



INDIANA Council for the Social Studies

Handbook for Officers and Board Members Indiana Council for the Social Studies 2017 - 18 Edition

**ICSS Executive Office
Indiana Council for the Social Studies
ICSS**

Att: C. Jones

201 North Rose

Bloomington, IN 47405

(812) 855-3838

Fax: (812) 855-0455

www.indianasocialstudies.net

Table of Contents

Calendar	2
ICSS Board of Directors and Liaisons	3
Past Presidents	5
Descriptions/Duties for the ICSS Officers and Board Members	6
Board Liaisons & Committees	8
Conference, Planning Committees and Awards Committees	9
Conference Planning Timeline	8
Awards Guidelines and Forms	12
Jane Lowrie Bacon Teacher Grant	
Stan Harris Citizen's Award	
Special Service	
Dennis Beadles Pre-Service Teacher Award	
Distinguished Teacher Award	
Officer and Board of Director Candidate Application.	25
ICSS Membership Application.	27
ICSS Resolutions.	29
ICSS Constitution	31

ICSS Calendar 2017 - 2018

***Board Meeting**

*June 9, 2017	Summer Advance, Indiana History Center, 1:00 – 4:00
August 15, 2017	Conference Presentation Proposals Due
Aug 26, 2017 9:30 – 1:30	Summer Board of Directors Meeting, 8:30 – 2:00 IHS
September 30, 2017	Awards Nominations and Grant Applications Due
*Nov. 2, 2017 7:00	ICSS Board of Directors Meeting, 7:00 St. Luke's
*Nov. 3, 2017	Great Lakes Regional Conference, St. Luke's United Methodist Church, Indianapolis; Membership Meeting during conference
*Jan. 20 9:30 – 1:30 (Backup date: 27)	Winter Board of Directors meeting (Backup date: 27)
April, 2018	Nominations for Board of Directors' Candidates Deadline See time line for nominations and elections, pg. 24
**April 21, 2018 9:30 – 1:30	Spring Board of Directors Meeting
May 15, 2018	Election Results Finalized
**June 8, 2018 1:00 – 4:00	Summer Advance/Board Meeting 1:00 – 5:00

**ICSS Board of Directors
2017 - 2018**

Don Fortner

President

Term Expires 2018

Munster High School
8808 Columbia Ave.
Munster, IN 46321
C: 219 228-0567
W: 219 836-3200
fortnericss@gmail.com

Andrew L. Smith

President Elect

Term Expires 2018

Scecina Memorial High School
5000 Nowland Ave.
Indianapolis, IN 46201
ansmith@scecina.org

Becky Schlomann

Vice President

Term Expires 2018

Indiana Historical Society
450 West Ohio Street
Indianapolis, IN 46202-3269
W: 317 233-4549
bschlomann@indianahistory.org

Ellie James

Past President , Treasurer

Term Expires 2018

8255 Winthrop Ave.
Indianapolis, IN 46240
C: 317 696-6087
ellie.james.icss@gmail.com

Mary Nine

Secretary, Term Expires 2018

Thompson Crossing School
Thompson Road
Indianapolis, IN 46239
W: 317 803-5024
C: 317 698-7826
mary.nine@ftcsc.k12.in.us

Kevin Cline

Term Expires 2019

Frankton High School
610 Clark Cr.
Frankton, IN 46044
kcline@flcs.k12.in.us
C: 765 729-0279

Troy Hammon

Term Expires 2018

Arsenal Technical High School
1500 East Michigan St.
Indianapolis, IN 46201
hammond@att.net

Staci Herrin

Term Expires 2019

Evansville Vanderburgh School
Corporation.
951 Walnut Street
Evansville, IN 47713
W: 812-435-0903
staci.herrin@evsck12.com

Matt Laker

Term Expires 2019

Franklin Township Middle
School East
10440 Indian Creek Rd.
Indianapolis, IN 46259
H: 317 409-0581
matt.laker@ftcsc.k12.in.us

Dr. Kathryn M. Obenchain

Term Expires 2018

Purdue University
100 N. University St.
West Lafayette, IN 47907
W: 765 494-2372
H: 317 769-0156
kobench@purdue.edu

Lance Mason

Term Expiring 2018

Indiana University Kokomo

lanmason@iuk.edu

KO174C

2300 S. Washington St.
Kokomo, IN 46904

Dr. Elizabeth R. Osborn

Term Expires 2019

eosborn@iu.edu
Indiana Center on
Representative Govt.
201 N. Indiana Ave.
Bloomington, IN 47408
C: 317 370 5041

Tim Sokolowski

Term Expires 2018

Franklin Central High School
6215 S. Franklin Rd.
Indianapolis, IN 46259
M: 219-688-2032,
W: 317 803-5627
Tim.sokolowski@ftcsc.k12.in.us

James Totton

Term Expires 2019

james.totton@wayne.k12.in.us

Ben Davis High School
1200 Girls School Road.
Indianapolis, IN 46214

Jeff Swisher

Webmaster

Home: 219-614-5640
C: 219 614-5640
jeff@theswishers.com

Susan Tomlinson

Membership Committee Chair

Franklin Central High School
6215 S. Franklin Rd.
Indianapolis, IN 46259
C: 317 341-1565
susan.tomlinson@ftcsc.k12.in.us

*Indiana Council for the Social
Studies Office*

**Center for International
Education, Development and
Research (CIEDR)**

Dr. Kathryn Engebretson

kenge@indiana.edu

Christi Jones

jonesc@indiana.edu
201 North Rose
Bloomington, IN 47405
Bloomington, IN 47406-7512
812 855-0447
Fax: 812 855-0455
icss@indiana.edu

ICSS Liaisons

Dr. Robert Brady
Social Studies Consultant
W: 317 319-1021
socialstudiesbrady@gmail.com

Jill Woerner
Global Languages and
International Education
Specialist
Indiana Dept. of Education
115 W. Washington St.
South Tower, Suite 600
Indianapolis, IN 46204
jwoerner@doe.in.gov

Bruce Blomberg
Social Studies Specialist
Indiana Dept. of Education
115 W. Washington St.
South Tower, Suite 600
Indianapolis, IN 46204
317 232-9078
bbloomberg@doe.in.gov

Martha Hill
VP for Public Programs and
Director of Education
Eiteljorg Museum of
American Indians and
Western Art
500 West Washington Street
Indianapolis, IN 46204-2707
W: (317) 275-1343
mlhill@eiteljorg.com

Mary Fortney
The Children's Museum
of Indianapolis
3000 N. Meridian St.
Indianapolis, IN 46206
W: 317 334-3256
H: 317 283-7249
maryf@childrensmuseum.org

Eric Heagy
Social Studies Facilitator
Indianapolis Public Schools
Forest Manor Professional
Development Center
4501 East 32 nd Street
Indianapolis, IN 46218
W 317 226-3380
heagy@myips.org

Kristen Fuh Wells
Indiana Humanities
wells@indianahumanities.org

Michael Hutchison
Indiana Computer Educators
Lincoln High School
1545 South Hart Street Road
Vincennes, Indiana, 47591
W: 812 882-8480
hutchisonm@vcsc.k12.in.us
mhutch@nwcable.net

