

THE WOODBRIDGE HIGH SCHOOL JUNIOR CLASSICAL LEAGUE CONSTITUTION
RATIFIED APRIL 21ST, 2005

Preamble

We, the members of the Woodbridge High School Junior Classical League, in order to promote cooperation among the several chapters, to establish a basis for order, and to unite the members of the organization, do hereby establish this Constitution for the Woodbridge High School Junior Classical League.

Article I: Name

The name of this organization shall be the Woodbridge High School Junior Classical League.

Article II: Purpose

The purpose of this organization shall be to promote a more thorough knowledge of Classical life, history, and literature on campus and throughout the community; to impart a better understanding of the practical and cultural value of the Classics; to promote enthusiasm for the Classical languages, literature, government, laws, and arts in other students; and, as members of this organization, to always strive to promote friendship and fellowship among students of the Classics.

Article III: Parliamentary Procedure

The President shall set the agenda for each meeting and preside over each meeting.

Article IV: Membership

Section 1: Students Enrolled in a Classics Course

Membership in Woodbridge High School JCL for students enrolled or previously enrolled in a Classics course at Woodbridge High School requires concurrent membership in the California Junior Classical League and the National Junior Classical League. A one time fee at the beginning of each school year will cover membership in all three organizations, in addition to a club t-shirt.

Section 2: Other Students at Woodbridge High School

Any student of Woodbridge High School may be a member of the Woodbridge High School Junior Classical League. Students never enrolled in a Classics course may pay for both membership in the local chapter and a chapter t-shirt only. Students never enrolled in a Classics class are not eligible for membership in the California Junior Classical League or the National Junior Classical League, and may not participate in inter-school events.

Article V: Officers

Section 1: Officers

- A. Elected Officers: The elected officers of this organization shall consist of a President, a Vice President, an Activities Coordinator, and a Historian, as well as Class Representatives.
- B. Appointed Officers: The appointed officers of this organization shall consist of a Treasurer, a Secretary, a Webmaster, a Publicity Coordinator, and an Academics Commissioner.
- C. One Person may not hold more than one office within Woodbridge JCL.
- D. Except at the discretion of the chapter sponsor and the outgoing board, exactly one candidate will be selected for each office.

Section 2: Candidacy Requirements

- A. Attend at least four JCL events, including SCRAM or CJCL Convention, in the school year of candidacy
- B. Attend and check in at no less than three consecutive lunchtime board meetings in the school year of candidacy
- C. Attend a pre-candidacy workshop

Section 3: Responsibilities for all Officers

- A. Attend at least four JCL events, including SCRAM or CJCL Convention, in the school year of office-holding
- B. Make weekly announcements in class
- C. Assist other officers in general responsibilities (e.g. publicity handouts)
- D. Attend all lunchtime board meetings: a failure to attend five or more meetings will result in impeachment
- E. Officers' responsibilities begin immediately after the announcement of election results. Terms officially begin and end at the end of the year banquet

Section 4: Specific Requirements for Individual Offices

- A. President
 - 1. Create and post a draft agenda before first period on the day before the lunchtime board meeting
 - 2. Incorporate any changes to the draft agenda, and create a finalized agenda for each meeting
 - 3. Lead meetings
 - 4. Run local JCL elections, including setting dates and hosting a pre-candidacy workshop.
 - 5. Promote attendance of National Convention
 - 6. Represent Woodbridge at State Convention: run fellowship, attend electoral events, etc.
 - 7. Work with other officers to set dates for all monthly chapter events by the end of September, and oversee the organization of these events
 - 8. Oversee the work of all other officers
- B. Vice President
 - 1. Run lunchtime board meetings in the President's absence
 - 2. Organize monthly community service projects for Woodbridge JCL, track community service, serve as a contact to the NJCL 2nd Vice President, and enter Woodbridge into the NJCL Community Service competition
 - 3. Check the progress of club officers weekly
 - 4. Attend ASB Club meetings, fill out paperwork for ASB, yearbook, etc.
 - 5. Organize the end of the year banquet
 - i. Reserve facility
 - ii. Order plaques, awards, gifts, food, etc.
 - iii. Oversee other officers in decorations, program, etc.
 - 6. Track attendance at all JCL events for participation award
 - 7. Track parental help
 - 8. Organize JCL presence at freshman orientation
- C. Secretary
 - 1. Attend all meetings and take detailed notes
 - 2. Type all notes, compile and organize all notes, forms, and sign up sheets into a notebook
 - 3. Take attendance

