

# **Constitution for the Maine Council for the Social Studies**

## **Article I**

### *Name and Purposes*

Section 1. This association shall be known as the Maine Council for the Social Studies (MCSS). The term “social studies” is used to include history, government, economics, sociology, psychology, anthropology, geography and all modifications or combinations of subjects whose content as well as aim is the study of people individually or as a group.

Section 2. The purpose of this association shall be to promote quality social studies education. This includes advocacy for curriculum, content, instructional method, and professional development.

## **Article II**

### *Membership, Dues, and Meetings*

Section 1. Any person or organization wishing to advance the purposes of the Maine Council for the Social Studies may become a member of the Maine Council for the Social Studies upon the payment of dues.

Section 2. An annual business meeting of the Board shall be held in June at a time and place to be determined by the Executive Committee.

Section 3. The Board shall meet in regular session as necessary upon the call of the President, who shall draft and distribute a written meeting agenda in such manner that the agenda will reach the members of the committee prior to the date of the meeting. Special meetings of the Board may be similarly called by the President or at the request of a minimum of three other members of the Board with adequate notification, if the proposed topic of such meeting cannot reasonably be delayed until the next regularly scheduled Board meeting. In the case of special meetings, the specific purpose(s) of the meeting must be stated in writing in the call for said meeting and received by the members prior to the date of the meeting, and no business shall be transacted except that for which the meeting has been called.

Section 4. At all meetings of the Board a quorum shall be defined as one more than half of the number of Board members currently serving.

Section 5. For the purposes of voting for officers and other Board members, as well as for approving possible changes to the Council's policies, procedures, or constitution, the Board may establish a method whereby its members may vote by mail or by e-mail. In these cases, a quorum of all votes cast, regardless of method, shall be sufficient to take the actions listed above.

## **Article III**

### *Organization*

Section 1. The elective officers (the Executive Committee) of the Council shall include a President, Vice-President, Secretary, and Treasurer.

Section 2. The Board shall be made up of from six to 15 members and every effort shall be made to fill the Board seats from the following categories:

- A. Seven regional representatives from PK-12 educational institutions

Region I – Androscoggin/Kennebec  
Region II – Aroostook  
Region III – Cumberland/York  
Region IV – Franklin/Oxford/Somerset  
Region V – Hancock/Washington  
Region VI – Knox/Lincoln/Sagadahoc/Waldo  
Region VII – Penobscot/Piscataquis

- B. Faculty from Maine colleges or universities;
- C. Representatives from Maine museums, libraries, historical societies, and/or public humanities organizations; and
- D. One *ex-officio* seat for the Maine Department of Education Social Studies Specialist, who shall have voice but may not vote, run for, or be elected to a Council office.
- E. Two at-large members.

## **Article IV**

### *Finances*

Section 1. The approval of the President is required to validate bills for payment. The President and the Treasurer shall be signatories on all Council accounts. Just one of their signatures is required per Council payment. Only the President and Treasurer may disburse funds on behalf of the Council.

Section 2. No member of the Board or officer of the Council shall receive at any time any of the net earnings or profit from the operations of the Council, provided that this shall not prevent the payment to any such person for reimbursement of documented expenses associated with services rendered to or for the Council in effecting its purposes as determined by the Board. All officers and members of the Board shall be deemed to have expressly consented and agreed that upon the dissolution or winding up of the affairs of the Council, whether voluntarily or involuntarily, the assets of the Council, after all debts have been satisfied, shall be distributed, transferred, conveyed, delivered and paid over, in such amounts as the majority of the Board may determine, or as may be determined by a court of competent jurisdiction, to any other non-profit corporation designated by the Board or court, which would qualify under the provisions of section 501(c)(3) of the Internal Revenue Code and whose mission is related to the advancement of the social studies.

## **Article V**

### *Amendments*

This Constitution, as well as any future corporate charter should the Council seek and receive State of Maine Incorporation, may be amended or revised at the annual business meeting by a two-thirds majority of the Board.

On an annual basis, the Vice President shall lead a review of the by-laws and provide a report at the annual business meeting.

## Bylaws

### Membership and Dues

**Membership dues shall be reviewed and set each year at the annual business meeting by the Board.** Memberships may begin at any time and are renewable annually 12 months from the initial or latest renewal membership date. The Board sets dues and/or changes membership dues rates as needs be. Categories and levels of membership (such as professional, student, and organizational memberships) may be adopted and changed as necessary by the Board.

### Meetings

**A. Monthly business meetings.** The President shall preside at regular meetings of the Board. In the President's absence, the Vice-President shall preside. If both are absent, the members present, provided there is a quorum, shall appoint a presiding officer from among those present. That person's powers and duties shall end with the adjournment of the meeting.

**B. Annual business meeting in June.** At this meeting, an annual report on the activities and financials of the Council will be shared, and the Board will make decisions about the upcoming year.

**C. Statewide and/or regional conferences, as determined by the Board**

### Board

**A. The Board shall have general charge of the affairs of the MCSS and shall promote in all suitable ways its purposes.**

**A1. Terms of office:** A member of the Board shall serve for a two-year term, with the possibility of serving up to three terms. Further terms may be served beyond these limits at the discretion of the Board, subsequent to a two-year break in service.

