BYLAWS OF THE TEXAS STATE JUNIOR CLASSICAL LEAGUE

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ARTICLE I – MEETINGS

Section 1. The Student Executive Board and the Board of Directors shall meet three times yearly, or at the call of at least three members of the Student Executive Board or the Board of Directors.
Section 2. All officers and area chairpersons must attend all Student Executive Board meetings and the state convention unless excused by a state chair, in which case the officer or area chairperson must 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 Student Executive Board and the committees shall be a simple majority of their members.
Section 2. A simple majority of voting delegates present at the State 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 or Greek course during their term of office. In the case that a student has completed all levels of Latin and Greek offered by his/her school, a Classical Civilization course is an acceptable alternative.
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 more than two officers on the Student Executive Board.
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 of which they intend to be a member during their term of office.
Section 7. All candidates for elected office shall be present at the State Convention and must have attended at least one previous State Convention.
Section 8. All elected and appointed officers shall be in grade nine or higher at the time of their election or appointment to office. Area chairpersons shall be in grade seven or higher at the time of their election or appointment to office.
Section 9. Members-at-large are not eligible to hold any TSJCL office.

Section 10. Candidates for President shall have attended at least one previous National Convention at the time of candidacy.
Section 11. Candidates for Treasurer shall come from a chapter whose sponsor has previously sponsored a TSJCL officer or area chairperson.
Section 12. If there is a state-of-emergency for an office, the application process will be announced. No nominations shall be accepted from the floor.

ARTICLE IV – DUTIES OF THE OFFICERS AND AREA CHAIRPERSONS

Section 1. The President

a. Shall preside over the meetings of the Student Executive Board, State Fellowships at the NJCL Convention, 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 the approval of the Student Executive Board and the sponsor of the host chapter, area chairpersons if for any reason they have not been chosen at Area Convention or the State Convention.
d. Shall appoint the Treasurer on the advice of the outgoing Treasurer, a State Chairperson, and the outgoing President, with the approval of the Student Executive Board.
e. Shall appoint the Parliamentarian with the Student Executive Board approval.
f. Shall appoint Convention Coordinator(s) on the advice of the sponsor of the host chapter with the approval of the Student Executive Board.
g. Shall appoint the Editor on the advice of the outgoing Editor, a State Chairperson, and the outgoing President, with the approval of the Student Executive Board.
h. Shall appoint the Webmaster on the advice of the outgoing Webmaster, a State Chairperson, and the outgoing President, with the approval of the Student Executive Board.
i. Shall be responsible for arranging the Student Executive Board meetings and giving adequate notice of at least one month to Student Executive Board members, advisors, and sponsors.
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 contests at the State Convention in the following areas:
   1) revising and editing rules for the academic contests and Certamen

2) procuring judges for Dramatic Interpretation, Sight Recitation, and other contests as necessary
3) administering the Dramatic Interpretation and Sight Recitation contests
4) assisting with the distribution of the contest results

c. Shall present the proposed academic and Certamen rules to the Student Executive Board for approval at the fall meeting.

d. Shall facilitate the purchase of all awards on behalf of the TSJCL and assist in their presentation.

Section 3. The Second Vice President

a. Shall be responsible for the Classical Civilization contests at the State Convention in the following areas:

1) revising and editing the Classical Civilization contest rules and topics
2) organizing and supervising the registration of Classical Civilization entries
3) procuring judges and monitors
4) preparing the results for processing for the grading room
5) assisting in the presentation of awards

b. Shall be responsible for presenting the preliminary contest rules and plans to the Student Executive Board at the fall meeting.

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 Student 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 Assemblies.

g. Shall give the membership report at the General Assembly of the State Convention.

h. Shall be responsible for colloquia at the state convention.

Section 5. The Outreach Coordinator

a. Shall be responsible for updating and maintaining all official TSJCL social media accounts.

b. Shall work to promote and publicize the TSJCL throughout the year to both TSJCL and non-TSJCL affiliated entities.

c. Shall be responsible for coordinating spirit at the NJCL Convention.

d. Shall coordinate communication between the TSJCL Board and the members of the TSJCL and ensure that the decisions of the board are effectively and efficiently communicated to the TSJCL chapters.

e. Shall encourage service projects at the local level and assist local clubs in service as needed.

f. Shall organize the statewide service project(s).

g. Shall submit the TSJCL service projects to the NJCL Community Service Contest.

