

# AZJCL By-laws

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## **ARTICLE I - SYMBOLS**

1.1: In accordance with the National Junior Classical League, the emblem will be a torch with the letters "JCL" superimposed horizontally and encircled with a laurel wreath. The pin will be a reproduction of the emblem. The colors will be purple and gold.

## **ARTICLE II - PURPOSE**

2.1: The purpose of this organization will be to gain a more thorough knowledge of ancient Greek and Roman life, history and literature, to understand better the practical and cultural values of the classical languages, and to interest other persons in these languages.

## **ARTICLE III - DUES**

3.1: AZJCL annual chapter dues will be \$10.00 per Chapter, payable to the AZJCL. AZJCL annual student dues will be \$3.00 per member, payable to the AZJCL. Dues must be paid by January 31 to be considered a chapter in good standing.

## **ARTICLE IV - RIGHTS OF MEMBERSHIP**

4.1: Chapter Rights

4.1.A Rights of All AZJCL Chapters:

- i. To win club awards (spirit, t-shirt, scrapbook, publications, and website) and participate in Certamen at the AZJCL Convention.
- ii. To provide delegates eligible to win individual awards at the AZJCL

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Convention.

iii. To receive all AZJCL publications.

iv. To receive other rights accorded to Chapters by NJCL or ACL.

### **4.1.B Rights Only of AZJCL Chapters in Good Standing:**

i. To vote in the election of AZJCL Officers and ratification of amendments.

ii. To sponsor a candidate for state office.

iii. To induct students into the National Latin Honor Society.

iv. To receive other rights accorded to Chapters in good standing by NJCL or ACL.

### **4.2: Student Member Rights**

i. To win individual awards at the AZJCL Convention.

ii. To participate on appropriate AZJCL Committees.

iii. To receive other rights accorded to Members by NJCL or ACL.

iv. To be a Voting Delegate and participate in Chapter caucus at the AZJCL Convention (if an election occurs).

v. To run for state office.

vi. To join the National Latin Honor Society.

vii. To propose amendments to the AZJCL Constitution and By-laws.

viii. To receive other rights accorded to Members in good standing by NJCL or ACL.

### **4.3: Sponsor Rights**

#### **4.3.A Rights of All AZJCL Sponsors:**

i. To attend the AZJCL Convention.

ii. To participate on appropriate AZJCL Committees.

iii. To receive other rights accorded to Sponsors by NJCL or ACL.

#### **4.3.B Rights Only of AZJCL Members in Good Standing:**

i. To nominate State Chair candidates.

ii. To run for State Chair.

iii. To vote in the election of a State Chair.

iv. To propose amendments to the AZJCL Constitution and By-laws.

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v. To vote in the ratification of those amendments specified in Articles on amendments in the AZJCL Constitution and By-laws.

vi. To receive other rights accorded to Sponsors in good standing by NJCL or ACL.

### 4.4: SCL Member Rights

A. To attend the AZJCL Convention

B. To receive other rights accorded to SCL Members by the AZSCL or NSCL.

## ARTICLE V - DUTIES OF THE OFFICERS

*\* The attendance of these officers at the State and National Convention is mandatory.*

### 5.1: President\*

A. Contact state chair and other officers to establish agenda for executive board meetings

B. Share (email/post) agenda for meetings

C. Preside over state meetings

D. Preside over state convention

E. Appoint committees when necessary

F. Assist state chair whenever possible

G. Establish relationships with non-JCL schools

H. Maintain communication with the NJCL President

I. Strive to fulfill the mission of the AZJCL: Promote the classics to all JCL and non-JCL schools

J. Support the other members of the executive board in their duties and responsibilities

K. Coordinate the elections/appointments of a new executive board for the following school year

**L. Attend state Latin activities as well as national Latin convention**

### 5.2: First Vice-President\*

A. Produce a Toga Talk to published in September, November, February, and April. This must be also submitted to the National Competition.

B. Preside over state meetings when the president is absent

C. Send articles and state reports to the Torch, the NJCL publication

D. Maintain an AZJCL membership list that is current.

E. Contact all clubs for information to be published in Toga Talk

F. Maintain communication with the NJCL 1st VP

G. Support the other members of the executive board in their duties and responsibilities

H. Strive to fulfill the mission of the AZJCL: Promote the classics to all JCL and non-JCL schools

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## I. Attend state Latin activities as well as national Latin convention

### 5.3: Second Vice-President\*

- A. Organize and run Olympika at state
- B. Run a social activity at all state meetings
- C. Coordinate the spirit competition at national convention
- D. Coordinate the service activities throughout the school year and submit this to the NJCL competition
- E. Working with the president, think of ways of spreading JCL at all non-JCL schools
- F. Strive to fulfill the mission of the AZJCL: Promote the classics to all JCL and non-JCL schools
- G. Support the other members of the executive board in their duties and responsibilities
- H. Maintain communication with the NJCL 2nd VP
- I. **Attend state Latin activities as well as national Latin convention**