In order to ensure continuity within the MCSS, terms shall be staggered. Following the 2015 annual meeting, terms shall be filled according to the following schedule, with all other seats being filled from year-to-year on an as-needed basis:

- Odd numbered years: Regions I, III, V, VII, one At-Large
- Even numbered years: Regions II, IV, VI, one At-Large

The officers shall assume office immediately upon the conclusion of the annual business meeting (held in June) and shall hold their respective offices for the term of one year, with the possibility of serving up to three terms in any single role.

With the exception of the President, any vacancies that may occur among the officers shall be filled until the next annual business meeting by a majority vote of the Board. Vacancies among other seats may be filled during the course of the year. The staggered term starting dates will still apply to positions filled mid-term.

### A2. Duties

#### President

- Schedule and facilitate monthly Board meetings

- In the case of special meetings not called by the President, one of the three members calling for the special meeting shall preside. That person's powers and duties shall end with the adjournment of the special meeting.
- Oversight of committees
- Serve as liaison to NCSS
- Act as the public face of the MCSS
- Act as MC for the annual conference
- If funds allow, attend NCSS annual conference, or ask the Board to appoint a representative to attend in his/her stead

### **Vice-President**

The Vice-President shall assume such duties as the President shall specify, and if a vacancy occurs in the office of the President, he/she shall then become President and shall so serve until the next annual business meeting. The Vice-President shall also take responsibility for oversight on the by-laws of the MCSS and chair the Conference Committee.

### **Secretary**

The Secretary shall keep an official record of all meetings of the Board, including the annual business meeting in June, shall make a report at the annual business meeting concerning the work of the Council, and shall be responsible for any correspondence necessitated by the activities of the Council. The said secretary's annual report shall be made available on the Council's web site.

### **Treasurer**

The Treasurer shall be the financial agent of the Council. The Treasurer shall be entrusted with the annual collection of dues, the expenditure of any funds, and shall make reports on the financial standing of the Council at each business meeting. The Treasurer's annual report, issued in June, shall also be made available on the Council's web site.

### **Regional Education Representatives**

- Act as a liaison between MCSS and educators within their region
- Assist in recruiting membership and with marketing related events
- Assist with planning and/or leading MCSS-run professional development within region
- Advocate for quality social studies education

### **At-Large Members**

- Act as a liaison between MCSS and educators
- Assist in recruiting membership and with marketing related events
- Assist with planning and/or leading MCSS-run professional development within region
- Advocate for quality social studies education

### **Organizational Representative(s)**

- Act as a liaison between MCSS and their organization

- Facilitate collaboration with other cultural organizations that have a social studies focus
- Assist in recruiting membership and with marketing related events
- Assist with planning and/or leading MCSS-run professional development in the region where the organization is located
- Advocate for quality social studies education

**B. Committees: The Board shall appoint committees, ad hoc and standing, to assist in carrying out the work of the Council. Ad hoc committees will be formed by a quorum of the Board and dissolved automatically upon completion of their assignments, as determined by the Board. It is expected that each member of the Board will serve on at least one standing committee. Other committee members shall be drawn from the membership of the MCSS. The committee chairs must be from the Board.**

Each committee shall report progress on committee duties at each monthly Board meeting. All actions proposed by the standing committees require approval by the Board.

The standing committees are:

- Communications Committee
- Conference Committee
- Events and Activities Committee
- Membership Committee

For a detailed list of duties to be carried out by standing committees, see appendices.

#### Appendix A: Communications Committee

- Publish the Social Studies Newsletter on a regular and periodic basis. The editor shall be appointed by the committee.
- Manage subscriber list.
- Coordinate marketing campaigns for events and annual conference.
- Maintain and update MCSS website
- Create, maintain and update our presence on social media (Facebook, Twitter, etc.)
- Work with the other committees to market programs, events, and MCSS as necessary.

#### Appendix B: Conference Committee

- Coordinate all planning for annual conference: theme, keynote speaker, venue, catering, site logistics (AV, room assignment, etc.), registration logistics, communication with registered attendees, exhibitor recruitment, conference presenter recruitment, evaluation development and analysis, management of budget, and any other details as they may arise.
- Collaborate with Communications Committee on a marketing campaign to advertise the conference.

#### Appendix C: Events and Activities Committee

- Coordinate regional professional development programming: format, frequency, cost, venue, speakers/moderators, evaluations, etc.
- Collaborate with Communications Committee on marketing campaigns to advertise regional programming.
- Coordinate end-of-year annual business dinner (June): venue, time, agenda, gathering of reports from committee chairs, etc.
- Coordinate any grant-making functions performed by the MCSS

#### Appendix D: Membership Committee

- Set membership types, costs, and benefits
- Manage membership logistics: how to sign up, how to renew membership, communication with members regarding their membership, etc.
- Develop membership recruitment/renewal campaigns to maintain a healthy membership level.
- Lead Board/officer recruitment efforts
- Coordinate marketing with Communications Committee to advertise membership drives, etc.