

CHAPTER HANDBOOK
NATIONAL JUNIOR CLASSICAL LEAGUE



American Classical League
Miami University
Oxford, Ohio 45056

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Revised, 2006

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FOREWORD

The National Junior Classical League Chapter Handbook provides a compendium of information and advice by which JCL sponsors and members may get the most out of their JCL affiliation.

The sections of the Chapter Handbook are:

1. the MANUAL, which treats matters changing little from year to year;
2. the APPENDIX, which treats matters of a more fluid nature; and
3. the NJCL CONSTITUTION.

The Chapter Handbook, first prepared in 1964, was subsequently revised in 1968 and 1976. In 1980, Article VIII of the Constitution was amended to create the Manual Revision Committee, by which the Manual and certain sections of the Appendix could be reviewed and revised as need be. In 1992, Article VIII was again revised to permit Manual revision by the NJCL Parliamentarian and Constitutional Advisor, with approval by the Executive Board. Subsequently, the manual is revised annually in this manner.

PHILOSOPHY

We believe that through the National Junior Classical League:

We will gain an active appreciation and understanding of the civilizations of ancient Greece and Rome, thereby better enabling us as individuals to interpret and appraise our own world.

We have a sound structure which provides a sound basis for expansion of our horizons and perspectives, intellectually, socially, and esthetically.

We have a viable organization which can effectively create in others a sense of awareness, interest and appreciation as far as the value of the classics is concerned.

JCL CREED

We, the members of the Junior Classical League, covenant to hand on the torch of classical civilization in the modern world.

We believe an acquaintance with the civilization of Greece and Rome will help us understand and appraise this world of today, which is indebted to ancient civilization in its government and laws, literature, language and arts.

We affirm the JCL experience develops responsibility, fosters brotherhood, promotes enthusiasm, encourages competition, inspires dedication and enriches our total growth.

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CONSTITUTION OF THE NATIONAL JUNIOR CLASSICAL LEAGUE

WHAT IS THE JUNIOR CLASSICAL LEAGUE?

The National Junior Classical League is an organization of junior and senior high school students sponsored by the American Classical League. It is composed of local and state chapters and is the largest Classical organization in the world today. Its purpose is to encourage an interest in and an appreciation of the language, literature and culture of ancient Greece and Rome and to impart an understanding of the debt of our own culture to that of Classical antiquity.

HIGHLIGHTS OF THE JUNIOR CLASSICAL LEAGUE

The Junior Classical League had its inception at a Council Meeting of the American Classical League in 1927 but it did not come into action until 1936 when Miss Dorothy Park Latta was appointed director and chair with the headquarters established at New York University.

In 1936, the first chapter was formed at the high school in Dansville, New York.

By 1937, 500 students had enrolled.

In 1941, Texas held the first state convention at the University of Texas.

In 1944, the first annual membership report was issued. There were 9,288 members in 328 chapters.

In 1948, the NJCL headquarters were moved to Miami University in Oxford, Ohio. Miss Estella Kyne became the second National JCL Chair. Also, the JCL birthday card made from a linoleum block and the JCL sticker in miniature was first offered for sale by the Service Bureau.

In 1952, Volume 1, No. 1 of *Torch: US* the official national JCL bulletin was published. Billie Jo Payne, the editor of the Texas Torch, was the editor of this first printed national bulletin.

In 1953, an organizational meeting for a National JCL Convention was held at Miami University, in Oxford, Ohio, from June 18 to June 20. More than a hundred student delegates from 26 chapters in 11 states met under the chair of Veda McCray of Middletown, Ohio. At this organizational Convention meeting, a constitution presented by Gene Perry was adopted and national officers were elected.

The title of the national publication was amended from *Torch: US* to its present form, *TORCH: U.S.*

In 1954, the first National Convention was held June 13-15, at Incarnate Word High School in San Antonio, Texas, under the sponsorship of Mildred Sterling, Texas state/provincial chair.

Attendance at this first convention was 474 delegates from 77 chapters in 18 states.

In September 1954, the JCL was listed for the first time in the "Where to Find It" directory of Senior Scholastic; it was also listed for the first time in the monthly magazine *International Conventions*.

In 1955, the delegates at the convention voted to accept and retain unaltered the JCL Creed as written in 1937 by Dorothy Park Latta and printed on all chapter charters sent out from national headquarters. The music for the JCL Creed was contributed by the Music Department at St. Vincent College in Latrobe, PA.

Also, JCL programs from widely separated chapters featured the *Language Teacher's Notebook*, distributed free to high schools throughout the nation by Scott, Foresman and Company.

In 1956, the twentieth anniversary of JCL, presentations at the convention of June 24-26 included sessions on "Practical Uses of Latin" with experienced professional leaders as consultants; an evening program with the theme "The Labors of Hercules," and a Roman banquet for over 900 guests, all in Roman costume, held on a lawn. A highlight of this 1956 meeting was the announcement of the ACL offer of five national \$100-scholarships to JCL members entering college to study Latin.

In 1958, Miss Belle Gould became the third National Chair.

In 1960, the National Senior Classical League was established at the seventh annual National Junior Classical League convention at the University of New Mexico. On August 9 of that year, twenty people labeled the "Ambassadors", voted to call their organization The Senior Classical League.

The 1960's saw a marked increase in contest offerings at JCL conventions, including additional academic tests, costumes, oratory, and olympics. Sweepstakes were begun.

JCL sponsored several trips to Europe beginning in 1964.

1963-64 saw JCL's peak membership: 107,086. The largest national convention ever held was at the University of Illinois Champaign-Urbana in 1964. Nearly 2400 attended.

JCL officially became the National JCL in 1966-67. The following year lifetime membership dues of twenty five cents per person became yearly membership dues, which were increased to fifty cents in 1974-75.

Certamen was introduced to NJCL in 1972.

The National JCL Committee was expanded to twelve members in 1974. Longtime National Chair Miss Belle Gould died that same year and was succeeded by David Levy. When Mr. Levy died in 1980, the National Committee began a policy of electing its officers for two-year terms.

The National Latin Exam, co-sponsored by JCL and ACL, was begun in 1978 on four levels with under 10,000 participants.

For NJCL's fiftieth anniversary in 1986 a history of the organization was written and distributed to sponsors at the national convention at Indiana University.

In 1988 the NJCL Latin Honor Society was established. Students with A averages were given certificates and seals to signify their success. The names of 4811 students were sent in by 335 teachers.

In 1994, the JCL Pen Pal Program computerized. A computer firm matched applicants. Over 1800 JCL members participated.

Beginning in 1995, each sponsor attending the NJCL convention received not only a copy of all academic tests, but also a copy of the preceding year's Certamen questions. Additionally, beginning in 1997, previous year's questions were made available for purchase, the profits of which were used to donate Certamen machines to chapters needing them.

In 2003 the fiftieth NJCL convention was celebrated by returning to the site of the very first convention: San Antonio, Texas. Trinity University hosted 1582 from 35 states. Long-time convention attendee and former National Committee member, Susan Schearer, wrote a comprehensive history of the 50 NJCL conventions. Twenty three past Presidents attended.

THE COMMITTEE ON THE NATIONAL JUNIOR AND SENIOR CLASSICAL LEAGUES

The Committee on the National Junior and Senior Classical Leagues (hereinafter referred to as the National Committee) is one of the standing committees of the American Classical League. This Committee consists of not more than twelve members, each serving a five-year term with eligibility for re-election to an additional term. Members are elected by a majority vote of ACL members attending the annual NJCL convention.

The National Committee, in close cooperation and communication with the NJCL officers, supervises NJCL affairs with regard to local chapters, state organizations, conventions and publications.

THE NATIONAL JUNIOR CLASSICAL LEAGUE EXECUTIVE BOARD

The National Junior Classical League Executive Board includes the National Committee and the national officers. The Executive Board acts as agent through which NJCL business may be conducted between conventions.

JOB DESCRIPTIONS AND GUIDELINES

I. NATIONAL COMMITTEE

The officers of the Committee (Sections A through C below) are elected annually from the membership of the Committee; each officer of the Committee has also at least one of the functions enumerated in Sections D through N below.

A. National Committee Chair

1. Acts as chief executive officer of the NJCL.
2. Acts as liaison with the ACL; attends, as the representative of the NJCL, the annual ACL Institute and business meetings of the ACL Council.
3. Sees to it that NJCL is represented at the semi-annual meetings of the National Committee for Latin and Greek.
4. Calls, if necessary, a planning meeting of the National Committee of the NJCL Executive Board.
5. Prepares an agenda in advance of any National Committee meeting.
6. Presides at all meetings of the National Committee.
7. Sees to it that each member of the National Committee submits an annual report by May 15 to the National Chair. These reports are compiled by the President of ACL in the organization's annual report at its Institute.
8. Takes responsibility for all orientation procedures for the new NJCL officers and their sponsors.
9. Works with the NJCL President in dealing with all NJCL matters which do not directly involve national convention planning.
10. Works with the NJCL Administrative Secretary in providing information to new committee members in respect to such items as expense filing, travel arrangements, annual reports, etc.
11. Officially announces the results of National Committee elections at the NJCL Convention, and forwards these results to the ACL President.
12. Sees to it that the sanction of the NJCL Convention by the National Association of Secondary School Principals is requested annually.

13. Sees to it that NJCL Committee members who retire after one or more full terms of service are properly recognized at the annual NJCL convention that marks their retirement.
 14. Sees to it that those NJCL convention delegates who are attending their twentieth convention are properly recognized at that convention.
- B. National Committee Vice-Chair
1. Presides in the Chair's stead when that officer is unable to do so.
 2. Assumes the chair if that office is vacated for any reason, or if the Chair is temporarily disabled.
 3. Works closely with the National Chair as an advisor and carries out any and all assignments delegated to him by the National Chair.
 4. Acts as the NJCL financial officer, in accordance with ACL policy.
 5. Administers the discipline policy of the NJCL and sees to it that all JCL sponsors and delegates are aware of this policy via NJCL publications, the convention booklet, and an orientation session at the annual NJCL convention.
- C. National Committee Secretary
1. Records the proceedings of all National Committee meetings and distributes such minutes to all Committee members within a reasonable amount of time.
 2. Performs needed correspondence as may be requested by the Chair or the Committee.
 3. Supervises the NJCL Secretary. Reviews the secretary's minutes at convention each day before the general assembly. Assists the secretary in collecting minutes of each workshop at convention.
 4. Writes the National Chair by January 15 and again by June 1 to indicate a personal evaluation of the performance of the NJCL Secretary.
 5. Arranges for the proofreading, typing, and distribution of the NJCL minutes of the planning meeting and the annual NJCL convention in cooperation with the NJCL Administrative Secretary and the NJCL Secretary.

D. National Publications Chair

1. Is responsible for internal publications and communication among the National Committee, State/Provincial Chairs and sponsors of local chapters.
2. Serves as advisor to the *TORCH: U.S.* (See Appendix.)
3. Publishes at least four issues of *JCL Highlights* each year. (See Appendix.)
4. Sees that all Executive Board members, State/Provincial Chairs and sponsors whose chapter dues are paid receive *JCL Highlights* and *TORCH: U.S.*
5. Writes the National Chair by January 15 and again by June 1 to indicate a personal evaluation of the performance both of the NJCL First Vice President in publicizing the national convention and other JCL activities and of the NJCL Editor in publishing *TORCH: U.S.*
6. Supervises the publication of the *Convention Ear* at NJCL Convention.
7. Administers the annual NJCL State Publications Contest
8. Keeps an up-to-date archive of *Torch:U.S.* issues.

