

# **MASSACHUSETTS JUNIOR CLASSICAL LEAGUE CONSTITUTION**

**amended at the 63rd MassJCL State Convention on April 28th, 2019**

## **Preamble**

We, the members of the National Junior Classical League of Massachusetts, in order to promote cooperation among the chapters, to establish a basis of order, 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 Classical history, life, and literature; to impart a better understanding of the practical and cultural values of the Classics; and to foster academic enthusiasm for the studies of Latin and Greek.

#### **Section III: Emblem**

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

## **Article II**

### **Membership**

#### **Section I: Members**

The organization's membership shall be of two kinds: members of school chapters and members-at-large. All members shall be admitted automatically to the MassJCL upon payment of MassJCL dues.

#### **Section II: School Chapter Membership**

- A. School chapters of the National Junior Classical League located in Massachusetts shall be considered chapters of the MassJCL.
- B. All MassJCL school chapters are required to be members of the National Junior Classical League.
- C. MassJCL Members-at-large and school chapters whose members have paid both MassJCL and National JCL dues shall be considered 'in good standing'.

#### **Section III: Membership at Large**

Members-at-large shall include the active members of the National Junior Classical League residing in or attending school in Massachusetts for whom no local chapter exists.

### **Article III**

#### **Executive Board**

##### **Section I: Executive Board**

Activities of the MassJCL shall be initiated and organized by an Executive Board consisting of nine (9) Student Officers and the State Chairs.

##### **Section II: Meetings**

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

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

C. State Officers and State Chairs shall be the only ones permitted to vote at meetings, with each state officer possessing one (1) vote and the State Chairs collectively possessing three (3).

### **Article IV**

#### **Officers and State Chairs**

##### **Section I: Offices Defined**

The elected student officers of this organization shall be: 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 classics course or independent study for the term of office or have completed all classics courses offered by their school. If extenuating circumstances prevent them from taking a classics course, they may submit an application to be reviewed by the Executive Board. The student must be enrolled in middle or high school, homeschool, or an approved alternative secondary-educational arrangement for the duration of their term. Post Graduates and midterm 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.

C. Any student wishing to run for the Executive board must have attended at least one prior State Convention.

D. Candidates must be at least 12 years of age by the opening of registration for National Convention to run.

### **Section III: Restrictions**

A. No person may hold the same elected office for more than one term. A chapter may not hold the same elected office for more than two successive terms. A term shall begin at the transition meeting following the election and end at the next year's transition meeting. No chapter shall run more than one candidate for the same office.

B. In order to run for office, candidates must be present at the State Convention and comply with article IV, section IV.

C. For the office of Second Vice President all candidates must have attended at least one National Convention and be able to attend the upcoming National Convention.

D. For the office of President all candidates must have served at least one term on the executive board.

### **Section IV: Elections**

A. In order to become a candidate for the MassJCL executive board, one must submit an application form to the current Parliamentarian by the specified date. Candidates for the offices of Historian, Publications Editor, and Technical Coordinator will be required to submit a composition of relevant works to the current Parliamentarian in PDF or image format, or attach a URL linked to the relevant media alongside their State Candidacy applications (both are due by the specified date). These materials will be displayed during Open Forum during State Convention.

B. At State Convention, candidates are required to give a speech at the specified General Assembly unless they are granted an exception by the current Parliamentarian before the start of State Convention.

C. All candidates are required to attend the Candidates' Open Forum held during State Convention.

D. Candidates may campaign at the State Convention after candidate speeches conclude, but only in accordance with the rules and guidelines set forth in the Convention Packet.

E. Candidates may not address, refer to, or mention any other candidate in their campaign speeches. Failure to comply may result in disqualification at the discretion of the Parliamentarian. If a state of emergency should be declared, the procedure described in Article VII, Section IV shall be followed.

F. Elections shall take place at the State Convention by the voting process described in Article VII, Section II.

G. In the event that there are more than two (2) prefiled candidates running for one office, a Nominations Committee will be held during the first General Assembly. Two (2) delegates from each chapter attending the State Convention shall vote in the style of ranked choice to narrow the office to two (2) candidates.

### **Section V: Vacancies**

A. In the event that an elected officer becomes unable to serve on the executive board, the remaining officers and State Chairs shall work together to select a candidate to be elected by a 2/3 majority vote. A candidate must not have previously served in this position on the MassJCL board.

1. The newly elected officer will serve either under the title of the vacant office or as the “MassJCL Officer Pro Tem.” under the discretion of the Executive Board. In order to be considered the “MassJCL Officer Pro Tem.” the board must agree with a 2/3 majority vote. The MassJCL Officer Pro Tem. shall be responsible for completing the duties of the vacant office. The Officer Pro Tem. is not eligible to run for MassJCL President unless they have previously held a MassJCL office. The Officer Pro Tem. is allowed to run for the vacant office in the future provided that they have not already served as that officer.

