



## **The OJCL BY-LAWS**

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### **ARTICLE I - SYMBOLS**

1.1: In accordance with the National Junior Classical League, the emblem will be a torch with the letters "JCL" superimposed horizontally and encircled with a laurel wreath. The pin will be a reproduction of the emblem. The colors will be purple and gold.

### **ARTICLE II - PURPOSE**

2.1: The purpose of this organization will be to gain a more thorough knowledge of ancient Greek and Roman life, history and literature, to understand better the practical and cultural values of the classical languages, and to interest other persons in these languages.

## **ARTICLE III - DUES**

3.1: OJCL annual chapter dues will be \$20.00 per Chapter, payable to the OJCL. OJCL annual student dues will be \$2.00 per Member, payable to the OJCL.

## **ARTICLE IV - RIGHTS OF MEMBERSHIP**

### 4.1: Chapter Rights

#### 4.1.A Rights of All OJCL Chapters:

- i. to win club awards and participate in the Certamen at the OJCL Convention.
- ii. to provide delegates eligible to win individual awards at the OJCL Convention.
- iii. to provide students to serve on appropriate OJCL committees.
- iv. to receive all OJCL publications, including the Torch: Ohio, all OJCL informational packets, and the OJCL Convention registration packet.
- v. to receive other rights accorded to Chapters by NJCL or ACL.

#### 4.1.B Rights Only of OJCL Chapters in Good Standing:

- i. to vote in the election of OJCL Officers and ratification of amendments.
- ii. to sponsor a candidate for state office.
- iii. to induct students into the National Latin Honor Society.
- iv. to sponsor students for OJCL scholarships.
- v. to sponsor students who may propose amendments to the OJCL Constitution and By-laws.
- vi. to receive other rights accorded to Chapters in good standing by NJCL or ACL.

### 4.2: Student Member Rights

#### 4.2.A Rights of All OJCL Members:

- i. to win individual awards at the OJCL Convention.
- ii. to participate on appropriate OJCL Committees.
- iii. to receive other rights accorded to Members by NJCL or ACL.

#### 4.2.B Rights Only of OJCL Members in Good Standing:

- i. to be a Voting Delegate and participate in Chapter caucus at the OJCL Convention.
- ii. to run for state office.
- iii. to join the National Latin Honor Society.
- iv. to apply for OJCL Scholarships.
- v. to propose amendments to the OJCL Constitution and By-laws.
- vi. to receive other rights accorded to Members in good standing by NJCL or ACL.

#### 4.3: Sponsor Rights

##### 4.3.A Rights of All OJCL Sponsors:

- i. to attend the OJCL Convention.
- ii. to participate on appropriate OJCL Committees.
- iii. to receive other rights accorded to Sponsors by NJCL or ACL.

##### 4.3.B Rights Only of OJCL Members in Good Standing:

- i. to nominate State Chair candidates.
- ii. to run for State Chair.
- iii. to vote in the election of a State Chair.
- iv. to propose amendments to the OJCL Constitution and By-laws.
- v. to vote in the ratification of those amendments specified in Articles on amendments in the OJCL Constitution and By-laws.
- vi. to receive other rights accorded to Sponsors in good standing by NJCL or ACL.

#### 4.4: SCL Member Rights

- A. to attend the OJCL Convention
- B. to receive other rights accorded to SCL Members by the OSCL or NSCL.

## ARTICLE V - DUTIES OF THE OFFICERS

*\* The attendance of these officers at the National Convention is extremely important and therefore should be a priority*

*\*\* Any officer that is unable to fulfill his duty due to his absence from the National Convention must appoint a delegate to fulfill these roles*