E. National Public Relations/Membership Chair

1. Is responsible for external publicity for NJCL through reports to *The Classical Outlook*, various national and state foreign language publications and any other appropriate media.
2. Serves at the national level as director of the publicity contest for local chapters including the following:
 - a. Establishes rules for the contest and distributes them at national convention and to *TORCH:U.S.* and *Highlights*.
 - b. Receives and tallies all entries for the contest.
 - c. Orders trophies for the contest.
3. Collaborates with Scholastic Services/Programs Chair to conduct publicity/membership/programs workshops at national convention.
4. Assists the NJCL First Vice President in matters pertaining to publicity and membership.
5. Assists the NJCL First Vice President at convention with hospitality to speakers.

6. Writes the National Chair by January 15 and again by June 1 to indicate a personal evaluation of the performance of the NJCL First Vice President.
 7. Encourages, through correspondence and/or other means, the establishment of new JCL chapters.
 8. Supports, through correspondence and/or other means, the continued strength and growth of existing JCL chapters.
 9. Endeavors, through correspondence and/or other means, to bring back chapters which have let their JCL affiliation lapse.
 10. Participates in decisions concerning membership.
 11. Responds to any questions pertaining to membership.
 12. Reviews membership form and handbook annually.
 13. Reports progress in membership regularly.
 14. Gives appropriate recognition to those large clubs meeting the given criteria.
 15. Works with the Scholastic Services/Programs Chair to promote JCL at the annual ACL Institute.
- F. National Contests Chairs (5 persons - Academic, Certamen, Creative Arts, Graphic Arts, and Olympika)
1. Aim through the contests to promote greater interest in all aspects of classical culture.
 2. Select teachers to construct academic tests and to chair contests in other areas. (The latter is limited to a five-year term.)
 3. Appoint proctors, judges, monitors, registrars and timers for all contests.
 4. Supervise and coordinate the efforts of those constructing, administering and judging all the national contests. (See Appendix.)
 5. Determine the rules, set standards, provide appropriate rating forms, and other materials related to individual contests. (See Appendix.)

6. Work closely with the NJCL President, the Convention Advisor and Convention Chair to insure:
 - a. adequate facilities and equipment at the convention site for all of the contest areas;
 - b. optimal arrangement of the contest schedule on the convention program;
 - c. maximal efficiency in the carrying out of the contest program;
 - d. smooth conduct of the Olympika, in the fullest possible cooperation with the SCL and the athletic officials of the host
 - e. the determination and distribution of awards.

7. Supervise the NJCL Historian in relationship to the Scrapbook Contest; and write to the National Chair by January 15 and again by June 1 to indicate a personal evaluation of the performance of the NJCL Historian. (Supervision of the NJCL Historian and the Scrapbook Contest is the duty of the Graphic Arts Chair.)

8. Submit articles early in the school year to the JCL publications, providing information on all the contests for the subsequent national convention and encouraging all delegates to participate.

9. Coordinate all aspects of Competitive and Open Certamen. (Coordination of Certamen is the duty of the Certamen Chair)
 - a. Oversee all aspects of Competitive Certamen at the NJCL Convention.
 - b. Serve as a resource for state and local certamina.
 - c. Handle questions and/or complaints concerning Certamen.
 - d. Provide a Certamen Coaches Workshop at the National Convention, when needed
 - e. Appoint a chair to oversee Open Certamen at the NJCL Convention.

10. Work closely with the Technology Chair to record award winners.

G. National Convention Advisor

1. Works with the NJCL President, 2nd Vice President, National Committee members, and Convention Chair(s) of the host state, assisting them to prepare a convention program, including general assemblies, seminars, workshops and social activities.

2. Sees to it that the program is finalized by the end of the fall planning meeting and provides for its distribution in its finalized form to all officers, National Committee members, and key persons from the host state.

3. Assists, in an advisory capacity, the host state and host school in solving problems of a physical nature.
4. Secures a host state for the NJCL convention and an official invitation from the president of the host school at least two years in advance of the convention date.
5. Works with key people from the host state in long-range planning, since a successful national convention takes at least two years of preparation. (See Appendix.)
6. Works throughout the year with the NJCL Administrative Secretary and the other NJCL Executive Board members on all aspects of convention planning.
7. Prepares with the NJCL President the convention evaluation forms and sees to their distribution and collection.
8. Writes the National Chair by January 15 and again by June 1 to indicate a personal evaluation of the performance of the NJCL President and 2nd Vice President in convention planning.

H. Scholastic Services/Programs Chair

1. Serves as director of the scholarships of the NJCL.
 - a. Sees to the distribution by the Oxford office of the NJCL scholarship application forms.
 - b. Supervises the selection of a committee to choose the recipients of the scholarships.
2. Works, where and when appropriate, with officials of the national convention's host school to obtain academic and/or in-service credit for those sponsors in attendance at the convention who may desire such credit.
3. Coordinates the NJCL Latin Honor Society.

4. Seeks to improve communications regarding chapter activities.
 - a. Suggests programs for use at chapter meetings and for entertainment at national and state conventions. (See Appendix.)
 - b. Offers suggestions for club activities which relate to the annual theme of the national convention.
 - c. Keeps aware of JCL activities at all levels and shares them regularly with teachers via *JCL Highlights*.
 - d. Communicates with local chapters to know their feelings about programs in general, as well as about materials available through the ACL Teaching Materials and Resource Center.
 - e. Endeavors to have chapters share their successful programs by having them written up and distributed at the national convention or sent to the ACL for publication.
5. Collaborates with Public Relations/Membership Chair to conduct publicity/membership/programs workshops at national convention.
6. Advises in the planning of any working committees related to programs.
7. Coordinates the JCL Pen Pal Program.
8. Oversees NJCL Creative Writing Contest.
9. Serves as advisor to the NJCL 2nd Vice President.
10. Serves as liaison to National Latin Exam (NLE).
11. Is responsible for collecting the names of sponsors who have retired or died during the preceding academic year and prepares a tribute to these individuals to be given at the sponsors' banquet at the NJCL convention.
12. Works with the Public Relations/Membership Chair to promote JCL at the annual ACL Institute.

I. Constitutional Advisor

1. Serves as the parliamentarian of the National Committee and assures that the meetings of the Committee are conducted at all times in keeping with *Robert's Rules of Order*.
2. Serves as advisor to the NJCL Parliamentarian.
3. Serves in conjunction with the NJCL Parliamentarian on all committees pertaining to the review and revision of the NJCL Constitution, By-laws, Handbook, and Manual.

4. Attends the Nominations Committee meeting as the representative of the National Chair.
5. Writes the National Chair by January 15 and again by June 1 to indicate a personal evaluation of the performance of the NJCL Parliamentarian.
6. Makes himself available to suggest means whereby a state/province's internal problems which cannot be solved by the state/provincial organization may be satisfactorily resolved.
7. Obtains annually the State/Provincial election procedure for selecting a chair; as mandated by Article IV, section 7 of the NJCL constitution.
8. Conducts the State/Provincial Chairs meeting at the national convention.
9. Conducts the National Committee elections at the NJCL Convention.

J. Computer Technology Chair

1. Is responsible for development of and maintenance of Internet-related initiatives, including the NJCL website and e-mail lists for the Executive Board. This includes maintaining the registration of the NJCL.org domain with an appropriate authority.
2. Serves as a resource for teachers and students to provide computer and Internet-related support; collects and disseminates information about related topics.
3. Oversees the contest office at NJCL Convention including:
 - a. procuring required computer equipment, printers, etc.
 - b. processing results from all contest areas in cooperation with the NJCL Contest Chairs.
 - c. maintaining inventory of awards, ribbons, certificates and other supplies, reordering when necessary.
 - d. preparing for awards assemblies at convention.
 - e. publishing awards on the NJCL Web-Site and in *Torch:U.S.* in conjunction with the NJCL Publications Chair.
 - f. preparing packets of tests (printed and electronic) for sponsors at the end of convention.
4. Serves as Advisor to the NJCL Technology Coordinator.
5. Manages the NJCL Web Site Contest.
6. Maintains list of NJCL chapters with web sites.
7. Responds to *ad hoc* requests directed to webmaster@njcl.org.

K. Advisor to the Senior Classical League

1. Serves as an *ex officio* member of the NSCL Executive Board with authority to participate in debate and discussion but not to vote.
2. Serves as liaison between the NSCL and the National Committee.

L. National Administrative Secretary (*ex officio*)

1. Collects and records national dues and other monies received from local chapters.
2. Keeps accurate records of all members in good standing from each chapter.
3. Informs State/Provincial Chairs on a monthly basis of the membership in their state's local chapters.
4. Is responsible for printing and distributing convention packets and receiving and processing completed packets.
5. Keeps records of all monies received for convention and all monies disbursed for convention.
6. Submits to the National Committee an annual convention financial report after all bills have been paid.
7. Is responsible for room assignments at the national convention.
8. Acts as financial liaison with the host state and the host school.
9. Acts as liaison between the NJCL and the administrators of any travel firm which may be permitted by the NJCL's endorsement to offer its services to JCL chapters.
10. Supervises the efficient functioning of the NJCL home office.
11. Coordinates the activities and implements the policies of the other members of the National Committee by providing a central location for communication, record-keeping, bookkeeping, etc.
12. Prepares and presents to the National Committee periodic reports on all NJCL assets and liabilities.
13. Is responsible for the mailing of *TORCH: U.S.* to all chapters and subscribers.

14. Is responsible for the production and mailing of the *JCL Highlights*.
15. Confirms State/Provincial Chairs duly selected at the state/provincial level. (Note: It is the requirement of the NJCL Constitution that State/Provincial Chairs be elected with set terms of office not to exceed five years.)
16. Confirms in early spring each State/Provincial Chair's willingness to continue in his position for the following academic year.
17. Should be contacted immediately by a state/provincial organization if the state/provincial chair becomes vacant for any reason, and should be notified by any State/Provincial Chair intending to leave his position.
18. Informs the members of the Executive Board of changes in the names and addresses of State/Provincial Chairs.
19. Prepares annually an updated list of all State/Provincial Chairs and their addresses.

M. Vacancies in and Removal from the National Committee.

1. In the event that any vacancy should occur on the Committee, the Committee may, at its discretion, appoint a person to perform these duties, with full voting rights, until an election shall be held at the next NJCL Convention, the winner of said election to begin a five-year term at that time.
2. Any member of the Committee may be removed from that committee on the grounds of gross neglect of duties as specified in the NJCL Chapter Handbook, or on the grounds of moral turpitude. A resolution to remove a National Committee member may be presented to the National Committee by any member of the Committee or by a petition bearing the signatures of three other ACL members. The accused member of the Committee shall be entitled to present a full defense within thirty (30) days from the receipt of the resolution, by whatever means he chooses, to all members of the National Committee. If two-thirds of the members of the National Committee vote to remove one of their members, said resolution will be reported to the ACL President. In the event that any vacancy should occur on the Committee, the Committee may, at its discretion, appoint a person to perform these duties, with full voting rights, until an election shall be held at the next NJCL Convention, the winner of said election to begin a five-year term at that time.

II. NATIONAL JUNIOR CLASSICAL LEAGUE OFFICERS

Each NJCL officer is expected to report by the first of each month to his mentor(s) on the National Committee, regardless of what he has or has not accomplished.

