

ALASKA COUNCIL FOR THE SOCIAL STUDIES

CONSTITUTION

Article I

Name of Affiliation

This association shall be known as the Alaska Council for the Social Studies, a state affiliate of the National Council for the Social Studies.

Article II

Purposes and Functions

Section 1. Purposes

The purpose of the Alaska Council for the Social Studies shall be to promote the teaching of the social studies; to encourage research, experimentation and investigation in these fields; to facilitate the professional and personal cooperation of its members; to hold public discussions and programs; to sponsor the publication of desirable articles, reports and surveys; and to integrate and support the efforts of all those who have similar purposes.

Section 2. Functions

1. To promote an understanding and appreciation of the importance of the social studies in the curriculum and to encourage greater cooperation between the social studies and other subjects in the curriculum.
2. To improve social studies in teaching in Alaska at all levels of education.
3. To cooperate with other professional organizations in the promotion of workshops, institutes, or projects designed to aid in realization of the purposes of the Alaska Council for the Social Studies.
4. To foster and implement unity among Alaska Social Studies educators.

Article III

Membership, Dues, Publication

Section 1. Membership

Membership in the Alaska Council for the Social Studies shall be open to all persons who maintain a strong interest in social studies education.

Section 2. Dues

The amount of the annual dues shall be described be determined by the Executive Board. The payment of these dues entitles the member to a year's subscription to the official publication and to special mailings. It also enables him/her to vote and to hold offices to which he/she may be entitled.

Section 3. Publication

The Executive Board shall have the power to establish the official publications for the Alaska Council for the Social Studies. Until otherwise ordered, the ACSS Newsletter shall be the official publication.

Article IV Organization

Section 1. Officers

1. The elected officials of the Alaska Council for the Social Studies shall include a President, President-Elect, Secretary, Treasurer, and Regional Representatives.
2. The elective officers of the Alaska Council for the Social Studies shall be chosen by mail ballot prior to the ACSS annual meeting in the spring or otherwise according to the manner prescribed by the Executive Board. Elections shall be held each year.
3. Elective officers shall be members of the Alaska Council for the Social Studies. They shall assume office June 30th in the year of their election.
4. At the first board meeting following elections there shall be appointed by the President, with advice and consent of the Executive Board, an Editor, Membership Chairperson, NCSS and DOE liaisons. All appointed officer terms begin on June 30th and expire after the spring meeting following a new president's election.
5. The President-Elect shall succeed to the presidency.

Section 2. Executive Board

1. The executive board shall consist of the President, President-Elect, Secretary, Treasurer, Regional Representatives, and the immediate Past President. Ex-officio/non voting board members shall include the Editor, affiliated Council Presidents, NCSS liaison, and state and local Social Studies Consultants.
2. A quorum of the Executive Board shall consist of those members present and voting at a duly called meeting. A two-thirds vote is required for removal of appointed officials.

Section 3. Nominations and Elections

1. Elected officers of the Alaska Council for the Social Studies shall be determined by plurality on a mail ballot in the spring of each year or otherwise according to the manner prescribed by the executive board. Lots shall be drawn in case of a tie. A list of nominations shall be presented for the publication in the fall by a nomination committee of three members appointed by the president. An individual may nominate him or her self by sending their name to the President before January 1. Only members who have consented to serve if elected shall be eligible for nomination. A member may hold or run for only one elective position at a time.
2. The positions of regional representatives shall be elected on an every other year "staggered" basis. The term of office shall be for two years. A regional representative may serve two consecutive terms. The region shall be defined by the executive board, and the representative must reside within that region.

Section 4. Succession

If a vacancy occurs in the office of the president before the end of the term, the President- Elect shall become President. If a vacancy occurs in the office of President Elect or other offices of the council, the executive board shall appoint a temporary replacement to complete the term of office.

Section 5. Terms of office

A full term of office for all elected officers except the regional representatives shall be for one year. Regional Representatives are elected for a two year term. An officer who assumes a second elective office to fill an unexpired term when a vacancy occurs must resign the first office.

