

BYLAWS OF THE TEXAS STATE JUNIOR CLASSICAL LEAGUE  
revised as of 2 April 2005

ARTICLE I – MEETINGS

Section 1. The Executive Board and the advisors shall meet three times yearly; or at the call of at least three members of the Executive Board.

Section 2. All officers and area chairpersons are expected to attend every Executive Board meeting. Any officer who is unable to attend a meeting should send an informed proxy from his/her school.

Section 3. The Representative Assembly shall meet yearly at the TSJCL convention.

ARTICLE II – QUORUM

Section 1. A quorum of the Executive Board and the committees shall be a simple majority of their members.

Section 2. The number of voting delegates present at the convention shall be a quorum for the Representative Assembly.

ARTICLE III - QUALIFICATIONS OF OFFICERS AND AREA CHAIRPERSONS

Section 1. All state officers and area chairpersons must be enrolled in a Latin, Greek, or Classical Civilization course during their term of office.

Section 2. The President, First Vice-President and the Second Vice-President may not hold the same position twice.

Section 3. No chapter may have more than one elected officer.

Section 4. No chapter may have both an elected officer and an area chairperson.

Section 5. All candidates for office shall have written permission of their parent/guardian and their teacher/sponsor for their coming term of office.

Section 6. All candidates for office shall represent the TSJCL chapter they are a member of at time of convention.

Section 7. All candidates for office shall be present at the State Convention.

Section 8. All state officers shall be in grade nine or higher at the time of their election or appointment to office. Area chairs shall be in grade eight or higher at the time of their election or appointment to office.

ARTICLE IV - DUTIES OF THE OFFICERS

Section 1. The President

a. Shall preside over the meetings of the Executive Board, the Representative Assembly, and the General Assemblies of the annual convention.

b. Shall appoint the chairpersons of all committees with the exception of the Program of Works and be an ex officio member of all committees.

c. Shall appoint, with Executive Board approval, area chairpersons if for any reason they are not elected at area convention or the state convention.

d. Shall assign each chapter to the appropriate area.

e. Shall appoint the parliamentarian and the convention coordinator with the Executive Board approval.

f. Shall appoint the Editor on the advice of the outgoing Editor, a state chair, and the outgoing president, with the approval of the Executive Board.

g. Shall appoint the Webmaster on the advice of the outgoing Webmaster, a state chair, and the outgoing president, with the approval of the Executive Board.

h. Shall be responsible for arranging the Executive Board meeting and giving adequate notice of at least one month to Executive Board members, advisors, and sponsors.

i. Shall solicit prior to the convention invitations to host the next convention.

j. Shall appoint another officer to count votes in the event that parliamentarian cannot do so.

k. Shall carry out the policies of the TSJCL and shall perform all other functions usually attributed to this office.

Section 2. The First Vice President

- a. Shall preside in the event of the President's absence or assume the presidency should a vacancy occur.
- b. Shall be responsible for the academic contest at the state convention in the following areas:
  - 1) rules for the academic contests
  - 2) judges for the oral reading and other contests as necessary
  - 3) administration of the academic contests
  - 4) assistance with the grading and distribution of the contest results.
- c. Shall present to the Executive Board for its approval at the fall meeting the proposed academic rules.
- d. Shall purchase all awards and assist in their presentation.

#### Section 3. The Second Vice President

- a. Shall be responsible for the classical civilization and club activities contests with respect to:
  - 1.) the contest rules and topics
  - 2.) securing judges, monitors, and grading rooms
  - 3.) preparing the results for processing in the grading room
  - 4.) assisting in the presentation of awards.
- b. Shall be responsible for presenting to the Executive Board at the fall meeting preliminary contest rules and plans.

#### Section 4. The Secretary

- a. Shall publish the minutes of all official meetings and the convention within one month of their occurrence.
- b. Shall keep accurate records of and publish the policy decisions of the Executive Board.
- c. Shall plan and carry out the membership campaign with the aid of the Treasurer.
- d. Shall be responsible for the recruitment of new chapters.
- e. Shall assist the President when required.
- f. Shall call roll at the general sessions and notify each chapter of its allotted number of voting delegates.
- g. Shall give the membership report at the general session of the state convention.
- h. Shall be responsible for developing seminars and workshops for the state convention.

#### Section 5. The Treasurer

- a. Shall keep accurate accounts of all financial transactions.
- b. Shall supervise the prompt paying of all bills.
- c. Shall direct any money-raising projects.
- d. Shall work with the Secretary on the membership campaign.
- e. Shall issue membership lists to all Executive Board members at the Winter Board meeting with addenda to follow as necessary and publish a final list in the Spring Torch.
- f. Shall order Executive Board pins, state chair pins, and stationery.
- g. Shall work closely with the Convention Coordinator in meeting the financial responsibilities of the convention.
- h. Shall be audited before or during the National Convention by the auditing committee.
- i. Shall have a sponsor who has previously served as an officer's sponsor.
- j. Shall co-sign checks with his/her sponsor and/or a state chairperson.
- k. Shall keep and update the files on scholarship winners.
- l. Shall be in charge of the distribution of the handbook.