Kathy Kozenski
Geography Educators
Network of Indiana (GENI)
IUPUI
425 University Blvd.
Indianapolis IN 46202-5140
Phone: 317 274-8879
Fax: 317 278-5220
geni@iupui.edu

Robert S. Leming
Director, We the People
Program
Center for Civic Education
W: 805 890-4059
leming@civiced.org

Anastasia M. Trekles, Ph.D.
Indiana Computer Educators
Office of Learning Technology
LSF-237
Purdue University North Central
Westville, IN 46391
(219) 785-5734
atrekles@purdue.edu

Kaitlin Holton
Pre-Service Teacher
Pre-Service Teacher Liaison
Univeristy of Indianapolis
holtonk@uindy.edu

Shane Phipps
Indiana US History
Teachers Association
sphipp@msddecatur.k12.in.us

Collin Gruver
Director of Civic Education
Indiana Bar Association
(317) 608-6503
cgruver@inbf.org

ICSS Presidents**from 1939-Present**

1939, Willis Richardson	1964, William Eagan	1991, Carl Siler
1940, Meribah Clark	1965, Margaret Dodd	1992, Richard Borries
1941, Paul Seehausen	1966, Harold Negley	1993, Rosemarie Kuntz
1942, Kenneth B. Thurston	1967, Shirley Bryan	1994, Frederick J. Clark
1943, Ethel Ray	1968, Frederick R. Smith	1995, Frederick J. Clark
1944, Robert LaFollette	1969, Charles Sheets	1996, Janet B. Hunter
1945, Richard Gemmecke	1970, Lucille Turner	1997, Janet B. Hunter
1946, Adeline Brengle	1971, Floyd Fithian	1998, Frederick Isele
1947, Shirley Engle	1972, Gerald Marker	1999, Lee Morganett
1948, Floyd Bolton	1973, Bernard Charlet	2000, Lee Morganett
1949, Ellis Hopkins	1974, Joan E. Schreiber	2001, Lynn Nelson
1950, Frankie Jones	1975, John A. Harold	2002, Dean Cantu
1951, Emma Bertha Sheidler	1976, John A. Harold	2003, Dean Cantu
1952, Dorothea Kirk	1977, Richard Borries	2004, Lori Graham
1953, Wayne Gruenwald	1978, Jane Lowrie	2005, Lori Graham
1954, Elmer Clark	1979, Stan Jochum	2006, Roz Fishman
1955, Corrine Walker	1980, Claudia Crump	2007, Alan Hagedorn
1956, Frances Taylor	1981, William Bartelt	2008, Mary Fortney
1957, Warren Klein	1982, Carl Keener	2009, Chris McGrew
1958, Willard Gambold	1983, Leone Little	2010, Chrystal Johnson
1959, Charles W. Engelland	1984, Julie Mortier	2011, Barbara Burdge
1960, Adeline Brengle	1985, Ruth Eudaley	2012, Michael Boucher
1961, Marie Edwards	1986, Rosemary Gindhart	2013, Susan Tomlinson
1962, Roger Niemeyer	1987, James Barth	2014, Susan Tomlinson
1963, Patrick Henry	1988, Joseph T. Krause	2015, Ellie James
	1989, Marjorie Foster	2016, Ellie James
	1990, Mary Fortney	2017, Don Fortner

JOB DESCRIPTIONS FOR ICSS OFFICERS AND BOARD

****All those elected to a position on the ICSS Board are responsible for maintaining active membership in the ICSS and NCSS.**

PRESIDENT -- Represents the ICSS in activities that further the goals and objectives of the organization; fills all appointive offices with the consent of the Executive Board; proposes annual priorities subject to the consent of the Executive Board; implements Executive Board directives, assists the President-Elect, Vice-President, and Treasurer in preparing the annual budget for adoption by the Executive Board; contacts new board members and sends them copies of the ICSS Constitution and Officers Handbook; completes NCSS affiliation surveys, and signs an annual certificate stating membership in NCSS, Inc. Represents ICSS at the NCSS Conference.

PRESIDENT-ELECT -- Assists in planning ICSS activities and is directly responsible for the General Sessions at the ICSS State Convention; assists the President, Vice-President, and Treasurer in preparing the annual budget for adoption by the Executive Board; coordinates the work of the ICSS standing committees; and is responsible for planning for ICSS annual meeting, attends all meetings of the Board of Directors and presides in the absence of the President at said meetings.

VICE-PRESIDENT— assists the President-elect in planning the state conference; assists the President in supervising the work of standing committees and assumes other duties as requested by the President or the Board of Directors; helps the President, President-elect, and Treasurer prepare the annual budget, and attends all meetings of the Board of Directors.

PAST PRESIDENT – Updates ICSS Handbook and assists in the transition of business to the President. Aids the President in all ICSS activities, as well as other duties as requested by the Board of Directors. Serves as a member of the Nominations Committee.

SECRETARY -- Keeps official minutes and forwards copy to the ICSS Board of Directors for approval. Sends a final copy to the President and the ICSS Administrative Assistant at CIEDR for filing.

TREASURER -- Handles ICSS income and expenses and implements an annual financial report for ICSS; assists the President and President-Elect in preparing the annual budget for adoption by the Executive Board; works with the ICSS accounting firm, which conducts a review of ICSS financial records; and pays taxes. At the direction of the Board, handles CD rollovers. Works with Conference Exhibits Chair to rectify exhibit receipts from annual conference. Pays bill for website subscription (Wild Apricot) and www.indianasocialstudies.net domain name to GoDaddy. Completes the following documents: Indiana Business Entity Report, Indiana Sales Tax Forms, Indiana not for profit organization report. Sends W-9 form for payment as

needed. Treasurer will forward Paypal notices to Webmaster and Membership Chair. Pays insurance bill (Zeller Insurance, Columbus, Indiana) in November.

BOARD OF DIRECTORS -- Determines ICSS policies and priorities; consents to appointments; devises an effective membership plan; determines the proper use of grants. Board of Directors' meetings are held approximately four times a year, including a Board meeting which is held the evening prior to the State Conference. Board members assist in State Conference planning and operations during the conference. Attendance at the conference is expected. Additionally, a one to two day summer advance is conducted to plan the calendar and events for the following year. Board members are responsible for travel to meetings and expenses for overnight accommodations. Board members are expected to maintain membership in the National Council for the Social Studies.

~~**DIRECTOR OF COMMUNICATIONS AND NEWSLETTER EDITOR**~~ – Publishes *Viewpoints*, the official newsletter of ICSS. Coordinates the electronic and hard copy publishing of *Viewpoints*.

Note: *Viewpoints* has ceased publication. ICSS currently does not have a Director of Communications.