### 5.1: President\*

- A. to preside at all meetings of the Executive Board and at the State Convention
- B. to create the agenda for all Board meetings at least one week prior to said meetings
- C. to appoint all committees and supervise their actions. The president will have the right to serve as an ex officio member of all committees
- D. to see that all projects planned for the year are carried out with the cooperation of the Executive Board
- E. to attend Nominations Committee, the Constitutional Amendment Committee, and Meet the Candidates at the National Convention, if in attendance at said Convention\*\*
- F. to preside at all State Fellowships during the National Convention if in attendance at said Convention\*\*
- G. to fill any vacant office on the Executive Board with the consent of that board
- H. to make a serious effort to attend the National Junior Classical League Convention (held in late July/early August)
- I. to attend the Changeover Meeting (held in late April), the Fall Planning Meeting (held in mid-September), the Convention Planning Meeting (held in early February), and the OJCL Convention (held in February or March)
- J. to prepare a printed annual report to be given at the State Convention

### 5.2: First Vice-President

- A. to preside at a meeting in the absence of the President
- B. to make a concerted effort to attend the National Junior Classical League Convention (held in late July/early August)
- C. to attend the Changeover Meeting (held in late April), the Fall Planning Meeting (held in mid-September), the Convention Planning Meeting (held in early February), and the OJCL

Convention (held in February or March)

- D. to promote JCL to non-member schools and encourage them to join JCL
- E. to encourage former chapters to rejoin JCL
- F. to produce and distribute brochures, letters and/or other items about JCL for the purpose of attracting new chapters
- G. to assist interested schools in becoming JCL chapters
- H. to prepare a printed annual report to be given at the State Convention

### 5.3: Second Vice-President

- A. to work with a State Chair in the planning and execution of the State Convention contests, except for Academic Tests and Certamen
- B. to arrange for proctors, judges, and other necessary personnel for these contests
- C. to assemble the information pertaining to contests in the Convention registration packet
- D. to preside at the State Convention Contest judging, scoring and awards ceremony
- E. to coordinate the OJCL “Make a Difference Day” in conjunction with the Governors
- F. to coordinate regional and statewide service projects throughout the year
- G. to preside at a meeting in the absence of the President and First Vice President
- H. to make a serious effort to attend the National Junior Classical League Convention (held in late July/early August)
- I. to attend the Changeover Meeting (held in late April), the Fall Planning Meeting (held in mid-September), the Convention Planning Meeting (held in early February), and the OJCL Convention (held in February or March)
- J. to prepare a printed annual report to be given at the State Convention

### 5.4: Secretary

- A. to keep accurate minutes of all Executive Board functions and the State Convention assemblies and disperse said minutes to the Executive Board promptly

- B. to maintain official correspondence when needed
- C. to compile all relevant contact information of the newly-elected Executive Board members and distribute it among the same promptly
- D. to construct and oversee distribution of the State Convention agenda and booklet
- E. to compile written copies of all general assembly speeches in the order that they will be given prior to the State Convention
- F. to create an electronic visual aid for the scheduled agenda of each general assembly at the State Convention
- G. to take minutes at the National Convention State Fellowships if in attendance at said Convention\*\*
- H. to make a serious effort to attend the National Junior Classical League Convention (held in late July/early August)
- I. to attend the Changeover Meeting (held in late April), the Fall Planning Meeting (held in mid-September), the Convention Planning Meeting (held in early February), and the OJCL Convention (held in February or March)
- J. to prepare a printed annual report to be given at the State Convention

5.5: Treasurer\*

- A. to collect all OJCL Chapter dues
- B. to collect all OJCL Student Member dues
- C. to disburse monies at the discretion of the Executive Board
- D. to keep accurate financial records
- E. to maintain, update, correct, and submit to the Executive Board a roster of Chapters and Members
- F. to issue a printed report of up-to-date funds at each Executive Board meeting
- G. to coordinate the seating arrangements for the general assemblies at Convention
- H. to manage the rules for the Spirit Competition at the State Convention
- I. to take home and manage the school name signs from the State Convention in which elected to the following State Convention

- J. to lead the OJCL delegation in Spirit during the General Assemblies of the National Convention if in attendance at said Convention\*\*
- K. to make a serious effort to attend the National Junior Classical League Convention (held in late July/early August)
- L. to attend the Changeover Meeting (held in late April), the Fall Planning Meeting (held in mid-September), the Convention Planning Meeting (held in early February), and the OJCL Convention (held in February or March)
- M. to prepare a printed annual report to be given at the State Convention

