

CCSS STANDING RULES

Article I - Purpose

POLICY STATEMENT

Adopted on September 16, 2000

The business of CCSS supersedes the interests of individual members and must be conducted in a manner beyond reproach. Therefore, CCSS employee(s), officers, members of the Board of Directors, and members of CCSS committees who find themselves in financial or personal conflict of interest in CCSS decisions shall

- (1) declare their interest in the decision and
- (2) recuse themselves from discussion, voting, or other action on that issue.

Article I - Purpose

APPOINTMENT AND RESPONSIBILITIES OF CCSS REPRESENTATIVES TO STATE POLICY BOARDS

Adopted on May 14, 1994

Appointment: Representatives to a state policy board shall be appointed upon the recommendation of the Executive Committee and approval by the Board of Directors.

Responsibilities:

The CCSS representative is responsible for

- (1) representing CCSS and its established policy on the state policy board.
- (2) submitting in writing a written summary report of each state policy board meeting to the President.
- (3) attending the CCSS Board of Directors meeting.
- (4) provide a quarterly written report for the Board of Directors meeting.

Compensation:

Travel expenses shall be reimbursed for attendance at the Board of Directors meetings as established by the CCSS budget.

Article I - Purpose

SUPPORT OF POLITICAL CANDIDATES AND INITIATIVES AND REFERENDUMS

Adopted on May 14, 1994

- 1) CCSS and its Affiliate Councils SHALL NOT endorse any person for a political office.
- 2) CCSS may, upon approval of the Board of Directors, take a stand in support of or opposition to initiatives and referendums which affect education. Such initiatives and referendums SHALL BE related to such areas as: assessment, curriculum, curriculum materials, frameworks, teacher credentialing, and changes in California Constitution or laws which affect the aforementioned.
- 3) CCSS positions of support or non-support shall require recommendation of the Executive Committee and approval of the Board of Directors.

Article II - Membership

GUIDELINES FOR MEMBERSHIP LEVELS AND DUES STRUCTURE

Adopted on ~~May 14, 1994~~ January 12th, 2020

- 1) The dues established shall reflect a minimum amount to be charged and retained as local dues.
- 2) The membership and dues levels for CCSS shall be Regular Individual member, Student Pre-service member, and Retired Member.

Article III - Affiliations

GUIDELINES FOR TRANSMITTING DUES AND MEMBERSHIP INFORMATION

***This entire section needs to be reviewed based on what we are doing with affiliation/chapter**

- 1) The Executive Secretary will email the reaffiliation packet each year to the Presidents of the affiliations.
- 2) The local chapters will submit the reaffiliation packets to the Executive Secretary.
- 3) The Executive Secretary will accept the packet. If there is a question he/she will turn over the packet to the Executive Council.
- 4) The Executive Secretary will then release the funds to the affiliated councils and provided current membership lists.
- 5) The membership list will be emailed to the president of the affiliated councils.

Article III - Affiliations

SPOKESPERSONS FOR THE CCSS

Adopted September 15, 1990

In the absence of the opportunity to request authority to speak as an official representative of CCSS from the CCSS Board of Directors or Executive Committee, authority to speak as an official representative of the California Council for the Social Studies is granted by the President in concurrence with either the President- Elect or Past President.

Article IV Officers or Executive Committee

JOB RESPONSIBILITIES OF ELECTED OFFICERS

Adopted on September 13, 2003; Amended on September 12, 2004; Amended on January 12, 2020

- 1) **The president shall**
 - a. plan for and chair the meetings of the Board of Directors
 - b. plan for and chair the meetings of the Executive Committee
 - c. work with the president-elect and the immediate past president to identify issues and make recommendations to the Executive Committee and the Board of Directors for the Council
 - d. Coordinate the evaluation of the CCSS staff
 - e. be the primary spokesperson for CCSS
 - f. work closely with the CCSS advocacy efforts

- g. make, in an emergency situation and with the president-elect and the immediate past president, tactical political decisions for the Council consistent with adopted Council positions
- h. send out a communication to all active members via email encouraging their participation in local councils, on committees and to invite a colleague to join CCSS prior to the first Board meeting.
- i. establish a clear communication protocol that is widely distributed prior to the first Board meeting.