- *Viewpoints* Newsletter. Sets a schedule for publication deadlines. Works with Board to identify issue themes. Contacts potential authors to solicit articles for each issue. Proofs, fact checks, and edits articles submitted. Electronically lays out *Viewpoints*. Electronically produces final version of *Viewpoints* for distribution.
- Write copy as needed as requested by the Board and/or the President.
- Produce ads for the conference (promoting the conference) and ads as needed by the Board, President, or Chair of the Professional Development committee.
- Oversees and participates in the ICSS Members Facebook page (e.g. promotion of professional development opportunities; inclusion of relevant best social studies current events, lessons links; announcements of grants; dissemination of IDOE info; promoting dialogue between members)
- Website.-(Similar to Facebook page but to also include loading submitted lessons and ICSS publications and documents)
- Facilitate the collection and dissemination of lessons and materials for member use. Encourage members and other outstanding social studies professionals to develop lessons and materials for member use i.e. recruit the creation of materials for the Council.

WEBMASTER – Manages ICSS website and updates and maintains online documents and announcements.

Center for International Education, Development and Research (CIEDR)

The Center for International Education, Development and Research (CIEDR) at Indiana University partners with ICSS to provide the following vital services. ICSS pays \$1500 annually for these services.

1. A mailing address, phone number, contact person
2. Storage for ICSS Archives
3. Assistance with Annual Conference (paper registration, limited emailings, nametags, onsite registration)
4. Dr. Kathryn Engebretson is an honorary member of ICSS (dues free).
5. Christi Jones is the CIEDR contact.

Contact information:

Center for International Education, Development and Research

Contact person: Ms. Christi Jones, Budget Manager

201 North Rose

Bloomington, IN 47405

(812) 855-0447 phone or (812) 855-3838 phone

(812) 855-0455 fax

Office Hours: 8:00 a.m. - 5:00 p.m. EST

BOARD LIAISONS – ICSS invites representatives from social studies-related organizations to serve as a liaison between ICSS and their organization. ICSS serves as an umbrella organization for social studies in Indiana and seeks to provide networking opportunities and dissemination of information between Hoosier organizations whose work it is to promote social studies in the schools and resources and professional development for teachers. A liaison is: included in Board and membership mailings and ICSS Member Facebook page; invited to all Board meetings to present (10 minutes), entitled to advertising on website and announcements. In return they agree to disseminate our announcements as appropriate and an ICSS representative is added to their membership list. They are a non-voting member of the Board.

MEMBERSHIP COMMITTEE CHAIR -- Handles organizing and coordinating the membership activities of ICSS; presides over meetings of the Membership Committee; and is appointed by the President. Upon receipt of Paypal notifications forwarded by the Treasurer, updates membership on website.

NOMINATIONS COMMITTEE -- Handles organizing and coordinating the nominations for the ICSS Board of Directors and Officers; Past President is a member of the nominations committee. See Nominations and Election timeline in Handbook, page 24.

PROFESSIONAL DEVELOPMENT COMMITTEE - New committee 2014- 2015.
Duties to be determined.

CONFERENCE COMMITTEE/CONFERENCE PLANNING

CONFERENCE COMMITTEE FOR ICSS STATE CONFERENCE -- works with the President-Elect on convention planning. Is responsible for seeing that the following tasks are accomplished:

1. Makes arrangements for facilities and services, meals, transportation and tours.
2. Secures/acquires audio-visual equipment.
3. Makes vendor, book and materials exhibit arrangements.
4. Secures room reservations; procuring site and motel accommodations information.
5. Coordinates other activities deemed necessary by the President-Elect.
6. Coordinates Conference Awards with Awards Committee.

EXHIBITS CHAIRPERSON FOR ICSS STATE CONFERENCE –contacts and acts as the point of contact for any vendors interested in having exhibit space at the state convention. Serves as the liaison between the convention facility and the vendors, conveying information regarding the standard operating procedures for exhibit space and rules and regulations. Solicits vendors for donations and/or sponsorship for speakers, meals, or events. Arranges raffle. Adds vendors to membership list on website.

AWARDS COMMITTEE – Works with Conference Committee to coordinate awards for conference. Oversees the Dennis Beadles Pre-Service Teacher Awards that are chosen in May. See timeline and forms in Handbook.

Conference Timeline

January –

Discuss conference evaluation results

Determine conference profits

Date and location approved

Conference pictures and awards and thank yous published in Viewpoints

February –

Conference Committee revises and finalizes proposal forms and exhibitor applications

Sign conference contract with facility rep

March/April

Pre-service teacher awards info sent to university professors

Conference update at spring BOD meeting

As soon as conference is set, send info to: councils@ncss.org<councils@ncss.org>;

May

As soon as conference is set, send info to: councils@ncss.org<councils@ncss.org>;

Recognition letters sent to Pre-Service Teacher Award winners

Add these pre-service teachers to ICSS membership

“Save the Date” initial conference email blast to ICSS, NCSS Indiana Members and University Professors and Vendors from list and Learning Connection through IDOE Social Studies Specialist and Elementary Principals list

June/July

Advance – determine conference fees, approve registration form

Viewpoints issue includes proposal and exhibitor forms and congratulations to Pre-Service Teacher Award winners

Post all conference forms on website

Email ICSS members, NCSS Indiana members, and university professors and elementary principals with conference info once keynotes are confirmed

Follow up with an email to the above groups reminder of **July 15, 2015** presentation proposal deadline

August

Proposals accepted and letters of acceptance or non-acceptance sent

If needed, solicit presenters in areas not represented.

September

Reminder of Awards’ deadlines

(early) preliminary list of presentation titles readied for Viewpoints Conference issue

Follow up with keynotes

Letters to exhibitors re: update and presentations and ads or raffle items

Program – include Pre-Service Teachers award winner list in program along with other award winners

Include vendors and sponsors (keynote, meal, etc.)

Map of facility

Location of breakfast

September
Finalize rooms
Grid of presentations
Mailing to Professors
Mailing to members
Mailing to NCSS Hoosiers
Letters to presenters
Letter to vendor to check program page

October
Signage
Room assignments
Letter to vendors
Certificate of Liability from Zeller's Insurance

November
Finalize Numbers and meal count

Awards Committee Responsibilities and Timeline

Timeline, Form Samples for Awards Committee, Awards Descriptions

ICSS Awards Checklist:

Note: The Dennis Beadles Pre-Service Teacher Awards are solicited in the spring from college and university methods teachers. See the Dennis Beadles award guidelines for the procedures. Beadles award winners are identified by the professors, one per school or one per professor. Awardees are notified and given a certificate and free one-year membership and free conference attendance.

Application deadline September 15th - This is a flexible date to be determined by the Awards Committee.

Promote the awards: Distinguished Teacher, Joan Lowrie Bacon Grant, Stan Harris Citizen's Award, Past President, and Special Service Award.

Notify recipients of award after selection. Include information about inviting guests and registering for conference.

Notify recipients' principals of award.

Contact plaque provider. See attachment.

Create press release. See attachment. Send to *IndyStar*, *Southside Times*, *Northside Topics*, *Franklin Township Informer* and others depending on what area of state winners come from.

Arrange for introduction of award winners at the luncheon. Have ICSS Treasurer write checks for award winners to be presented, where applicable, with plaques or certificates.

