

**FCSS**  
**POLICIES AND PROCEDURES**  
Ratified, April, 2007

**AFFILIATION**

National

Local

A manual on how to organize a local social studies council was published by the Membership Committee (May, 1991)

**AWARDS**

1. Teacher of the Year Guidelines established:  
Three categories: elementary, middle/junior, high
2. One person per district in each category, multiple entries not accepted.
3. Awards Committee will not accept nominations for awards without proper documentation. (May, 1984)
4. The current President of FCSS shall be exempt from leadership awards. (January, 2004)
5. No person will be the recipient of two professional/lay awards during a given year. (January, 2004)
6. No person will be the recipient of the same professional/lay award for two consecutive years.(January, 2004)
7. A minimum of three members of the awards committee will count the votes for the professional/lay awards. (January, 2004)
8. Awards Criteria:

Agnes Crabtree International Relations Award

This award is given to the FCSS member who has, through teaching, research, or community activities, furthered the cause of international, intercultural relations. Created in honor of Agnes Crabtree, Board of Directors, Dade County. (September, 1973 ?)

J.R. Skretting Social Science Professional Award

This award is given to the FCSS leader who has excelled in the past year in increasing membership and involving members in FCSS, as well as representing ably the goals and purposes of FCSS to the public, the membership, members of the total professional community, and the legislature. Created in honor of Dr. J.R. Skretting, Florida State University Professor, and first Executive Director of the Council. (September, 1972)

B.J. Allen Outstanding Leadership Award

This award is given to an outstanding FCSS educator who has served the professional organization in a comprehensive way. The emphasis underlying this award is service to FCSS and to social studies during the year or years immediately past. Created in honor of Dr. B.J. Allen, Florida State University Professor, and President of the organization. (September, 1972?)

Wilma Simmons Golden Service Award

This award is given to a member who has been active for many years and who, during these years, has made significant and lasting contributions to the council. Created in honor of Ms. Wilma

Simmons, Social Studies Supervisor, Duval County, and one of the original founders of the council.

#### Outstanding Citizen Award

This award is given to the individual in the state of Florida who has done the most to promote the growth of social studies throughout the state. The recipient of this award shall not be a member of FCSS.

#### Warren Tracy Beginning Teacher Award

This award is given to any beginning classroom teacher who is teaching elementary social studies, or teaching grade 6-12 social studies for the majority of the day. The applicant must have no more than three years experience in the classroom. Recipients will demonstrate the ability to engage students in meaningful, purposeful lessons that engender student interest and awareness; involvement with school/community activities; and leadership on behalf of education. Created in honor of Warren Tracy, Social Studies Supervisor, Duval County, and president of the organization. (September, 1993)

#### Doyle Casteel Award for Social Studies Leadership

This award is given to the outstanding Supervisor of Social Studies as selected in cooperation with the Florida Association of Social Studies Supervisors. Created in honor of Dr. Doyle Casteel, University of Florida Professor and President of the organization. (May, 1999)

9. Awards given at the FCSS awards ceremony must be officially endorsed by the FCSS. (October, 1985)
10. A complete description of the award shall be included in either the Conference Program or Awards Program. (April, 2007)
11. Lay and professional leaders after whom awards are named shall be featured in the Conference program and on the website. (April, 2007)

### **BOARD MEMBERS RESPONSIBILITIES**

1. A job description shall be in effect for all officers, Standing Committee chairs, and Board members.

### **BUDGET**

1. The Management Committee shall allot the President discretionary funds. (January, 1979)(Revised April, 2007)
2. The Executive Director shall have a budget. (January, 1990)
3. The fiscal year shall be January 1 – December 31. (April, 2007)
4. Funds for the Executive Director approved (January, 1990)
5. Regular membership dues shall be \$35.00. (January, 2004)
6. Full-time student dues shall be \$20.00. (January, 2004)

### **CONFERENCE**

1. A manual on how to operate the annual conference will be published. (1987) Updated (1998)
2. Professional Conference workshop participants must register for the FCSS conference. (May, 1986)

