

ARIZONA JUNIOR CLASSICAL LEAGUE

CHAPTER HANDBOOK

(2018/19)

SALVETE! THIS IS ON THE WEBSITE TEACHERS CAN PROVIDE INPUT THIS YEAR!

PREFACE

This handbook is designed to explain the activities of the Arizona Junior Classical League and to make the AZJCL sponsors, officers, and members aware of the procedures that the AZJCL follows in its operations. The AZJCL Constitution and Bylaws are included here, as is specific information concerning AZJCL's special activities and offerings.

JCL: QUID EST?

The Junior Classical League is a national organization of junior and high school students of the classics sponsored by the American Classical League. Composed of local and state chapters throughout the nation, the JCL is the largest classical organization in the world. Its purposes are to promote a greater knowledge and appreciation of classical languages, cultures, literature, and traditions, and to interest other students in the study of the classics. The contact with the ideas and members of other chapters distinguishes JCL chapters from local, unaffiliated Latin clubs. The Arizona JCL is a state chapter of the national organization. The AZJCL provides a means for local JCL chapters in Arizona to work together, and it also acts as a link between the local chapter and the National JCL.

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

JCL SONG

Seeking the best, the highest our goal,
Working for greatness through glories of old,
Searching the realms of the golden past,
We follow the classics' truths that last.
In knowledge, truth and fellowship we're growing every day;
The friendly hand of JCL aids in every way.
In Rome's proud steps we're marching on with every true colleague,
And forever we'll hold to the purple and gold,
Of the Junior Classical League.

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JCL EMBLEM, PIN AND COLORS

The emblem of the JCL is a torch encircled with a laurel wreath. The JCL pin, which is available from the ACL Teaching Materials Resource Center is a silver reproduction of this emblem. The JCL colors are Roman purple and gold. The AZJCL banner depicts the JCL emblem superimposed on a map of the state, with the state motto, DITAT DEUS, below it.

MEMBERSHIP, GOOD STANDING, AND DUES

Any junior or high school student who is a student of Latin, Greek, or the classical humanities may join JCL. For a chapter to be member in good standing of JCL, the chapter must pay both the AZ state and national dues by the respective deadlines. Also, for a chapter to be in good standing, the sponsor must be a member of the American Classical League. To join the AZJCL, a local chapter must provide an alphabetized list of members (with Latin/Greek level), and dues of \$3 per member and \$10 per sponsor to the AZJCL State Chair by January 31. In addition, the National dues of \$2.00 per student, \$10.00 per chapter and the sponsor's ACL membership must be paid to maintain good standing. Chapters may add additional members per the discretion of the stair chair.

WHERE YOUR MONEY GOES

National JCL uses chapter and individual dues to pay for the publication of the national newspaper, TORCH: U.S., to reimburse officers and members of the National Committee for expenses incurred in fulfilling their duties, and pay the American Classical League for the use of its facilities and staff, and some National JCL Convention expenses. AZJCL dues pay for the publication of the TOGA TALK, Executive Board minutes, information concerning the Fall Forum, Certamina, AZ State Convention and the AZ State delegation to the National Convention, and the handbook. Dues help cover the cost of AZ State Convention expenses such as plaques, certificates, ribbons, trophies, the use of campus facilities, the printing of programs and academic contests, and the cost of special events such as a dance or speaker. Dues also cover officer and AZ State Chairs' expenses such as postage, phone calls, scrapbook expenses, officers' pins, and when funds permit it, some reimbursement for the cost of current executive board members to attend the National Convention.

DUTIES OF LOCAL SPONSORS

Each chapter must have a teacher, usually the school Latin teacher, serve as a sponsor for the chapter. In addition to being a member of the American Classical League, the local sponsor has the following responsibilities:

1. Insure that the chapter has been approved as a JCL chapter in good standing, and insure that all of the chapter's financial commitments are properly and promptly paid each year.
2. Advise the chapter in its organizational needs, making sure that its activities are in keeping with the goals of the JCL.
3. Advise the chapter's officers to keep the chapter's programs running well, and create an atmosphere of shared responsibility through properly conducted meetings and activities.

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4. Be aware of community talent and resources that can be used to implement and enrich the program.
5. Keep the chapter abreast of activities at the AZ State and national levels by means of JCL publications.
6. Promote interest in participating in AZ State and National JCL activities, as well as running for a JCL office.
7. Advise the school administration of local JCL activities, insure that such activities are in keeping with school policy, and ask for consent when necessary.
8. Publicize local chapter activities by means of local news media, and send this publicity to AZ State and national historians, both Scrapbook and Publicity.
9. Attend and participate in AZ State and national JCL meetings, and communicate with the AZ State chair and officers when necessary.
10. Fulfill their obligation to act as a Chaperone, Judge and Proctor of the various contests and events that are held at the AZ State Convention, Fall Forum and Certamen.
11. Sponsors who do not meet deadlines with dues and registration will prevent their students and their chapter from being in good standing.