### 5.4: Communications Coordinator\*

- A. Take clear and concise minutes at each state meeting
- B. Send minutes to all JCL schools via email or posting to site
- C. Manage the appropriate social media sites and submit to the NJCL Competition
- D. Update the AZJCL Website
- E. Send missives to schools, professors, etc to continue our stellar reputation
- F. Maintain communication with the NJCL CoCo
- G. Strive to fulfill the mission of the AZJCL: Promote the classics to all JCL and non-JCL schools
- H. Support the other members of the executive board in their duties and responsibilities
- I. **Attend state Latin activities as well as national Latin convention.**

### 5.5: Historian\*

- A. Take pictures
- B. Make a digital scrapbook based on a theme
- C. Contact all clubs for scrapbook materials, pictures, etc
- D. Promote AZ by sending pictures to the NJCL historian
- E. Maintain communication with the NJCL historian
- F. Strive to fulfill the mission of the AZJCL: Promote the classics to all JCL and non-JCL schools
- G. Support the other members of the executive board in their duties and responsibilities
- H. **Attend state Latin activities as well as national Latin convention.**

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## ARTICLE VI - DUTIES OF STATE CHAIRS

### 6.1: General

6.1.1 The State Chair/s of AZJCL will have the following duties:

- A. to serve as mentors to the AZJCL Officers
- B. to serve as a liaison between the AZJCL Sponsors and the Executive Board
- C. to update the Chapter Handbook as necessary
- D. to preside over meetings of the AZJCL Sponsors
- E. to manage the administrative tasks of the AZJCL Convention
- F. to operate a checking account of the Convention funds
- G. to ensure that AZJCL adheres to the policies of NJCL and ACL
- H. to monitor the fulfillment of membership and good standing requirements of AZJCL Chapters, Members, and Sponsors
- I. to assist Sponsors in solving Chapter problems
- J. to facilitate the distribution of information concerning AZJCL membership and activities
- K. to ensure coordination of travel plans and other arrangements for the AZ delegation to the NJCL Convention
- L. to oversee all operations of AZJCL
- M. to assume other responsibilities as mandated by AZJCL Sponsors, NJCL or ACL.

### 6.2: Contest Chairs

6.3.1 Contest Chairs shall be responsible for advising and coordinating the activities and interaction of the following Executive Board Officers in their completion of their respective duties.

6.3.2 The Contest Chairs have the ability to form and manage appropriate appointed Assistance Committees to aid in performance of duties at the discretion of State Chair.

6.3.3 The Contest Chairs shall server as Sponsor Liaison & Facilitator for: Regional Sponsor Events, Sponsor Fora, and ACL.

6.3.4 The Contest Chairs shall perform Contest Preparation/Coordination for: Academic Contests, Test Preparation, Verification of Test Content & Organization, Manage/Expand Existing Test Databases, Creative Arts Contest, Graphic Art, Judging

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Assignments and Instruction, Certamen, Form and coordinate Certamen Question & Judging Committee, Act as regional Certamina coordinator for all Regions, Coordinate SCL Certamen assistance.

6.3.5 Contest Chairs shall serve as Sponsor/Club Publications Advisor/Manager

- A. Provide material and information regarding Sponsor events, Contests, Judging and related information to Convention Chair for inclusion in Web Site
- B. Maintain, update, publish and distribute Chapter Handbook, including information supplied by other Chair positions
- C. Prepare and publish Contest materials
- D. Maintain and update judging criteria and materials
- E. Develop and Publish Certamen guidelines and policies

6.3.6 The Contest Chairs shall serve as Constitution Compliance Advisor/Coordinator including the AZJCL Constitution and its adherence to the NJCL & ACL requirements.

6.4: Convention Chair

6.4.1 The Convention Chair shall be responsible for advising and coordinating the activities and interaction of the following Executive Board Officers in their completion of their respective duties.

6.4.2 The Convention Chair has the ability to form and manage appropriate appointed Assistance Committees to aid in performance of duties at the discretion of State Chair.

6.4.3 The Convention Chair shall be responsible for Convention Registration, including: Preparation and distributing Registration documents, Collection and processing of Registration information, Collection and processing of Convention Registration fees.

6.4.4 The Convention Chair shall be responsible for Convention Preparation/Coordination, including: Hotel Liaison & Scheduling Coordinator, Hotel Fee Negotiations, Convention/Meeting agenda and Hotel planning coordination, Coordinating Convention "Check-in" processes, Convention/State Chair account management, Awards procurement.