#### Section 6. The Historian

- a. Shall keep all records of the TSJCL.
- b. Shall prepare the scrapbook for the national convention.
- c. Shall be responsible for the promotion of Latin in the State.
- d. Shall be in charge of the state banner.
- e. Shall be in charge of the Latin Club of the Year contest, photo contest, and publicity contest.

#### Section 7. The Editor

- a. Shall be responsible for the design and distribution of the TORCH three or four times during the school year. May sell ads in the TORCH.
- b. Shall keep all chapters informed of TSJCL business, activities, and functions through the publication of the TORCH.
- c. Shall be responsible for submitting the TSJCL TORCH to the NJCL publications contest.
- d. Shall see to the production and distribution Convention at the end of his/her term. Shall keep and update past files of the TORCH.
- e. Shall work with the Torch publisher to ensure a timely and attractive delivery of the Torch.

Section 8. The Parliamentarian

- a. Shall aid the president in presiding at the Executive Board meetings and the general sessions of the convention.
- b. Shall secure candidates for all state offices prior to the convention and inform them of the duties of the offices for which they are running.
- c. Shall oversee the election process at the convention.
- d. Shall preside over the Nominations Committee.
- e. Shall be the chairman of the Program of Works committee and oversee the amendment process.
- f. Shall have the authority to make syntactical and grammatical corrections to the bylaws with the consent of three quarters of the members of executive board present at any such meeting in which business is fit to take place.

Section 9. The Convention Coordinator

- a. Shall assume the responsibility for making the necessary arrangements for the convention facilities, registration, printing of the program, motel/hotel accommodations, food service etc.
- b. Shall appoint committees as necessary to assist in fulfilling his/her responsibilities.
- c. Shall arrange Ludi and/or Olympika events.

Section 10. The Webmaster.

- a. Shall be responsible for the maintenance, upkeep, and improvement of the TSJCL web site, equipping it with information about TSJCL activities, opportunities, and relevant links.
- b. Shall encourage the use of electronic media as an economical means of communication to augment or replace paper mailings and faxes as appropriate.
- c. Shall adhere to the "Acceptable Use Policy" approved by the Executive Board and amend and revise the Policy as necessary, subject to the approval of the Executive Board.

Section 11. The Area Chairpersons

- a. Shall represent the views of their areas on policy decisions.
- b. Shall aid in making arrangements for the state convention.
- c. Shall help set up local and regional conventions.
- d. Shall act as committee chairperson when appointed by the President.
- e. Shall conduct membership drives in their areas with the assistance of the Secretary.
- f. Shall be responsible for having a report present at every regularly scheduled Executive Board meeting.

Section 12. All Officers

- a. Shall give a Voice of Experience Report at the final Spring Executive meeting of their term and retain the right to vote on the Executive board at that meeting.
- b. Shall keep accurate and complete records of their office to pass on to the new officers at the Spring Executive Board meeting.
- c. Shall be responsible for the informing of the other officers, the general membership, the TSJCL state chairs, and the Executive-Treasurer of the activities of their office, and provide them with any information for the completion of their duties.
- d. Shall be responsible for a complete revision of the constitution every five years.
- e. Shall be responsible for having a report present at every regularly scheduled Executive Board meeting.
- f. Shall assist at the state convention.

## ARTICLE V - POWERS OF THE EXECUTIVE BOARD

The Executive Board shall:

- a. Be responsible for the selection of the convention site from the invitations received.
- b. Transact all business of TSJCL and determine money-making projects.
- c. Make all policies of TSJCL.
- d. Approve the format, publication dates, and budget of the TORCH.
- e. Approve all arrangements for the convention.
- f. Replace any officer who for whatever reasons is not able to complete the term of his office. The executive Board shall take into consideration the recommendation of the sponsor involved.
- g. Replace any executive board member who misses any two meetings without a satisfactory explanation.
- h. Shall endorse by majority vote any candidate for national office. If a quorum is not present, the candidate should be endorsed by a majority of the state delegation.

## ARTICLE VI - POWER OF THE REPRESENTATIVE ASSEMBLY

The Representative Assembly shall:

- a. Elect the officers of the TSJCL at the convention.
- b. Vote on all amendments and revision of the constitution and by-laws.
- c. Set the dues of the League.

## ARTICLE VII - STANDING COMMITTEES

Section 1. The Program of Works Committee

- a. Shall meet to discuss and recommend to the Executive Board and the Representative Assembly changes in the League policies, the constitution and by-laws, and the convention program.
- b. Shall be composed of the Parliamentarian who shall be the chairperson and one delegate from each chapter. The chairperson's chapter shall act in an advisory capacity to the chairperson when the convention is not in session.
- c. Shall meet at the annual state convention.

Section 2. The Nominating Committee

- a. Shall present to the representative assembly from all the candidates for state office two candidates most suitable for each office.
- b. Shall vote by secret ballot.
- c. Shall consist of the parliamentarian, who shall preside, and two voting delegates from each chapter.
- d. Shall meet at the convention.