4. Create, maintain, and update JCL bulletin board
 - i. Calendar
 - ii. Announcements
 - iii. Pictures from website
 5. Create a chapter letterhead by the 3rd lunchtime board meeting
 6. Lead banner committee
 7. Submit a list of committee members to the board before winter break
 8. Oversee transport of banner to and from state convention and the end of the year banquet
 9. Fill out membership cards
- D. Historian
1. Create and collect scrapbook information form for all JCL members to fill out by the 5th board meeting
 2. Attend all JCL events, take pictures
 3. Submit a written article and pictures of every event to the CJCL historian and Nuntius editor
 4. Lead scrapbook committee
 5. Submit a list of committee members to the board before winter break
 6. Oversee transport of scrapbook to and from state convention and national convention
 7. Send pictures digitally to Woodbridge JCL webmaster, and CJCL Historian
 8. Have pictures available no later than one week following every event
 9. Take pictures of a variety of groups
 10. Create a slideshow for the end of the year banquet
- E. Publicity
1. Create publicity binder
 2. Oversee submission and retrieval of publicity binder to and from the state and national competitions
 3. Organize and verify (either through signature or photos):
 - i. Bookmarks
 - ii. Leaflets
 - iii. Posters @ games
 - iv. Oral Announcements
 - v. Video Announcements
 - vi. Golden Arrow articles
 - vii. Articles in local newspapers
 - viii. Food drives
 - ix. Holiday cards for middle school students
 4. Meet at the beginning of each month with all publicity officers to plan activities for each month
 5. Report the decisions of these monthly meetings to the board
- F. Activities Coordinator
1. Must attend state convention
 2. Create permission slips and sign up sheets for all events, divided by class period
 3. Assist with chapter activity paperwork – organize, alphabetize, and create a numbered list of registrants for SCRAM and Convention
 4. Lead a spirit squad to organize outfits, cheers, and choreography for the state convention spirit contest
 5. Oversee committees for the chariot and catapult competitions
 6. Organize school representatives for sports, battle of the bands, Mr. and Mrs. Rome, etc. at SCRAM and state convention
 7. Oversee decorations for the end of the year banquet
- G. Academics
1. Coach Certamen practices weekly for each Latin level
 2. Track teams at SCRAM and Convention
 3. Organize Certamen questions, buzzers, books, and other resources
 4. Oversee transportation of buzzer machines to/from SCRAM and state convention
 5. Organize Certamen invitational at the discretion of the local sponsor
- H. Treasurer
1. Collect and track dues and membership
 2. Fill out all dues receipts
 3. Deposit money with ASB (for membership, SCRAM, and state convention)

4. Submit a written financial support to the board within two weeks after every event
 5. Email all officers a master list of chapter members
 6. Send an alphabetized, numbered list of members to CJCL and NJCL
 7. Reimburse club members for JCL expenses
 8. Perform any other various financial duties
- I. Webmaster
1. Create a site layout to be approved by the board by the end of the school year prior to the term to be served
 2. Have a website online by September 1st
 3. Set up an FTP folder or some other way for officers to upload and share photos
 4. Create and collect parental permission form for the website by the 5th board meeting
 5. Ensure all CJCL/NJCL sites properly link to Woodbridge's JCL site
 6. Work with other officers to post relevant information, dates, pictures, etc. in a timely manner
 7. Enter the NJCL Website Contest
 8. Create a program for the end of the year banquet
- J. Class Representatives (Elected by each class period so that each class period has at least two representatives to board)
1. Attend lunchtime board meetings
 2. Join at least one committee (e.g. scrapbook, banner, catapult, etc.)
 3. Share in all general responsibilities of officers
- K. State/National Officers
1. Attend all local meetings and events
 2. Give general advice/guidance
 3. Share in all general responsibilities of officers
 4. Counsel and encourage Woodbridge students interested in running for state or national office
 5. Serve as a liaison between the school chapter and the state board

Section 5: Nomination and Election of Officers

A. Election Procedure:

- a. The President shall determine election dates and procedures. All prospective candidates shall be screened by the current board.
- b. Each candidate may campaign only during a period designated by the President
- c. Every Woodbridge JCL member enrolled in a class will be entitled to one vote for each office
- d. The winner of the most votes wins the office
- e. If an office is not filled after the election, the board and the chapter sponsor shall appoint someone.
- f. Officers for appointed positions shall be chosen by a panel consisting of the chapter sponsor, the outgoing holder of that position, the outgoing President, the incoming President, and any outgoing officers not running for office.

Section 6: Removal from Office

Grounds for removal from office shall be presented to the chapter sponsor. The sponsor shall inform the officer in question, who will then be given a chance to resign or present a case for his or her defense at the next board meeting. A secret ballot shall then be cast among the members of the board. A 2/3 majority is required to remove the officer.

Section 7: Vacancy in Office

If a vacancy occurs in any office, at the board's discretion, the office may remain vacant, or the board may appoint someone to the office.

Article VI: Ratification and Amendment

This constitution and any amendments to this constitution proposed to the President must be approved in a special election by 2/3 of the members of the chapter.