Section 6. Duties

1. The officers shall have the duties and shall perform functions customarily attached to their respective offices with such others as from time to time may be prescribed by the Executive Board.
2. The President shall preside over the Executive Board, shall fill appointive Executive Board offices and committee chair positions.
3. The President- Elect shall preside over the Executive Board in the absence of the President and, upon Presidential appointment shall chair the program committee.
4. The Secretary shall aid the President in communicating with the members. He/she shall record and distribute among the Executive Board the minutes of each Board meeting and each general business meeting within two weeks after each meeting and shall maintain a file of the past minutes. He/she will be custodian of all documents and files belonging to the Alaska Council for the Social Studies.
5. The Treasurer shall be the custodian of the funds of the Alaska Council for the Social Studies and shall make payment therefrom only by check as authorized by the resolutions of the Executive Board. The accounts shall be audited annually and open to inspection by any member of the Alaska Council for the Social Studies. The Treasurer shall make an annual report at the business meeting showing the receipts and expenditures for the previous year.
6. The Editors shall solicit, select, edit, and set up article and announcements for the ACSS Newsletter. They shall serve as co-chairpersons of any Publication Boards established the Executive Board.
7. The NCSS Liaison shall be responsible for keeping the National Council for the Social Studies informed about the activities of the Alaska Council for the Social Studies, in particular, information for publication in Social Education or The Social Studies Professional. He/she will also provide information on NCSS activities to membership through the ACSS Newsletter.
8. The Membership Coordinator shall be responsible for soliciting renewals of membership and processing new ones for the Council. She /he shall be responsible for the mailing of reminders and the collection of dues, the mailing of membership subscription cards and the maintenance of an accurate mailing list. The Membership Coordinator shall chair the Membership Committee.

Article V

Section 1. Standing Committees

1. The standing committees of the Alaska Council for the Social Studies may be:
 - 1) Nominations and Awards committee
 - 2) Membership Committee
 - 3) Program Committee
 - 4) Conference Committee
2. All Chairpersons of Standing Committees not determined by the Constitution shall be appointed by the President. Appointments shall be made from the membership for terms of two years.
3. All members of Standing Committee not determined by the Constitution or the Executive Board shall be appointed by the President. Appointments shall be made from the membership for terms of two years.
4. A Standing Committee shall not have fewer than three members.

Article VI **Amendments and By-Laws**

Section 1. Amendments

Amendments to this Constitution may be proposed by majority vote of the Executive Board or by any member of the Alaska Council for the Social Studies submitting a petition bearing current membership. Such amendments must be submitted to the President prior to the January Executive Board meeting, published and submitted to the general membership at least thirty days before the spring meeting, and voted on at the spring meeting. Ratification requires two-thirds majority vote of those present and voting at the spring meeting.

Section 2. By-Laws

By-Laws may be proposed and adopted at any spring meeting of Alaska Council for the Social Studies. By-laws may be proposed by any member of the Alaska Council for the Social Studies and enacted by a majority vote of those present and voting provided said by-laws are in harmony with this Constitution.

Section 3. Parliamentary Procedure

Robert's Rules of Order shall be the parliamentary authority on all matters not covered by this Constitution or the by-laws.

Article VII **Ratification**

This constitution shall be considered ratified upon receipt of two-thirds majority vote of those present and voting at the spring meeting of the Alaska Council for the Social Studies.

By-Laws

Spring Conference

To assist in program development, the state council treasury may loan a local chapter or sponsoring conference committee up to \$500 (five hundred) or as designated by the board for their before conference expenses. The local is expected to pay the state back in a timely manner.

Profits made on the state conference are to be shares between the state council and the sponsoring local on a 50-50 basis. Any losses will be the responsibility of the Alaska Council for the Social Studies.