Section 3. The Auditing Committee

- a. Shall consist of a state chairperson, the sponsor of the newly elected treasurer and the newly elected president.
- b. Shall audit the treasurer's books before or during the National Convention before they are turned over to the new Treasurer.

## ARTICLE VIII - SPECIAL COMMITTEES

The President shall appoint special committees as he deems necessary and shall discharge them upon the completion of their assigned duties.

## ARTICLE IX - ELECTIONS

Section 1. Nominations

- a. Any TSJCL chapter who has paid its dues by the announced deadline may nominate candidate for state office.
- b. All nominations should be sent to the Parliamentarian no later than one month before the convention.
- c. All candidates shall speak before the Nominating Committee at the state convention.
- d. Two candidates for each office selected by the vote of the Nominating Committee shall speak before the Representative Assembly.
- e. A candidate eliminated by the Nominating Committee will be allowed to run for a second office only if fewer than two candidates have pre-filed.
- f. If there is at least one properly filed candidate for an office, no nominations from the floor will be accepted.

Section 2. Voting

- a. All voting shall be by secret ballots polling the voting delegates.
- b. All ballots shall be signed by the chapter sponsors.
- c. Voting shall be held at the general session of the convention.
- d. Simple majority of votes cast are required, except for unopposed candidates which must receive more votes than abstentions.
- e. New officers, including area chairs, shall be installed at the last general session of the convention.

Section 3. Election of Area Chairpersons

- a. Candidates for area chairpersons shall be elected at the area conventions.
- b. Area chairpersons shall be elected by a majority of the area TSJCL members present in secret balloting.

#### Section 4. Terms of Office

- a. The President, Vice Presidents, Secretary, and all appointed officers shall serve from their election/appointment at the state convention to the next election/appointment of new officers.
- b. The Treasurer, TORCH Editor, and the Historian shall serve from their election until the fulfillment of their duties.
- c. The Area Chairpersons shall serve from the conclusion of the state convention before which or at which they were elected/appointed until the conclusion of the next state convention.

Section 5. If any office does not have a candidate after the State Convention, any qualified candidate may present an application for that position to the newly elected president. At the first Executive Board meeting following the State Convention the Executive Board shall examine the applications received and vote.

### ARTICLE X: Election of TSJCL State Chairs

#### Section 1. Positions and Nominations

- a. The Texas State Junior Classical League (TSJCL) shall have an advisory board consisting of five State Chairs.
- b. The TSJCL will conduct an annual election for the office of TSJCL State Chair at the TSJCL annual convention.
- c. The five TSJCL chair positions will be designated as follows: Place 1; Place 2; Place 3; Place 4; Place 5. These places will stand forelection on a five-year rotation.
- d. A State Chair will serve for a five-year term and may choose to run for re-election.
- e. Should one of the places become vacant before the term is expired, a new chair will be elected to complete the unfinished term, following the same procedure outlined below.

#### Section 2. Nominations

- a. Any JCL Sponsor in good standing may nominate another for State Chair. Sponsors may also nominate themselves. An announcement and call for nominations will be placed on the TSJCL web site and will be included in the TSJCL membership packets. Nominations must be received by the Election Coordinator by February 1st.
- b. If no Sponsor in good standing is nominated by the time of the election, the remaining State Chairs may appoint a Sponsor to fill the place.

#### Section 3. Voting

- a. Only those JCL sponsors who are in good standing with the TSJCL, the National Junior Classical League (NJCL), and the Texas Classical Association (TCA) will be eligible to vote for the TSJCL State Chairs. Ballots will be distributed during the TSJCL Convention to those JCL sponsors who are in good standing at the time of the convention and are in attendance at the convention.
- b. The State Chair Election Coordinator will consist of the active TSJCL Chair who will be up for election in the following year. If said State Chair is not able to fulfill this duty, another State Chair not up for election may serve in his or her place.
- c. At least two State Chairs not involved in the election will count and verify the ballots. If two State Chairs are not able to fulfill this duty, the Chairs may appoint a JCL Sponsor or Sponsors in good standing to assist with the count.

### ARTICLE XI - AUTHORITY

The Parliamentary authority for all TSJCL assemblies and meetings shall be Roberts' Rules of Order except with the following provision. The President may at any time limit debate according to the following temporary rule when debating inhibits the convention process either because of lack of time or lack of order: No member shall speak in debate more than once on the same question on the same day, or longer than two minutes, without the permission of the convention granted by a 2/3 vote without debate.

### ARTICLE XII - AMENDMENTS

These by-laws may be amended by a 2/3 vote of the Representative Assembly provided the proposed amendments have been studied and approved by the Executive Board or the Program of Works Committee.

### ARTICLE XIII - RATIFICATION OF THE CONSTITUTION AND BY-LAWS

The Constitution will be ratified when the Representative Assembly has voted on and approved it by a 2/3 majority.