

# **The Constitution and By-Laws of the California Junior Classical League**

*as amended the 30th day of March, MMXIX*

## **Preamble**

We, the members of the California 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 California Junior Classical League.

## **Article I: Name**

The name of this organization shall be the California 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; to impart a better understanding of the practical and cultural value of the Classics; to interest other students in the Classical languages, literature, government, laws, and arts; and, as members of this organization, to always strive to promote friendship and fellowship among students of the Classics.

## **Article III: Convention**

The California Junior Classical League will hold a yearly State Convention.

## **Article IV: Parliamentary Procedure**

*Robert's Rules of Order, Revised*, shall be the accepted parliamentary authority for this organization, except in such cases, which are in conflict with this Constitution or other rules or guidelines of the California Junior Classical League. In such cases, precedence will be established by this Constitution, in accordance with its interpretations by the Executive Board.

## **Article V: Membership**

### **Section 1: General Membership**

Individual membership in this organization shall be of two kinds: member of a chapter and member-at-large. All members shall be taking or have taken a classical language or a course in the classical humanities. Membership may be granted to others at the discretion of the chapter and the State Board. Member-at-Large: A student who has no local chapter may become an active member-at-large by applying to the state treasurer for membership. He/she will then be referred to a chapter in the vicinity.

### **Section 2: Chapter**

A chapter shall be comprised of at least five persons eligible for membership in this organization and a qualified sponsor that wishes to become a part of this organization.

### **Section 3: Good Standing**

Local chapters and members-at-large shall be admitted in good standing to the California Junior Classical League upon proper payment of annual dues.

- A. **Proper Payment:** Proper payment shall consist of payments of the annual dues on or before December 1.
- B. **Enforcement:** Only chapters in good standing may have the opportunity to sponsor a candidate for state office and to vote at the State Convention.

### **Section 4: Sponsors**

Local chapters must be sponsored by a Latin teacher. Another adult may serve as chapter sponsor with the consent of the Executive Board. A sponsor must be a member of the American Classical League.

## **Article VI: Officers**

### **Section 1: Offices**

- A. **Elected Officers:** The elected officers of this organization shall consist of one First Vice-President, one Second Vice-President, one Parliamentarian, one Secretary, and one Representative from each geographical region.
- B. **Appointed Officers:** The appointed officers shall consist of one Convention President, one Webmaster, and one Nuntius Editor.

### **Section 2: Qualifications**

- A. **Elected Officers:** Each elected officer shall be an individual member of this organization who:
  - 1. Is a member in good standing of the California and National Junior Classical Leagues.
  - 2. Will be enrolled in a classical language course for his/her entire term of office, or will have completed all such classes available at his/her school and will check in with his/her sponsor and the State Chair at least twice a month.
  - 3. Is present at the annual State Convention.
  - 4. Will not succeed a member of his/her chapter in a specific office.
  - 5. Additionally, candidates for the position of Second Vice-President must have already attended one National Convention before applying for the office.
- B. **Appointed Officers:** Each elected officer shall be an individual member of this organization who:
  - 1. Is a member in good standing of the California and National Junior Classical Leagues.
  - 2. Will be enrolled in a classical language course for his/her entire term of office, or will have completed all such classes available at his/her school and will check in with his/her sponsor and the State Chair at least twice a month.
  - 3. Is present at the annual State Convention.
  - 4. Will be able to succeed a member of his/her chapter in a specific office with the exception of the Convention President