3. FCSS shall develop and utilize a feedback form for all presentations at the FCSS conference. (May, 1986)
4. FCSS Conference registration fees are nonrefundable. Refunds will not be given to FCSS Conference exhibitors unless requested 30 days prior to the conference. (October, 1986) (revised May, 2003)
5. There will be a reception for exhibitors at the annual conference. (October, 1984)
6. FCSS adopted the annual conference restructuring proposal which establishes specific job descriptions for FCSS Board members and calls for a submission of a conference budget and manual. (February, 1994) (attach restructuring proposal and duties chart)
7. Conference fees will be reviewed annually by the Conference Committee and changes recommended to the Board. Registration includes FCSS membership. (January, 2001)
8. Exhibitor's fees shall be recommended by the Conference Committee. Non-profit organizations shall be charged a reduced rate. (October, 2000)
9. The Management Committee is authorized to negotiate group rates for conference attendees. (January, 2001)
10. Presenters must pre-register by September 15<sup>th</sup> or face deletion from the program. (January, 1995)
11. Up to two people per table will be allowed as credentialed presenters and will not have to pay conference registration fees. (September, 1995) (Revised April, 2007)
12. The President and the conference chairpersons shall be exempt from non-reimbursed conference registration fees. (January, 2002)
13. The Conference Committee is expanded to include a Development and Hospitality Chair and the Awards Chair. These positions are subject to the same provisions as relate to the existing committee chairs. (January, 2002) (Revised April, 2007)
14. The President, First Vice President and Second Vice President shall be exempt from non-reimbursed Conference registration fees. (January, 2002)
15. Ten percent 10% of the conference profit will be distributed to the Conference Coordinator with \$2000 guaranteed to the Coordinator and the remainder to be distributed to the Coordinator and Conference Chairs by the Coordinator. (April, 2007)

### **MEMBERSHIP**

1. Nominations to become Members Emeritus with the benefit of free lifetime membership must be made to the management committee at least 10 days prior to the board meeting. The management committee would then decide whether or not the person nominated qualifies for Members Emeritus and brings the name before the board for a vote. The general intent is to honor retiring educators.
2. Members shall receive four copies of Trends per year as a membership benefit. (May, 1979)
3. All new members joining FCSS any time other than the conference will receive a welcome letter informing them of the names of their district representative, the Executive Director and the Membership and Marketing Coordinator. (February, 1994) (Revised April, 2007)
4. Membership committee published a manual on how to organize a local social studies council. (May, 1991)

### **MINUTES**

1. Minutes of Board meetings will be mailed prior to the next meeting and copies available at the meeting will be limited to five. (May, 1995)
2. Minutes and meeting notes will be distributed by E-mail except for those who notify the secretary. (January, 2001)

### **MISCELLANEOUS**

1. Oath of Office (May, 2003) (Revised April, 2007)  
I promise to uphold the goals and bylaws of the Florida Council for the Social Studies, and will, to the best of my ability, work to strengthen and promote the Social Studies profession through the office to which I have been elected.

If you accept this challenge, say “I so promise”.

It is my pleasure to officially install you as officers and directors of the FCSS.

2. Directors Emeritus are exempt from the Board of Directors attendance rules. (May, 1985)
3. The State Department of Education Consultant for the Social Studies shall be an ex-officio member of the Board. (January, 1979)
4. FCSS logo adopted. (January, 1979)
5. The President shall be responsible for notifying resigning or outgoing members to return all Board materials. (May, 1995) (Revised April, 2007)
6. The President shall report deaths or serious medical emergencies of Board members as soon as possible. (September, 1995)
7. Board members will be trained in marketing FCSS. (May, 1995)
8. The Board is authorized to sell logo materials. (May, 1995)
9. Recognized non-profit organizations, with goods and services of interest and value to social studies teachers, as determined by the Management Committee, may be provided with a set of membership mailing labels on request if (1) they sign a consent not to duplicate the labels or (2) provide the information to any other agency, and (3) reciprocate with a set of mailing labels from their organization or pay a \$25 service fee. A checkbox shall be included on the FCSS membership application form to request that the member's name and address not be included on such lists that are shared. (May, 2002) (Revised April, 2007)
10. Election to Director Emeritus status requires nomination by the majority of the active Directors Emeritus and a 3/4ths vote by the Board. (January, 2002)

## **OFFICERS**

1. Nominees for office must be members of the FCSS at the time of the annual meeting. Individuals attending the annual meeting have an opportunity to nominate candidates. (October, 1984)
2. The position of Head Delegate to the National Council for the Social Studies shall be a standing appointed position on the Board with voting privileges and a three year term of office as specified by NCSS guidelines, (January, 2002)
3. A leadership retreat for officers shall be conducted for the purpose of developing goals and structuring the regular Board meeting agendas to support the goals of the new officers, and further the long range efforts of the Restructuring Committee. Organization and planning of the retreat shall be the responsibility of the new President. (January, 2002) (Revised April, 2007)

## **TRAVEL REIMBURSEMENT**

1. Officers, Board Members and Standing committee chairpersons shall receive travel expenses to Board meetings, as set by current Board policy at the annual budget meeting, unless otherwise compensated. (October, 1985)
2. Committee members and other participants travel to functions must be approved, in advance, by the respective Chair or Coordinator. Normal reimbursement policies shall apply and the costs charged to the respective budgets. (April, 2007)
3. Mileage reimbursement shall be raised from .30 to .40 per mile. (January, 2006)
4. Tolls may be reimbursed in addition to mileage. (September, 2002)
5. Airfare will be reimbursed for the lowest round-trip coach price.
6. One-half room rate will be reimbursed.