Award Supplier Information:

Jill Gralak
Crown Trophy
807 W. Carmel Dr.
Carmel, IN 46032
317-818-9400
317-818-9200 Fax

crowncarmel@sbcglobal.net

"Nationally Known, Locally Owned"

www.crowntrophy.com

Open Monday-Friday 9am-5:30pm; Saturday 9am-Noon

Sample Order:

1. 7x9 Plaque

Indiana Council for the Social Studies 2014 Distinguished Teacher Award

Catherine England

Presented for her exceptional teaching abilities and long term commitment to elevating the teaching of social studies at the primary level.

November 14, 2014

2. Certificate

Indiana Council for the Social Studies 2014 Jane Lowrie Bacon Grant

Chassity Mahaska

Presented for grant funding purchase of engaging material for high school level economics instruction.

November 14, 2014

We want the logo below incorporated into the plaque and certificate in color.



In 2015, Susan Tomlinson should be honored as Past President with a plaque.

Additional Information:

ICSS tax ID number: 23-7286233

Contact person: Mary Nine 698-7826

mary.nine@ftcsc.k12.in.us

Dear _____,

I am pleased to inform you that you are the 2014 recipient of the Indiana Council for the Social Studies Jane Lowrie Bacon Grant. Your grant proposal with its emphasis on economic literacy delivered through unique and engaging materials impressed the committee.

You will be recognized on November 14 at our annual conference held at St. Luke's Methodist Church in Indianapolis. You may invite two guests to attend the luncheon where you receive your check and be honored for your efforts. Perhaps your principal or department chairperson would like to join you for lunch.

Please know as a member you will need to register for the conference which does involve a cost. Our website (see link below) contains all the information you need to join ICSS, register, and attend the conference.

<http://indianacouncilforthesocialstudies.shuttlepod.org/>

Again, congratulations on winning the grant. The ICSS Board anticipates following the progress of your initiative and having you share your insights from the project with fellow ICSS members!

Do not hesitate to contact me at 317-698-7826 if you have any questions. I look forward to meeting you on November 14.

Regards,

Mary Nine

ICSS Awards Committee

SAMPLE -- FOR IMMEDIATE RELEASE CONTACT: Mary Nine
317-698-7826
mary.nine@ftcsc.k12.in.us

LOCAL TEACHERS RECEIVE AWARDS FROM INDIANA COUNCIL FOR THE SOCIAL STUDIES

INDIANAPOLIS, IN-October 28, 2014 – The Indiana Council for the Social Studies (ICSS) recently named Catherine England as the 2014 Distinguished Teacher for the state of Indiana and Chassity Mahaska as the recipient of the 2014 Jane Lowrie Bacon Grant. The Distinguished Teacher Award is given each year to one truly outstanding teacher of social studies in the state of Indiana and the Jane Lowrie Bacon Grant funds innovative approaches to teaching social studies.

Catherine England obtained her undergraduate degree from the University of Indianapolis and her graduate degree from Butler University. A second grade teacher at Bunker Hill Elementary working for the Franklin Township School Corporation in Indianapolis, Catherine England is known for her commitment and leadership in social studies which is shown in her creative teaching style. Initiatives Catherine leads include an annual Veterans Day program, a special hero's project as well regularly involving community members in her classroom which brings social studies to life for the students as well as authoring a history of Bunker Hill Elementary School.

Brook Wessel Burke, Bunker Hill principal commented, "Watching Cathy lead curriculum development in the area of social studies has afforded me the opportunity to see what immense skills she possesses..."

Chassity Mahaska is a graduate of . She is beginning a second career as a high school social studies teacher at Franklin Central High School in Indianapolis. Supported by the grant, Chassity plans to use a project based learning approach, incorporating children's picture books along with other economic materials and strategies in teaching key economic concepts to high school seniors.

Todd Kendrick, Franklin Central Social Studies Department Chairperson noted, "Chassity's proposal for her economics class is exactly the type of lesson and activity that will make the concepts of economics relevant."

Both outstanding educators receive their awards at the ICSS annual conference on November 14 held at St. Luke's United Methodist Church in Indianapolis. The theme for this year's conference is *The Changing "Face" of Social Studies: Preparing for a Diverse and Changing World*. The Indiana Council for the Social Studies is an organization promoting social studies and offers teaching resources as well as professional development statewide. Its membership is comprised of social studies teachers from primary through collegiate levels throughout the Hoosier state. Additionally, ICSS is affiliated with the National Council for the Social Studies.

JANE LOWRIE BACON TEACHER GRANT INFORMATION SHEET
DEADLINE: September 15th

Jane Lowrie Bacon was the Indiana State Social Studies Consultant from 1976 until 1981, as well as a former ICSS president. During the 1970s she oversaw the development of one of the first Social Studies Curriculum Guides in Indiana. This guide was considered by many to be one of the most comprehensive and useful up to that time. She also worked with James Becker of Indiana University on a groundbreaking global education project. After marrying geographer and textbook author Phil Bacon, whom she met at an NCSS conference, they moved to New Mexico and together continued to be active in their state social studies councils and geography alliance.

In Jane Lowrie Bacon's honor, the Indiana Council for the Social Studies (ICSS) funds two grants of \$300 each for use as seed money for teacher created or teacher developed classroom projects or research in the social studies. Grants will be awarded to individuals on the basis of the program's/research's potential to improve social studies education in Indiana. All grant applications are judged by the ICSS Awards and Grants Committee and submitted for approval to the ICSS Board of Directors.

Half of the grant money is awarded at the ICSS State Convention. The remainder of the funds are awarded upon completion of the project/research. Proof of completion must be furnished to the ICSS Awards and Grants Committee.

To be considered for the teacher grants, individuals must:

1. Be a member of the Indiana Council for the Social Studies
2. Be present at the ICSS convention to accept the award.
3. Provide tangible output to the ICSS Awards and Grants committee within one year of receipt of the grant (e.g. article, conference presentation).
4. Complete the Teacher Grant Application form, and
5. Submit a brief letter of support from the applicant's supervisor, principal, or department chairperson.

Grant application packets must be received by SEPTEMBER 15th.

Send packets to:

Jane Lowrie Bacon Teacher Grant Applications

INSERT AWARDS CHAIR INFO HERE

JANE LOWRIE BACON TEACHER GRANT APPLICATION
DEADLINE: September 15th

Name _____

Home
Address _____

City/State/Zip _____

School
Address _____

City/State/Zip _____

Home Tel. _____ School Tel. _____

Email _____

Subject(s) and grade level(s): _____

- A. Please give a brief description of the proposed project/program/research:
- B. Indicate the objectives and rationale of the project/program/research:
- C. Indicate the anticipated tangible results:
- D. List means of dissemination to ICSS membership: an article in *Viewpoints* or the *International Journal of Social Education*, a presentation at the ICSS annual convention, other.
- E. Additionally, candidates must include a brief letter of support from their supervisor, principal, or department chairperson.

Use additional sheets if necessary.