B. If the potential replacement is not appointed, the remaining officers and State Chairs shall work together to select a candidate to be elected by a 2/3 majority vote.

#### **Section VI: Candidates for National Junior Classical League Office**

A. In order to run for a National Junior Classical League office, one must have served on the MassJCL Executive Board.

B. All those interested in national candidacy must make their intent known to the current MassJCL Parliamentarian by the specified date.

C. At the first MassJCL Executive Board meeting immediately following the specified date deadline, each candidate’s application describing their qualifications for National Office will be reviewed by the Executive Board, in preparation for choosing one (1) candidate.

D. No applicant for National Junior Classical League office may be present for or participate in the review of their application.

E. After reviewing each application, the Executive Board shall select one (1) candidate from among the applicants by a simple majority vote. In the event that no single applicant receives a majority of votes, but the plurality of votes are not votes of no confidence, the applicant with the plurality of votes shall be the candidate to run for National Junior Classical League office.

F. MassJCL State Chairs will endorse the candidate selected by the Executive Board.

#### **Section VII: 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.

### **Article V**

## **Duties of Executive Board Members**

### **Section I: Expectations**

Every Executive Board member is 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 as the primary representative of the institution and as a liaison between its officers, members, and chairs.
2. Shall offer assistance to other officers when appropriate, maintaining an awareness of the officers' activities and duties within the JCL.
3. Shall preside over all meetings of the Executive Board, State Convention General Assemblies, and National Convention Fellowship meetings.
4. Shall preside over State Convention, working cooperatively with the State Chairs and other student officers in the planning and execution of the various components of the event.
5. Shall, following every major JCL event, compile a list of all aspects of an event that were deemed to be completed well at the event as well as aspects that are in need of improvement. This list should be kept in the President's folder to be used by the next year's President in preparation for the event.
6. Shall compile an email list and send out updates about the MassJCL.
7. Shall create a contest booklet with all the contest rules and procedures laid out by September 1st.

#### **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 both the State Publicity Contest and State Membership Contest.
4. Shall promote and encourage both Massachusetts and National JCL membership in the state of Massachusetts.
5. Shall oversee MassJCL social media including, but not limited to Instagram and Facebook.

#### **C. Duties of the Second Vice President**

1. Shall organize and run the spirit contests at the State Convention.
2. Shall organize statewide participation in the national spirit contests.
3. Shall judge the Toga Parade contest at the State Convention.
4. Shall oversee statewide participation in the national community service contest and encourage local chapters to participate in organized statewide community service opportunities.

5. Shall coordinate and organize the Spirit Party prior to National Convention with the aid of the State Chairs.

D. Duties of the Secretary

1. Shall record minutes of the Executive Board meetings.
2. Shall send a copy to the board within three (3) days after the meeting, and shall send the final copy of the minutes to the Technical Coordinator within a week after the meeting.
3. Shall write letters on behalf of the Executive Board as directed.

E. Duties of the Treasurer

1. Shall 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 furnish at each Executive Board meeting a copy of all MassJCL financial transactions occurring since the previous Executive Board meeting.
4. Shall furnish upon the request of any Executive Board member a copy of all MassJCL financial transactions.
5. Shall run a table at Agora at the NJCL Convention as a fundraiser for MassJCL. Should the treasurer not be in attendance at national convention, they must find a representative to serve in their place.

F. Duties of the Parliamentarian

1. Shall be responsible for becoming familiar with the MassJCL Constitution and parliamentary procedure for all Executive Board meetings.
2. Shall be responsible for finding and encouraging qualified candidates to run for office, and shall create candidacy application forms and distribute them to interested delegates by at least two months before State Convention.
3. Shall be the steward of the Mass JCL constitution and shall be responsible for supplying copies of the Constitution and bylaws upon request.
4. Shall revise and amend the constitution and receive any proposed suggestions for further change from JCL members by specified date.
5. Shall present all constitutional amendments and edits, created before a specified date, to the Executive Board by March 1st. Amendments approved by a majority vote of the board shall be deferred to MassJCL members for ratification.
6. Shall provide copies of all amendments approved by the Executive Board to all chapters in good standing by March 1st.

7. Shall preside over all voting procedures, for amendments and candidates, at the State Convention and shall prepare all official ballots.
8. Shall, if necessary, call a state of emergency, as defined in Article VII, Section IV, at the State Convention.
9. Shall provide a revised Constitution, incorporating all amendments approved at the State Convention, at the first Executive Board meeting after the State Convention.
10. 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 be the caretaker of the State Scrapbook until the first meeting after National Convention, when it shall become the property of MassJCL Inc. It is the duty of the Historian to safely transfer the Scrapbook into the possession of the State Chairs.
3. Shall encourage schools to actively contribute chapter materials for the scrapbook.
4. Shall be responsible for sending State Scrapbook materials to the National Historian.
5. Shall be judge of the Scrapbook Contest at 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 as well as one (1) issue of the convention news.
2. Shall file four (4) copies of each issue (one of which shall be the convention news) with the National JCL Publications chairperson for entry in the National JCL Publications contest.
3. Shall be responsible for judging the MassJCL School Newsletter Contest.
4. Shall be responsible for the production of the MassJCL stationery.