Section 6. The Historian

a. Shall keep historical and photographic records of the TSJCL..

b. Shall prepare the scrapbook for the State Scrapbook Contest at 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 Scrapbook contests, Publicity contest, Poster contest, and other contests as needed.

Section 7. 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 sponsors by the time of the State Convention.

f. Shall order Student Executive Board pins and State Chairperson pins.

g. Shall work closely with the Convention Coordinator(s) in meeting the financial responsibilities of the convention.

h. Shall be audited by the auditing committee.

i. Shall co-sign checks with his/her sponsor and/or a state chairperson.

j. Shall keep and update the files on scholarship winners.

Section 8. The Parliamentarian

a. Shall aid the President in presiding at the Student Executive Board meetings and the General Assemblies of the State Convention.

b. Shall secure candidates for all elected 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 chairperson of the Program of Works committee and oversee the amendment process.

f. Shall have the authority to make syntactical and grammatical corrections to the Constitution and Bylaws with the consent of a simple majority of the members of Student Executive Board present at any such meeting in which business is fit to take place.

Section 9. 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 of the Convention Issue. Shall keep and update past files of the TORCH.

e. Shall work with the Webmaster to ensure a timely, attractive TORCH is online.

f. Shall be in charge of the photography contests, t-shirt contests, and other contests as needed.

Section 10. The Webmaster

a. Shall be responsible for the maintenance, upkeep, and improvement of the TSJCL website, equipping it with information about TSJCL activities, opportunities, and relevant links.

b. Shall organize the use of electronic communication among the officers.

c. Shall adhere to the "Acceptable Use Policy" approved by the Student Executive Board and amend and revise the Policy as necessary, subject to the approval of the Student Executive Board.

d. Shall be responsible for submitting the TSJCL website to the NJCL State Website contest.

e. Shall maintain an electronic archive of the materials on the website with the assistance of the other officers and State Chairpersons.

Section 11. The Convention Coordinator(s)

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 arrange Ludi and/or Olympika events.

c. Shall submit a full financial reporting of the State Convention to the Student Executive Board at the Spring Board Meeting.

d. Shall assist the State Chairpersons in the administration of written academic contests.

Section 12. 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 area 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 Student Executive Board meeting.

Section 13. All Officers

a. Shall give a Voice of Experience Report at the final Spring Student Executive Board meeting of their term and retain the right to vote on the Student 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 Student Executive Board meeting.

c. Shall be responsible for informing the other officers, the general membership, and the State Chairpersons 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 and Bylaws every five years.

e. Shall be responsible for having a report present at every regularly scheduled Student Executive Board meeting.
f. Shall assist at the State Convention.

ARTICLE V – POWERS OF THE STUDENT EXECUTIVE BOARD

The Student Executive Board shall:
a. Serve as an advisory board to the Board of Directors.
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 Student Executive Board member who for whatever reason is not able to complete the term of his/her office. The Student Executive Board may take into consideration the recommendation of the sponsor involved.
g. Replace any Student Executive Board member who misses any two meetings without a satisfactory explanation or who is not fulfilling the duties of his/her office.
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 at the NJCL convention.

ARTICLE VI – POWERS AND DUTIES OF THE STATE CHAIRPERSONS

a. Shall solicit prior to the State Convention invitations to host the next State Convention and be responsible for the selection of the State Convention site from the invitations received.
b. Shall be in charge of the distribution of the Officers Handbook and electronic letterhead.
c. Shall attend all Student Executive Board Meetings.
d. Shall oversee the production of all written academic contests for the State Convention.
e. Shall assign State Chairpersons to serve as mentors to the student officers, and shall mentor student officers as assigned.
f. Shall oversee the finances of the TSJCL including, but not limited to, preparing and filing federal tax returns and auditing the TSJCL Treasury.
g. Shall serve as the liaison for all issues concerning the State Delegation at the National Convention when present.
h. Shall serve as the liaison for all legal and disciplinary issues at the State Convention.
i. Shall oversee the TSJCL website and all official TSJCL social media accounts.
j. Shall serve as liaison to the TCA.

ARTICLE VII – POWERS OF THE REPRESENTATIVE ASSEMBLY

The Representative Assembly shall:

a. Elect the officers of the TSJCL at the convention.

b. Vote on all amendments and revisions to the Constitution and Bylaws.

c. Approve any proposed changes in dues of the TSJCL.