### **Section 3: The Nomination and Election of Officers**

- A. Nomination: Candidates for state office shall be nominated by a Nominating Committee consisting of the Parliamentarian, who shall act as chair, the Regional Representative not from the Parliamentarian's region, who shall act as co-chair, and three others, representing three other chapters, from all of the several regions, which do not have candidates applying for nomination to elected state or national offices.
- B. Provisions: Two candidates will be chosen for each office from the applications submitted to the Parliamentarian, unless fewer than two are submitted and/or candidates are deemed ineligible by the Nominating Committee. These applications, the specifics of which can be found on the Officer Application Form, must be submitted to the Parliamentarian at least six weeks before the State Convention.
  - 1. State of Emergency: In the case there are no pre-filed candidates for an office, the Parliamentarian will call for a State of Emergency no later than the first assembly of State Convention. During a State of Emergency, nominations will be accepted by chapters in good standing. Should there be more than two nominations, the Nomination Committee will nominate two candidates. If a candidate is ineligible, the Nominations Committee has the right to overrule the disqualifications by a simple majority only if there are no other alternatives.
- C. Chapter Limitations: The Nomination Committee may nominate up to, but not more than, two candidates from each chapter.
- D. Campaigning: Each candidate may campaign only after the candidates' speeches to the General Assembly at the State Convention.
  - 1. Expenses: Expenses for the campaign shall not exceed \$30 per candidate, including both the estimated value of donated material and actual expenses.
  - 2. Candidate Screening: At least one week prior to the State Convention, each candidate selected by the Nominating Committee must submit his or her speech to the Parliamentarian for screening. The Parliamentarian, in cooperation with the State Chair, will suggest whatever changes are necessary to ensure that the speech holds to acceptable bounds of appropriateness and that it does not conflict with the purpose of the organization. At the State Convention, prior to campaigning, each candidate shall present his or her campaign materials and all applicable receipts to the Parliamentarian. The Parliamentarian will confiscate excess campaign materials in order to assure compliance with the Constitution; failure to comply with the Parliamentarian's decision will result in the disqualification of the candidate.
- E. Election Procedure:
  - 1. Voting Delegates: Each chapter shall be allowed two voting delegates to represent the entire chapter, unless only one voting delegate is present. In such a case, the one delegate shall be allowed only one vote for that chapter. Every voting delegate must attend the Candidates Open Forum and Election Assembly in addition to being a member in good standing of the chapter he represents as well as the California and National Junior Classical Leagues, and must not be a concurrent candidate.

2. **Procedures:** The officers shall be elected by secret ballot at a voting assembly during the annual State Convention. A simple majority of all votes cast, including abstentions, shall be necessary for election. If an office remains vacant after elections, the Executive Board shall appoint a member to serve in that office.
3. **Regional Representatives:** The Regional Representatives shall be elected only by the chapters in their respective regions.
4. **Candidates Open Forum:** The Parliamentarian shall run the Candidates Open Forum, during which he/she, along with the Voting Delegates, will ask questions to the candidates for each office.

#### **Section 4: Appointed Officers**

The positions of Convention President/s, Regional Representatives, Nuntius editor, and Webmaster are appointed offices.

- A. **Convention President:** The Convention President and a possible Co-President will be appointed by the sponsor of the host school of the upcoming state convention before the fall meeting of the State Board.
- B. **Regional Representatives:** For any regional event, a Regional Representative will be appointed by the sponsor of the host school before the fall meeting of the State Board.
- C. **Nuntius Editor:** During the State Convention, a Nuntius Editor shall be appointed via Candidate Interviews upon recommendation of the sponsor of the chapter responsible for the publication of the Nuntius Californiensis.
- D. **Webmaster:** During the State Convention, a Webmaster shall be appointed via Candidate Interviews.
- E. **Candidate Interviews:** During the State Convention, the State Chair, Parliamentarian, current officer of the position under consideration, and any other officers the State Chair deems necessary shall conduct interviews to decide the appointed officers. If any officer has a conflict of interest in the appointment, he/she will be expected to excuse him/herself from the interview and appoint another officer to the panel.

#### **Section 5: Terms**

- A. **Term of Office:** A term of office shall be defined as the amount of time an officer shall be a voting member of the Executive Board.
- B. **Elected Officers:** The term of office for elected officers shall be one year beginning with their inauguration at the State Convention at which they are elected and concluding at the inauguration of new officers at the following State Convention.
- C. **Appointed Officers:** The term of office for appointed officers shall be from the time of their appointment to the time when their successors are chosen, immediately following the next State Convention.

