

**CONSTITUTION AND BYLAWS
OF THE
MASSACHUSETTS JUNIOR CLASSICAL LEAGUE**

Amended April 29, 2007

CONSTITUTION

Preamble

We, the members of the National Junior Classical League in and around Massachusetts, in order to promote cooperation among the chapters, to establish a basis of order and to better unite the members of this organization, and to promote friendship and understanding among the members, do hereby adopt the following constitution and agree to abide by its rules.

**Article I
Name & Purpose**

Section I: Name

The name of this organization shall be the Massachusetts Junior Classical League (MassJCL).

Section II: Purpose

The purpose of this organization shall be to promote a more thorough knowledge of the Classical history, life, and literatures, to impart a better understanding of the practical and cultural values of the Classics, and to promote the interest of other students in the Classical languages, Latin and Greek.

Section III: Emblem

The emblem shall be a torch encircled in a laurel wreath. The pin shall be a reproduction of the emblem. The colors shall be Roman purple and gold.

**Article II
Membership**

Section I:

The organization's membership shall be of two kinds: members of school chapters and members-at-large.

Section II: Chapter membership

Members of school chapters Chapter members shall include the National Junior Classical League chapters that wish to become part of this organization. Members shall be admitted automatically to the MassJCL upon payment of MassJCL dues. Mass JCL chapters are required to be members of the National Junior Classical League.

Section III: Member-at-Large

Members-at-Large shall include the active members of the National Junior Classical League for whom no local chapter exists.

**Article III
Executive Board**

Section I:

Activities of the Mass JCL shall be initiated and organized by an Executive Board consisting of the Student Officers, and the State Chairs.

Section II: Meetings

A. The Executive Board shall meet at least five (5) times a year at a central location.

B. Meetings of the Executive Board shall abide by Robert's Rules of Order Revised unless the present Constitution, by-laws or standing rules otherwise provide.

C. State Officers and State Chairs shall be the only ones permitted to vote at meetings with each having one (1) vote.

**Article IV
Officers and State Chairs**

Section I: Offices Defined

Elected student offices of this organization shall be the following: President, First Vice President, Second Vice President, Secretary, Treasurer, Parliamentarian, Historian, Publications Editor, and Technical Coordinator.

Section II: Qualifications for Office

A. To qualify as an officer the student must be enrolled in a Latin or Greek class for the term of office or have completed all the Classics courses offered by his school. Post-Graduates and mid-term Graduates shall not be eligible for office.

B. Three candidates for elected and appointed offices shall be allowed from each chapter. A chapter may hold no more than three offices on the Executive Board.

Section III: Restrictions

- A. No person or chapter may hold the same elected office for more than one term
 - 1. A term shall begin at the transition meeting following the election and end at the next years' transition meeting.
- B. In order to run for office candidates must be present at the State Convention.

Section IV: Elections

- A. Elections shall take place at the State Convention as described in Article VII, Section II

Section IV: Vacancies

A. If a vacancy occurs in mid-term, that officer's advisor shall then present a qualified candidate to the Executive Board as a potential replacement. The Executive Board shall vote on the potential replacement with a 2/3 majority being required to appoint the new officer. The appointment shall be effective immediately.

Section V: Candidates for National Junior Classical League Office

- A. **All candidates wishing to run for a National Junior Classical League office must have held a MassJCL office and** must submit an application to the MassJCL Executive Board by March 1.

B. At the first MassJCL Executive Board meeting immediately following the March 1 deadline, each candidate's application describing his/her qualifications for National Office will be reviewed by the Executive Board, in preparation for choosing one (1) candidate.

C. If any applicant for National Junior Classical League office is a current member of the MassJCL Executive Board, he/she may not be present for or participate in the review of or voting on applicants.

D. After reviewing each application, the Executive Board shall select a candidate from among the applicants by a simple majority vote.

E. All MassJCL State Chairs may only endorse the candidate selected by the Executive Board.

Section VI: State Chairs

- A. State Chairs shall be elected by the sponsors at the State Convention by a simple majority, with each sponsor casting one (1) vote.

B. Upon election, the State Chair shall serve for a term of five (5) years.

- 1. The State Chairs shall be permitted to serve two (2) consecutive terms.

Article V Duties of Executive Board Members

Section I: Expectations

- A. All Executive Board members are expected to attend all Executive Board meetings, the State Convention and the National Convention.

Section II: Duties of the Officers

A. Duties of the President

1. Shall actively lead the MassJCL, working cooperatively with the State Chairs, staying aware of the activities of the other Student Officers, and offering assistance where appropriate.

2. Shall preside over all meetings of the Executive Board, State Convention General Assemblies, and National Convention Fellowship meetings.

3. Shall organize and run State Convention, working cooperatively with the officers and State Chairs.

B. Duties of the First Vice President

1. Shall preside over Executive Board meetings in the absence of the President.

2. Shall coordinate Mass JCL Classics Day.

3. Shall organize and judge the Publicity Contest

C. Duties of the Second Vice President

1. Shall organize and run the spirit games at the State Convention.

2. Shall organize the spirit contest at the National Convention.

3. Shall promote and encourage both Massachusetts and National JCL membership in the state of Massachusetts.

4. Shall judge the Toga Parade contest at the State Convention.

D. Duties of the Secretary

1. Shall record minutes of the Executive Board meetings and **email** a copy to the Technical Coordinator **within 48 hours** after the meeting.
2. Shall write letters on behalf of the Executive Board as directed.