NATIONAL OFFICER	MENTOR(S)
President	Committee Chair
	Convention Advisor
First Vice-President	Public Relations/Membership Chair
Second Vice-President	Scholastics Services/Program Chair
Secretary	Committee Secretary
Parliamentarian	Constitutional Advisor
Historian	Graphic Arts Contest Co-Chair
Editor	Publications Chair
Technology Coordinator	Computer Technology Chair

Furthermore, each NJCL officer will write to the National Chair before January 15 and again before June 1, outlining exactly what he/she has done to fulfill the responsibilities of the office.

A. National JCL President

1. Serves as the chair of the NJCL Executive Board.
 - a. Works with National Committee Chair to prepare the agenda for all meetings.
 - b. Presides at all meetings of the NJCL Executive Board.
 - c. Stays aware of the activities of other NJCL Officers, and offers assistance where appropriate.
 - d. Maintains correspondence with all members of the Executive Board.
2. Promotes the activities of NJCL within the organization.
 - a. Speaks on behalf of NJCL as occasions arise, including state JCL Conventions and local meetings within his area (N.B. NJCL policy states that a NJCL Officer is invited to attend that state's convention at the state's expense and under the state's supervision.)
 - b. Writes letters to state JCL Officers informing them of JCL activities.
 - c. Writes letters to state JCL Newsletters.
3. Represents JCL by attending meetings and conventions of other organizations and by writing to members of Congress or State Legislatures if the need arises.

4. Plans the NJCL Convention along with the NJCL Convention Advisor and the host state's convention chair.
 - a. Creates the Convention agenda along with the NJCL Convention Advisor and the host state's convention chair.
 - b. Contributes ideas for themes, decorations and other items to the host state.
 - c. Works with the NJCL 2nd Vice President and the host state to coordinate the activities of "A Day in Old Rome".
 - d. Makes himself available throughout the convention to assist as needed.
 - e. Presides at General Assemblies.
 - f. Prepares and tallies the Convention evaluation forms.
5. Assists with the workshop for state officers at the national convention.

B. National JCL First Vice-President

1. Assists the NJCL President and other national officers.
2. Presides at functions where the President would normally serve but is unable to do so. Executes the duties of the President in the event of the death, illness or inability of the President.
3. Arranges for publicity for all national events through national media, and sends a copy of each release to the Public Relations/Membership Chair. Arranges for publicity of convention events through local media, at the convention site, and sends a copy of each release to the Public Relations/Membership Chair.
4. Attends state conventions when invited and able to do so. (See note on Section II.A.3.)
5. Creates and promotes better methods of communication throughout all levels of JCL in conjunction with the NJCL Publications and Public Relations/Membership Chairs.
6. Serves as an active participant in the planning of the national convention, in order to be aware of the requirements in Numbers 3, 4 and 5 above.
7. Serves as the principal student officer for the promotion of NJCL membership, and aids to the best of his ability the Public Relations/Membership Chair on the National Committee.
8. Assists with the workshop for state officers at the national convention.

C. National JCL Second Vice President

1. Serves as a resource for local JCL officers to contact concerning suitable programs for their clubs.
2. Contributes articles to the *TORCH: U.S.* and to state publications on activities that have been successful in other states or clubs.
3. Is in charge of hospitality for speakers and guests at the National Convention.
4. Is in charge of the Spirit Contest at Convention.
5. Coordinates the activities for the Day in Old Rome with the NJCL President and host state.
6. Executes the duties of the President in the event of the death, illness or inability of the President and First Vice-President.

D. National JCL Secretary

1. Keeps accurate minutes of the executive meetings and general sessions at the national convention.
2. At the close of the convention, presents to the National Chair a complete set of minutes for distribution.
3. Transfers the secretary's complete files to the new secretary by October 1.
4. Collects minutes of convention workshops to be included with convention minutes.
5. Offers guidance, assistance and suggestions to fellow officers.
6. Attends state conventions when invited and able to do so. (See note on Section II.A.3.)
7. Keeps correspondence up-to-date, answering all mail received as soon as possible.
8. Solicits from State/Provincial Chairs the names and addresses of all state officers and distributes them to the newly elected NJCL Officers.

9. Records minutes of National JCL Executive Board and Planning meetings and sends them within one month of the meetings to the National Chair and the National Committee Secretary, who will send a corrected copy to the ACL Office.

E. National JCL Parliamentarian

1. Advises the presiding officer on all decisions concerning procedure at any meeting held at the national level, according to *Robert's Rules of Order*, with which he should be thoroughly familiar.
2. Assumes the duties of the President in the event of death, illness or inability of the President and the First Vice President and Second Vice President.
3. Keeps all State/Provincial Chairs informed by correspondence during the year regarding eligibility, rules for filing, campaigning, etc. of candidates for national JCL office.
4. Actively encourages eligible members to file for national office in order to have a complete slate to present at the Nominations Committee meeting.
5. Prepares in advance of the national convention a list of qualified candidates for national office.
6. Serves as chair of the Nominations Committee at the national convention.
7. Serves as chair of the Constitutional Amendment Committee and the Candidates' Open Forum at the national convention.
8. Assists with the workshop for state officers at the national convention.
9. Works with the Constitutional Advisor to revise the Manual and Appendix.
10. Proposes and receives proposed amendments to the Constitution and By-laws, as set forth in Article VIII of the Constitution.

F. National JCL Historian

1. Keeps an accurate record of the year's JCL history.
2. Compiles the National JCL Scrapbook for the year.
3. Corresponds with all state organizations to get current information on each state JCL.

4. Assists the Contest Chairs in making the arrangements for the scrapbook contest at the national convention.
5. Assists with the workshop for state officers at the national convention.

G. Editor of *TORCH: U.S.*

1. Is responsible for the publication of *TORCH: U.S.* during his term of office.
2. Works closely with the Publications Chair of the National Committee, who serves as advisor to the *TORCH: U.S.*
3. Collects and compiles all materials for *TORCH: U.S.* and forwards them to the advisor after producing the copy for publication.
4. Sees that information pertinent to NJCL and especially the national convention is properly presented in issues of *TORCH: U.S.*
5. Assists with the workshop for state officers at the national convention.
6. Keeps an up-to-date file of copies of each issue of *TORCH: U.S.*
7. Conducts the editors workshop, as desired, at the national convention.

H. National JCL Technology Coordinator

1. Works with NJCL Computer Technology Chair to maintain and expand the NJCL Web Site.
2. Serves as moderator for NJCL electronic mailing lists and/or on-line forums.
3. Maintains listings of state and local chapter websites as well as state and local webmasters/technology coordinators, etc.
4. Administers the NJCL Web Site contest.
5. Serves as point of contact for state and local chapters in matters of establishing an internet presence.
6. Attends as many events as possible at the NJCL Convention to aid in producing an on-line convention retrospective.
7. Conducts a workshop at convention as desired by Executive Board.
8. Assists with the workshop for the state officers at the national convention.

III. JCL STATE/PROVINCIAL CHAIR

Each state should develop a policy for electing the state chair, (or chairs, if in the individual state's judgement more than one is appropriate). This policy should include:

- 1) a set term of office
- 2) a policy governing re-election
- 3) any requirements or qualifications in addition to those specified by the NJCL Constitution.

This policy must be filed with the NJCL Office. States which do not file the procedure will be denied the right to run a candidate for National Officer and will not receive a vote at the election of NJCL Officers. (Refer to Article IV Section 7 of the NJCL Constitution.)

- A. Works closely with state officers to facilitate communication on local, state and national JCL levels.
- B. Advises state officers in organizing and carrying out plans for state meetings and conventions.
- C. Advises state officers in the use of the state JCL constitution and bylaws as guidelines for chapter activities and encourages the updating of the state constitution and bylaws as the need arises.
- D. Serves in concert with the state JCL treasurer's local sponsor as advisor to that officer and supervisor of the state's financial procedures. (Note: It is strongly recommended as a protection to all involved parties that an adult be a mandatory cosigner on every check written by the student treasurer.)
- E. Supervises the annual election of state officers and assists in an advisory capacity in all state Executive Board meetings.
- F. Insures that local chapters are members in good standing of the state and national JCL.
- G. Fosters a state organization which coordinates all sections of the state (with the assistance of a duly selected co-chair or vice-chair if needed).
- H. Assists local sponsors in solving chapter problems by answering pertinent questions and by making suggestions for the good of JCL.
- I. Responsible for finding suitable candidates within their state to run for National Office. (The State Chair must approve all candidates and assess their qualifications for worthiness to hold a National Office.)

- J. Coordinates or appoints a sponsor to coordinate plans for the state to attend the National Convention and assists local sponsors in finding sufficient chaperones of each sex to comply with NJCL convention regulations concerning student to chaperone ratio.
- K. Attends and participates in the NJCL convention as often as possible to renew old contacts, make new ones, learn new developments in the classics and bring back new ideas and techniques for encouraging non-member schools to become involved in JCL.
- L. Keeps abreast of NJCL activities, including changes in procedures and proposed constitutional amendments, by reading *JCL Highlights* and *TORCH: U.S.*
- M. Answers any communications received from a member of the NJCL Executive Board.
- N. Establishes good lines of communication with state classical associations and with college and university departments of classics, to inform them of state and national JCL activities and to solicit their support.
- O. Insures that information concerning state and national activities reaches appropriate news media for as broad publicity coverage as possible.
- P. Notifies the National Administrative Secretary when choosing to end his term and arranges for the selection of a suitable replacement, insuring that all local sponsors are given an opportunity to participate in the selection.
- Q. Is earnestly and respectfully urged to make arrangements whereby the National Administrative Secretary would be notified immediately of the State/Provincial Chair's serious disability, prolonged illness or death.

IV. LOCAL JCL SPONSOR

- A. Insures that the chapter has been approved as a bona fide JCL chapter in good standing. (GOOD STANDING is defined as the chapter's affiliation with both the state and the National Junior Classical League. National dues must be paid by July 1 to be in compliance with the Constitution.) In addition to the above requirements, the sponsor must be a member of The American Classical League.
- B. Insures that all of the chapter's financial commitments are properly paid each year.
- C. Advises the chapter in its organizational needs and interests, making sure that its activities are in keeping with the Constitution and the goals of NJCL.
- D. Advises and assists the chapter's officers when necessary to keep the chapter's programs functioning smoothly.
- E. Creates an atmosphere of shared responsibility through properly conducted business meetings of the organization and implementation of programs and activities.
- F. Makes himself aware of community talent and resources (including parents) that can be used to implement and enrich the program.
- G. Keeps the chapter abreast of activities at the state and national levels by means of *JCL Highlights*, *TORCH: U.S.* and state publications.
- H. Promotes interest in attending and participating in state and national meetings, as well as in running for state or national office.
- I. Advises his school administration of local JCL activities, insuring that they are in keeping with school policy and regulations, and asking for consent and/or support when necessary.
- J. Publicizes chapter activities through local media: radio, television, newspapers, magazines, etc.
- K. Attends and participates with other sponsors in state and national meetings whenever possible.
- L. Communicates with the State/Provincial Chair and state officers whenever necessary.
- M. Uses resources such as the National Programs/Scholarship Services Chair and the Teaching Materials and Resource Center for further suggestions and guidelines for activities.