April 1991

Board Position Responsibilities

PRESIDENT

- Schedule audio-conference schedule via Alascom
- Set agendas for all association meetings
- Chair all ACSS meetings
- Represent ACSS on D.O.E. Curriculum Cabinet and work with other professional organizations for the improvement of education in the state of Alaska
- Contribute to ACSS newsletter on a regular basis
- Represent ACSS at the NCSS annual conference
- Disseminate information related to the field of social studies throughout the state of Alaska
- Establish and dissolve ad hoc committees as needed
- Complete all required paperwork for NCSS affiliation

PRESIDENT-ELECT

- Coordinate election of executive board members for ACSS
- Represent ACSS at state and/national functions when president is unable to do so
- Assist the president in setting the agendas for all ACSS meetings
- Serve on ad hoc committees when requested
- Assist in the organization of the state- wide conference
- Chair ACSS meetings when president is unable to do so
- Contribute to ACSS newsletter on a regular basis
- Be a spokesperson for the field of social studies throughout the state of Alaska
- Other duties related to the efficient running of ACSS as needed

SECRETARY

- Take official minutes of all ACSS meetings
- Send minutes of meetings to all executive board members
- Answer requests for information from individuals and/or groups concerning ACSS and its mission
- Contribute to ACSS newsletter on a regular basis
- Be a spokesperson for the field of Social Studies throughout the state of Alaska
- Serve on ad hoc committees when requested

TREASURER

- Chair the budget committee in its completion of assigned tasks
- Keep financial records for ACSS
- Provide financial information of the organization to the executive board at each scheduled meeting
- Provide a financial statement for the September ACSS newsletter
- Be a spokesperson for the field of social studies throughout the state of Alaska
- Serve on ad hoc committees when requested

PAST-PRESIDENT

- **Coordinate award programs for ACSS annual conference**
- **Solicit state nominations for various NCSS awards**
- **Contribute to ACSS newsletter on a regular basis**
- **Be a spokesperson for the field of social studies throughout the state of Alaska**
- **Serve on ad hoc committees when requested**

REGIONAL REPRESENTATIVES (2 year elected position—staggered terms)

- **Attend all audio-conferences and other meetings called by the executive board, including the state-wide annual conference**
- **Disseminate information from ACSS and other related organizations to members of ACSS and others throughout their region**
- **Assist in the identification of exemplary teachers/programs in their region**
- **Contribute on a regular basis information on regional activities to the ACSS newsletter**
- **Solicit new members for ACSS by promoting the benefits of joining the organization**
- **Serve on various ad hoc committees when requested**

5 Northern Region

ARCTIC OCEAN

Alaska School Map

including
 City School Districts
 Borough School Districts
 Regional Educational Attendance Areas
 revised July 1991

- Legend**
- City School District Locations
 - Borough School District Locations
 - REAA District Headquarters
 - REAA or Borough School Locations

Note
 The community of Hyder is not part of a school district. Students attend Canadian schools.
 Chugach School District Office is located in Anchorage.