#### 5.6: Parliamentarian\*

- A. to receive papers of candidacy and to regulate all affairs concerning candidates for state office
- B. to officiate on all matters of procedure according to the latest edition of Robert's Rules of Order
- C. to review the OJCL By-Laws and propose amendments, subject to the approval of the OJCL Executive Board
- D. to review the OJCL Constitution and propose amendments, subject to the approval of the OJCL at the State Convention
- E. to coordinate and preside over a Nominations Committee meeting for candidates and constitutional amendments at the State Convention
- F. to coordinate and preside over a Meet the Candidates meeting for candidates at the State Convention
- G. to attend Nominations Committee, the Constitutional Amendment Committee, and Meet the Candidates at the National Convention if in attendance at said Convention\*\*
- H. to coordinate and preside over a Voting Caucus to discuss national board candidates and constitutional amendments at the National Convention if in attendance at said Convention\*\*
- I. to make a serious effort to attend the National Junior Classical League Convention (held in late July/early August)
- J. to collect the State Convention lanyards from the State Convention in which elected and to clean, count, and return them to the next State Convention

- K. to attend the Changeover Meeting (held in late April), the Fall Planning Meeting (held in mid-September), the Convention Planning Meeting (held in early February), and the OJCL Convention (held in February or March)
- L. to prepare a printed annual report to be given at the State Convention
- M. to decide on the year's campaign spending limit, with guidance from the OJCL State Chairs

#### 5.7: Gubernators

- A. to organize regional events for their area, increase membership, and publicize JCL under the First Vice President and Second Vice President
- B. to organize a regional service project for the state-wide Make A Difference Day
- C. to make a serious effort to attend the National Junior Classical League Convention (held in late July/early August)
- D. to attend the Changeover Meeting (held in late April), the Fall Planning Meeting (held in mid-September), the Convention Planning Meeting (held in early February), and the OJCL Convention (held in February or March)
- E. to prepare a printed annual report to be given at the State Convention
- F. To hold bi-annual meetings during the school year with heads of Latin clubs in each region, for the purpose of addressing any actions taken by the OJCL Executive Board since the last regional meeting and improving communication between the OJCL Executive Board and local boards

#### 5.8: Editor

- A. to edit the Ohio Torch, the official publication of the OJCL, three times during the academic year within one week of the OJCL Executive Board meetings (one in late September, the other in early February, and the final in early May)
- B. to prepare and send OJCL news articles to the Torch: US
- C. to judge the State Convention Publications contest entries
- D. to assist the OSCL Editor in preparing a newsletter to be distributed at the State Convention, modeled after the National "Convention Ear"
- E. to make a serious effort to attend the National Junior Classical League Convention (held in late July/early August)



- F. to attend the Changeover Meeting (held in late April), the Fall Planning Meeting (held in mid-September), the Convention Planning Meeting (held in early February), and the OJCL Convention (held in February or March)
- G. to prepare a printed annual report to be given at the State Convention

#### 5.9: Historian

- A. to prepare the OJCL Scrapbook, to be entered in national competition at the NJCL Convention
- B. to send photos, fliers, and other relevant materials to the NJCL Historian with a brief explanation as to the goals of the OJCL in archiving its activities
- C. to make a serious effort to attend the National Junior Classical League Convention (held in late July/early August)
- D. to attend the Changeover Meeting (held in late April), the Fall Planning Meeting (held in mid-September), the Convention Planning Meeting (held in early February), and the OJCL Convention (held in February or March)
- E. to prepare a printed annual report to be given at the State Convention

### **ARTICLE VI - DUTIES OF STATE CHAIRS**

#### 6.1: General

6.1.1 The State Chairs of OJCL will have the following duties:

- A. to serve as mentors to the OJCL Officers
- B. to serve as a liaison between the OJCL Sponsors and the Executive Board
- C. to update the Chapter Handbook as necessary
- D. to preside over meetings of the OJCL Sponsors
- E. to manage the administrative tasks of the OJCL Convention
- F. to operate a checking account of the Convention funds
- G. to ensure that OJCL adheres to the policies of NJCL and ACL
- H. to monitor the fulfillment of membership and good standing requirements of OJCL Chapters, Members, and Sponsors

- I. to assist Sponsors in solving Chapter problems
- J. to facilitate the distribution of information concerning OJCL membership and activities
- K. to ensure coordination of travel plans and other arrangements for the Ohio delegation to the NJCL Convention
- L. to oversee all operations of OJCL
- M. to assume other responsibilities as mandated by OJCL Sponsors, NJCL or ACL.