7. The following positions shall be reimbursed for travel, registration, and one half double occupancy housing for up to three nights for attendance at the NCSS convention: Head Delegate, President, President Elect, and a member of the Trends Editorial staff. (May, 2000) (Revised April, 2007)
8. Each FCSS Board Member or Officer who is an NCSS office holder shall be eligible for up to \$200 in non-reimbursed expenses for attendance at the national conference. (January, 2002)
9. Participants in the Executive Board Retreat and Endowment Board Retreat shall be entitled to reimbursement for single room occupancy unless otherwise reimbursed. (April, 2007)
10. Meal reimbursement for in-state travel must be authorized in writing, by the President, Executive Director or responsible budget manager in advance of travel and shall be paid using normal Florida governmental guidelines at the rate of \$6.00 Breakfast, \$11.00 Lunch, and \$19.00 Dinner. For out-of-state travel, prior authorization is not required. The same rates shall apply.
11. Officers/Directors attending only one day of the two day Board meetings shall receive only one half of the normal authorized travel reimbursement. (April, 2007)
12. Officers and Directors are not eligible for lodging or mileage expenses for meetings within 20 miles of their home. (April, 2007)
13. Board member alternates shall be entitled to the same travel reimbursement as applies to Board members. Only the member or the alternate is eligible for the same meeting unless authorized by the President. (April, 2007)

### **BOARD MEETINGS**

1. General guidelines for meeting agendas are as follows:  
 January – Orientation, Team Building, Goal Setting  
 April – Regional Meetings/Partner Groups, Develop Action Plans and report out  
 September – Training for Board Members/Professional Development (April, 2007)

### **COMPENSATION FOR PAID PERSONNEL** (April, 2007)

#### **1. Executive Director**

Salary: \$7,000

Benefits:

- Waiver of FCSS dues
- Waiver of non-reimbursed FCSS Conference registration fees
- Travel reimbursement for FCSS Conference, including airfare or mileage at current rate and three nights single occupancy lodging
- NCSS Comprehensive Membership Dues
- NCSS Conference Registration fees
- Travel reimbursement for NCSS conference, including airfare and three nights single occupancy lodging
- Travel reimbursement for all FCSS meeting functions, including coach airfare or mileage at current rate and single occupancy lodging

Salary and benefits to be reduced prorated for the current year if the position is vacated with less than six months notice.

#### **2. Treasurer**

Salary: \$3,500

Benefits:

- Waiver of FCSS dues
- Waiver of non-reimbursed FCSS Conference registration fees
- Travel reimbursement for FCSS Conference, including coach airfare or mileage at current rate and non-reimbursed single occupancy lodging for three nights
- Travel reimbursement for all required FCSS meeting functions, including coach airfare or mileage at current rate and single occupancy lodging

Salary and benefits paid to be reduced prorated for the current year if the position is vacated with less than six months notice.

**3. Conference Coordinator**

Salary: \$2,000 base from share of 10% of Conference profit (remainder shared with Conference Chairs as determined by Coordinator)

Benefits:

Waiver of FCSS dues

Waiver of non-reimbursed FCSS Conference registration fees

Travel reimbursement for FCSS Conference, including coach airfare or mileage at current rate and non-reimbursed single occupancy lodging for three nights.

NCSS Conference registration fees

Travel reimbursement for NCSS Conference, including coach airfare and three nights single occupancy lodging

Travel reimbursement for all required FCSS meeting functions, including coach airfare or mileage at current rate and single occupancy lodging

Travel reimbursement for Conference site inspections, including mileage at current rate and non-complimentary lodging.

Salary and benefits paid to be reduced prorated for the current year if the position is vacated with less than six months notice.

**4. Publications Coordinator**

Salary: \$ 1,500 base from 20% of advertising revenue with remainder shared between coordinator and committee chairs as determined by coordinator. ( Minimum of \$500 to be shared.)

Benefits:

Waiver of FCSS dues

Waiver of non-reimbursed FCSS Conference Registration fees

Travel reimbursement for FCSS Conference, including coach airfare or mileage reimbursement at current rate and non-reimbursed lodging for two nights

Travel reimbursement for NCSS Conference up to \$500

Travel reimbursement for all required FCSS meeting functions, including coach airfare or mileage at current rate and single occupancy lodging

Salary and benefits paid to be reduced prorated for the current year if the position is vacated with less than six months notice.

**5. Membership and Marketing Coordinator**

Salary: \$1,500 base plus \$1.00 per non-conference membership

Benefits:

Waiver of FCSS dues

Waiver of non-reimbursed FCSS Conference Registration fees

Travel reimbursement for FCSS Conference, including airfare or mileage reimbursement at current rate and non-reimbursed lodging for two nights

Travel reimbursement for all required FCSS meeting functions, including coach airfare or mileage at current rate and single occupancy lodging

Salary and benefits paid to be reduced prorated for the current year if the position is vacated with less than six months notice.