2)The president-elect shall

- a. coordinate and provide logistical support for standing committees, task forces, and special committees
- b. assist the president in the overall direction of the Council
- c. make, in an emergency situation and with the president and the immediate past president, tactical political decisions for the Council consistent with adopted Council position
- d. serve as Chair of the Endorsement/Partnerships Committee
- e. serve as a liaison to an operational or standing committee and the Executive Board
- f. plan, organize and facilitate the Executive Committee retreat in the spring

3)The first vice president shall

- a. serve on the Conference Committee for the current CCSS Annual Conference
- b. give direction to committees or task forces as assigned by the Executive Committee
- c. serve as a liaison to an operational or standing committee and the Executive Board

4)Area Vice Presidents (three; one each in Northern, Central, and Southern areas)

- a. The area vice president for the area in which the CCSS Annual Conference is to be held during the following term of office shall participate in the Conference Committee.
- b. The area vice president for the area in which the CCSS Annual Conference is being held during the current term of office will be the liaison to the Conference Committee and the Board.
- c. The area vice president not involved in planning or implementing a conference shall give direction to committees or task forces as assigned by the Executive Committee.
- d. All area vice presidents shall maintain contact and liaison with local council affiliates in their areas.
- e. The area vice president will work with the regional director to provide a CCSS sponsored activity, event or program for members in areas where no local council is present each year.
- f. The area vice president serve as a liaison to an operational or standing committee and the Executive Board.

5)The Immediate Past President shall

- a. chair the CCSS Nominations Committee
- b. chair the CCSS Financial Advisory Committee
- c. make in an emergency situation and with the president-elect and president, tactical political decisions for the Council consistent with adopted Council positions.

6)The Sixteen Regional Directors shall

- a. perform all corporate duties incumbent on members of the Board of Directors
- b. chair or sit on one or more standing committees, task forces, and special committees as assigned, reporting to the president-elect.
- c. review the current membership in their region using the membership lists provided in the online system or through a hard-copy obtained from the Executive Secretary and purge any duplicate names and invite lapsed members via email to review their membership each year.
- d. provide a regional update at each scheduled Board meeting.
- e. identify and provide an update of the local councils in their region
- f. work with area vice president to provide a CCSS sponsored activity, event or program for members in areas where no local council is present each year.

Article IV Officers or Executive Committee

GUIDELINES FOR ADMINISTRATIVE, FINANCIAL MANAGEMENT, SUPERVISORY FUNCTIONS OF THE EXECUTIVE COMMITTEE

The administrative, financial management, and supervisory functions of CCSS leadership are vested in the Executive Committee. In addition to such other powers and functions as may be specified elsewhere in these Bylaws or in the Standing Rules, the Executive Committee shall:

- 1) Review and recommend policies established by motions and by-law and standing rule amendments to the Board of Directors.
- 2) Oversee the goal-setting function of the CCSS, and reviews goals annually at the Executive Retreat.
- 3) Oversee the development of appropriate position statements and work with task forces to develop position statements.
- 4) Ratify the theme chosen by the Annual Conference Committee.
- 5) Support and supervise task forces to meet specific needs.
- 6) Establish needed task forces which do not require financial support from the Council.
- 7) Recommend appropriate new programs to the Board of Directors.
- 8) Approve and direct political action within the scope of existing position statements and the guidelines in the Standing Rules.
- 9) Recommend to the Board of Directors needed political action not within the scope of existing position statements.
- 10) Recommend the annual budget to the Board of Directors as provided in the Standing Rules which would include: member dues, conference registration fees and budget, and travel expenses.
- 11) Approve changes within major categories in the budget.
- 12) Receive regular financial reports and direct financial management accordingly.
- 13) Review and approve all contracts by the CCSS. This function may be delegated for certain minor contracts.
- 14) Approve unbudgeted expenditures between \$500.00 and \$1000.00, and recommend those over \$1000.00 to the Board of Directors.

- 15)Oversee the development of job descriptions for CCSS staff and recommend these to the Board of Directors for approval.
- 16)Give operational direction to CCSS staff.
- 17)Supervise and evaluate staff performance, and recommend termination as appropriate to the Board of Directors in accordance with the provisions of the **RULES FOR SUPERVISING AND EVALUATING CONTRACTED EMPLOYEES**
- 18)Oversee the operations of CCSS awards program: including Teacher of the Year, Diane L. Brooks, Roy Erickson, Legislative or Civic Participation, Administrator, and awards given at NHD-CA
- 19)Each member of the Executive Committee will serve on one of the standing committees.