#### I. Duties of the Technical Coordinator

1. Shall be responsible for creating and maintaining the website of the MassJCL.
2. Shall help local chapters set up and maintain their websites as well as encourage them to link their websites to the state's website.
3. Shall judge the MassJCL school website contest.
4. Shall enter the MassJCL web site into the National JCL Web Site contest by the date set forth by the National Communication Coordinator.
5. Shall be responsible for monitoring internet content pertaining to the MassJCL.

6. Shall be responsible for archiving the minutes, For a Factorum, and constitution of the previous year on the MassJCL website.

### **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 classics and oversee planning for: the JCL Kickoff Event, Classics Day, Certamen Preliminaries, the State Convention, and the National Convention.

D. Shall be in charge of filing appropriate tax forms.

E. Shall organize all contact information pertaining to student liaisons and chapter sponsors and disseminate this information to the Executive Board as it becomes available.

F. Shall be responsible for receiving and processing annual dues, and passing on all membership information to the State Chairs as it becomes available.

### **Section IV: Removal from the Board**

A. If any officers are in any way derelict in their duties, another member(s) of the Executive Board may bring forth concerns at the state board meetings. The board will then vote to decide if a State Chair must oversee this officer more closely. The State Chairs shall first work with the officer and their sponsor in an effort to correct the situation. If, however, these efforts are not successful, removal proceedings will begin.

B. Removal proceedings can be initiated by any Executive Board member, under the provision that part A of section IV under article V has already been completed. The State Chair assigned to oversee the officer's duties will then give their opinion on how the officer has done since they have been identified as being derelict in their duties. The Executive Board will then vote, and may remove an officer from office by a 2/3 vote.

C. The vacancy shall be filled as described in Article IV, Section V.

D. Any person removed from office may no longer have any future claim on their previous title, and may not use their previous title on any future documentation.

1. If any officer is found to have been derelict in their duties after their term of office has ended, the Executive Board may vote to remove their title. This former officer must comply with Article V, Section IV, D.

## **Article VI**

## **Amendments**

### **Section I: Constitutional Amendments**

- A. Proposed Amendments must be submitted in writing to the Parliamentarian by specified date.
- B. If accepted unanimously by the Executive Board, any grammatical edit or change of phrasing shall be ratified. An amendment including changes beyond phrasing and grammar, if accepted by a majority of the Executive Board, shall be sent to all chapters in good standing by March 1st to be read over before voted on at State Convention.
- C. Ratification of an amendment, excluding grammatical edits and changes of phrasing, shall occur only if the amendment receives a 2/3 majority vote at the Constitutional Amendments Meeting after State Convention (See Article VII, Section 3).
- D. A ratified Constitution shall take effect immediately.

## **Article VII**

### **State Convention**

#### **Section I: Convention Planning**

- A. The MassJCL shall hold an annual convention each spring before May 30th. The Executive Board is responsible for organizing the convention; it shall select the date, time, and location, establish a schedule of events, and update the rules and guidelines.
- 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 four (4) or more delegates attending the State Convention shall be permitted four (4) electoral voting delegates. Each delegate shall receive one (1) vote, which may be given to one candidate in each race for office, or be submitted against all candidates as a vote of no confidence.
- 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 the Elections; absence from Candidates Open Forum shall not prohibit voting on constitutional amendments.
- D. Candidates running at State Convention require a simple majority vote to be elected into office.

#### **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 in support of or in opposition to each 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 IV: State of Emergency**

A. In the event that there are no prefiled candidates 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.

B. In the event that no single candidate running for a position on the Executive Board receives a majority of delegate votes, but the plurality of votes are not votes of no confidence, the candidate with the plurality of votes shall be elected. If the plurality of votes are votes of no confidence, then the Parliamentarian shall declare a state of emergency, which shall allow the newly elected State Officers and State Chairs to collaborate to elect a candidate in the fashion of Article IV, Section V, A.

C. In the event of a tie between two candidates, the Parliamentarian shall declare a state of emergency, which shall allow the newly elected State Officers and State Chairs to elect one (1) of the two (2) candidates by simply majority.

### **Article VIII**

#### **In Case of Emergency**

##### **Section I: National Constitution**

A. In the event that this Constitution does not adequately address a situation, the Executive Board may vote by  $\frac{2}{3}$  majority to defer to the National Constitution.