V. GUIDELINES FOR DEALING WITH PROBLEMS WITH STATE/PROVINCIAL CHAIRS AND SPONSORS

- A. Any grievance against a Sponsor or State/Provincial Chair should be handled in the state among the teachers involved. The National JCL Committee may be notified of such actions, but will not get involved itself.
- B. Any Sponsor or State/Provincial Chair may be removed from his position for any of the following reasons:
 - 1. Serious negligence of duties as defined in the manual and/or Constitution of the National JCL or his state JCL;
 - 2. Inability to prove good standing with his state JCL, with the National JCL, or with the ACL;
 - 3. Moral turpitude at any JCL function, including but not limited to drunkenness, providing drugs or alcohol to students or condoning consumption of same, sexual relations with a student, and misuse of JCL funds.
- C. A resolution to remove a Sponsor or State/Provincial Chair may be introduced on the state level by a petition bearing the signatures of at least three sponsors from that state. That Sponsor or State/Provincial Chair shall be guaranteed an opportunity for an adequate defense, not to exceed thirty (30) days after the receipt of the resolution, by telephone, by mail, or in person, to all the JCL sponsors in that state. A two-thirds vote of those sponsors who have heard the defense shall be necessary for removal. Failure to present a defense will automatically result in removal.
- D. Any person thus removed may not sponsor a JCL chapter again nor serve as State/Provincial Chair again unless he can produce an argument satisfactory to the JCL sponsors of his state that the previous lack of discretion is unlikely to happen again.
- E. A resolution to remove a Sponsor or State/Provincial Chair may be introduced to the National Committee by any member of the National Committee or by a petition bearing the signatures of at least three sponsors from the state. The National Committee will consider removal only on matters involving violation of the NJCL Constitution, Bylaws, or Manual, or on matters dealing with NJCL Convention rules and policies. The National Committee will NOT serve as a Board of Appeals if sponsors in a state cannot resolve their own problems.
- F. Guarantees for defense and provisions for reinstatement shall follow procedures outlined in paragraphs C and D, except that the members of the National Committee shall replace the JCL sponsors from a state in the decision-making processes.

VI. VOTING PRIVILEGES

- A. Delegates whose chapter is a member in good standing of both the National and State organizations may serve as voting delegates in the elections at the NJCL Convention. Good standing is defined in the NJCL Bylaws, Article I. The eligibility to cast a vote is given in Constitutional Article V.5.A. Members of chapters not in good standing are not eligible to vote.
- B. A State is eligible to vote in the elections at the NJCL Convention if the State has on file with the NJCL Office a procedure for election of State Chairs. This is explained in Bylaws Article I.B. A state which does not file a procedure is not eligible to vote.

APPENDIX

I. GUIDELINES

JCL Programs

Hosting a National Convention

Seeking and Holding NJCL Office

NJCL Contests

NJCL Scholarships

NJCL Latin Honor Society

NJCL Publications

II. JCL SONG

III. SENIOR CLASSICAL LEAGUE

IV. PERTINENT SECTIONS OF THE ACL CONSTITUTION AND BYLAWS

GUIDELINES: JCL PROGRAMS

I. Meetings

- A. Chapter meetings should be held regularly to sustain interest and strengthen growth.
- B. The times and places of meetings should be scheduled to suit the local chapter's needs and interests.
- C. Meetings should be opened and conducted in the manner that is most successful for each chapter. For assistance, see *Robert's Rules of Order* and the following materials available from the national office:
 - "The Latin Club" (B905) by Lillian Lawler
 - Copies of "Opening A Meeting"
 - Pledge of Allegiance (in Latin) (P1)
 - JCL Creed and JCL Song
- D. With innovation and enthusiasm, membership can be maintained and increased and interest in the purposes of JCL encouraged.

II. Funds

The funds to operate your local chapter can be obtained in several ways: dues, donations, grants, money-making projects--e.g., car washes, bake sales, raffles, flea markets, arts and crafts sales, etc.

III. Activities

- A. Service projects are encouraged at all levels: local, state and national.
- B. Students should be reminded that extra-curricular activities such as JCL often have a positive effect in gaining college admission.
- C. Chapters should be encouraged to participate in activities at the state and national levels as a means of promoting and maintaining interest in JCL.

IV. Programs

- A. Interdisciplinary programs should be encouraged with other language clubs, humanities groups, etc.

- B. A calendar of events for the school year prepared as the year begins will assure smoother functioning, greater participation and sustained interest in club activities.
- C. For the sake of unity, the programs of the year should be linked whenever possible to the theme of the upcoming national convention.
- D. Awards, in whatever form, should be a helpful incentive to promote the purposes of JCL.
- E. For other suggestions and guidelines concerning chapter programs:
 - 1. Contact the Scholastic Services/Programs Chair of the National Committee;
 - 2. Attend the Programs Workshop at the national convention;
 - 3. Consult *TORCH: U.S.* and *JCL Highlights* for program ideas;
 - 4. Have "shop talk" sessions with other sponsors;
 - 5. Check the bulletins and catalogs of the Teaching Materials and Resource Center of The American Classical League.

V. Resources

- A. Chapters should avail themselves of the valuable photo-copied packets published by the Teaching Materials and Resource Center, and are encouraged to adapt these to local needs.
- B. The use of local resource people, including parents and retired Latin teachers, can be very productive.
- C. Scholarships available to members of JCL should be brought to the attention of students; interested members should be encouraged to apply. (See SCHOLARSHIPS elsewhere in this handbook for more details.)
- D. The NJCL website, related mailing list and on-line forms provide contact information of other sponsors, up-to-date information on contests and NJCL Convention, and various forms and procedures of use to sponsors throughout the academic year.

HOSTING A NATIONAL CONVENTION

(For a detailed guide to hosting a national convention, see the handbook maintained and distributed by the National Convention Advisor.)

GUIDELINES: SEEKING AND HOLDING NJCL OFFICE

(Any student genuinely interested in seeking NJCL office is first directed to Article V of the NJCL Constitution.)

- I. A JCL member interested in becoming a candidate for elective office should keep these points in mind:
 - A. He must have attended at least one National JCL Convention and meet all other qualifications (see Constitution, Article V, Section 3).
 - B. He cannot be a post-graduate student or anticipate a mid-term graduation.
 - C. His chapter must be in good standing with both his state organization and the national organization.
 - D. He must be the only candidate for elective National office from his state in any given year. He must not run for an office held the preceding year by a student from his state (see Article V, Section 3). This last provision may be waived in a State of Emergency.
 - E. His local chapter must be willing to support him and his sponsor must be willing to recommend him. He must also have approval of the state/provincial chair or co-chairs (see Constitution Article V, Section 3). His sponsor or sponsor's designee must attend the Nominations Committee Meeting with the candidate.
 - F. He must relinquish any state office if elected to national office.
 - G. He must be interested enough to familiarize himself with the duties of the projected office before he commits himself to seeking it. (Job descriptions for NJCL offices are found in the NJCL Constitution and Bylaws and in the NJCL Manual; both documents are part of the NJCL Chapter Handbook.)
 - H. He must attend all meetings required of him, both at the national convention and in the course of the year.

II. Nominating Procedures

- A. The candidate must notify the Parliamentarian ("Return Receipt Requested" mail is strongly recommended!) of his interest in running for office, and must, with all deadlines observed, return the appropriate forms to the Parliamentarian with all required information and signatures. (See NJCL Constitution, Article V, Section 4, Paragraphs A and B.) Copies of the forms necessary in filing for office may be found immediately following this section of the Appendix.
- B. The candidate must be present at the scheduled meeting of the Nominations Committee during the National Convention. His local sponsor or an approved substitute. (See Article V, Section 3.) must be present with him or her.
- C. The Nominations Committee (See Article V, Section 4, Paragraphs C and D)
 - 1. Is composed of
 - a. Two (2) previously selected delegates from each state attending the convention. The delegates are responsible for attending both the Nominations Committee Meeting and the Candidates Open Forum. Substitutions are not permitted.
 - b. The NJCL Parliamentarian, acting as chair.
 - 2. Chooses, when possible, two candidates for each elective office and presents a complete slate of candidates to the General Assembly for action. Selections are made by majority vote. Each state has two votes if both voting delegates attend, only one vote if one voting delegate attends, or zero votes if no voting delegates attend.
- D. Nominations cannot be made from the floor of the General Assembly.

III. Campaign Information (See By-Laws, Article VI)

- A. Speeches (See Article V, Section 4, Paragraph D and By-Laws, Article VI)
 - 1. A candidate must give a speech not over two minutes long in the Nominations Committee meeting.
 - 2. All candidates selected to run for elective office must attend the Candidates Open Forum. The same two voting delegates, (having previously attended the Nominations Committee meeting,) must attend the Open Forum. In addition, 10% of the state's JCL delegation must attend. Attendance will be taken and voting rights will be revoked if the delegates are not present.
 - 3. A candidate must give a speech not to exceed three minutes in the General Assembly.
 - a. The candidate must be introduced by a current member of NJCL or NSCL.
 - b. Their combined speeches may not exceed three minutes.

B. Materials

1. Materials may not be disseminated or displayed in ANY WAY prior to the close of the Nominations Committee meeting and as authorized by the Parliamentarian.
2. Shall be displayed only in areas designated by the Parliamentarian.
3. Must be taken down and disposed of after the election.

C. Timing

1. Campaigning may begin when authorized by the NJCL Parliamentarian.

D. Campaign spending

The NJCL Parliamentarian, with the consent of Executive Board, shall set each year the limit on campaign expenses, shall publish this information in NJCL publications and convention information and shall disseminate it to the candidates for office. He shall collect receipts from each candidate at the Nominations Committee. Failure to abide by the set expense limit will eliminate a candidate from the race.

IV. Election (See Article V, Section 5, Paragraphs A-B, Section 6, Paragraph B and Article VI.)

- A. Takes place at the specified General Assembly.
- B. Is conducted and supervised by the Parliamentarian.
- C. Is conducted by secret ballot with each state casting two votes if it had two delegates attending the Nominations Committee Meeting and Constitutional Amendments Committee Meeting, and Candidates Open Forum (See Article V, Section 5).
- D. Is won by a majority vote of those eligible. If no candidate receives a majority of the votes, the newly elected national officers, with the concurrence of the National Committee, shall name a qualified person to fill the position. (See Article V, Section 6, Paragraph C).
- E. To be considered for a vacant position, a candidate must, by the stated deadline, submit:
 1. a letter of intent
2. written permission of the candidate's State Chair(s) and sponsor, or their designee(s)
 3. written confirmation of approval of parents or guardians (this may be by a written verification of a phone conference, included in (2) above)

V. Installation

- A. Takes place at the final General Assembly of the national convention.
- B. The NJCL Oath of Office
 - 1. For the President (repeats oath as it is read by the outgoing President):

I, (name) , as National JCL President, promise to uphold and carry out my duties as stated in the National JCL Constitution and Bylaws. I further promise to carry out the recommendations of the National JCL Committee and to help promote Latin and the Junior Classical League during my term of office.
 - 2. For other officers (say "I do" after oath is read by newly installed President):

Do you promise to uphold and carry out your duties as stated in the National JCL Constitution and Bylaws?*

Do you promise to carry out the recommendations of the National Committee and to help promote Latin and the Junior Classical League during your term of office?*

* pause for affirmation

VI. Term of Office

Each officer is elected for a one-year term, to end when new officers are installed at the next national convention.

VII. National Officers' Expenses

- A. For all national officers, the NJCL
 - 1. Pays or reimburses the expenses (travel and board) when an Executive Board meeting is held in the fall and in the spring.
 - 2. Reimburses the registration fee or partial fee for the National Convention upon successful completion of that officer's duties. The National Chair and the officer's mentor(s) will make a recommendation to the National Committee, who will then vote on said reimbursement.
 - 3. Pays or reimburses expenses (such as postage or telephone) incurred in the performance of duties and approved by the National Chair. An officer may exceed his approved annual budget only with the expressed permission of the National Chair.

