as needed, and

5.955 carry out other duties assigned by the President, ICSS Board or Executive Committee

#### 5.96 Contract and Compensation

5.961 The Executive Director shall be issued a contract by the ICSS Board specifying terms of employment, job description, service, and salary.

5.962 The Executive Director contract may be renewed at the option of the ICSS Board.

5.963 The Executive Director shall be reimbursed for expenses directly related to the administrative services of the Council (i.e., printing, postage, phone, etc.)

5.964 The Executive Director shall be reimbursed for travel, but not for air travel, when required by the job description or ICSS Board, at the prevailing state rate per diem (lodging, meals, actual gas mileage).

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October 1980

May 1981

February 1985

September 1988

September 1989

April 1990

February 1993

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February 9, 2002

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