#### **Section 6: Removal from Office**

- A. **Requirements for Impeachment:** If an officer does not complete any/all of his or her official duties, this shall constitute grounds for impeachment. Furthermore, any actions

not conforming to the decorum of a CAJCL state officer shall also constitute grounds for impeachment.

**B. The Method of Impeachment:**

1. **Petition for Impeachment:** A petition for impeachment must be submitted to the board, and contain the name of the officer in question and the duties/actions for which he/she is liable for impeachment. It must also include the signatures of six (6) members of good standing in the NJCL and CAJCL from no fewer than three (3) different chapters. Prior to petitioning for impeachment, the petitioners must attempt to negotiate a solution privately with the officer in question unless a diplomatic solution is infeasible.
  2. **Emergency Meeting:** When a petition is received, the board must immediately call an emergency session wherein the sole purpose is to discuss the impeachment. This meeting may be conducted through a virtual forum. The officer in question must be able to participate in this meeting and must be given an opportunity to defend his/her actions; however, if the officer postpones the meeting for more than two weeks, he/she may be excluded from it on grounds of unnecessary delay. The issue will be resolved at the end of debate by blind vote. A 2/3 (two-thirds) vote will be required for the impeachment of any officer.
- C. Filling a Vacant Office:** The State Chairs, along with any advisors that they deem prudent, may appoint any member of good standing in the CAJCL and NJCL to a vacant position. This appointed officer shall commence official duties immediately, and will leave office along with the rest of the board at the next State Convention.

## **Section 7: Resignation**

- A. Any officer of the Board may resign if he/she believes him/herself unable to fulfill any of the duties of his/her office. A formal resignation including his/her reason for resignation must be issued to and approved by the State Chair.
- B. An officer who has issued a resignation must continue to complete his/her duties until such time as a new officer can be appointed to fill the position through the process described in Article VI, Section 6, Subsection C.

## **Section 8: The Duties of Officers**

In addition to his/her official duties, outlined in Article VI, Section 8, Subsections A through I, each officer must:

1. Maintain a detailed record listing the completion of each official duty in chronological order, as well as any difficulties or notable successes in the completion of these duties.
  2. Attend all Executive Board meetings and state convention. Duties of office must be completed, regardless of term.
- A. Convention President(s):** The duties of the Convention President(s) are to:
1. Plan and coordinate the program of the State Convention, subject to the approval of the Executive Board.
  2. Be responsible for distribution of all information and registration materials for the State Convention.

3. Present their site in a portfolio at the annual State Convention; Convention President will be determined by his/her sponsor, with approval by the State Chair.
    - a. The portfolio must include: information regarding their experience with the CAJCL State Convention, and a written recommendation from his/her sponsor
  4. Attend the annual National Junior Classical League Convention.
- B. First Vice-President: The duties of the First Vice-President are to:
1. Recruit new schools and reward them with special recognition at regional contests (e.g. special name tags, trophies, etc.).
  2. Collect publicity from local chapters and record the points for the state publicity contest.
  3. Assist the Convention President with the duties of the State Convention.
  4. Serve as a representative of CJCL by publicizing its purpose to the broader community through local news media.
  5. Serve on the candidate screening committee at State Convention.
- C. Second Vice-President: The duties of the Second Vice-President are to:
1. Preside at and be responsible for the programs of the meetings of this organization (i.e., create meeting agendas, arrange travel to the Executive Board meetings, and be responsible for the nametags of all officers.)
  2. Communicate with the Executive Board monthly.
  3. Assist the Convention President with the duties of the State Convention.
  4. Chair the Executive Committee.
  5. Preside at the annual State Convention.
  6. Attend the annual National Junior Classical League Convention
  7. Organize the delegates for the National Junior Classical League Convention.
  8. Call roll of all chapters attending the state convention.
  9. Organize spirit for the California delegation at the National Junior Classical League Convention.
  10. Organize community service opportunities at local regional activities and state convention.
- D. Parliamentarian: The duties of the Parliamentarian are to:
1. Be an authority of parliamentary procedure.
  2. Serve as the advisor to the 1st and 2nd Vice Presidents and consultant on questions of parliamentary procedure.
  3. Draft proposed amendments to the constitution and/or its by-laws.
  4. Annually review the constitution to ensure that it remains concurrent with the needs of the California Junior Classical League.
  5. Chair the nominating committee, and run the voting delegates' caucus and the voting assembly.
  6. Create a Voter Information Guide, with information regarding amendments as well as candidates for each office, to be sent to each chapter before State Convention.
  7. Encourage participation in state elections (workshop, assembly presentation, etc.) at the local regional activity, and appoint another officer to do likewise in the other region.