Reference Article IV Executive Committee

RULES FOR DEFINING THE FISCAL YEAR FOR BUDGET AND ACCOUNTING PURPOSES

Adopted on September 16, 2000

- 1) Effective in 2002, the fiscal year for CCSS shall be from July 1 to the following June 30.

Article IV Executive Committee

RULES FOR SUPERVISING AND EVALUATING CONTRACTED EMPLOYEES

Adopted on September 16, 2000 Amended January 20th, 2020

- 1) Contract employees are salaried staff members and independent contractors who are employed year-round.
- 2) The duties of contract employees are described in job descriptions drawn up by the Executive Committee and approved by the Board of Directors. They work under the terms of written contracts which may be for one or more years.
- 3) The contract for each contract employee shall be prepared by May of each year, or an addendum shall be prepared if the contract is multi-year and continued; a job description shall accompany the contract.
- 4) The President shall be responsible for the drafting of each contract and/or addendum, and these shall be approved by the Executive Committee and ratified by the Board of Directors.
- 5) Each contract employee and the President shall mutually agree upon a set of goals and/or objectives for the employee for the year, no later than September 30.
- 6) Each such contract shall be placed in the CCSS governance records, and a copy of the job description and goals and/or objectives shall be provided to the ~~Employee Evaluation Committee~~ Staff Evaluation for their use.
- 7) An employee or independent contractor can be terminated for cause by the Board of Directors.

Article IV - Executive Committee

GUIDELINES FOR THE AUTHORITY TO SIGN CONTRACTS FOR CCSS

Adopted on September 16, 2000

- 1) The CCSS Executive Secretary shall be the sole person authorized to make a contractual agreement involving CCSS, acting at the direction of the Executive Committee or the Board of Directors. In the event of the incapacity of the Executive Secretary, the President shall assume this responsibility.

Article IV Executive Committee

GUIDELINES FOR THE AUTHORITY TO SIGN CCSS CHECKS

Adopted on September 16, 2000

- 1) The Executive Secretary shall have sole possession of the checkbook and be the only person to sign checks and make deposits of funds provided that he/she is available to do so.
- 2) The Executive Secretary, President, and Past President shall have signatures on the bank's signature card(s).
- 3) Upon the Executive Secretary being declared incapacitated or unable to perform this responsibility in a timely manner, the President shall assume such responsibility, keeping careful records of all financial transactions.

Article V Elections

GUIDELINES FOR ELECTIONS

Amended on May 18, 1996; Local Council Name Change September 12, 2004 Amended January 20th, 2020

- ~~1) The office of vice president shall rotate on a north-south regional basis, with the current vice president being from the opposite region of the current president elect.~~
- ~~2) The president and first vice president shall be from the same region and the president elect from the opposite region, unless the president elect assumes the office of president due to a vacancy in that office.~~
- ~~3) The four regional representatives, two from each region, shall be elected by ballot of all the CCSS members living in their own regions. Candidates receiving the highest and second highest number of votes within each region, shall become the regional representatives.~~
- 1) The regional divisions of CCSS shall be as follows:
 - a) Northern Region shall be comprised of the following local councils: Northwest Coast; North State; Sacramento Area; East Bay; Marin; Redwood Empire; San Mateo; San Francisco.
 - b) Central Region shall be comprised of the following local councils: Golden Valley; San Joaquin Valley; Santa Clara, Kern, and Central Coast.
 - c) Southern Region shall be comprised of the following local councils: Baldy Vista; Inland Empire; Los Coyotes; Orange County; Greater San Diego; and SCSSA

Article VII Board of Directors

GUIDELINES FOR OVERSIGHT FUNCTIONS OF THE BOARD OF DIRECTORS

The policy-making, goal-setting, program-definition and institutional oversight functions of CCSS Leadership are vested in the Board of Directors. In addition to such additional powers and functions as may be specified elsewhere in these Bylaws and Standing Rules, the Board of Directors has the power to:

- 1) Policy Making Functions
 - a) Amend these Bylaws by the designated procedures (Article XI)
 - b) Adopt and amend Standing Rules in conjunction with the Executive Committee by the designated procedures in these Bylaws (Article X)
 - c) Adopt policies through the motion, bylaw, and standing rule process.