ARTICLE VIII – STANDING COMMITTEES

Section 1. The Program of Works Committee

a. Shall meet to discuss and recommend to the Representative Assembly changes in the TSJCL policies and the Constitution and Bylaws.

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. Each chapter must send one delegate to the Program of Works Committee in order to vote on the proposed changes to the TSJCL policies and the Constitution and Bylaws. In the event that a chapter sends no voting delegates, the chapter will receive no votes.

d. Shall meet at the annual state convention.

Section 2. The Nominations 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 to determine the two candidates for each office.

c. Shall consist of the Parliamentarian, who shall preside, and two voting delegates from each chapter.

d. Each chapter must send two voting delegates to the Nominations Committee in order to receive all of its votes for the officer election. In the case that a chapter sends one voting delegate, the chapter will receive half of its votes. In the case that a chapter sends no voting delegates, the chapter will receive no votes.

e. Shall meet at the annual state convention.

Section 3. The Auditing Committee

a. Shall consist of at least two State Chairpersons and the President, or a State Chairperson, a sponsor, and the President.

b. Shall audit the Treasurer's books before the deadline for filing federal taxes.

Section 4. The Texas Senior Classical League (TXSCL)

a. Shall serve as the post-secondary affiliate of the TSJCL.

b. Shall have an Executive Board consisting of a President, Vice President, Secretary, Treasurer, Parliamentarian, and Historian.

c. Shall assist with the catapult contest at the State Convention.

d. Shall assist with other contests at the State Convention as decided upon each year by the TXSCL in collaboration with the State Chairpersons.

e. May award scholarships to its members.

ARTICLE IX – SPECIAL COMMITTEES

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

ARTICLE X – ELECTIONS

Section 1. Nominations

a. Any TSJCL chapter that has paid its dues by the announced deadline may nominate a candidate for State Office.

b. All nominations should be sent to the Parliamentarian by the state convention registration deadline.

c. All candidates shall speak before the Nominations Committee at the state convention.

d. Up to two candidates for each office selected by the vote of the Nominations Committee shall speak before the Representative Assembly.

e. A candidate eliminated by the Nominations Committee will be allowed to run for a second office only if fewer than two candidates have pre-filed and the candidate meets the qualifications for that office.

f. No nominations from the floor shall be accepted.

g. If there are no pre-filed candidates or no candidate is selected by the Nominations Committee for an office, applicants shall submit applications as described in Section 4.

Section 2. Voting

a. All voting shall be by secret ballots polling the voting delegates.

b. Each chapter's ballot must be signed by a sponsor from that chapter or by a State Chairperson if no sponsor is present at the State Convention.

c. Voting shall be held at the General Assembly of the State Convention.

d. All candidates must receive a simple majority of the votes to be elected.

e. New officers and area chairpersons shall be installed at the last General Assembly of the State Convention, if a new president has been elected.

f. If a president is not elected at the State Convention, new officers and area chairpersons shall be installed at the first meeting of the Student Executive Board after a new president has been appointed.

Section 3. Terms of Office

a. The President, Vice Presidents, Secretary, Treasurer, Parliamentarian, and Convention Coordinator(s) shall serve from their election/appointment at the State Convention to the next election/appointment of new officers.

b. The Webmaster, TORCH Editor, and the Historian shall serve from their election/appointment until the fulfillment of their duties.

Section 4. If any office does not have a candidate at or after the State Convention, any qualified candidate may present an application for that position to the newly elected President. At the first Student Executive Board meeting following the State Convention, the Student Executive Board shall examine the applications received and vote.

ARTICLE XI – ELECTION OF TSJCL STATE CHAIRPERSONS

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 state 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 for election 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 website. Nominations must be received by the Election Coordinator by the state registration deadline.

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 State 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 be the active State 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 XII – AUTHORITY

The Parliamentary authority for all TSJCL assemblies and meetings shall be Robert's 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 business at hand 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 members present granted by a 2/3 vote without debate.

ARTICLE XIII – AMENDMENTS

These Bylaws may be amended by a 2/3 vote of the Representative Assembly provided the proposed amendments have been studied and approved by the Student Executive Board or the Program of Works Committee. If the proposed amendments have been approved by the Student Executive Board, they must still be presented at the Program of Works Committee.

ARTICLE XIV – RATIFICATION OF THE CONSTITUTION

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