8. Publicize and clarify amendments to the CAJCL Constitution for the California Junior Classical League.
- E. Secretary: The duties of the Secretary are to:
1. Keep a record of all meetings of this organization, including the State Convention.
  2. Send duplicates of all meeting minutes of Executive Board meetings and State Convention to all members of the Executive Board within two weeks.
  3. Record the voting of any roll call vote.
  4. Record the attendance at the State Convention in the Convention minutes.
  5. Read the minutes of the previous State Convention at the State Convention unless deemed unnecessary by a majority voice vote of the delegates.
  6. Create letterheads and invitations to the Executive Board meetings.
- F. Historian: The duties of the Historian are to:
1. Keep and record the history of the California Junior Classical League.
  2. Create an annual digital scrapbook containing an account of the events of the California Junior Classical League that shall be sent to all current chapters by May 10th.
  3. Submit scrapbook to competition at National Junior Classical League Convention
- G. Regional Representatives: The duties of the Regional Representatives are to:
1. Coordinate regional activities in their regions.
  2. Plan and organize at least one regional meeting in the fall.
  3. Serve as a direct means of communication between the Executive Board and the California Junior Classical League members in their geographical regions.
- H. Nuntius Editor: The duties of the Nuntius Editor are to:
1. Be responsible for the publication and distribution of at least three (3) issues of the Nuntius Californiensis.
  2. Present a report and a financial statement at every meeting of the Executive Committee.
  3. Submit Nuntius Californiensis to competition at National Junior Classical League Convention.
- I. Webmaster: The duties of the Webmaster are to:
1. Maintain and update the CAJCL web page with information regarding regional, state and national activities, in addition to information on state officers and state business (i.e., state board meeting minutes).
  2. Encourage individual chapters to create their own website, publicizing their club activities and information.
  3. Take pictures with the CAJCL digital camera at State Convention for use on the CAJCL website.
  4. Submit the CAJCL website for National Junior Classical League Convention website contest.

## **Article VII: The Executive Committee and Board**

### **Section 1: Membership of the Executive Committee**

The Executive Committee shall consist of the state officers, their sponsors, any national officers, the State Chair(s), the State Treasurer, and any regional or assistant chairs.

## **Section 2: Membership of the Executive Board**

The Executive Board shall consist of voting members of the Executive Committee. They are the state officers, the State Chair(s), and the State Treasurer.

- A. The chair of the Executive Board shall be the 1st and 2nd Vice Presidents.
- B. The Executive Board shall act as an agent through which business is to be transacted between State Conventions.
- C. The quorum necessary to transact business shall be two-thirds of the state officers and must include the State Chair or an appropriate designate.
- D. A majority of those voting shall be necessary to authorize the transaction of such business.
- E. In the event that the State Treasurer cannot attend the meeting of the Executive Board, the State Chair must appoint someone who will bring the notebook to the meeting.

## **Article VIII: The State Chair**

### **Section 1: Qualifications**

The State Chair shall be elected by the sponsors of the chapters of the California Junior Classical League. Both the State Chair and the sponsors must be in good standing with the American Classical League, the National Junior Classical League, and the California Junior Classical League.