4 Interior Region

1 Southern Region

BERING SEA

PRIBILOF ISLANDS

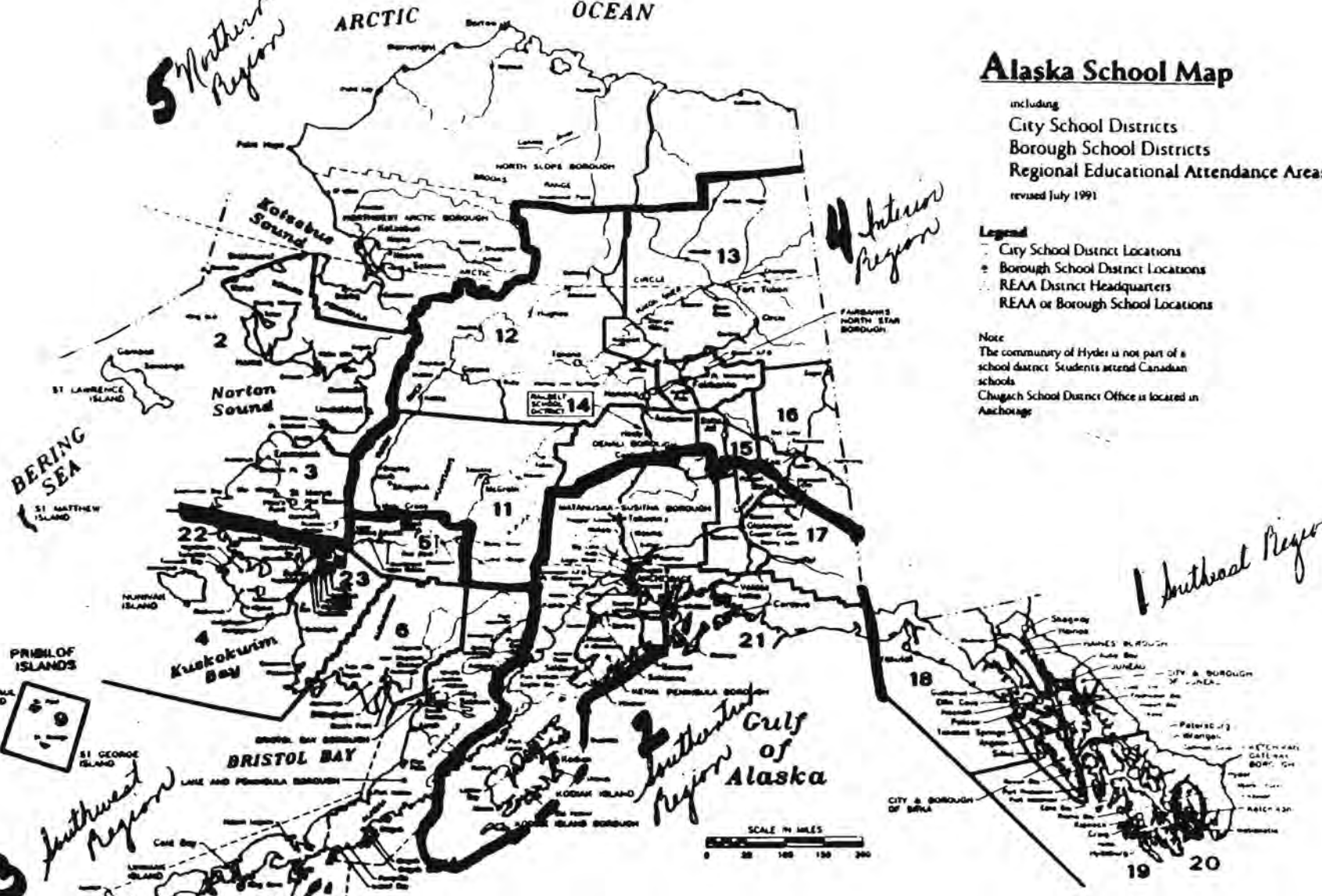
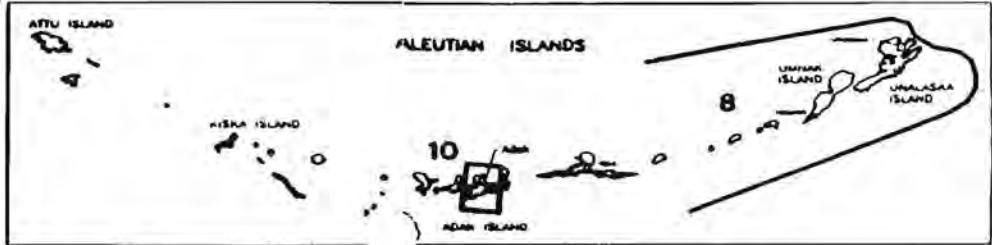
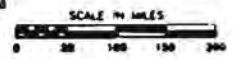
ST PAUL ISLAND

ST GEORGE ISLAND

3 Southwest Region

BRISTOL BAY

Gulf of Alaska



MEMBERSHIP CHAIRMAN

- Maintain an up-to-date roster of members. The roster includes the following:

NAME	WORK SITE
ADDRESS	PHONE HM WK
MEMBERSHIP STATUS	FAX
EXPIRATION DATE	

- Process membership
 - Record information to roster and mailing list
 - Write a receipt for money
 - Fill out membership card
 - Mail money to treasurer
 - Broker new NCSS members thru ACSS form and receive one half the total dues.
 - DUES - 2 years ACSS \$30. New ACSS members who join NCSS at the same time receives one year ACSS membership free. Any new NCSS member is brokered and ACSS receives one half the total dues.
- Mailing list / mailing labels
Supply to the following:
 - Newsletter Editor-in Chief
 - Citizenship Bee Chairman
 - State Conference Chairman
 - DOE Liaison
 - Alaska Geographic Alliance
 - As requested
- Send out renewal letters a month prior to expiration. Expiration dates are 9/30 and 12/30.
- ACSS Membership brochure - can be made in conjunction with NCSS.
- Recruitment of new members - this is everyone's job!
 - Send brochures to local councils
 - Supply at conferences
 - Executive board has brochures on hand to distribute
- Serve as state NCSS VIP Chairman.