STAN HARRIS CITIZEN'S AWARD NOMINATION FORM
DEADLINE: SEPTEMBER 15th

Stan Harris was a Castle High School Government teacher and We the People sponsor in Newberg, Indiana. He led his classes to win We the People competitions eight times from 1989 to 2002, resulting in a resolution from the Indiana State House of Representatives being passed in his honor. Mr. Harris was known for his tenacity, his active citizenship and for passing along his love of democracy and the U.S. Constitution to students and teachers alike. He retired from Castle High School after 26 years of service. In retirement, he was State Coordinator for the We the People program. Mr. Harris taught for 31 years, 26 of which were at Castle High School in Evansville. He passed away unexpectedly in January, 2010, and this award honors his commitment to active citizenship is named in his honor.

The Stan Harris Citizen's Award is made to groups or individuals in Indiana in recognition of service promoting social studies principles. Nominees are judged on the following criteria:

1. The outstanding service rendered by the nominee must focus on the promotion of social studies principles in a local community, region, or the state of Indiana. The spectrum of social studies principles implemented by the nominee can range from principles pertaining to tradition to principles pertaining to contemporary issues.
2. There must be some tangible evidence that the efforts of service of the nominee have had or are having an impact upon, or are effecting a change within, a local community, region, or the state of Indiana.
3. There must be evidence that the service rendered by the nominee is distinguished for its excellence and inherent qualities.
4. The nominee must have demonstrated consistent outstanding service in the promotion of social studies principles.

The nomination must:

- include the individual's or group's name, address, occupation, title, and the name, address and phone number of the person making the nomination.
- describe the outstanding service in promoting social studies education in Indiana (local, regional, or statewide),
- give tangible evidence of the impact upon the change within the local community, region, or state (e.g. newspaper accounts, testimonials),
- provide evidence that the service is distinguished for its excellence and its inherent qualities, and include examples of the consistency of outstanding service.

Additional supportive data may be included.

Send nomination packets by SEPTEMBER 15th to:
Awards and Grants Committees
Insert Awards Committee Chair Name Here

SPECIAL SERVICE NOMINATION FORM
DEADLINE: SEPTEMBER 15th

The Special Service Award is presented to ICSS members for service to social studies education. Nominees are judged by the ICSS Board of Directors on the following criteria:

1. There must be tangible evidence that exceptional contribution by the nominee toward social studies development are characterized by:
 - a. consistency of contributions,
 - b. the distinctive excellence and quality of contributions, and
 - c. the impact and effect that the contributions have had or are having upon social studies development
2. Nominees must be distinguished by their length of service to ICSS and their contributions toward the implementation of ICSS goals.
3. Nominations must include:
 - a. nominee's name
 - b. address,
 - c. phone number,
 - d. email address,
 - e. length of service through ICSS, and
 - f. the name, address, phone number, and email address of the person making the nomination.
4. Nominations must indicate:
 - a. the exceptional contributions of the nominee toward social studies development,
 - b. the consistency of exceptional contributions
 - c. evidence of distinctive excellence and quality, and
 - d. evidence of the impact and effect on social studies development.
5. Additional supportive data may also be included.

Send nominations by SEPTEMBER 15th to:
Awards and Grants Committee Chair
INSERT AWARDS COMMITTEE CHAIR HERE

**DENNIS BEADLES PRESERVICE TEACHER AWARD
OUTSTANDING FUTURE SOCIAL STUDIES EDUCATOR NOMINATION**

This award recognizes and honors Dennis Beadles as a Social Studies Educator and member of the Indiana Council for the Social Studies Board of Directors. Dennis worked for the Evansville-Vanderburgh School Corporation for 34 years, serving as a teacher, Department Head and Social Studies Supervisor. Dennis also taught Adult Basic Education night classes for 25 years. Dennis felt that teaching was a profession that never felt like work; it was a joy. Dennis was recognized as an outstanding student teacher, and spearheaded the effort to implement this ICSS award.

ICSS encourages School of Education and Methods professors to nominate an outstanding future social studies educator from their institution. This nomination is sent to the ICSS Office.

Those pre-service teachers who are nominated by their School of Education professors will automatically be recognized by ICSS as an Outstanding Future Social Studies Teacher, and will receive a certificate that can be used for complimentary attendance at the ICSS Fall conference.

Faculty members making the nomination who wish to attend the conference will need to complete a separate registration form and include the appropriate conference fees.

Please email, send or FAX this completed form no later than May 1st to:
Attn: Dennis Beadles Pre-Service Teacher Nominations, **INSERT AWARDS
COMMITTEE CHAIR INFO HERE.**

**DENNIS BEADLES OUTSTANDING FUTURE SOCIAL STUDIES EDUCATOR
AWARD NOMINATION**

Student Name _____
(Name as it will appear on certificate and in the program)

Student's Mailing Address _____
(This address will be used for future conference mailings)

City StateZip _____

Student's Email _____

Student's Telephone _____

Licensing Area(s) _____

Check one to indicated Student's (nonbinding) conference attendance:

_____ I will attend the conference in Indianapolis, IN to accept the award.

_____ I will NOT attend the conference in Indianapolis, IN to accept the award

Faculty Nominator _____

Title _____

Institution _____

Mailing Address _____

Email _____ Telephone _____

Those pre-service teachers who are nominated will automatically be registered for the annual state conference. Faculty members who wish to attend the conference will need to complete a separate registration form and include the appropriate conference fees.

Please email, send or FAX this completed form no later than May 1st to:
INSERT AWARDS COMMITTEE CHAIR INFO HERE.

SAMPLE LETTER TO COLLEGE AND UNIVERSITY PROFESSORS FOR DENNIS BEADLES PRESERVICE TEACHER AWARD

Dear Professor,

The Indiana Council for the Social Studies invites you to nominate an outstanding preservice teacher from your institution to be recognized by the Indiana Council for the Social Studies. Students nominated by their institutions are automatically recognized by the Indiana Council for the Social Studies with The Dennis Beadles Outstanding Future Educator Award. Recipients will receive a certificate which will entitle them to one free registration to the ICSS annual conference, and they will be recognized at the conference in November.

Founded in 1939, the Indiana Council for the Social Studies has as its purpose to promote and improve the teaching of social studies in Indiana. One of our means for achieving this purpose is to establish links with institutions that have similar professional purposes. Therefore we are asking your help in identifying a deserving recipient of this honor to represent your institution.

This award is named in honor of Dennis Beadles, Social Studies Educator and former member of the Indiana Council for the Social Studies Board of Directors. Dennis worked for the Evansville-Vanderburgh School Corporation for 34 years, serving as a teacher, Department Head and Social Studies Supervisor. Dennis also taught Adult Basic Education night classes for 25 years. Dennis felt that teaching was a profession that never felt like work; it was a joy. Dennis was recognized as an outstanding student teacher, and he spearheaded the effort to implement this ICSS award. This award is designed to recognize outstanding teachers in training as they complete their degrees and begin their search for their first teaching position.

We hope you will assist us in recognizing one student who shows outstanding potential as a future teacher. Simply complete the nomination form, send it to Christi Jones via email, fax or postal service (see nomination form), and we will contact and recognize your nominee.

If you would like more information about the Indiana Council for the Social Studies, please visit our website at www.indianasocialstudies.net or join us on Facebook.