### **Section 2: Election Procedures**

During the fourth year of a State Chair's term, the sponsors of the state officers shall form a nominating committee. The duty of the committee shall be to formulate a slate of candidates. The slate shall be submitted to all sponsors in good standing by December 1, and all ballots shall be returned by February 1. A simple majority shall be necessary for election.

### **Section 3: Term of Office**

The term of office shall be four years, beginning at the close of State Convention. The State Chair may be reelected.

### **Section 4: Vacancy in Office**

In the event of a vacancy, the State Chair shall be chosen by the sponsors of the state officers. The appointive chair shall fill the remainder of the unexpired term.

### **Section 5: Approval Procedures**

The State Chair shall be subject to the approval of the National Junior Classical League and the American Classical League.

### **Section 6: Duties**

The duties of the State Chair shall be to:

- A. Advise the State Officers.
- B. Supervise the State Contests.
- C. Appoint Co-Chairs to serve as his/her assistants.

- D. Appoint a State Treasurer, subject to approval by the Executive Board.
- E. Appoint a Scholarship Chair, subject to approval by the Executive Board.
- F. Attend the annual convention of the National Junior Classical League.

## **Article IX: The State Treasurer**

### **Section 1: Appointment Procedures**

The State Treasurer shall be appointed by the State Chair at the end of the State Convention.

### **Section 2: Term of Office**

The State Treasurer shall serve a term of four years, beginning at the close of the State Convention. The State Treasurer may be reappointed.

### **Section 3: Vacancy in Office**

In the event of a vacancy, the State Chair may appoint a State Treasurer from a slate of candidate sponsors in good standing in the California Junior Classical League and the American Classical League.

### **Section 4: Approval Procedures**

The State Treasurer shall be subject to the approval of the California Junior Classical League Executive Board.

### **Section 5: Duties**

The duties of the State Treasurer shall be to:

- A. Receive, disburse, and keep a record of all monies of this organization.
- B. Receive all applications for membership and keep a record of them.
- C. Notify all chapters not yet in good standing at least 15 days prior to the deadline for payments of annual dues.
- D. Present a report to the Executive Board at its meetings.
- E. Present a financial report at the State Convention, which shall serve to conclude the financial authority and jurisdiction of outgoing officers, unless deemed unnecessary by a two-thirds majority of the Executive Board.
- F. Obtain and present an audited financial report by the June meeting of the Executive Board unless deemed necessary by a two-thirds majority vote of the Executive Board.
- G. Attend the annual California State Convention.

## **Article X: Ratification and Amendment**

### **Section 1: Ratification**

A new constitution may be ratified only at the annual State Convention.

- A. One copy of the proposed constitution shall be sent to each chapter four weeks before the State Convention for study.
- B. The constitution shall be voted on by a secret ballot at the voting sessions of the State Convention. A two-thirds majority of votes cast shall be necessary for ratification.

## **Section 2: Amendment**

Amendments to the constitution may be adopted only at the State Convention.

- A. An amendment is a change or addition to this document causing procedural changes for any officer and/or the California Junior Classical League.
- B. Suggested amendments must be submitted to the Parliamentarian prior to the third Executive Board Meeting after the State Convention.
- C. Copies of the proposed amendments shall be sent to each voting chapter four weeks before the State Convention for study.
- D. The amendments shall be voted on by secret ballot at the voting session of the State Convention. A two-thirds majority shall be necessary for adoption.

## **Article XI: The Annual State Convention**

### **Section 1: Location**

The annual State Convention shall be located at the chapter of the California Junior Classical League Convention President.

### **Section 2: Official Business**

The annual convention of this organization shall be the meeting at which all official business for this organization is to be transacted.

- A. Business to be transacted shall include the election of officers and voting on proposed constitutional amendments and by-laws.
- B. The quorum necessary to transact business shall be not less than a simple majority of the chapters in good standing with this organization.

## **Article XII: Convention Profits and Funding**

### **Section 1: Profit Report**

A host school must submit a detailed and accurate budget and profit statement for the State Convention by the following October 1 to the CAJCL Treasurer.

