

**CONSTITUTION OF THE SOCIAL STUDIES SUPERVISORS ASSOCIATION  
OF NEW YORK CITY  
(SSSA)**

**Article 1 – Name**

The name of the organization shall be the Social Studies Supervisors Association of New York City

**Article 2 – Purposes**

The purposes of the Social Studies Supervisors Association of New York City shall be to:

1. Represent the professional interests of social studies supervisors, directors and coordinators
2. Promote and improve effective practices of supervision in the social studies field
3. Act as a liaison between the social studies staff and the New York City Department of Education
4. Recommend policy to the Department of Education in all matters affecting social studies education
5. Further professional development through an exchange of ideas with other social studies professionals
6. Establish and maintain standards of excellence for social studies instruction

**Article 3 – Membership**

***Section 1 – Definition***

Membership in the Social Studies Supervisors Association of New York City shall be open to individuals who hold certificates, credentials or licenses as social studies supervisors and/or who are serving or have served under assignment or appointment in social studies supervisory positions, and/or social studies directors, coordinators and teachers.

***Section 2 – Privileges***

Members in good standing shall enjoy the following privileges:

1. To attend all general meetings of the Association
2. To have a voice at all general meetings of the Association
3. To serve on committees
4. To hold office

***Section 3 – Removal from Organization***

Members can be permanently removed from the Association via anonymous vote of the Executive Board due to inappropriate or unprofessional conduct during meetings. Such conduct includes, but is not limited to:

1. Use of profanity during meetings
2. Insulting or disrespectful comments or behavior directed towards members
3. Disruptive behavior during meetings

\* Removed members will be refunded their dues for that year in their entirety

## **Article 4 – Officers**

### ***Section 1 – Election***

The officers of the SSSA shall be the President, the Vice-President, a Secretary and a Treasurer. These officers shall be elected by the general membership meeting to be held in the Spring of even numbered years.

### ***Section 2 – Term of Office***

The term of office for all officers shall be two years.

### ***Section 3 – Responsibilities of the President***

The President shall:

1. Preside at all meetings of the Executive Board and general membership meetings
2. Call meetings of the general membership and the Executive Board
3. Serve as the representative of the Association at the New York State Social Studies Supervisors' Association meetings
4. Appoint all committees
5. Be a member of all committees except the nominating committee
6. Have such other powers as may be vested in him/her by the By-Laws of the Constitution.
7. Issue all notices for meetings

### ***Section 4 – Responsibilities of the Vice-President***

The Vice-President shall:

1. Assist the President in all matters relating to the Association
2. Assume the responsibilities of the President in the President's absence or incapacitation
3. Be a member of all committees
4. Serve as a representative of the Association at the New York State Supervisors' Association meetings

### ***Section 5 – Responsibilities of the Secretary***

The Secretary shall:

1. Keep an accurate record of all the proceedings of the general membership and Executive Board meetings, including the writing and distribution of minutes of all Executive Board meetings

### ***Section 6 – Responsibilities of the Treasurer***

The Treasurer shall:

1. Keep an adequate, open and correct record of the receipts of the Association
2. Notify all members of their financial obligations
3. Receive all monies
4. Be responsible for the disbursement of all funds as directed by the Executive board
5. Deposit all funds in the name of the Association as directed by the Executive Board
6. Maintain a record of membership

### ***Section 7 – Vacancies of officers***

In the event that the office of Vice-President, Secretary, Treasurer, or Executive Board member is vacated before the expiration of the term of office, the President shall elect a supervisor to fill that office for the remainder of that term.

## **Article 5 – Executive Board**

### ***Section 1 – Composition***

The Executive Board shall consist of:

1. The three elected officers
2. Twelve members-at-large elected by the Spring general membership meeting for a term of two years<sup>±</sup>
3. Past presidents of the Social Studies Supervisors Association

### ***Section 2 – Responsibilities***

1. The Executive Board shall make rules and regulations consistent with this Constitution, as it may deem advisable, for the proper conduct of their meetings and for the furtherance of the general purpose of this Association.
2. Each Executive Board member shall have one vote.
3. Executive Board members shall be required to attend all meetings per school year.
4. A member who fails to attend all meetings or is absent from two consecutive meetings except for good cause shown, shall be declared to have abandoned office. Such vacated offices shall be filled for the remainder of the school year by the President.

## **Article 6 – Meetings**

### ***Section 1 – Executive Board***

1. The Executive Board shall meet at least four times per year at a time and place designated by the President.
2. Meetings of the Executive Board shall be open to
  - a. All members desirous of meeting
  - b. All individuals who have been assigned to acting Social Studies supervisory position
  - c. Invited guests
3. A quorum shall consist of eight members of the Executive Board.
4. Robert’s Rules of Order are to be followed during Executive Board meetings in order to maintain professional decorum
5. Members, regardless of affiliation, who fail to conduct themselves in a professional manner during meetings (See Article 3, Section 3) can be removed from the Association via Executive Board vote

### ***Section 2 – General Membership***

1. General membership meetings shall be open to
  - a. All members desirous of attending
  - b. Invited guests – Limited to two per member and approved in advance by the President
2. Only dues-paying members of the Association shall have the right to vote on issues brought before the general membership.
3. Members, regardless of affiliation, who fail to conduct themselves in a professional manner during meetings (See Article 3, Section 3) can be removed from the Association via Executive Board vote
2. All members can sit in and observe Executive Board meetings but cannot actively participate nor vote

## **Article 7 – Finances**

Dues and assessments shall be determined by the Executive Board.

## **Article 8 – Amendments**

### ***Section 1 – Proposed Amendments***

Amendments to the Constitution shall be proposed by either

1. A majority vote of the entire Executive Board, or
2. A petition signed by 20% of the members in good standing of the Association

#### **Article 9 – By-Laws**

By-Laws to implement this Constitution shall be enacted by a majority vote of the entire Executive Board.

#### By-Laws

1. The standing committees of the Social Studies Supervisors Association shall be:
  - a. **The ATSS-UFT-SSSA Annual Conference Planning Committee.** Members of this committee shall be involved in the planning and coordination of the annual conference.
  - b. **Awards Committee.** Members of this committee shall be involved in the planning and coordination of the annual awards conference.

\*As amended, May 26, 2016