



The Summit Country Day Latin Club Constitution

PREAMBLE

We, the members of the Summit Country Day Latin Club, in order to more effectively communicate our purpose and to better unite our membership as a local chapter of the Ohio Junior Classical League (OJCL), do hereby ordain and establish this constitution.

ARTICLE I. ROLES OF OFFICERS

1.01 President

- A. To organize and preside over club meetings
- B. To set the agenda for the Latin Club.
- C. To manage the Latin Club calendar, resolve scheduling conflicts, and construct the framework for other officers' schedules.
- D. To oversee all officers and ensure all tasks are completed in a timely manner.
- E. To fulfill or delegate to another officer any unassigned duty.

1.02 1st Vice President

- A. To organize at least one service project per quarter.
- B. To submit service hours to the OJCL Service pre-convention contest.
- C. To organize service hours to submit to the Summit service coordinator.
- D. To assist the President when necessary.

1.03 2nd Vice President

- A. To oversee the completion of all club projects for the OJCL State Convention.
- B. To share the service-related duties of the 1st Vice President.
- C. To oversee an ongoing service project with help from the 1st Vice President and the Latin Club sponsors.

1.04 Treasurer

- A. To organize spirit for all three General Assemblies at the OJCL State Convention.
- B. To prepare Bazaar/Agora merchandise for the OJCL and the NJCL Convention.
- C. To organize at least one social event per quarter for the Latin Club students.

1.05 Secretary

- A. To take detailed minutes and notes at each officer meeting on a laptop.
- B. To share the minutes and notes with the other officers and the Latin Club sponsors immediately following the meeting.
- B. To assist in any other technology-related matters pertinent to the Latin Club.

- 1.06 Parliamentarian
- A. To lead the discussion and voting process for the Summit delegation during the voting caucus at the OJCL State Convention.
 - B. To attend Nominations Committee and Meet the Candidates at the OJCL State Convention.
 - C. To help prepare Summit Latin Club officers who are running for an elected office or applying for an appointed position on the OJCL Executive Board.
 - D. To revise and amend the Constitution as necessary.
- 1.07 Editor
- A. To edit and compile the quarterly club newsletter, *Vox Latina*.
 - B. To organize the club submission to the OJCL Publication pre-convention contest.
- 1.08 Historian
- A. To take pictures at all club events or to designate another individual to take pictures if the Historian is unable to attend the event.
 - B. To submit pictures to the OJCL Historian.
 - C. To share pictures with the other Latin Club officers, students, and sponsors.
 - D. To oversee the creation of the traditional/digital scrapbook.
- 1.09 Publicity Coordinator
- A. To manage any and all social media accounts the Latin Club may choose to make.
 - B. To create media (e.g. posters, social media posts, etc.) to spread awareness and publicity for Latin Club events.
 - C. To lead participation in the National Classics Week events and activities posted by the OJCL.
- 1.10 Gubernator
- A. To share the social-related duties of the Second Vice President.
 - B. To organize a social event for the Latin Club officers once per quarter.
 - C. To assist the Treasurer in leading spirit at the OJCL State Convention.
 - D. To assist other officers as necessary.
- 1.11 Roles of All Officers
- A. To write one article per quarter for the club newsletter, *Vox Latina*.
 - B. To assist in the creation of at least one club project outside of the Publication and Service, which include Banner, Club Project, Skit, Commercial, Music Video, and Scrapbook.
 - C. To assist the Latin teacher(s) in the Awards Ceremony.
 - D. To attend club meetings and the OJCL State Convention.

ARTICLE II. OFFICER APPOINTMENTS

- 2.01 Timing
- A. Applications for the Summit Latin Club Executive Board will open in late April or early May.
 - B. Officer appointments to the Board will occur near the end of the school year.

2.02 Eligibility

- A. All high school students, including incoming freshmen (i.e. outgoing 8th graders), are eligible to hold office.

2.03 Procedure

- A. All students who are interested in becoming a Latin Club officer must fill out an application, stating their goals as an officer and what they plan to bring to the Board. This application must be given to a Latin Club sponsor by a specified date.
- B. The sponsors will deliberate and select positions according to what is most appropriate for each person. Results of the appointment process will be announced at the Awards Ceremony or when the school year concludes.
- C. The first action of the new Board will be to amend Article I of the Latin Club Constitution in accordance with any modification of duties or creation or removal of positions.

ARTICLE III. IMPEACHMENT

3.01 Grounds for Impeachment

- A. Negligence of duties as defined in the Constitution.
- B. Negligence of verbal or written warnings from officers or sponsors.
- C. Negligence of Summit and/or OJCL rules, expectations, and guidelines.
- D. Persistent failure to participate in Latin Club events.
- E. Conduct inconsistent with the goals of the Summit Latin Club.

3.02 Impeachment Process

- A. A vote can be called by any officer on the matter of bringing another officer's impeachment to vote after consultation with, and approval of, a Latin Club sponsor.
- B. A vote of all of the officers besides the one up for impeachment will be held. For the officer in question to be impeached, a majority affirmative vote is required.
- C. In the case of a tie, a discussion will be held and another vote will then occur. If another tie occurs, the Latin Club sponsors will then determine the result.

ARTICLE IV. CLUB PROJECTS

4.01 List of OJCL Club Projects

- A. Officers must oversee the creation of the following projects each year prior to State Convention: Banner, Club Project, Traditional/Digital Scrapbook, Publication, Service, Skit, Commercial, and Music Video.

4.02 Completion of OJCL Club Projects

- A. In order to complete these projects, the officers may compile several committees to handle a specific club project.
- B. Officers are expected to actively participate in the creation of these projects.

ARTICLE V. RUNNING OR APPLYING FOR OJCL OFFICE

5.01 Eligibility

- A. Only students who are officers on the Summit Latin Club Executive Board may be eligible to run for an elected position (President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian) or to apply for an appointed position (Historian, Editor, Gubernator) on the OJCL Executive Board.

5.02 Selection of Candidates

- A. The students who will run for elected office or apply for an appointed position on the OJCL Executive Board will be decided by the Latin Club sponsors based on demonstrated interest; level of active participation in the Latin Club; and adherence to OJCL and Summit rules, expectations, and guidelines.
- B. A maximum of 2 Latin Club officers may be selected to pre-file for an elected position, as stated in the OJCL Constitution (Article V, section 3.A, subsection 3).
- C. If there are fewer than 3 students on the OJCL Executive Board at the time the OJCL releases the application form for appointed positions, a maximum of 3 Latin Club officers may apply for one of the three appointed positions (i.e. only one officer may apply for only one appointed position), as stated in the OJCL Constitution (Article V, section 1.B and 1.C).

5.03 Special Cases

- A. In the case of a state of emergency for an elected office only, 1 additional Latin Club officer may run for that elected office in a state of emergency, as stated in the OJCL Constitution (Article V, section 3.B).
- B. If there is a vacancy other than President in the OJCL Executive Board and fewer than 3 students on the OJCL Executive Board at the time of the vacancy, only 1 Latin Club officer may apply to fill the vacancy, as stated in the OJCL Constitution (Article V, section 6.C).

ARTICLE VI. AMENDMENT PROCESS

6.01 Eligibility

- A. Submission of amendments to the Constitution is open to club members in grades 9-12.

6.02 Ratification

- A. Amendments must be prepared in a formally written proposal to the Board.
- B. Board members reserve the right to edit proposed amendments as appropriate.
- C. An amendment must receive a majority of votes from the Board to be ratified.
- D. If ratified, changes described in the amendment are effective immediately, unless otherwise stated in the amendment.