

Social Studies Coalition of Delaware

By-Laws

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THE SOCIAL STUDIES COALITION OF DELAWARE

PURPOSE OF THE COALITION

This Coalition is a partnership striving to improve the teaching and learning of K-12 social studies in Delaware public schools and to help its students reach the Delaware Social Studies Standards.

The partnership includes the Department of Education, public school districts throughout the state and other affiliates involved in standards-based instruction and assessment. The partnership is open to additional public school districts and charter schools that agree to collaborate in the systemic improvement of their K-12 social studies programs as outlined in the annually renewed Memorandum of Agreement.

MISSION

The Coalition exists to support the creation of the highest quality social studies instruction for the K-12 students in Delaware. The goals of the SSCD are to:

- Assist districts in the development of assessments to guide social studies curriculum development and instruction at the district level.
- Continue the development and alignment of social studies curriculum and instructional materials for each benchmark for members of the Coalition.
- Provide leadership and an organizational structure to facilitate planning, assist with the development of curricular materials and coordinate the delivery of professional development.

GUIDING PRINCIPLES

- The purpose of the partnership is to support continuous standards-based reform of social studies education in Delaware schools.
- Adoption and implementation of curricula is the responsibility of individual school systems. The Coalition is established to assist them in this endeavor and to provide cost effective standards-based education programs.
- Costs will be shared in a way that all parties benefit as equally as possible. Every effort will be made to provide services in support of the program at cost. Member districts will pay annual dues by **Sept. 30 of each year** to support Coalition actions that run from July 1 through June 30 and include professional and product development, and other activities. Annual fees will be determined by the Board.
- Professional development will be provided by the Coalition. Individual members will provide additional support for the participants.

- The Coalition will seek to coordinate financial support from foundations, affiliates and others for implementation of standards-based social studies education for Delaware students.

Article I: GOVERNANCE OF THE COALITION

The Coalition will be governed by a Board of Directors comprised of a voting representative from each fee paying Local Education Agency (LEA) representing public school districts and charter schools. Each member LEA has one vote. Non-voting members shall include two representatives from the Department of Education and authorized affiliate members.

The purpose of the Board is to:

- Establish and approve operating policies and practices for the Coalition.
- Set and approve the annual budget for the Coalition and monitor expenditures. One LEA shall serve as the fiscal agent in lieu of paying dues.
- Establish and implement an effective communications program.
- Take a leadership role in developing and overseeing a strategic plan for K-12 social studies education in Delaware.
- Promote partnerships among the K-12 public schools, higher education and the business community.

Article II: Coalition's Leadership, Structure and Responsibilities

The Social Studies Coalition consists of an Executive Committee, a Board of Directors, and affiliate organizations.

Section 1: Executive Committee

Composition: The Coalition's Executive Committee shall consist of two chairpersons, an Executive Secretary, a financial liaison, and one representative each from affiliate organizations.

Responsibilities: The responsibilities of the Executive Committee include planning the regular meeting agenda, communicating issues to other members as needed, collaborating with affiliates to propose policy, and planning professional development and curriculum projects.

Section 2: Board of Directors

Composition: The Coalition's Board of Directors shall consist of one representative from each dues paying LEA member.

Responsibilities: The responsibilities of the Board's members include attending monthly meetings (usually the Friday of each month), discussing agenda items, informing the Board of district perspectives relating to social studies education, and voting on items as required.

Section 3: Co-Chairs

Election: Two chairpersons shall be elected by the voting members of the Board to a two year, staggered term without remuneration and will coordinate the Coalition's activities and chair meetings.

Eligibility: only those authorized to represent dues paying LEAs are eligible to hold the office of chairperson.

Responsibilities: The major responsibilities of chairpersons include collaborating with the Executive Committee to develop agenda, conducting meetings, preparing formal communications (e.g. membership renewal letters), maintaining contact with funding organizations, writing proposals, serving as liaison to affiliates, and other duties as requested by the Board to meet evolving needs.