## 6.2 Student Membership Chair

6.2.1 The Student Membership Chair shall be responsible for advising and coordinating the activities and interaction of the following Executive Board Officers in their completion of their respective duties: President, 1st Vice President, Secretary, Treasurer, Parliamentarian, Membership, Torch Editor

6.2.2 The Student Membership Chair has the ability to form and manage appropriate appointed Assistance Committees to aid in performance of duties at the discretion of State Chair.

6.2.3 The Student Membership Chair shall serve a coordination and advisory role in the following: SCL/NJCL Liaison and National Convention Coordinator.

6.2.4 The Student Membership Chair shall serve as a mentor and coordinator of the Student Officers and Student membership in general. This will include the following areas: Regional Club activities, Membership and Student outreach, Special Student/Membership events, New Club partnering & orientation, Monitoring monthly updates of each Office and dispersion of reports to Membership, Student checking account/budget advisor , Regular advising/coordinating with Officers' Sponsors regarding general performance of office duties , Advising Officers in situations where an officer's duties are not clear or not being performed as expected, Interim Officer appointments and disciplinary actions

### 6.2.5 Student Publications Advisor/Manager and Content Supervisor

- A. Promoting Student submitted Torch-Online weekly updates
- B. Chapter Handbook: managing development and revisions to Membership, Student Officer, and Student/Club Activities portion of the Handbook
- C. Coordinator of Student submissions and information to Web Site.
- D. Coordinating preparation and publication of Printed Torch Bi-monthly issues

## 6.2.6 Student Officer Elections/Appointment Advisor

- A. Coordinate Elections of Student Officers
- B. Coordinate Review of Appointed Offices and National Office Student Candidates
- C. Oversee compliance with Election Rules and evaluate proposed modifications

## 6.3: Sponsor and Contest Chair

6.3.1 The Sponsor and Contest Chair shall be responsible for advising and coordinating the activities and interaction of the following Executive Board Officers in their completion of their respective duties: 2nd Vice President and Parliamentarian.

6.3.2 The Sponsor and Contest Chair has the ability to form and manage appropriate appointed Assistance Committees to aid in performance of duties at the discretion of State Chair.

6.3.3 The Sponsor and Contest Chair shall server as Sponsor Liaison & Facilitator for: Regional Sponsor Events, Sponsor Fora, and ACL.

6.3.4 The Sponsor and Contest Chair shall perform Contest Preparation/Coordination for: Academic Contests, Test Preparation, Verification of Test Content & Organization, Manage/Expand Existing Test Databases, Creative Arts Contest, Graphic Art, Judging Assignments and Instruction, Certamen, Form and coordinate Certamen Question & Judging Committee, Act as regional Certamina coordinator for all Regions, Coordinate SCL Certamen assistance.

6.3.5 The Sponsor and Contest Chair shall serve as Sponsor/Club Publications Advisor/Manager

- A. Provide material and information regarding Sponsor events, Contests, Judging and related information to Convention and Technology Chair for inclusion in Web Site
- B. Maintain, update, publish and distribute Chapter Handbook, including information supplied by other Chair positions
- C. Prepare and publish Contest materials
- D. Maintain and update judging criteria and materials
- E. Develop and Publish Certamen guidelines and policies

6.3.6 The Sponsor and Contest Chair shall serve as Constitution Compliance Advisor/Coordinator including the OJCL Constitution and its adherence to the NJCL & ACL requirements.