### **Section 2: Distribution of Profits**

- A. A host school of State Convention will be required to return a minimum of 50% of its profits to the California Junior Classical League Treasury. The remaining 50% may be kept by the host chapter.
- B. Host schools of Regional Events are encouraged to make a generous donation from any profits to the CAJCL Scholarship Fund.

### **Section 3: Debt**

If a host school shows no profit, the host school's debts will be assumed by the California Junior Classical League Treasury, if sufficient funds exist. If sufficient funds do not exist, the chapter assumes responsibility for all debts.

## **Section 4: Supremacy Clause**

This article shall supersede all verbal agreements concerning convention profits.

## **Article XIII: By-Laws**

### **Section 1: Regions**

- A. The chapters of this organization will be grouped into geographical regions to be designated as North and South.
- B. The geographic boundaries of the regions shall be determined at least every four years by the Executive Board. (The boundaries were renewed in September 2011, at the Executive Board meeting at Woodbridge High School. The CAJCL Line of Demarcation was set at the northern borders of the following counties: Kern, San Bernardino, and San Luis Obispo.)

### **Section 2: Finance**

- A. The fiscal year of the California Junior Classical League shall be from May 1 to April 30.
- B. Dues
  - 1. Chapter dues shall be determined by the Executive Board, at the beginning of its term.
  - 2. Individual dues, with a percent contributed to the CAJCL scholarship fund, shall be determined by the Executive Board at the beginning of its term.
- C. Expenditures
  - 1. Expenditures under \$50 not authorized by this constitution may be made with the approval of the 2nd Vice President, the State Treasurer, and the State Chair.
  - 2. Expenditures over \$50 not authorized by this constitution may be made only with the approval of the Executive Board.
- D. Scholarship Fund 1. The scholarship fund shall be administered by the Scholarship Chair and a committee consisting of four advisors to the Scholarship Chair. The Scholarship Chair shall be appointed by the State Chair and approved by the Executive Board. 2. The finances associated with the scholarship fund will be handled by the Scholarship Chair. 3. In order to receive his scholarship, the receiver must provide evidence of enrollment in a Latin or Greek course at the college or university he is enrolled in. 4. Should the receiver of a scholarship fail to provide evidence of enrollment in a Classics course at the college or university he is enrolled in by the third State Convention after his selection, then the scholarship shall be canceled.
- E. Transportation
  - 1. The Executive Board shall provide reimbursement for air transportation (or its equivalent) to and from its meetings for the members of the Executive Board and the Executive Committee who must pass between regions and must travel distances exceeding two hundred miles.
  - 2. The maximum limit the Executive Board will pay for transportation shall be determined at a time the Board deems fit.

- F. The Executive Board may as it sees fit provide for the cost of registration and transportation expenses to and from the National Convention of the State Chair (or his or her designee), and, if it is necessary in order to achieve gender balance, another adult appointed by the State Chair to serve as chaperone.
- G. The Executive Board, may, as it sees fit, provide registration expenses for the National Junior Classical Convention for the 1st and 2nd Vice Presidents and/or the Board & Convention President.

### **Section 3: Candidates for National Office**

- A. The candidates for national office shall be approved in the same manner as the state officers are elected, as entailed in Article VI, Section 3.
- B. No individual shall seek approval for national candidacy who does not meet the qualifications for national office outlined in Article VI, Section 3 of the NJCL Constitution, nor shall any person who has not served as an officer of the California Junior Classical League seek said approval without the express consent of the State Chairs.
- C. If the National Board declares a state of emergency during elections at the National Convention, members of the California delegation may declare their candidacy for any office with an insufficient number of candidates if and only if they meet the following requirements
  - 1. They obtain the approval of their school sponsor.
  - 2. They obtain the approval of a parent or guardian.
  - 3. Their candidacy is approved by the California delegation to the National Convention by secret ballot.
  - 4. They obtain the approval of the State Chair.

### **Section 4: Publication**

A newspaper under the name of *Nuntius Californiensis* shall be published at least three times annually and posted on the California Junior Classical League website.