- d) Approve job descriptions for staff of CCSS
 - e) Approve the hiring and terminating of any staff
 - f) Ratify ongoing contracts with independent agents
 - g) Give prior approval to political action which is outside the scope of existing programs or publications
- 2) Goal Setting Functions
- a) Approve position statements on educational, professional or public issues
 - b) Approve annual objectives and multi-year goals for the CCSS
 - c) Approve new programs or publications and major changes in existing programs or publications
- 3) Institutional Oversight Functions
- a) Approve the report of the Nominating Committee (Section 8.6)
 - ~~b) Approve members and chairs of standing and operational committees (Section 8)~~
 - c) Establish task forces which require financial support from the Council See Special Committees and task forces (Section 8.10)
 - d) Approve the selection of sites for Annual Conferences
 - e) Adopt and approve major changes in the annual budget
 - f) Approve non-budgeted expenditures over \$1000.00
 - g) Receive and approve the accountant's financial reports
 - h) Assign each member of the Board of Directors to serve on one of the standing committees.

Articles VII & IV Board of Directors and Executive Committee

GUIDELINES FOR CONFLICT OF INTEREST FOR CCSS BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, CCSS COMMITTEE MEMBERS, EMPLOYEE(S), BOARD OF DIRECTOR MEMBERS AND SPECIAL APPOINTMENTS

Adopted on September 16, 2000

- 1) CCSS officers shall not accept long-term and ongoing compensation from CCSS during their terms of office.

Article VIII Committees

GUIDELINES FOR SPECIAL PROJECTS

Adopted by the Board of Directors, May 19, 1990

Amended by the Board of Directors, January 9, 1993

Amended by the Board of Directors, September 16, 2000

Amended by the Board of Directors, January 12, 2002

Amended by the Board of Directors, September 15, 2002

Amended by the Board of Directors, September 13, 2003

Amended by the Board of Directors, September 11, 2004

The Project:

- 1) may be undertaken with other organizations.
- 2) may be an endorsement by CCSS.

- 3) may involve outside funding.
- 4) may involve CCSS grant writing itself.

General Guidelines:

- 1) must further social studies education.
- 2) must support CCSS goals directly.
- 3) should provide visibility to CCSS, serve CCSS members, and the profession.
- 4) should avoid indoctrination of values, though it may involve value laden content. It must provide opportunities for free examination of value dilemmas underlying social issues.
- 5) The nature of the relationship must be in writing.

Specific Guidelines:

- 1) A project with a published product undertaken with others must include a statement "developed or sponsored by CCSS with funding from..."
- 2) CCSS will recommend field testing of project materials and will indicate the advisors to and or field test advisors of the project.
- 3) Project must be based upon sound scholarship, analysis, and be pedagogically sound.
- 4) Affiliated Councils may endorse a product or special project. However, such endorsements in NO WAY imply the endorsement or support of the CCSS. Furthermore, neither the CCSS nor affiliated councils may endorse individual political candidates.

Procedures for Approval:

- 1) Staff or CCSS member will gather information, prepare a cover sheet and provide any relevant information. If guidelines are met, the President will recommend it to the Executive Committee, who will make a recommendation to the Board of Directors.
- 2) If any organization asks for a letter of support from CCSS, the staff should confer with the President and the Executive Committee and if a letter is appropriate, it should be sent with the President's signature.
- 3) The Board of Directors must approved, endorsed or sponsored projects.
- 4) Special projects resulting in publication should be submitted to the Review Editorial Board for review and recommendation.
- 5) If the Special Project entails hiring staff, the Executive Committee shall make recommendations and maintain control over the project staff.

Reference Article VIII - Committees

GUIDELINES FOR CCSS AWARDS AT THE ANNUAL CALIFORNIA HISTORY DAY

Rules Adopted on May 14, 1994 Revised January 12, 2002

- 1) CCSS shall award a certificate and cash award of \$100 to the selected winner in the California State History Day High School exhibits, Middle school exhibits category and elementary exhibit which best represents diversity and social justice issues.

- 2) CCSS shall award a complimentary one year membership/ renewal to the teacher of the student(s) who have been selected as California History Day winners of each division in each classification of the competition.