## 6.4: Convention and Technology Chair

6.4.1 The Convention and Technology Chair shall be responsible for advising and coordinating the activities and interaction of the following Executive Board Officers in their completion of their respective duties.

### Web Editor

6.4.2 The Convention and Technology Chair has the ability to form and manage appropriate appointed Assistance Committees to aid in performance of duties at the discretion of State Chair.

6.4.3 The Convention and Technology Chair shall be responsible for Convention Registration, including: Preparation and distributing Registration documents, Collection and processing of Registration information, Rooming Assignments and report development, Collection and processing of Convention Registration fees.

6.4.4 The Convention and Technology Chair shall be responsible for Convention Preparation/Coordination, including: Hotel Liaison & Scheduling Coordinator, Hotel Fee Negotiations, Convention/Meeting agenda and Hotel planning coordination, Coordinating Convention “Check-in” processes, Convention/State Chair account management, Awards procurement.

6.4.5 The Convention and Technology Chair shall be responsible for Convention Contest Tallying & Tabulation, including: Management of Contest Result Data, Preparation of Printed Awards, and Publication of Results.

6.4.6 The Convention and Technology Chair shall act as Information & Technology Advisor/Manager for OJCL. This includes responsibilities for:

- A. Management of the Web Site including fees, setup, and maintenance
- B. Providing Organizational resources “on-line” as developed and provided by all Chair positions.
- C. Design and integration of Database systems to facilitate the collection and manipulation of data including providing support/tools to remaining State Chairs in the completion of their information management duties.
- D. Preparation and maintenance for Technology and Convention Materials for the Chapter Handbook.

6.4.7 External Relations

- A. Seek out opportunities for Business/Corporate sponsorship
- B. Coordinate and develop support/involvement of Colleges and Universities in OJCL Activities
- C. Explore and develop methods to promote and build support of OJCL

#### 6.5: Adjustment and Modifications of Duties:

6.5.1 A petition by the Sponsors may propose that one or more State Chair duties be handled by a certain State Chair, by a combination of State Chairs together, or by an alternate Sponsor in good standing. This directive must be submitted in writing, signed by three OJCL Sponsors in good standing, to the Sponsor of the OJCL President. A majority vote of the Sponsors of the OJCL Executive Board will bring the directive into immediate effect.

6.5.2 The three State Chairs may propose modification of duty distribution, or addition of duties to those defined. Such proposal must be made in writing and presented at one of the scheduled Sponsors' meetings held at Convention, in May, or in November. A majority vote of the Sponsors in attendance at the meeting where modifications are proposed will bring the directive into immediate effect.

6.5.3 The Student Membership State Chair must make the Executive Board aware at all times which State Chair or other Sponsor is responsible for each of the State Chair duties in variance to the duty distribution defined above.

6.5.4 The State Chairs may coordinate their efforts and assist another Chair in completion of a specific duty. The Chair assigned a specific duty within the By-Laws shall maintain responsibility for the duty to the Organization unless formally modified as described in this section (4.5: Adjustment and Modification of Duties).

## **ARTICLE VII - STATE CONVENTION**

7.1: The time of the annual Convention will be fixed to suit the convenience of the institution at which the Convention is to be held. The length of the Convention will be left to the discretion of the Executive Board with input from Chapters. Any individual who pays the appropriate Convention fee may participate in the Convention. Members-at Large must arrange to attend as a delegate of a registered Chapter delegation. Only student Members of OJCL Chapters are eligible to win individual awards at the Convention. Only OJCL Chapters are eligible to win club awards at the Convention and participate in Certamen.

## **ARTICLE VIII - EXECUTIVE BOARD**

### 8.1: Executive Members

The OJCL Executive Board will consist of the OJCL Officers, their Sponsors, the OJCL State Chairs, and the OSCL President. The OJCL President will serve as Chairman.

### 8.2: Voting Members

The Voting Members of the OJCL Executive Board will be the OJCL Officers, the OJCL State Chairs, and the OSCL President. No Chapter will be permitted more than one vote on the OJCL Executive Board. The State Chairs and Sponsors may advise the Voting Members.