NJCL CANDIDATES' NOMINATION FORM

CANDIDATE: Name _____ Home Phone (____) _____

Address _____

School (JCL Chapter) _____

Sponsor _____ Office Sought: _____

Qualifications:

1. What state convention(s) have you attended? (Indicate by school year) _____

2. What national convention(s) have you attended? (Mandatory for President, First Vice President , and Second Vice President)

3. Month and year of graduation from high school: _____

4. Will you be holding any state JCL office at the time of the national convention? _____

5. What Latin, Greek, or Classics course will you be enrolled in during the upcoming school year? _____

Sponsor Signature _____

SPONSOR: Will you be with the candidate at the national convention? _____

If not, name of sponsor who will stand with the candidate at the convention? _____

Is your chapter in good standing with NJCL? _____

Please sign below to indicate your permission and support for this candidate.

PARENTS: As an NJCL officer, your son/daughter would have several responsibilities to fulfill during his/her term of office. You should be familiar with what is stated in the NJCL Constitution, Bylaws, and Manual. In addition, each officer is expected to attend the fall and spring meetings of the Executive Board and the National JCL Convention. The payment/reimbursement Schedule for these meetings is defined on page 36.

STATE/PROVINCIAL CHAIR(S) must also give their permission for your candidacy. This also guarantees that you are the only candidate for elective office from your state. Out-of-town signatures may be attached to this form.

If having read the preceding information, you give this candidate your consent and support, please sign below.

LOCAL JCL SPONSOR: _____ **Local Sponsor or his/her designee must be present at the Nominations Committee Meeting.

PARENT(S): _____

STATE/PROVINCIAL JCL CHAIR: _____

My state/province has its election procedure on file with the NJCL Constitutional Advisor _____ yes _____ no

N.B. A state/province which does not have its procedure on file is not eligible to sponsor a candidate for NJCL Office.

This form may be photocopied for use by a prospective candidate, or additional forms may be requested from the Parliamentarian. DO NOT REMOVE THIS PAGE FROM THE APPENDIX.

GUIDELINES: NJCL CONTESTS

I. Main Divisions

- A. Contests are normally offered in five main divisions:
 - 1. Academic (written examinations).
 - 2. Creative Arts
 - 3. Graphic Arts
 - 4. Olympika
 - 5. Certamen
- B. Other competitions will be implemented as interests and needs dictate, e.g. State and Local Scrapbooks, State and Local Publicity, and State Publications.
- C. Other competitions may be established which do not presuppose attendance at the national convention and for which convention sweepstakes points are not awarded, e.g.:
 - 1. National Creative Writing Contest
 - 2. State and Local membership
 - 3. National Latin Examination
 - 4. National Greek Examination
 - 5. NJCL Web Site Contest

II. Contest Rules

- A. Rules and information on specific contests will be published as early in each year as possible. Sponsors should be aware that changes are sometimes necessary from one year to the next, and for that reason special care should be taken to provide their students with up-to-date information and deadlines.
- B. All contests are listed and described in the white convention booklet which is included in the Convention Registration packet sent to each delegate.
- C. Guidelines and procedures for competing in non-convention contests (Section I, Paragraph C) are disseminated via mailing by the NJCL Office and may also appear in the *JCL Highlights* and on the NJCL Web Site.

- D. A complete listing of contests and contest rules is on file in the NJCL office in Oxford, Ohio.

III. Registration

- A. Pre-registration forms for contests will be provided in the convention registration packets.
- B. Students who have just graduated and are attending Convention as both JCL and SCL will compete as JCL delegates.
- C. When their scheduled obligations and commitments permit, sponsors and NSCL members may enter the Academic contests only.

IV. Sweepstakes System

- A. Sweepstakes points are awarded to individuals in the Academic, Creative Arts, Graphic Arts and Olympika areas of competition as follows: 1st place, 10 pts; 2nd, 8 pts; 3rd, 6 pts; 4th place, 4 pts; 5th place, 2 pts.
- B. Trophies will be awarded to the twelve individuals who accumulate the most points in all areas of competition (Academic, Creative, Graphic and Olympika).
- C. Medallions will be awarded to the ten individuals who accumulate the most points in each area of competition (Academic, Creative, Graphic and Olympika).
- D. Plaques will be awarded to the top five who accrue the most points in three contest areas. This is called the Lillie B. Hamilton Award.

- V. Recommendations based on individual experience are solicited from directors and judges of the various contests.

- VI. Suggestions and questions concerning the contests are invited and encouraged. Such remarks should be directed to one or all of the NJCL Contest Co-Chairs.

GUIDELINES: NJCL SCHOLARSHIPS

- I. Each year the NJCL grants seven scholarships to students: ranging from \$1000 to \$2000. The scholarship Committee reserves the right not to award all six scholarships if there are too few worthy applicants. The NJCL Latin Honor Society scholarship has specific requirements. Refer to section I.
 - A. The Belle Gould Scholarship, named in honor of Miss Belle Gould, the first editor of TORCH: U.S., who served for many years as the Chair of the Committee on the National Junior Classical League. This scholarship was established many years prior to Miss Gould's death in August, 1974.
 - B. The Jessie Chambers Scholarship, named in honor of Miss Jessie Chambers, former Federations Chair, Committee on the National Junior Classical League. Miss Chambers served many years on the Committee and was honored upon her retirement by the establishment of this scholarship.
 - C. The Rhea Miller Scholarship, named in honor of Mrs. Rhea Miller, for many years the National Convention Coordinator for NJCL. This scholarship was established in her honor in 1980 following her retirement.
 - D. The Red and Rhea Miller Scholarship, established in 1986, when Mr. and Mrs. Miller presented a generous check to begin a new scholarship because of their great love for NJCL.
 - E. The Margaret and Eugene Halligan Scholarship, funded by an endowment established by Mrs. Halligan's husband in memory of his wife's many devoted years of service to the NJCL in Illinois. It was further endowed by Eileen Halligan Farrell in memory of her brother and sister-in-law. The Margaret and Eugene Halligan Scholarship is awarded to the most outstanding applicant. Mr. Halligan established a \$10,000 endowment fund in December, 1971, and this scholarship is not dependent on the fund-raising in Section II below.
 - F. The Maureen O'Donnell Scholarship, established in 1989 by the Virginia Junior Classical League and Pro Scientia in memory of Mrs. Maureen O'Donnell, beloved Latin teacher and a VJCL Co-Chair. Mrs. O'Donnell, who died of cancer in February 1989, was dedicated to the Classics and teaching. Former students, friends, and colleagues desired to honor her by establishing this scholarship. This scholarship is not dependent on the fund-raising in Section II below.
 - G. The Sr. Jeannette Plante Scholarship, established in 2002 in memory of Sr. Jeannette, a past national committee member and long-time friend of JCL.
 - H. Susan and Dennis Webb Scholarship, established in 2003 when Mr. & Mrs. Webb made a generous contribution to NJCL. Dennis Webb was NJCL President in 1969-70.

- I. Renata Motiu Scholarship established in her honor by Arvind Venkat, NJCL President in 1991-92. Ms. Motiu taught Latin in Michigan for 33 years. A long-time member of the American Classical League and JCL sponsor, she taught two former NJCL National Officers.
- J. The NJCL Latin Honor Society Scholarship, awarded for the first time at the end of the 1991-92 school year, recognizes an outstanding member of the NJCL Latin Honor Society. To be eligible for this scholarship, a student must have been a member in good standing of JCL for three years; have been a member of the NJCL Latin Honor Society for at least two years; plan to be a Latin, Greek or Classics Major; and plan to teach Latin or Greek. A student must apply to this scholarship separately from the rest, but is eligible to apply for all scholarships. This scholarship is not dependent on the fundraising in Section II.

II. How scholarship funds are obtained

- A. Individual donations
- B. Chapter donations
- C. JCL dues
- D. Other money-raising projects conducted at the convention or during the year.

III. The NJCL Scholarship Committees

- A. Are composed of a chair (the Director of Scholastic Services/Programs chair of the National Committee) and four (4) NJCL sponsors from four different states. The Chair seeks to empanel sponsors from states not represented by students seeking an NJCL scholarship.
- B. Announce recipients at the final general session of the convention.

IV. Application Procedure

- A. Members may apply who are in GOOD STANDING with NJCL and are about to enter college for the first time.
- B. Forms
 1. All necessary forms may be obtained from the Administrative Secretary, National Junior Classical League, Miami University, Oxford, Ohio 45056, <http://www.njcl.org> or email administrator@njcl.org.
 2. Applicants may send for forms after January 1 of each year.

3. Completed application forms and recommendation forms must be sent to the NJCL Scholastic Services/Programs Chair of the National Committee. (For name and address, see masthead of any recent issue of *TORCH: U.S.*)
4. Applications must be received by the Scholastic Services/ Programs Chair by May 1.
5. Application forms incorrectly or incompletely filled out will be automatically disqualified.
6. Students who wish to apply for the NJCL Latin Honor Society Scholarship must specifically request the application for this scholarship when requesting forms.

C. Receipt of scholarship monies

1. Upon written notification of the awarding of an NJCL Scholarship, the recipient is to inform the Administrative Secretary, National Junior Classical League, Miami University, Oxford, Ohio 45056, of the name of the school which he/she will attend.
2. The Administrative Secretary, upon receipt of this information, will forward a check for the scholarship amount to the recipient's account.
3. The Administrative Secretary will request that the school send to the NJCL the academic record of the scholarship recipient at the end of the recipient's first year. The recipient will, if necessary, be expected to sign a release authorizing the NJCL to receive such information.
4. Scholarship monies awarded by the NJCL must be used no later than one year following the awarding of such funds. No longer deferment may be granted.

D. Criteria for selection

1. The following are taken into account in the selection of NJCL scholarship recipients:
 - a. Financial need
 - b. JCL service (on local, state and national levels)
 - c. Academic record
 - d. Teacher's recommendation
 - e. Principal's recommendation
 - f. Other adult's recommendation
2. Special consideration will be given to those applicants who intend to teach Latin and/or Greek and/or classical humanities.

V. The David Levy Memorial Scholarship for NJCL Sponsors

- A. This scholarship was established in 1981 in memory of Mr. David Levy of Michigan, who served the JCL for many years and who presided as National Chair from 1974 to 1979.
- B. The scholarship, in the amount of \$1000, is awarded biannually to a JCL sponsor for continued study in the classics or for foreign travel.
- C. Application forms for the David Levy Memorial Scholarship are available from the Administrator, National Junior Classical League, Miami University, Oxford, Ohio 45056 or the NJCL Web Site. Deadline is January 15.

VI. The Miller Fellowship

- A. This Fellowship was established in 1991 with an endowment from Mr. O. E. Miller in honor of his wife, Mrs. Rhea Miller, long time NJCL sponsor and National Committee Member from 1962 to 1978. Mrs. Miller served as Convention Advisor from 1974 to 1978.
- B. The Miller Fellowship will be used to pay the Convention fee for NJCL sponsors who have never attended an NJCL Convention, or who have not attended an NJCL Convention in five years.
- C. Applications for the Miller Fellowship are available from the NJCL Website or the Administrator, National Junior Classical League, Miami University, Oxford, OH 45056. Applications must be postmarked by January 15. Recipients will be notified by March 15.