Article VIII - Committees

GUIDELINES FOR RESPONSIBILITIES OF STANDING AND OPERATIONAL COMMITTEES

Rules Adopted on May 14, 1994 Revised September 12, 2004

STANDING COMMITTEES:

Curriculum, Instruction and Assessment Committee

- 1) Provide information to the Board of Directors of significant developments in curriculum, instruction and assessment that may require a response from the Council.
- 2) Advise the Board of Directors of strategies to promote the implementation of high quality social studies education in the schools of California.
- 3) Encourage and promote participation of CCSS members on state bodies developing standards, frameworks, instructional materials, assessments, and other documents and programs of the social studies.
- 4) Encourage and promote participation of CCSS members on state bodies that serve as evaluators of statewide documents, assessments, and programs in social studies.
- 5) Provide California educators with information, resources, and support for implementing California history-social science standards-based instruction and assessments using the California History-Social Science Curriculum Framework as the guide.
- 6) Support our members with information, resources, and tools to support high-quality curriculum, instruction, and assessment in social studies at the local, state, and federal levels.

The Equity, Inclusion, and Social Justice Committee goal of increasing the social responsibility, justice, equality, and inclusivity of our organization.

- 1) encourage additional and continual education among the CCSS executive committee, Board of directors and membership to counteract hate or discriminatory behavior through recommended readings, resource lists, and professional learning opportunities.
- 2) propose action items and make recommendations through the motion process that support equity, inclusion and social justice within the CCSS organization
- 3) develop and use a matrix/rubric for evaluating the elementary, middle, school and high school exhibits at California History Day that will receive the CCSS Award that best represents diversity and social justice.

Membership and Outreach

- 1) Review membership procedures for CCSS.
- 2) Design and implement strategies for the recruitment and retention of members.
- 3) Monitor membership trends and local council membership.
- 4) Promote communications with other social studies organizations in the state.
- 5) Potential and current members will be informed of the benefits and privileges that membership in CCSS has to offer to professionals in the field of social studies education.
- 6) Coordinate and/or collaborate with local council leadership and/or other CCSS subcommittees to support efforts to increase membership and outreach.

Professional Awards

- 1) Advise the Board of Directors of possible strategies to recognize outstanding social studies teachers in California.
- 2) Administer the CCSS Awards program in conformity to NCSS and to the process and support recognition at the local level.
- 3) Make recommendations to the Board of Directors for the improvement of the Awards program.

Endorsement/Partnership Committee

- 1) The President-Elect, acting as Chair of the CCSS Endorsement/Partnership Committee and will direct the endorsement/partnership process.
- 2) Process
 - a) Conduct a review of proposals based on established criteria and timeline described below.
 - b) Reach consensus on a recommendation
 - c) Work with requestor, asking for clarification/changes based on review by Endorsement/Partnership Committee, as needed
 - d) Review any changes needed; reach consensus on a recommendation
 - e) Present recommendation to Board for approval
 - f) Review endorsements on a yearly basis
- 3) Timeline
 - a) January 1 - deadline for endorsement/partnership proposals to be submitted for approval by Board at May Board meeting.
 - b) January 1 - Spring Conference: President-Elect/Chair conducts initial review; forwards proposal to committee for review.
 - c) Spring Conference - Committee comes together face-to-face to examine proposals to surface questions and/or concerns. Communicate with requesters to address any questions or concerns.
 - d) Spring Conference to May Board Meeting - Chair and Committee make a recommendation to the Board to approve or not approve endorsement.
 - e) May Board Meeting: requests for endorsements to be approved or not approved by Board.
- 4) Criteria
 - a) In order for any product/organization/program to be endorsed by CCSS, it must meet the following criteria:
 - i) The product/organization/program supports the vision and mission of CCSS.
 - ii) The goals, objectives, and purposes are consistent with CCSS policies, position statements, and priorities.
 - iii) There is evidence of accurate and high-quality scholarship
 - iv) There will be open access to participants or equal applicability to individuals or groups regardless of race, ethnic background, gender, gender and/or sexual orientation, religion, socio-economic status, or handicap. If not, this endorsement will specifically benefit under-represented or disenfranchised groups.
 - v) There will be desirable benefit to CCSS members or to the profession.