If you have questions, please let me know.

We look forward to receiving your nomination.

The Indiana Council for the Social Studies' Distinguished Teacher Award will be presented at the State conference. This honor will be given to two educators who have demonstrated exceptional teaching abilities in the field of social studies, elementary or secondary. Each honoree will be awarded a plaque and \$100. Anyone may nominate a teacher using the criteria set forth below. This is an opportunity to show appreciation for the many wonderful people who influence Indiana's children.

**ICSS DISTINGUISHED TEACHER AWARD
REQUIREMENTS FOR APPLICATION
DEADLINE: SEPTEMBER 15th**

1. The nominee must be a full-time teacher in Indiana. The nominee must be a member of the Indiana Council for the Social Studies.
2. The nominee must submit the required forms and supporting documents via email or U.S. Post by September 15th.
3. The nominee must have a current teaching license and be teaching that licensure area
4. In 250 words or less, the nominee must submit a reflective statement about his/her teaching experience.
5. Letters of recommendation from colleagues, supervisors, parents, or students should be submitted with the nominee's application.

In letters of recommendation, evidence should be provided of the teacher's strong command of the social studies and the ability to communicate this knowledge in ways that contribute to students' understanding and intellectual skills. The letters may address the following concerning the nominee:

1. Exceptional teaching abilities
2. Contributions and impact of nominee to student learning
3. Evidence of outstanding teaching and classroom quality
4. Evidence of contribution and dedication to improvement of social studies learning in the classroom.

Each letter of recommendation should be limited to two typed pages. In addition to letters of recommendation, supporting documentation of up to ten pages may be submitted. **NO MATERIALS WILL BE RETURNED.**

Send an application by SEPTEMBER 15th to:
ICSS Distinguished Teacher Award

INSERT AWARDS CONTACT INFO HERE

**INDIANA COUNCIL FOR THE SOCIAL STUDIES
DISTINGUISHED TEACHER AWARD**

Name of Nominator (optional) _____

NAME _____

HOME
ADDRESS _____

TELEPHONE Home _____ Work _____

E-mail _____

POSITION _____

YEARS OF TEACHING
EXPERIENCE _____

SCHOOL
CORPORATION _____

School at which you are currently teaching:

Name _____

Street _____

City/State/Zip _____

Type of School: ___ elementary ___ middle/junior high

 ___ high school ___ college/university

Please include:

Colleges/Universities Attended Location Dates Field of Degree

Teaching License(s):

Teaching Experience:



ICSS BOARD OF DIRECTORS APPLICATION 2018

The purpose of the Indiana Council for the Social Studies is to promote and improve the teaching of social studies in Indiana. The ICSS achieves this purpose by disseminating information electronically, coordinating an annual conference, and sponsoring and promoting professional development for social studies teachers. The ICSS serves as a network for social studies educators in publicizing events, activities, curricula, and news related to social studies education. The Indiana Council for the Social Studies is the state affiliate of the National Council for the Social Studies.

Board Members serve for a term of two years. Board of Directors' meetings are held approximately four times a year usually at the Indiana Historical Society in Indianapolis. An additional meeting is held the evening prior to the State Conference. Board members assist in State Conference planning and in operations during the conference. Attendance at the conference is expected. Board members also have opportunities to be involved in a variety of committees. Additionally, a one day summer advance is conducted to plan the calendar and events for the upcoming year. Board members are responsible for travel to meetings. Board members are expected to maintain membership in the National Council for the Social Studies.

Membership on the ICSS Board of Directors provides numerous opportunities to work with leaders in the field. Board members are pro-active, and networking opportunities abound. Many find service on the ICSS Board of Directors to be a chance to learn, grow, and build friendships that have a positive experience on professional and personal growth.

If you are interested in running for a position on the ICSS Board of Directors, please feel free to contact any of the current board members for further information.

BOARD OF DIRECTOR APPLICATION

If you are interested in running for a position on the ICSS Board of Directors, please provide the information requested and submit via email no later than April 1st to: *****. Please type "Nominations Committee" in the subject.

CANDIDATE APPLICATION AND STATEMENT FOR ICSS OFFICER OR BOARD OF DIRECTORS

Please limit to one page.

1. Name
2. Address
3. School Name and Address
4. Home and School Phone
5. E-mail address
6. Teaching position/grade level
7. Educational Background
8. Professional/Educational Experience
9. ICSS or NCSS Experience/Participation/Presentations
10. Experience/Membership in other Social Studies Organizations, Programs or Events (i.e. History Day or LRE Coordinator, GENI; ICE, etc.)
11. Memberships in Others Professional Organizations
12. Position Statement (To be published in *Viewpoints* and distributed to all voting members. Please limit to 150 words or less.)

Prior to submitting your application, please speak to any Executive Officer to discuss the responsibilities of serving on the ICSS Board of Directors.

Timeline for Nominations and Elections for 2018

January BOD Meeting - Recommendations sought for Board and Officer Candidates.
Nominations Committee appointed by the President (no less than three members).
Committee is chaired by the Vice President. Past President is also a member.
Committee and Board members assigned to contact those who have expressed an interest in leadership involvement.

January – February – Announcement for candidates made through Website, Facebook page and Viewpoints. Those who have expressed interest shall be contacted.

April 1st – **Nominations and Application Deadline.**

April 2nd – April 12th – Nominations Committee, chaired by the ICSS Vice President, communicates electronically to discuss the results of nominations. The slate of candidates will be sent electronically to the BOD for approval. The Nominations Committee Chair is responsible for preparing candidate bios and the online voting information to be emailed to members.

April 15th - Email and candidate bios sent to members, along with a link for online voting.

May 1st – Votes cast by this date counted.

May 21st – New Board Members and Officers will be contacted by the ICSS President no later than May 21st, will be sent copies of the ICSS Officer Handbook and Constitution, and will be invited to the June Summer Advance BOD meeting.

June, 2017 – Summer Advance, location to be determined.

INDIANA COUNCIL FOR THE SOCIAL STUDIES MEMBERSHIP APPLICATION

(Circle One)

<input type="checkbox"/> ICSS Regular Membership	\$50.00	New	Renewal
<input type="checkbox"/> ICSS First Year Teacher	\$30.00	New	
<input type="checkbox"/> +ICSS Student	\$10.00	New	Renewal
<input type="checkbox"/> Retiree	\$30.00	New	Renewal
<input type="checkbox"/> Institutional Membership**	\$100.00	New	Renewal

+Professor's signature required for student membership.

+Student Recommended by _____
(Professor Signature)

****Institutional Memberships are new this year. This allows five educators from the same school or affiliate organization to join for \$100. To enroll in an Institutional Membership, the form must be completed on a hard copy (page two of membership application form) and sent Ellie James, ICSS Treasurer, 8255 Winthrop Avenue, Indianapolis, IN 46240. Two individuals will be designated as the recipients of materials sent via U.S. Post. All five individuals within an institutional membership will receive online notifications. Institutional members receive the same benefits as regular members.**

The ICSS dues calendar year expires May 31st.