### 8.3: Non-voting Members

The OJCL members serving on the standing Membership Committee will be non-voting members of the Executive Board.

### 8.4: Authority

The OJCL Executive Board will act as an agent through which League business, including the planning of the OJCL Convention, can be transacted between Conventions.

### 8.5: Meetings

The OJCL Executive Board will meet as follows: once in the Fall and once in the Winter to plan the Convention; once in the Spring to facilitate the changeover of the Officers; and as needed during the Convention. Additional meetings may be called by the President or a State Chair as necessary. OJCL Executive meetings will be open to any OJCL Member, OJCL Sponsor, or OSCL Member to attend and observe. The Executive Board may invite a representative from the host institution to attend Executive meetings.

### 8.6: Definition of a Term

An elected officer of the OJCL will serve his or her term from when they are sworn into office until his or her successor is sworn into office. An appointed officer will serve from the time he or she is chosen for the position until his or her successor is chosen.

## **ARTICLE IX - COMMITTEES**

## 9.1: Standing Committees

Scholarship Committee: The Scholarship Committee will consist of three Sponsors, appointed by the State Chairs at least three months prior to the OJCL Convention. The responsibilities of this committee include: recommending to the Executive Board any revisions in the awards or application requirements; producing application forms with a stated deadline for their return; making the application forms available at the Convention; collecting the completed application forms; evaluating the applications and selecting winners; obtaining award checks from a State Chair and distributing these checks.

Finance Committee: The Finance Committee will consist of two or more Sponsors, appointed by the State Chairs during the OJCL Convention. The responsibilities of this committee include: meeting over the summer to audit all OJCL financial records of the previous fiscal year (June 1 - May 31); making budget recommendations to the OJCL Treasurer and State Chairs; compiling a report of the audit to be distributed to the Sponsors.

Academic Committee: The Academic Committee will consist of one or more Sponsors, appointed by the State Chairs prior to the school year. The responsibilities of this committee include: ensuring the creation of all Academic Tests; producing sufficient copies of each; and obtaining Scan Tron forms and machines.

## 9.2: Ad Hoc Committees

Ad Hoc Committees will be appointed by the OJCL President or a State Chair as needed or as mandated by the OJCL Constitution or By-laws.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

10.1: The rules contained in the latest edition of Robert's Rules of Order will govern OJCL in all cases applicable and when they are not inconsistent with the Constitution, By-laws, or special rules of the OJCL, NJCL, or ACL.

## **ARTICLE XI - AMENDMENTS**

### 11.1: Proposal

A. Any student Member of OJCL may propose amendments to any portion of the OJCL By-laws except the following: the Article on State Chair duties, and the Items on the following Standing Committees: Scholarship, Finance, and Academic.

- B. Any Sponsor of OJCL may propose amendments to any portion of the OJCL By-laws.
- C. No amendment to the OJCL By-laws may be proposed that contradicts the OJCL Constitution or the Constitution, By-laws, or other policy of NJCL or ACL.
- D. All proposed amendments to the OJCL By-laws must be submitted in writing to the OJCL Parliamentarian. The Parliamentarian will give sufficient notice to all eligible voters, under Items 2.B and 2.C of this Article, prior to the first meeting at which a vote of ratification can occur.

#### 11.2: Ratification

- A. The ratification of amendments to the OJCL By-laws may occur at any meeting of the OJCL Executive Board which takes place at least sixty days following the formal submission of the amendment's proposal to the OJCL Parliamentarian.
- B. The Voting Members of the OJCL Executive Board present will vote in the ratification of amendments to the OJCL By-laws, except for those pertaining to the following: the Article on State Chair duties, and the Items on the following Standing Committees: Scholarship, Finance, and Academic.
- C. The OJCL Sponsors present will vote in the ratification of any amendment pertaining to the following: the Article on State Chair duties, and the Items on the following Standing Committees: Scholarship, Finance, and Academic.
- D. A two-thirds affirmative vote will be required to ratify any amendment to the OJCL Bylaws. All ratified amendments will become effective immediately, unless an alternate time is specified in the amendment.