VII. National Senior Classical League Scholarships

See SENIOR CLASSICAL LEAGUE, III. B. (page 55 of this handbook)

GUIDELINES: NJCL LATIN HONOR SOCIETY

- I. In 1988 the NJCL Latin Honor Society was established. Students with A averages were given certificates and seals to signify their success.
 - A. Criteria
 1. Must maintain an A average in the Latin course.
 2. Be a member in GOOD STANDING of The National Junior Classical League.
 3. Exemplify good citizenship
 - B. All students enrolled will receive a 8 1/2 x 11 parchment certificate with a gold JCL seal and a membership card.
- II. Members of the NJCL Latin Honor Society are eligible to apply for the \$1500 NJCL Latin Honor Society Scholarship. Refer to the section on NJCL Scholarships in this manual.

GUIDELINES: NJCL PUBLICATIONS

I. TORCH: U.S.

A. Dates

1. Published four times yearly in Fall, Winter, Spring and Summer.
2. Copy deadlines for these issues (respectively): August 20, October 20, December 20, and February 20

B. Types of material needed for publication:

1. State and chapter news
2. News of general interest to JCL members and sponsors
3. Viewpoints - editorials for and about JCL
4. Open Forum - comments on any subject relevant to JCL
5. Letters to the editor (150 words or fewer)
6. For the literary section, student essays and other examples of creative writing
7. NJCL Convention information

II. NJCL HIGHLIGHTS

A. Dates

1. Published four times yearly in September, November, January, and March
2. Copy deadlines for these issues (respectively): August 10, October 10, December 10, February 10

B. Types of material included:

1. Announcements and information of interest to local chapter members and sponsors
2. Rules, specifications and other information concerning national convention contests and activities

3. Reminders of upcoming deadlines for national publications, for national competition entries and registration, for filing for national office, for submission of proposed amendments to the NJCL Constitution, etc.

III. Distribution

- A. Three copies of the *TORCH: U.S.* and one copy of *Highlights* are sent to each NJCL Chapter*
- B. One copy of every NJCL publication is sent to:
 1. National Committee members
 2. State/Provincial chairs
 3. NJCL officers
 4. NSCL officers

*The September *Highlights*, Fall *TORCH: U.S.* and November *Highlights* are mailed to every chapter which belonged the previous year; thereafter chapters receive JCL publications only after paying national dues. Back issues are not mailed upon receipt of dues.

- C. The Fall *TORCH: U.S.* is sent free to every individual who attended the previous national convention.
- D. Each *TORCH: U.S.* is sent for the next four years to all NJCL officers who have satisfactorily performed the duties of their office and in perpetuity to past NJCL Presidents.
- E. Subscription information
 1. JCL members may receive the Winter, Spring, and Summer issues of *TORCH: U.S.* for \$1.50.
 2. SCL members, retired teachers, and other interested persons may receive the Winter, Spring, and Summer issues of *TORCH: U.S.* for \$2.50.
 3. The Fall *TORCH: U.S.* is available for \$1.00.
 4. SCL members, retired teachers, and other interested persons may receive all four issues of *TORCH: U.S.* for \$3.00.
 5. A subscription for all four issues of *TORCH: U.S.* and all four issues of *NJCL Highlights* is \$5.00.

IV. Information

- A. Submissions to *TORCH: U.S.*, as well as questions or comments regarding its contents, should be addressed to:
TORCH: U.S. Editor
c/o National Junior Classical League
Miami University
Oxford, Ohio 45056

- B. Submissions for *NJCL Highlights*, as well as questions or comments regarding its contents, should be addressed to:
National Publications Chair
c/o National Junior Classical League
Miami University
Oxford, Ohio 45056

- C. For subscription forms and information please write:
Administrative Secretary
National Junior Classical League
Miami University
Oxford, Ohio 45056

The Purple and Gold

Dave Clements, Max Spires, Mrs. R. G. Frazier

Andante (♩ = 100)

Seeking the best The highest our goal, working for greatness through glories of old, searching the realms of the golden past we follow the

♩ = 120

classical truths that last. In knowledge, truth, and fellowship we're growing every day. The friendly hand of J. C. L.

side in every way. In Rome's proud steps we're marching on with every true colleague, and for ever we'll hold to the

1.

2.

Purple and Gold, of the Junior Classical League Junior Classical League

SENIOR CLASSICAL LEAGUE

The National Senior Classical League is an organization composed of high school graduates and college students who wish to continue their affiliation with the classics and the Junior Classical League.

I. The GOALS of the Senior Classical League are:

- A. To enhance and promote the appreciation of the classics and classical scholarship in post-secondary education.
- B. To advise, encourage, and help the Junior Classical League in its endeavors.
- C. To provide its membership with a means of continuing and pursuing their interest in the overall purposes of JCL or the classics.

II. Membership and Dues

- A. Membership may be for eight (8) years after high school graduation, primary membership going for four (4) years beyond graduation, and secondary membership going for four (4) years beyond that.
- B. The primary membership fee, to be paid in one sum to the NSCL Treasurer, is six dollars (\$6.00) for four (4) years following high school graduation.
- C. At the time (national convention or any other time following graduation from high school) one joins the Senior Classical League, the following information must accompany one's dues:
 1. Name
 2. Home address
 3. Date of high school graduation
- D. To join SCL it is NOT necessary
 1. to be a classics major,
 2. to be taking Latin or Greek courses,
 3. to have had prior membership in JCL.
- E. Membership fees and information may be forwarded to the National SCL Treasurer by one's state SCL treasurer, or may be submitted directly by the individual wishing to join.

- F. Monies from NSCL dues pay
 - 1. the printing and mailing of the NSCL newsletter,
 - 2. the expenses encountered by NSCL officers in the performance of their duties
- G. Membership gives one the right
 - 1. to attend all SCL functions.
 - 2. to vote and to run for office in the NSCL. Members may run for office only during their primary membership.
 - 3. to receive each year for four years all copies of the NSCL newsletter, the *Letter of the League*.
- H. JCL delegates who join SCL during their senior year or at the convention following their senior year are welcome at all SCL functions and are eligible to vote and hold office (except President or Vice President). However, for the convention during the summer after high school graduation, they are also still regarded as JCL delegates and therefore must abide by all rules laid down for JCL delegates in the convention booklet.
- I. Secondary membership
 - 1. may be obtained at the expiration of primary membership,
 - 2. entitles a member to four more years of all privileges of membership, with the exception of the right to run for NSCL office,
 - 3. is available for a fee of four dollars (\$4.00) payable to the NSCL Treasurer.

III. Activities

- A. At each NJCL convention, the SCL
 - 1. publishes the *Convention Ear*, the daily convention newsletter,
 - 2. sponsors "That's Entertainment",
 - 3. sponsors the informal ludi games,
 - 4. sponsors the chess tournament,
 - 5. runs the Olympika under the direction of the National Committee Contests chairs,

6. hosts a mixer for present and prospective members,
7. may present an SCL Workshop on organizing state and local chapters activities for present chapters, or other topics of interest,
8. hosts a banquet for SCL members and invited guests,
9. holds its own general sessions, where officers are elected and other business is conducted,
10. raises funds for the SCL Scholarship and the League,
11. helps with any miscellaneous jobs which need to be done,
12. sponsors an informal luncheon for all its members.

B. Scholarships

1. SCL awards annual college scholarships for its members, including the following:
 - a. The NSCL Susan S. Schearer Scholarship, to be applied towards college tuition.
 - b. The Mark Shapler Book Award to be applied toward the reimbursement of the NJCL Convention Packet.
 - c. Criteria for recipients
 1. The applicants must be majoring in Latin and/or Greek and must be in second, third or fourth year of an undergraduate degree program.
 2. The awarding of the SCL scholarships is based on financial need, academic record and service to the SCL.
2. SCL awards the Hal Rather Scholarship, which covers the cost of a convention packet.
 - a. This scholarship is based on service to SCL.
3. The scholarships are administered by a Board of Trustees.
4. Applications and information are available from:

Chair, Board of Trustees - NSCL Scholarships
c/o American Classical League
Miami University
422 Wells Mill Drive
Oxford, Ohio 45056

IV. Job Descriptions

A. NSCL President

1. Presides at all SCL meetings and sets the agenda for these meetings.
2. Serves as Chair of the Executive Board, which consists of all NSCL officers and the NSCL Advisor.
3. Attends the Fall Planning Meeting.
4. Arranges all of the organization's activities which have not been otherwise assigned.

B. NSCL Vice-President

1. Executes the duties of the President in his absence.
2. Appoints the Ludi and Olympika Chairs and oversees the administration of their duties.
3. Plans and schedules SCL activities at the national convention, and acts as liaison between the NSCL and the JCL Convention Chair.
4. Attends the Fall Planning Meeting.

C. NSCL Secretary

1. Is responsible for taking minutes of all SCL meetings and workshops.
2. Types and sends out during the year four to five officers' reports to:
 - a. NSCL officers
 - b. NSCL Advisor
 - c. NSCL Scholarship Chair
 - d. NJCL President
 - e. NJCL Chair
3. Updates and maintains the NSCL membership list.

D. NSCL Treasurer

1. Keeps the records of SCL finances and assets.
2. Receives, deposits and disburses funds as directed by the Executive Board.
3. Reports to the President on finances at least four times a year.
4. Receives dues from new members.
5. Reports the information concerning new members to the ACL office.

E. NSCL Parliamentarian

1. Maintains parliamentary order at all SCL meetings.
2. Is in charge of SCL elections at the national convention.
3. Is the chief authority on the SCL Constitution, By Laws and Handbook.
4. Receives all proposed amendments to the SCL Constitution.
5. Receives and revises state SCL constitutions.
6. Coordinates the chartering of State and School SCL chapters.

F. NSCL Historian

1. Keeps a record of NSCL activities.
2. Updates the NSCL history and scrapbook.
3. Co-chairs the SCL workshops at the NJCL convention.

G. NSCL Editor

1. Is responsible for the planning, printing and distribution of a daily newspaper at the national convention.
2. Prints and mails each year two issues of the NSCL newsletter, the *Letter of the League*.
3. Is responsible for meeting deadlines set by the NSCL Executive Board.

V. Responsibilities of all NSCL Officers

- A. To answer all correspondence promptly.
- B. To submit officers' reports to the Secretary by the deadlines which the Secretary shall announce.
- C. To submit a final report at the national convention or by September.
- D. To attend National Convention.

VI. NSCL Advisor

- A. Assists the NSCL Executive Board.
- B. Is the Olympika chair of the National JCL and SCL Committee.
- C. Prepares the NSCL budget.
- D. Maintains a current record of the checking accounts.

VII. State and local chapters

- A. The NSCL recognizes state and local chapters which have applied for and received charters from the NSCL.
- B. Local chapters must have at least five members for recognition.
- C. All members of state or local chapters must belong to the national organization.
- D. Applications for charters (including a constitution, minutes from meetings, a list of officers and a list of members) and requests for information must be sent to the NSCL Parliamentarian.

VIII. NSCL Handbook

The NSCL publishes its own handbook, which contains additional information on the organization. Copies may be obtained by writing to:

NSCL President
c/o American Classical League
Miami University
422 Wells Mill Drive
Oxford, OH 45056.