Individual Membership Application

Name _____

Mailing Address _____

City/State/Zip _____

Home Phone _____ Work Phone _____

Email address _____

Grade Level: Elementary Jr. High/Middle High School
 K-12 College Other

Position: Teacher +Full-time Student
 Dept. Head Retired
 Administrator College Faculty Other _____

Send completed form and a single check made payable to ICSS, and send to:
Ellie James, ICSS Treasurer, 8255 Winthrop Avenue, Indianapolis, IN 46240.

DATE _____ **ICSS Institutional Membership Form** – The first two educators listed will be those who receive mailings via U.S. Post. All institutional members will receive online communications and publications.

1. Name _____
Mailing Address _____
City/State/Zip _____
Home Phone _____ **Work Phone** _____
Email address _____
Grade Level: Elementary Jr. High/Middle High School K-12 College Other
Position: Teacher +Full-time Student Dept. Head Retired College Faculty Other

2. Name _____
Mailing Address _____
City/State/Zip _____
Home Phone _____ **Work Phone** _____
Email address _____
Grade Level: Elementary Jr. High/Middle High School K-12 College Other
Position: Teacher +Full-time Student Dept. Head Retired College Faculty Other

3. Name _____
Mailing Address _____
City/State/Zip _____
Home Phone _____ **Work Phone** _____
Email address _____
Grade Level: Elementary Jr. High/Middle High School K-12 College Other
Position: Teacher +Full-time Student Dept. Head Retired College Faculty Other

4. Name _____
Mailing Address _____
City/State/Zip _____
Home Phone _____ **Work Phone** _____
Email address _____
Grade Level: Elementary Jr. High/Middle High School K-12 College Other
Position: Teacher +Full-time Student Dept. Head Retired College Faculty Other

5. Name _____
Mailing Address _____
City/State/Zip _____
Home Phone _____ **Work Phone** _____
Email address _____
Grade Level: Elementary Jr. High/Middle High School K-12 College Other
Position: Teacher +Full-time Student Dept. Head Retired College Faculty Other

ICSS RESOLUTIONS: WHAT, WHY AND HOW

The ICSS Board approved a policy statement, printed below, regarding resolutions that clarifies the resolution process.

1. What is a Resolution?
 - a. A resolution is an official expression of opinion or request for action by the group which accepts it. For ICSS the content should focus on topics that:
 - i. pertain to policies of ICSS;
 - ii. are related to the interest of the social studies profession in Indiana;
 - iii. are ideas which ICSS endorses for the improvement of social studies teaching in Indiana;
 - iv. refer to current public issues which should be taught objectively in Indiana classrooms. Resolution cannot (a) change the structure of ICSS; or (b) bind ICSS to spend money.
2. Who can submit a resolution?
 - . Any ICSS member or affiliated group.
3. How should a resolution be submitted?
 - . A copy of the proposed resolution should be received by any Board of Director's member at least two weeks prior to the annual convention.
 - a. If possible, someone favoring the resolution should attend the open meeting held at the annual convention.
4. What happens to the proposed resolution?
 - . Members of the Board of Directors consider each resolution and then decide by majority vote whether to accept, modify, reject, or present the resolution, with or without recommendation, at the annual meeting. Persons who submit resolutions that are modified or rejected by the Board of Directors will be notified prior to the general meeting.
5. Can a resolution be submitted after the deadline?
 - . Resolutions may be submitted to the Board of Directors during the open meeting at the annual conference. Five typed copies should be submitted. The disadvantage of this method is that the Board of Directors' consideration time is limited.
6. What if one wants to submit a resolution without a Board of Directors' approval?
 - . Prior to the business meeting at the annual conference, prepare a typed resolution in proper form in sufficient quantity for those who will be in attendance at the business meeting. This resolution may be considered by permission of two-thirds of those members present.
7. What is proper form?
 - . Resolutions should be stated as clearly and as briefly as possible. While "whereas" clauses are not an essential part of a resolution, (rationale contained in "whereas" clauses may be presented to the Council following the formal introduction of the proposed resolution) they are very helpful to clarify intent should the author be absent. If "whereas" clauses are used they should come after the title which might read "A Resolution

Favoring..." Each clause should be written so it can stand as a separate reason or need for the resolution. Each should be tied to the next by the word "and" and the last "whereas" should end with the word "therefore." Then state the proposed resolution as follow: (EXAMPLE)... Be it resolved: That ICSS establish a committee to study and to recommend ways of improving... Be it further resolved: that the committee investigate the feasibility of (a)... (b)... (c)... Complete your effort by placing your name at the end of the resolution. (EXAMPLE)... "This resolution submitted by (your name), (your address), (your institution or group)".

CONSTITUTION OF THE INDIANA COUNCIL FOR THE SOCIAL STUDIES

Article I. Name

Section A. This association shall be known as the Indiana Council for the Social Studies and is incorporated under the laws of the State of Indiana. Hereafter the association shall be called ICSS. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article II. Purposes

Section A. The purpose of the ICSS is to promote and improve the teaching of social studies in Indiana.

Section B. The means for achieving the purposes include:

1. Encouraging professional research, experimentation, and investigation in the social studies;
2. Providing a forum for professional discussion;
3. Sponsoring the publication of articles, reports, and surveys;
4. Providing materials designed to aid in social studies teaching;
5. Establishing linkage with institutions and members who have similar professional purposes; and
6. Providing such other activities as shall be endorsed by ICSS for promoting quality civic and social education in Indiana

Article III. Membership

Section A. Membership in ICSS shall be of three types: active, active, emeritus, and student.

Section B. Active members

1. Any person paying the specified dues to any office authorized by the Board of Directors and interested in pursuing the ICSS purposes shall be considered an active member.
2. Active members shall have the following rights and privileges:
 - a. to attend the annual general meeting;
 - b. to vote in the general election;
 - c. to hold office in the organization if fully qualified and elected or appointed;
 - d. all other rights and privileges granted by the Board of Directors

Section C Emeritus members

1. Emeritus members are non-voting, non-dues paying members of ICSS, including retired educators that have been active and outstanding members of ICSS. Such membership is granted at the discretion of the Board of Directors.
2. Emeritus members shall have the rights and privileges deemed appropriate by the Board of Directors.

Section D. Student members

1. Any full-time student paying the specified dues and interested in pursuing the purposes of ICSS shall be considered a student member of ICSS.
2. Student members shall have all rights and privileges granted to Active Members.

Section E. Other membership categories

Additional membership categories may be established by the ICSS Board of Directors as circumstances warrant.

Article IV. Officers and Board of Directors

Section A. The Executive Board of the ICSS shall consist of the President, the President-elect, Vice-president, Secretary, and Treasurer.

1. The Executive Board shall be authorized to conduct the business of the ICSS between annual meetings of the membership and meetings of the Board of Directors.
2. The Executive Board shall operate under the general policies and guidelines established by the Board of Directors.

Section B. The Board of Directors of the ICSS shall consist of voting and non-voting members.