E. Duties of the Treasurer

1. Shall open and maintain a checking account in MassJCL's name and shall honor all financial obligations of the MassJCL
2. Shall maintain current and accurate financial records of all transactions of the MassJCL.
3. Shall be responsible for receiving and processing annual dues, and passing on all membership information to the State Chairs as it comes available
4. Shall organize all contact information pertaining to student liaisons and chapter sponsors and disseminate this information to the Executive Board as it becomes available.
5. Shall furnish, at each Executive Board meeting a copy of all Mass JCL financial transactions occurring since the previous Executive Board meeting.
6. Shall furnish upon the request of any Executive Board member a copy of all Mass JCL financial transactions.

F. Duties of the Parliamentarian:

1. Shall be responsible for becoming familiar with the Mass JCL Constitution and parliamentary procedure for all Executive Board meetings.
2. Shall be responsible for ensuring that all Executive Board meetings are run in accordance with Robert's Rules of Order Revised.
3. Shall be responsible for finding and encouraging qualified candidates to run for office.
4. Shall prepare an official ballot for the State Convention and shall preside over Elections at State Convention.
5. Shall when necessary, call **state of emergency**, as defined in Article VII Section 3, at the State Convention.
6. Shall provide a revised Constitution incorporating all amendments approved at the State Convention at the first Executive Board meeting after the State Convention.
7. Shall be the steward of the Mass JCL constitution and shall be responsible for supplying copies of the Constitution and by-laws upon request.
8. Shall provide copies of any and all amendments and/or by-laws submitted by February 1st, to all chapters in good standing by March 1st.
9. Shall provide the application for members wishing to run for National Junior Classical League office by December 1.

G. Duties of the Historian

1. Shall be responsible for creating a State Scrapbook and entering it in the State Scrapbook Contest at the National Convention.
2. Shall encourage schools to actively contribute chapter materials for the scrapbook.
3. Shall be responsible for sending State Scrapbook materials to the National Historian.
4. Shall be one of the judges of the Scrapbook Contest at the State Convention.

H. Duties of the Publications Editor

1. Shall be responsible for producing and distributing at least four (4) issues of the official publication of the MassJCL, the *Forum Factorum*.
2. Shall file four (4) copies of each issue with the National Publications chairperson for entry in the National JCL Publications contest.
3. Shall be responsible for judging the School Newsletter Contest.

I. Duties of the Technical Coordinator

1. Shall be responsible for creating and maintaining the web site of the Mass JCL.

2. Shall judge the MassJCL school web site contest.
3. Shall enter the MassJCL web site into the National JCL Web Site contest.

Section III: Duties of the State Chairs

- A. Shall support and advise the student officers in the execution of their duties as stated in this constitution.
- B. Shall attend all Executive Board meetings, State Conventions and National Conventions.
- C. Shall initiate planning for the September mailing to all Massachusetts schools known to offer Latin or Greek; the Catapult Contest; Classics Day; Certamen Preliminaries; the State Convention; and state participation in the National Convention.

Section IV: Removal from the Board

- A. If an officer is in any way derelict in his duties, the State Chairs shall first work with the officer and his sponsor in an effort to correct the situation. If, however, these efforts are not successful, removal proceedings will begin.
- B. An officer may be removed from office by a 2/3 vote of the Executive Board if condition A has been met.
- C. The vacancy shall be filled as described in Article III, Section V.

**Article VI
Amendments & Bylaws**

Section I: Constitutional Amendments

- A. Proposed Amendments must be submitted in writing to the Parliamentarian by February 1st.
- B. If accepted by a majority of the Executive Board, copies of the proposed amendments shall be sent to all chapters in good standing by March 1st for ratification at the State Convention by a 2/3 majority of the assembly.
- C. A ratified Constitution shall take effect in September of that year.

Section II: Bylaws.

- A. Proposed bylaws must be submitted in writing to the Parliamentarian by February 1st.
- B. If accepted by a majority of the Executive Board, copies of the proposed by – laws shall be sent to all chapters in good standing by March 1st for ratification at the State Convention by a 2/3 vote of the General Assembly.
- C. Ratified bylaws shall take effect in September of that year.

**Article VII
State Convention**

Section I: Pre – State Convention

- A. Mass JCL shall hold an annual convention each spring before May 30th. The Executive Board is responsible for convention planning, including choosing the date and the site.
- B. The Executive Board is responsible for notifying all chapters in good standing of convention plans in a timely manner.

Section II: Voting at State Convention for Student Officers

- A. Each chapter with more than four (4) delegates attending the State Convention shall be permitted four (4) voting delegates. Each delegate shall receive one (1) vote, which may be given to any Candidate.
- B. Chapters attending with less than four (4) delegates shall be permitted as many delegates as they have attendees.
- C. All voting delegates must attend Candidates Open Forum to be eligible to vote in Elections.
 1. Absence from Candidates Open Forum shall not prohibit voting on Amendments and/or by – laws.

Section III: Voting at State Convention for Constitutional Amendments

A. Each chapter attending the State Convention shall be permitted two (2) voting delegates. Each delegate shall receive one (1) vote, which may be given to any amendment.

B. Chapters attending with less than two (2) delegates shall be permitted as many delegates as they have attendees.

C. All voting delegates must attend Constitutional Amendments Meeting to be eligible to vote on amendments.

Section III: State of Emergency

A. In the event that there are no pre-filed candidates or that there is a single prefiled candidate running for any given office, the Parliamentarian shall declare a state of emergency which allows delegates who are not pre-filed to run for that office.