Email: president@nscl.org

SELECTIONS FROM THE AMERICAN CLASSICAL LEAGUE CONSTITUTION PERTINENT TO
THE OPERATIONS OF THE NATIONAL JUNIOR CLASSICAL LEAGUE

Article VIII: Committees

- Section 2.1 There shall be a committee of The American Classical League called the Committee on the National Junior and Senior Classical Leagues. This Committee shall consist of not more than twelve (12) members. A member's term shall include five (5) successive National Junior Classical League conventions. Members of the Committee will be elected by the ACL members present at a national convention. A member of the Committee may be elected to a maximum of two (2) consecutive terms of office, with election to later terms of office possible, after a period of three (3) years intervening. The results of this election will be forwarded to the ACL President. The Committee shall elect its own officers annually.
- 2.2 Any member of the committee on the National Junior and Senior Classical Leagues may be removed from that committee according to the provisions of the National Junior Classical League Chapter Handbook.

Article IX: The National Junior Classical League

- Section 1. There shall be subsidiary organizations called the National Junior Classical League and the National Senior Classical League which are wholly created by and controlled by the American Classical League through its Council.
- Section 2. The Council shall exercise its supervision of the National Junior and Senior Classical Leagues by means of its Committee on the National Junior and Senior Classical Leagues. This committee will exercise control of the National Junior and Senior Classical Leagues as specified in the bylaws.

- Section 3. The operation of the National Junior and Senior Classical Leagues shall be governed by their own constitution(s), which are regarded as sections of this Article IX of The American Classical League's constitution. In addition to the provisions in the National Junior and Senior Classical Leagues' Constitutions for their amending, every part of and addition to or deletion from the National Junior and Senior Classical Leagues' constitutions is subject to approval by The American Classical League's Council as specified in Article XI of The American Classical League's constitution. However, any proposed amendment to the National Junior and Senior Classical Leagues' constitutions to be made in accordance with those constitutions shall be presented to the Council for legal interpretation and approval prior to the National Junior Classical League Convention at which said amendment is to be voted upon. Said amendment shall become effective immediately upon passage. No part of the National Junior and Senior Classical Leagues' constitutions may be in conflict with the constitution of The American Classical League.
- Section 4. The National Junior and Senior Classical Leagues may be governed by their own bylaws, which bylaws are regarded as addenda to the bylaws of The American Classical League, are subject to approval by the council of the League as specified in Article XI of The American Classical League's constitution and no part of which may be in conflict with the constitution and bylaws of the League. Any amendment to the bylaws of the National Junior and Senior Classical Leagues made in accordance with their constitutions shall become effective immediately upon passage and shall remain in effect unless it fails to obtain ratification by vote of the Executive Committee of The American Classical League, such vote to be held at the next regular Executive Committee meeting following the National Junior Classical League convention, and shall be subject to review by the Council of the League.
- Section 5. The Committee on the National Junior and Senior Classical Leagues shall make an annual report of its meetings and activities. This report shall be presented to the Secretary of The American Classical League at least thirty days prior to the annual business meeting of the council and shall be presented to the Council and filed in the Central Office of The American Classical League as a permanent record.

BYLAWS OF THE AMERICAN CLASSICAL LEAGUE
PERTINENT TO THE NATIONAL JUNIOR CLASSICAL LEAGUE

Section VIII: Committees

- Part 8.12.1 Working within the guidelines set by Council, the Committee on the National Junior and Senior Classical Leagues shall supervise the affairs of the National Junior and Senior Classical Leagues in regard to chapters, federations, conventions, and publications. The members of the committee may not change the positions to which they are elected, but specific duties of a position may be reassigned as the committee sees fit. The committee shall recommend to the Council policies and procedures governing the activities of the National Junior and Senior Classical Leagues and shall be responsible to the Council for implementing the approved policies and procedures.
- Part 8.12.2 The Chair of the Committee on the National Junior and Senior Classical Leagues shall be a member of the Executive Committee (Article VII). The Chair shall be responsible for the preparation of National Junior and Senior Classical Leagues materials and announcements and, where appropriate, shall consult with the Director of the Teaching Materials and Resource Center for distribution of such materials and announcements or for additional assistance.

CONSTITUTION AND BYLAWS
OF THE NATIONAL JUNIOR CLASSICAL LEAGUE
Amended August, 2006

CONSTITUTION

Preamble

We, the members of the National Junior Classical League, in order to promote cooperation among the several state organizations, to establish a basis for order and to increase unity, promote friendship and encourage understanding among the several members, do hereby ordain and establish this constitution.

ARTICLE I

Name: The name of this organization shall be the National 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 and literature, government, laws, and arts; and as members of the organization, to pattern our citizenship in respect to family, school and nation after the best examples of the classical civilizations.

ARTICLE III

Authority for Operation

Section 1. This Constitution, in conjunction with the Bylaws and Manual of the National Junior Classical League and *Robert's Rules of Order*, shall be the authority for the operation of the National Junior Classical League.

Section 2. American Classical League: The Committee on the National Junior and Senior Classical Leagues is a standing committee of The American Classical League, and no section of this Constitution or its bylaws shall be construed so as to conflict with the Constitution, Bylaws or Acts of The American Classical League. The American Classical League Constitution and Bylaws govern the appointment of the members of the Committee on the National Junior and Senior Classical Leagues.

Section 3. Executive Board: The Committee of the National Junior and Senior Classical Leagues is responsible for working with the National Junior Classical League officers and their sponsors. The National Junior Classical League Executive Board includes the National Committee and the national officers. The Executive Board shall act as an agent through which National Junior Classical League business between conventions may be conducted. The President of the National Junior Classical League shall act as Chair.

ARTICLE IV

Section 1. Individual Membership: Individual membership in this organization shall be of three kinds: member of a chapter, member-at-large, and long distance member. 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, state/provincial or national organization.

A. Member-at-Large: A student who has no local chapter may become an active member-at-large by affiliating properly with his/her state/provincial organization and applying to the National Junior Classical League or, if no state/provincial organization exists, by applying to the National Junior Classical League.

B. Long Distance Member: A student who takes Latin via long distance communication because of the lack of a local program/teacher, may become a member by applying to the National Junior Classical League.

Section 2. Chapter: A chapter shall be comprised of at least five individual members who qualify and shall affiliate properly with their state organization and the National Junior Classical League. Each chapter shall have a qualified sponsor.

Section 3. Sponsors: A local chapter must be sponsored by a Latin teacher, by a teacher of the classical humanities, or by another adult high school graduate who is of legal age according to his state's statutes and who resides in the vicinity.

Section 4. Good standing of sponsors: A sponsor must be a member of The American Classical League, responsible for his chapter's activities, and accountable for the welfare of his chapter's members during any chapter activity in which some or all may participate.

Section 5: State/Provincial Chairs: A candidate for state JCL chair must be a current member of The American Classical League. Upon election by the majority of the sponsors of a state's local chapters, this person will be appointed by the National JCL Constitutional Advisor for a term not exceeding five years. A State/Provincial Chair may be reappointed for additional terms under the same conditions by which he was appointed for the first term. Each State/Province must file in writing a procedure for election of State/Provincial Chairs with the NJCL Constitutional Advisor. A State/Province which does not file its procedure, or changes in the procedure, by June 1 each year will be considered not in good standing for that year; as a result, the state will not be able to run a candidate for National Office for that year, and will not be given a vote at the NJCL Convention for that year.

ARTICLE V National Officers

Section 1. National Officers Defined: The elected officers of this organization shall be the following: President, 1st Vice President, 2nd Vice President, Secretary, Parliamentarian, Historian, Editor, and Technology Coordinator.

Section 2. Term of Office: The term of office for each officer shall be for one year only, from the election at the annual meeting until a successor is chosen at the next annual meeting.

Section 3. Qualifications: To be eligible to run for elective office, a candidate MUST have the permission of his parent(s), local sponsor, and state/provincial chair or co-chairs; (The state chair(s) MUST have fulfilled ARTICLE IV, Section 5, prior to granting said permission.); MUST have attended at least one National Junior Classical League convention; MUST not be a post-graduate or midterm graduate; MUST be the only candidate for any elective office from his state and MUST be a member of a chapter in good standing. MUST be enrolled in a Latin, Greek, or Classical Humanities class at least half of the year during which his office is held, or have completed all Latin, Greek, or Classical Humanities classes offered at his school. A sponsor from the candidate's state must be present with him at the Nominations Committee, but in the case of a state of emergency, a sponsor present at the convention may stand up for him with the acquiescence of his own sponsor. The Parliamentarian will call a State of Emergency if there are no pre-filed nominees. In a State of Emergency the Nominations Committee may waive the following qualification by a simple majority: No state shall hold the same elective office two years in succession.

Section 4. Nomination Procedures:

- A. Filing for Office: Any eligible person who wishes to run for National Junior Classical League office may become a prospective candidate by filing the designated forms with the National Parliamentarian on or before June 15. These forms will be included in the Manual; the forms shall be available after January 1 from the National Parliamentarian for all prospective candidates. By June 20, the National Parliamentarian shall send each properly filed prospective candidate a summary of the prospective candidates and their designated offices. If a candidate has changed office as provided for in Article V, Section 4, Paragraph B, then a new summary of prospective candidates and their designated offices shall be sent out by July 10 to all candidates.

- B. Changing Office: Any candidate wishing to change the office for which he is filing may do so by notifying the Parliamentarian by June 30. The original papers and signatures will be adequate although the approval of the parents and local sponsor for the change must be assured.

- C. Nominations Committee: A candidate shall be nominated by a Nominations Committee which shall consist of two previously selected voting delegates from each state attending the national convention. The NJCL Parliamentarian shall serve as the chair. All candidates must be approved by the Nominations Committee, including those nominees who have filed papers by June 15, and must be presented first in the committee meeting. There can be no nominations from the convention floor. When the Nominations Committee has at least one pre-filed nominee for an elective office, additional nominations will not be accepted at the Nominations Committee. If more than two nominees for an office have pre-filed, the Nominations Committee will vote to select only two candidates. In the event of a State of Emergency (see Article V, Section 3), nominations will be accepted during Nominations Committee. If there are more than two State of Emergency nominees, the Nominations Committee will vote to select two candidates. In the case of a tie for the two candidacies, the NJCL Parliamentarian shall cast the deciding vote. The National Chair or his representative shall meet with the committee to act as an advisor.
- D. Campaigning: Nominees for office will follow the campaign procedures set forth in Article VII of the Bylaws.
- E. There shall be at every national convention a meeting of candidates and states' delegates in which the delegates may question the candidates on relevant topics. The Parliamentarian shall be in charge of the format and administration of this meeting.

Section 5. Election Procedures:

- A. Voting Procedures: Voting delegates shall vote by secret ballot. Each state which was represented by two delegates at the Nominations Committee and Constitutional Amendments Committee meetings shall have two votes; each state which was represented by only one delegate at one or both of the aforementioned meetings shall have one vote; each state which was not represented at one or both of the aforementioned meetings shall have no votes. If no clear majority opinion is established within a state delegation, the vote may be split between the two voting delegates of the state. The voting delegates must vote in accordance with their state's decision. Only members which are in good standing may vote in the state delegation.
- B. Proxies: If a state delegation is unable to be present at the voting session of the national convention because of travel necessities, the voting delegates shall place their votes in a sealed envelope and deposit it with the National Parliamentarian. Said votes will be recorded with the final total during the election count. No other type of proxies shall be allowed.
- C. A candidate must receive a majority of votes eligible to be elected to an office.
- D. Upon election to national office, the new officer must resign any state office immediately. The officer's state/provincial chair shall guarantee in writing to the National Chair or his designee that this has been done within one month of the adjournment of the national convention. Additionally, a national officer may not serve as a state officer any time during his term of national office.