EDITOR-IN CHIEF

- **PREPARE ANNUAL REPORT**
 - An annual report must be submitted to the ACSS Board of Director at the Annual Board Meeting..This should include:
 - Budget for coming year
 - Report of past year's achievements
 - Editors/themes for next year

- **PUBLISH FOUR NEWSLETTERS (SEPT., NOV., JAN., APRIL)**
Publication includes various duties:
 - Secure volunteer editors
 - Solicit advertising
 - Coordinate publishing schedule with DOE
 - Request articles from key officers
 - Standardize layout for newsletter
 - Prioritize news items
 - Proofreading
 - Writing copy for newsletter
 - Soliciting themes for newsletters
 - Answer requests for free ads
 - Edit articles
 - Coordinate news items with AGA

- **SUPERVISE MAILING OF NEWSLETTER**
 - Coordinate with DOE / AGA
 - Get mailing labels from Membership Committee
 - Collate, staple and postage

- **MAINTAIN RECORDS**
 - Maintain archive file
 - Keep record of expenses

- **KEEP CURRENT ON ACSS ISSUES**
 - Attend ACSS audio-conferences
 - Attend ACSS Board Meetings

BUDGET COMMITTEE

Purpose:

To plan the financial growth and development of the Alaska Council For The Social Studies

Composition:

The budget committee shall consist of four members. President, Treasurer, a Regional Representative and a local Council President.

Responsibilities:

The responsibilities of the budget committee are as follows:

- Create the next fiscal years budget and present it to the executive board for approval years budget
- Explore investments opportunities for the organization
- Assist when necessary the treasurer in the day to day financial dealing of the organization
- Work with the conference committee as to financial considerations of the upcoming conference
- Work with the Endowment committee to coordinate financial interests of the organization

Reports To:

Executive Board

NCSS LIAISON

- **Assist ACSS Executive Director (or Membership Coordinator) and local council presidents in completing NCSS affiliation reports by July 1 each year to ensure that councils will be fully represented at the NCSS House of Delegates.**
- **Provide information before and after the NCSS Annual Conference to ACSS members through newsletter articles and through reports to the ACSS Board in September and December.**
- **Provide information to ACSS and local social studies councils about NCSS programs, including awards (Program of Excellence, Elementary & Secondary Teacher of the year), brokering, and VIP membership campaign.**
- **Attend the August NCSS Leadership Conference when feasible. NCSS pays for conference registration fees, hotel, and meals but no transportation costs.**
- **Attend the NCSS Annual Conference in November.**
- **Participate in ACSS audioconferences.**
- **Communicate ACSS Board members concerns, question, and ideas to appropriate NCSS staff.**

DEPARTMENT OF EDUCATION LIAISON

Department of Education (DOE) curriculum specialists serve as key members of professional organizations concerned with their content areas. The DOE social studies specialist's involvement with ACSS includes:

- Belonging to and actively participating in the work and meetings of state and national professional organizations.
- Assisting in planning state professional conferences.
- Serving on board of state association in a DOE liaison role.
- Contributing to professional publications, including association newsletters.
- Working with interdisciplinary efforts of professional associations.
- Representing the views of association to the Department Education and Departmental positions and activities to the association.
- Maintaining communications with other state specialists throughout the nation.
- Cooperating with the association in publicizing and advancing curriculum, instruction and assessment developments.
- Consulting with and advising leaders in state and national professional organizations.
- Identifying potential participants for service and work in professional organizations.
- Assisting in the identification of exemplary teachers/programs in the content area for recognition by the association.
- Maintaining personal contact and communication with liaison association.