- vi) There is potential to provide positive public awareness of the social studies, social studies educators, or CCSS.
- vii) CCSS can participate as requested with available resources or adequate resources will be provided for CCSS involvement.
- viii) Any undue costs incurred through the endorsement process shall be provided by organizations seeking CCSS endorsement. Any consulting provided by CCSS members or officers does not imply or guarantee endorsement.
- ix) Any shifts in practice, product, positions and/or statements that bring a significant alteration of the product or practice may result in a termination of an official endorsement.

OPERATIONAL COMMITTEES

Partnership Development and Governmental Relations Committee

- 1) Develop strategies and procedures for recommendation to the Board of Directors to influence public policy, promote social studies and enhance civic education.
- 2) Establish and monitor the role of a government relations coordinator; work with the Board of Directors to advise and assist the person carrying out these responsibilities.
- 3) Establish, enhance, maintain and support a method to disseminate legislative information to the CCSS membership.
- 4) Sponsor the Governmental Relations Breakfast during the annual meeting.
- 5) Select, in conjunction with local councils from the region of the annual meeting, the recipient of the governmental relations award to recognize public policy leadership in social studies education.
- 6) Identify and collaborate with non-profit partners with whom this committee can build and foster partnerships that further the mission of CCSS. "CCSS partner" is defined as "an external non-profit entity or organization that actively supports the CCSS mission": "Partnership" is defined as "an ongoing collaborative relationship with a 'CCSS partner' that is mutually beneficial, as identified in a partnership agreement to both CCSS and the 'CCSS partner'":

Publications and Technology Committee

- 1) Delineate the distribution of responsibilities and information among the several publications of CCSS by means of the Publications Profiles.
- 2) Review and update the Publication Profiles.
- 3) Coordinate the publication of CCSS information and material on social media and website blog
- 4) Advise editor(s) of publications: peer-reviewed articles (research-based) & conference theme related articles and blog posts.
- 5) Develop and coordinate publications' policies.
- 6) Evaluate the effectiveness of publications within the Council membership.
- 7) Participate in the hiring process for new editors.

Article VIII Committees

GUIDELINES FOR THE FINANCIAL ADVISORY COMMITTEE

Rules Adopted on September 15, 2002

- 1) The Financial Advisory Committee will assist the Executive Secretary and affiliated local councils with maintenance of proper fiscal procedures and records.
- 2) The Financial Advisory Committee may meet before or in conjunction with the regular meetings of the CCSS Board of Directors. It will receive all CCSS financial reports, and it will make a formal written annual report on the condition of CCSS finances and financial procedures to the Executive Committee prior to the Executive Committee planning retreat in the Spring.
- 3) The Financial Advisory Committee may request from the Executive Committee the authority to seek outside professional financial advice.

Article VIII Committees

GUIDELINES FOR CCSS CONFERENCE PROGRAM PLANNING

Rules Adopted on September 15, 2002

- 1) Duties include: set the theme, update proposal forms, establish conference committee chairs for each task, create promotional materials and itemized budget, not to exceed the established conference budget set by the Board of Directors, and adhere to a two-year timeline.
Templates for an overall and a detailed timeline for each task are available on the website
- 2) A CCSS Conference Program Planning Guide shall be created and maintained which outlines the major tasks and responsibilities for the planning and arrangements for the Annual CCSS Conference.
- 3) The provisions of the Conference Guide shall be binding upon the Conference Chair and the Conference Committee.
- 4) The Executive Secretary shall maintain the Conference Guide, solicit suggestions and recommend needed changes to the Executive Committee annually.
- 5) The Executive Committee shall approve changes in the Conference Guide annually at the winter meeting one year prior to the conference at which it will be effective.
- 6) The Executive Committee or Board of Directors reserve the right to waive provisions when appropriate or necessary.

GUIDELINES FOR PARTICIPANTS IN SUMMER INSTITUTE

Rules Adopted on September 16, 2000

- 1) CCSS summer institutes, workshops, etc. shall be planned and scheduled as needed, rather than as an annual event.
- 2) The Executive Committee shall determine the need, content, audience, and responsibility for said event.
- 3) The final approval of the goals of such an event shall be given by the Board of Directors.
- 4) The Executive Committee shall be responsible for the selection of participants for special summer events.