Vacancies: the Executive Secretary shall be notified of vacancies in the position(s) of chairpersons, solicit nominees at the next Board meeting, and arrange for a special election to be held online before, or by secret ballot at, the following meeting. The Secretary shall communicate the list of nominees to members for consideration within a reasonable period of time prior to the election. Self-nominations are permitted.

Section 4: Coalition Leadership

SSCD leadership shall be administered by an Executive Committee and directed by the Board. The Executive Committee shall consist of two chairpersons, an Executive Secretary, a Financial Liaison and the Education Associate for Social Studies from the Delaware Department of Education.

Regular meetings of the Coalition's Executive Committee and Board will be held on a monthly basis during the school year. The Board will establish sub-committees to manage specific aspects of the Coalition as needed.

Section 5: Executive Secretary

Appointment: The Executive Secretary shall be appointed by the chairs.

Responsibilities: The major responsibilities of the Executive Secretary include preparing agenda with input from co-chairs, communicating Coalition information to members via emails, notices, etc., preparing, distributing and posting minutes, facilitating management of the Coalition's website.

Section 6: Financial Liaison

Appointment: The Financial Liaison shall be appointed by the chairs.

Responsibilities: The major responsibility of the Financial Liaison is to coordinate with the fiscal agent to prepare and deliver annual Memorandum of Understanding documents to LEA members and potential LEA members. Other responsibilities include preparing monthly

budget reports, validating LEA reimbursement requests, and approving other Coalition expenses such as workshop expenses and ordinary (petty) expenses.

Section 7: Affiliates

Coalition affiliate organizations include the Center for Economic Education and Entrepreneurship, Democracy Project, Department of Education, Delaware Geographic Alliance, Professional Development Center for Educators, and Delaware Public Archives. The affiliates serve in a non-voting, advisory capacity for the Coalition and help to plan and execute standards-based professional development.

Requests for affiliation status with SSCD will be considered by the Executive Committee based on the interested organization's history of involvement in professional development relating to standards-based instruction and assessment. The Board of Directors shall have the power to approve requests for affiliation.

Section 8: Fiscal Agent

The Coalition's fiscal agent shall be an LEA whose membership is waived for the year(s) during which the LEA fulfills the role as fiscal agent.

Section 9: Membership

Membership in the Social Studies Coalition is limited to Delaware's public LEAs including districts and charter schools. The annual membership fee shall be established annually by the Board and published in the membership Memoranda of Understanding. Fees are due by the end of September.

Section 10: Elections

Nominations for elected offices shall be submitted to the Executive Secretary who will then publicize the list of candidates. Elections shall be conducted using secret ballots.

Article III: Procedural Matters and Voting

Section 1: Rules - parliamentary procedures shall be used during Board meetings.

Section 2: Quorums - Forty percent of total members is a quorum to conduct business.

For purposes of voting on procedural (e.g. approving minutes, meeting locations/times) and substantive matters (e.g. budget request approvals), a simple majority of the total number of dues paying members may approve and pass motions. Voting may occur face-face or online (or both).

The Executive Committee is authorize to determine which matters are procedural and which are substantive.

Section 3: Budget Requests

Requests to fund projects must be submitted for consideration at Board meeting then voted upon online after the meeting during which the proposal was initially submitted. The

Executive Secretary will set up a mechanism for online voting then report the results to the chair(s) prior at the next Board meeting.

Section 4: Speaking Requests

Requests to make presentations to the Board must be submitted to the Board (form provided) at a Board meeting. Members will discuss the proposal then consider it between meetings. The proposal will be voted upon online after the meeting during which the proposal was initially submitted. The Executive Secretary will set up a mechanism for online voting then report the results to the chair(s) prior to the next meeting.

Article IV: Amending By-Laws:

Section 1: Proposals –changes to the by-laws may be proposed formally by any member in good, dues paying standing with support of 20% of dues paying Board members. Proposals made at one meeting must contain timeline for implementation and will become eligible for ratification at the following monthly meeting.

Section 2: Ratification – proposed changes to the Coalition’s by-laws must be ratified by three-fourths of the dues paying Board members.

Ratified by Board: November 13, 2015