Section 6. Vacancies:

- A. Should a vacancy occur in the office of President, the First Vice President shall become President, and the new President, with the concurrence of the Executive Board, shall name a qualified person to serve as First Vice President.
- B. Should any vacancy occur other than in the office of president, or should a national officer default in the performance of his duties, the president, with the concurrence of the Executive Board, shall name a qualified person to serve for the remainder of the unexpired term.
- C. If no candidate receives a majority of the votes, the newly elected national officers, with the concurrence of the National Committee, shall name a qualified person to fill the position.
- D. The state originally holding the vacated office may not run a candidate for the same office in the election immediately following the one in which the state's candidate was elected.

Section 7. Removal from Office:

- A. Grounds for Removal: The National Junior Classical League shall have the power to remove any of its officers as provided in this section. The grounds for such removal shall be the infraction of the convention rules and/or serious negligence in the discharge of the duties of that office.
- B. Removal Procedures: The following procedures shall be followed in all proceedings leading to the possible expulsion of an officer and shall not exceed a 60-day time limit from the time of the resolution unless a delay is obtained from the National Committee.
 - 1. A resolution by the Executive Board to consider the removal of an officer can be introduced by any member of the Executive Board or by a petition bearing the signatures of the officers of at least three state chapters.
 - 2. If said resolution to consider the removal of an officer should pass the Executive Board by a simple majority, that same officer's sponsor shall guarantee that adequate defense shall be made by the officer, by telephone, by mail or in person, to all those who shall vote on the question of his removal. No vote shall be taken to remove that officer until his sponsor shall be satisfied that he has finished presenting his defense.
 - 3. After the officer in question shall have finished his defense, a two-thirds vote of the Executive Board shall be necessary to remove the officer. No officer shall be denied proceedings aimed at his removal.

ARTICLE VI

Section 1. Quorum: A quorum shall consist of three-fourths of the voting delegates at the annual convention.

ARTICLE VII

Section 1. Bylaws: Bylaws not contrary to any provision of this Constitution may be established.

Section 2. Bylaws Procedure: Bylaws may be established, amended or appealed by a majority vote. Notice of proposed change of bylaws must be given at least one general session prior to final action on said change.

ARTICLE VIII

Section 1. The Chapter Handbook of the National Junior Classical League shall consist of three (3) parts: the Manual, the Appendix and the Constitution.

Section 2. Constitutional Amendments: Suggested amendments to this constitution must be submitted in writing to the President and Parliamentarian and be postmarked before March 1. Copies of all amendments shall be mailed to each state/provincial chair before May 1. Proposed amendments shall become effective upon ratification by a two-thirds majority at a business session after the Constitutional Amendment Committee has met at the national convention.

- A. At each National Junior Classical League convention there shall convene a committee, to be named the Constitutional Amendment Committee. This Committee shall consist of two (2) voting delegates from each state delegation in attendance at the convention.
- B. The Constitutional Amendment Committee shall meet at least twenty-four hours before constitutional amendments are to be voted upon by the General Assembly. The Constitutional Amendment Committee shall consider all constitutional amendments currently being proposed at the national convention. The Constitutional Amendment Committee shall, by majority vote, decide whether to recommend the amendments to the General Assembly. The General Assembly shall vote upon proposed constitutional amendments.
- C. The National Parliamentarian shall preside over the Constitutional Amendment Committee as the chair. In the case of a tie in the committee, then the National Parliamentarian shall cast the deciding vote.

Section 3. The Manual and Appendix may be revised yearly by the national Parliamentarian and the Constitutional Advisor. All proposed changes are subject to approval by two-thirds of the Executive Board. The Manual and Appendix shall automatically be updated to agree with the Constitution, and no provision contrary to the Constitution may be made.

Section 4. Review: This Constitution may be reviewed yearly.

ARTICLE IX

The ratification of the Constitution shall be by mail ballot. Each chapter will receive a copy for approval. A ballot not returned by a chapter will be considered an affirmative vote. A two-thirds affirmative vote will be required for adoption.

BYLAWS

I. Good Standing:

- A. Chapters, members-at-large and long distance members shall be admitted to the National Junior Classical League upon proper payment of annual dues. Thereafter, in order to remain in good standing and be able to sponsor a candidate for NJCL office and to vote at the NJCL Convention, they shall pay dues for the school year preceding the convention, postmarked by their state's dues deadline, but no later than July 1, sending them to The American Classical League, Miami University, Oxford, OH 45056.
- B. In order for a state/province to remain in good standing, the state/provincial chair must file the procedure, or changes in procedure, for election of state/provincial chairs by July 1 each year.

II. Dues

- A. Individual member dues shall be two dollars (\$2.00) with rates for chapter dues varying depending on the date of payment. If a chapter pays member dues by December 1, chapter dues shall be waived. If a chapter pays it dues after December 1 and before April 1, the chapter dues shall be ten dollars (\$10.00). If a chapter pays its dues after April 1 and before July 1, the chapter dues shall be twenty dollars (\$20.00). All individual member dues and chapter dues must be received by July 1 of each year.
- B. Members-at-large pay two dollars (\$2.00) annual dues and may subscribe to *TORCH: U.S.* on an individual basis.
- C. Long Distance Learners pay two dollars (\$2.00) annual dues.

III. Subscription to *TORCH: U.S.*

After national dues have been paid, the individual subscription rate shall be one dollar and fifty cents (\$1.50 which shall be paid to The American Classical League).

IV. Conventions

This organization shall convene annually for a national convention. The Convention Advisor will represent the National Committee in the quest for sites for the annual NJCL convention. He or she will present all proposed bids for convention sites to the members of the committee for their approval. Whenever possible the site of the convention should rotate annually so as to cover each of the four sections of the United States in four years. The time of the annual convention shall be fixed to suit the convenience of the school at which the convention is to be held. The actual dates of the convention must be announced during the preceding convention.

V. Emblem, Pin and Colors

The emblem shall be a torch with the letters JCL superimposed horizontally and encircled with a laurel wreath. The pin shall be a reproduction of the emblem. The colors shall be Roman purple and gold.

VI. Duties of the Officers

A. National JCL President

1. Serves as the chair of the NJCL Executive Board.
 - a. Works with National Committee Chair to prepare the agenda for all meetings.
 - b. Presides at all meetings of the NJCL Executive Board.
 - c. Stays aware of the activities of other NJCL Officers, and offers assistance where appropriate.
 - d. Maintains correspondence with all members of the Executive Board.
2. Promotes the activities of NJCL within the organization.
 - a. Speaks on behalf of NJCL as occasions arise, including state JCL Conventions and local meetings within his area (NB: NJCL policy states that a NJCL Officer is invited to attend that state's convention.)
 - b. Writes letters to state JCL Officers informing them of JCL activities.
 - c. Writes letters to state JCL Newsletters.
3. Represents JCL by attending meetings and conventions of other organizations and by writing to members of Congress if the need arises.
4. Plans the NJCL Convention along with the NJCL Convention Advisor and the host state's convention chair.
 - a. Creates the Convention agenda along with the NJCL Convention Advisor and the host state's convention chair.
 - b. Contributes ideas for themes, decorations and other items to the host state.
 - c. Works with the NJCL 2nd Vice President and the host state to coordinate the activities of "A Day in Old Rome".
 - d. Makes himself available throughout the convention to assist as needed.
 - e. Presides at General Assemblies.
 - f. Prepares and tallies the Convention evaluation forms.

B. Duties of the First Vice President

1. The First Vice President shall execute the duties of the President in the event of the President's death, illness or inability to serve.
2. He shall be responsible for executing the program suggested by the program workshop and approved by the Executive Board.
3. He is responsible for publicizing JCL and the national convention through national, state, and local news media.
4. He is responsible for promotion of NJCL membership.

C. Duties of the Second Vice President

1. The Second Vice President will serve as a resource for local JCL officers to contact concerning suitable programs for their clubs.
2. Shall contribute articles to the *TORCH: U.S.* and to state publications on activities that have been successful in other states or clubs.
3. Shall be in charge of Hospitality at the National Convention, including to all speakers.
4. Shall be in charge of the Spirit Contest at Convention.
5. Shall coordinate the activities for the Day in Old Rome with the NJCL President and host state.
6. Shall execute the duties of the President in the event of the death, illness or inability of the President and First Vice President.

D. Duties of the Secretary

1. The Secretary shall keep an accurate record of the proceedings of the annual convention, including workshops and meetings of the Executive Board, which he will hand over to the National JCL Chair for proofreading before he leaves the convention.
2. He shall keep an accurate record of the proceedings of the fall planning meeting and of all officers' meetings and Executive Board meetings held at that time. He shall send these minutes for proofreading to the National JCL Chair and National Committee Secretary by January 15.
3. He is responsible for assigning chairs of workshops, and informing them of their duties including submitting agendas and minutes.
4. He shall keep membership records and minutes of annual conventions to be passed on to the succeeding secretary.

E. Duties of the Parliamentarian

1. The Parliamentarian shall be responsible for and shall make all decisions concerning the correct observance of rules of parliamentary procedure according to *Robert's Rules of Order*.
2. He shall execute the duties of the President in the event of the death, illness or inability of the President, First and Second Vice-President.
3. He shall preside at the Nominations Committee. He shall be responsible for receiving filing papers of candidates for national office and sending a summary sheet to candidates as per Article V, Section 4, Part A of the Constitution.
4. He shall preside at the Constitutional Amendment Committee.
5. He shall mail all proposed constitutional amendments to the President of The American Classical League and to the President of this organization before March 15 and to each state JCL chair before May 1.
6. He shall work with the NJCL Constitutional Advisor to revise the Manual and Appendix, subject to approval by two-thirds vote of the NJCL Executive Board.

F. Duties of the *TORCH: U.S.* Editor

1. The Editor shall edit the national publication.
2. The Editor shall file one copy of each issue of the national publication.

G. Duties of the Historian

1. The Historian shall compile records for the annuals, file all Junior Classical League materials of historical interest, keep a scrapbook and properly safeguard all these materials.

H. Duties of the Technology Coordinator

1. The Technology Coordinator shall maintain the NJCL Web Site and other on-line infrastructures with the oversight of the NJCL Computer Technology Chair.
2. The Technology Coordinator shall administer the NJCL Web Site contest and/or other technology related competitions at the NJCL level.
3. The Technology Coordinator shall assist state and local chapter on an as needed or requested basis in technology-related matters.

VII. Campaign Regulations

Section A: No campaigning of any sort is permitted prior to the close of the Nominations Committee meeting.

Section B: Speeches

In the Nominations Committee each nominee will make a speech of not more than two minutes in length. In a designated assembly, each candidate will make a campaign speech of not more than three minutes in length, including a campaign manager's introduction, if desired.

Section C: Timing and Materials

Campaigning may begin when authorized by the NJCL Parliamentarian, and materials shall be displayed in designated areas only. Materials deemed inappropriate by NJCL Executive Board members will be removed. All materials must be taken down and disposed of following the election.

Section D: Spending

The NJCL Parliamentarian, with the consent of the Executive Board, shall set each year the limit on campaign expenses, shall publish this information in NJCL publications and campaign information, and shall disseminate it to the nominees for office. The NJCL Parliamentarian shall collect receipts from each nominee at the Nominations Committee. Failure to abide by the expense limit will eliminate a nominee from the race.

VIII. Voting

All business not covered in the Constitution shall be voted upon as follows: Each state shall be allowed two votes. Those votes shall be cast by two representatives previously elected by the representative states; if only one delegate is present at the national convention, only one vote shall be allowed to that state.