1. Voting members of the Board of Directors of the ICSS shall consist of the Executive Board, a maximum of ten directors "at large," anyone invited to represent an affiliated organization, and one immediate past-president.
2. Ex officio (non-voting) members of the Board of Directors of the ICSS shall consist of the current *Viewpoints* editor and liaisons.
 - a. The President shall appoint, with board approval, the editor of *Viewpoints*.
 - b. There is no limit to the length of term in the position as the editor of *Viewpoints*.

The editor or a member of the Board may request reconfirmation to be considered at the Summer Advance. Such requests will be made to the incoming President by June 1 and shall be included on the published agenda. Lacking such a request, appointment to the position is continuous.

3. Ex officio (non-voting) members of the Board of Directors of the ICSS may also include a representative of the Indiana Department of Education, a parliamentarian, and any liaisons appointed by the President.

Section C. The primary responsibilities of the Board of Directors of ICSS determine and implement policies and guidelines for the ICSS; approve the appointment of candidates to fill vacancies on the Board of Directors between elections.

Section D. Qualifications, Duties, and Terms of Elected Officers.

1. The President
 - a. The President shall be an active ICSS member in good standing.
 - b. The President shall have served in an elected capacity on the Board of Directors of the ICSS prior to assuming office.
 - c. The President shall serve a one-year term of office.
 - d. The President shall nominate candidates to fill vacancies on the Board of Directors that occur between elections.
 - e. The President shall appoint all committee members.
 - f. The President shall have general charge of the affairs of business and the activities of the ICSS.
2. The President-elect
 - a. The President-elect shall be an active ICSS member in good standing.
 - b. The President-elect shall have served in an elected capacity on the Board of Directors of the ICSS prior to assuming office.
 - c. The President-elect shall serve a one-year term of office. The President-elect shall become President following service as President-elect.
 - d. The President-elect shall assist the President in supervising the work of standing committees and will assume other duties as requested by the President or the Board of Directors.
 - e. The President-elect shall be directly responsible for the planning of the ICSS annual meeting.
3. Vice-President
 - a. The Vice-president shall be an active ICSS member in good standing.
 - b. The Vice-president shall serve in an elected capacity on the Board of Directors of the ICSS prior to assuming office.
 - c. The Vice-president shall serve a one-year term of office. The Vice-president shall become President-elect following service as Vice-president.
 - d. The Vice-President shall assist the President in supervising the work of standing committees and will assume other duties as requested by the President or the Board of Directors.
 - e. The Vice-president shall assist the President-elect in the planning of the ICSS annual meeting.
 - f. The Vice-president shall serve as chairperson of the nominations and membership committees.

4. Secretary

- a. The Secretary shall be an active ICSS member in good standing.
- b. The Secretary shall serve a two-year term of office beginning in even numbered years.
- c. The Secretary shall keep the official minutes of all official meetings of the ICSS. A final copy shall be sent to the President and ICSS Administrative Assistant for filing and distribution.

5. Treasurer

- a. The Treasurer shall be an active, bondable ICSS member in good standing.
- b. The Treasurer shall serve a two-year term of office beginning in odd numbered years.
- c. The Treasurer shall handle ICSS income and expenses and shall keep the Board of Directors informed of the financial standing of ICSS.

6. Directors

- a. Any Director from an affiliated organization shall be an active member of ICSS and shall serve at the pleasure of the affiliated organization and the ICSS Board of Directors.
- b. Director-at-large shall be an active ICSS member.
- c. Director-at-large shall serve a two-year term of office.
- d. Five Directors-at-large shall be elected in odd-numbered years; five Directors-at-large shall be elected in even-numbered years.
- e. Directors shall represent the membership in setting of policy and guidelines for the ICSS.

7. Past-President

- a. The Past-President shall be an active member in good standing.
 - b. The Past-President shall assist the President in all ICSS activities, as well as other duties as requested by the Board of Directors.
 - c. The Past-President shall serve as a member of the nominations committee.
8. All Officers and Board of Directors shall assume responsibility for their respective office on June 1 of the appropriate year.

Article V. Elections

Section A. Nominations

1. Nominations for elective offices shall be made by a committee of no less than three appointed by the President of ICSS with the approval of the Board of Directors.
2. The Nominations Committee will be chaired by the Vice-president. The Nominations Committee shall submit the proposed slate of candidates, along with resumes, to the Board of Directors.

Section B. Voting

1. Ballots, along with resumes of each candidate shall be mailed, electronically or via U.S. Post.
2. Results received within two weeks of an electronic ballot shall be counted.
3. Candidates receiving a plurality of the ballots cast shall be elected to office.
4. The announcement of those elected shall be reported in the next issue of Viewpoints.

Article VI. General Meetings

Section A. The ICSS shall hold an annual meeting at the time and place selected by the Board of Directors. This meeting shall be devoted to matters of business and to a program of professional interest.

Section B. Other general meetings may be called by the President of ICSS with the approval of a majority of the Board of Directors and with a ten-day notice to the membership.

Section C. All general meetings will be conducted in accordance with Robert's Rules of Order.

Article VII. Meetings of the Board of Directors

Section A. The Board of Directors of the ICSS shall meet on a regular basis and at a time and place determined by the Board of Directors.

Section B. All meetings of the Board of Directors shall be conducted in accordance with *Robert's Rules of Order* with such modification as approved by a majority of the Board of Directors.

Article VIII. Cooperation with Other Organizations

Section A. National Council for the Social Studies

1. The **ICSS** shall be an affiliate of the National Council for the Social Studies (**NCSS**) and shall act as the official agency of **NCSS** in this state.
2. Means of cooperation with **NCSS** shall be determined by the Board of Directors as the occasion and need arise.

Section B. Great Lakes Regional Council

1. The **ICSS** shall send representatives from the Board of Directors to participate in scheduled meetings of the Great Lakes Regional Council.

Section C. Affiliated Local Councils

1. The **ICSS** shall encourage the creation and maintenance of local councils in any geographical area of the state.

2. The Board of Directors is empowered to arrange for joint collection of dues and apportionment between the **ICSS** and its affiliate organizations.
3. Local councils may become affiliated with **ICSS** by submitting the names and addresses of local officers, representatives serving on the Board of Directors of the local council, and a roster of members to the president of **ICSS** not later than May 1 of each year.
4. Each affiliated local council may be invited to select one member to serve on the Board of Directors of the **ICSS** to begin his/her term July 1.

Article IX. Compensation and Dissolution

Section A. No part of the net earnings of the organization shall inure to the benefit or be distributable to its members, trustees, officers, or other persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section B. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organizations then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article X. Amendments

Section A. Amendments to the constitution shall be proposed to the membership of this council either by the Board of Directors or by a petition of ten percent of the members.

Section B. Amendments shall be ratified by a majority vote of members attending the annual meeting of the **ICSS** or by a majority vote of those replying to a post card poll within sixty days following the submission of the proposed amendment.

Article XI. Ratification Process

Section A. This constitution shall be ratified by a majority vote of members attending the annual meeting of the **ICSS** or by a majority vote of those replying to a post card poll within sixty days following the submission of proposed constitution.

Section B. This constitution will take effect November 14, 2014.