6.4.5 The Convention Chair shall be responsible for Convention Contest Tallying & Tabulation, including: Management of Contest Result Data, Preparation of Printed Awards, and Publication of Results.

### **ARTICLE VII - STATE CONVENTION**

7.1: The time of the annual Convention will be fixed to suit the convenience of the institution at which the Convention is to be held. The length of the Convention will be left to the discretion of the Executive Board with input from Chapters. Members-at Large

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must arrange to attend as a delegate of a registered Chapter delegation. Only student Members of AZJCL Chapters are eligible to win individual awards at the Convention. Only AZJCL Chapters are eligible to win club awards at the Convention and participate in Certamen.

## **ARTICLE VIII - EXECUTIVE BOARD**

### 8.1: Executive Members

The AZJCL Executive Board will consist of the AZJCL Officers, their Sponsors, the AZJCL State Chairs, and the AZSCL President. The AZJCL President will serve as Chairman.

### 8.2: Voting Members

The Voting Members of the AZJCL Executive Board will be the AZJCL Officers, the AZJCL State Chairs, and the AZSCL President. No Chapter will be permitted more than one vote on the AZJCL Executive Board. The State Chairs and Sponsors may advise the Voting Members.

### 8.3: Authority

The AZJCL Executive Board will act as an agent through which League business, including the planning of the AZJCL Convention, can be transacted between Conventions.

### 8.4: Meetings

The AZJCL Executive Board will meet as follows (virtual or in person): once in the Fall and once in the Winter to plan the Convention; once in the Spring to facilitate the changeover of the Officers; and as needed during the Convention. Additional meetings may be called by the President or a State Chair as necessary. AZJCL Executive meetings will be open to any AZJCL Member, AZJCL Sponsor, or AZSCL Member to attend and observe. The Executive Board may invite a representative from the host institution to attend Executive meetings.

### 8.5: Definition of a Term

An elected officer of the AZJCL will serve his or her term from when they are sworn into office until his or her successor is sworn into office. An appointed officer will serve from the time he or she is chosen for the position until his or her successor is chosen.

## **ARTICLE IX - COMMITTEES**

### 9.1: Standing Committees

Finance Committee: The Finance Committee will consist of two or more Sponsors, appointed by the State Chairs during the AZJCL Convention. The responsibilities of this

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committee include: meeting over the summer to audit all AZJCL financial records of the previous fiscal year (June 1 - May 31); making budget recommendations to the State Chair; compiling a report of the audit to be distributed to the Sponsors.

Academic Committee: The Academic Committee will consist of one or more Sponsors, appointed by the State Chairs prior to the school year. The responsibilities of this committee include: ensuring the creation of all Academic Tests; producing sufficient copies of each; and obtaining Scantron forms and machines if needed.

### **9.2: Ad Hoc Committees**

Ad Hoc Committees will be appointed by the AZJCL President or a State Chair as needed or as mandated by the AZJCL Constitution or By-laws.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

10.1: The rules contained in the latest edition of Robert's Rules of Order will govern AZJCL in all cases applicable and when they are not inconsistent with the Constitution, By-laws, or special rules of the AZJCL, NJCL, or ACL.

## **ARTICLE XI - AMENDMENTS**

### **11.1: Proposal**

A. Any student Member of AZJCL may propose amendments to any portion of the AZJCL By-laws except the following: the Article on State Chair duties, and the Items on the following Standing Committees: Finance, and Academic.

B Any Sponsor of AZJCL may propose amendments to any portion of the AZJCL By-laws.

C. No amendment to the AZJCL By-laws may be proposed that contradicts the AZJCL Constitution or the Constitution, By-laws, or other policy of NJCL or ACL.

D. All proposed amendments to the AZJCL By-laws must be submitted in writing to the AZJCL

President/Parliamentarian. The President/Parliamentarian will give sufficient notice to all eligible voters, under Items 2.B and 2.C of this Article, prior to the first meeting at which a vote of ratification can occur.

### **11.2: Ratification**

A. The ratification of amendments to the AZJCL By-laws may occur at any meeting of the AZJCL

Executive Board which takes place at least sixty days following the formal submission of the amendment's proposal to the AZJCL President/Parliamentarian.

B. The Voting Members of the AZJCL Executive Board present will vote in the



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ratification of amendments to the AZJCL By-laws, except for those pertaining to the following: the Article on State Chair duties, and the Items on the following Standing Committees: Finance, and Academic.

C. The AZJCL Sponsors present will vote in the ratification of any amendment pertaining to the following: the Article on State Chair duties, and the Items on the following Standing Committees: Finance, and Academic.

D. A two-thirds affirmative vote will be required to ratify any amendment to the AZJCL Bylaws. All ratified amendments will become effective immediately, unless an alternate time is specified in the amendment.