TOGA TALK

The TOGA TALK is the official newspaper of the AZJCL. It is the main line of communication to each local chapter. The paper includes national, AZ State, and local JCL news, deadlines, rules changes and announcements of upcoming JCL events. The TOGA TALK is generally published three times a year, and a newsletter is emailed to chapters as needed. Publication of the TOGA TALK is the primary responsibility of the AZJCL Vice President. Through the paper, the Vice-President works to increase membership, publicize the AZ State Convention, and publish the activities of local chapters. The TOGA TALK is an effective means of communication only if the Vice-President receives the support of the local chapters. Local Chapters are urged to be aware of the paper's publication deadlines and to submit material about chapter activities as often as possible.

LOCAL CHAPTER ACTIVITIES

A strong local chapter is essential to maintain student interest in JCL. The national JCL suggests that these guidelines be followed to insure that a chapter becomes strong and stays strong:

1. Chapter meetings should be held regularly to sustain interest.
The time and place of the meetings should be scheduled to meet the needs of the chapter, and should be carried out in the manner most suitable for the chapter.
2. Membership activities should be planned which will encourage more students to join JCL.
3. Funds for the chapter may be obtained from dues, donations, or special money making projects. Your local school regulations regarding fundraising should be followed.
4. Students should be encouraged to participate in local, state, and national JCL activities.
5. Cooperation and activities with other language clubs, school, and community groups should be encouraged.

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6. A tentative calendar of chapter activities for the school year should be prepared at the beginning of the year to insure smoother functioning of the chapter and greater interest in its activities.
7. Local resource people should be used when possible. These include professors, parents, and local experts.
8. Feel free to email your AZ State chair(s) and officers to ask questions, make suggestions, or voice concerns.
9. Above all, PARTICIPATE !

AZJCL EXECUTIVE BOARD

The AZJCL Executive Board, consists of all currently elected and appointed executive board members and their local sponsors along with the AZ State Chair and Co-Chair and also includes immediate past AZ State Chairs (ex officio). Each current member of the AZJCL Executive Board has the right to discuss, move, and vote on any matter of business during the meetings of the AZJCL Executive Board. The Executive Board is responsible for setting dates for meetings, setting dues and the deadline for the payment of dues, authorizing the disbursement of funds, planning the Fall Forum and AZ State Convention and deciding any other items of business which pertain to AZJCL and arise between meetings of the entire organization at AZ State Convention. The AZJCL Executive Board meets at least three times a year in addition to any Forum and the AZ State Convention. Generally, the Executive Board meets soon after the AZ State Convention to evaluate the convention, brief new officers on their duties and turn over official papers and files, and set goals for the year; it meets early in the fall to review the National Convention, plan the membership drive, and begin planning for the next AZ State Convention; and it meets after Winter Break to complete AZ State Convention plans. All meetings are held on Saturday at a location to be designated by the AZ State Chair. Every effort will be made to use a place centrally located to the current board members. These meetings can also be held virtually as well. All AZJCL Sponsors and members are invited and encouraged to attend the Executive Board meetings in order to voice their concerns, suggest new ideas to the Board and to learn the full extent of the AZ State organization.

CAMPAIGNING FOR AZJCL OFFICE

One of the most important activities that takes place at the AZ State Convention is the election of the AZJCL officers for the coming year. Students wishing to run for office must follow these procedures:

1. The student must complete the appropriate forms and get the required school and parental signatures. The forms must be returned by the specified deadline.
2. A chapter may nominate one candidate for one of the elected offices. Active campaigning may begin as soon as the student has filed his/her intention to run with the state chair.
3. Candidates may not attach posters or other articles on building walls at the convention. Name tags and handouts may be distributed.
4. Candidates are responsible for helping to keep the convention area free of campaign litter.
5. No campaigning may be done during the General Assemblies or during the testing period.

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6. Campaign speeches which are given during a General Assembly must be limited to five minutes in length, including remarks by the campaign manager, if one is used.

OFFICER REQUIREMENTS

While each AZJCL officer has specific duties and responsibilities, there are also requirements which all officers must meet:

1. The officer must be a member in good standing of AZJCL and NJCL.
2. The officer must be able to complete his/her term of office while still in high school or middle school.
3. The candidate must have attended at least one Arizona State Convention and it is highly recommended that the candidate has attended a Fall Forum .
4. It is highly recommended that the candidate's sponsor has attended a AZ State Convention.
5. The officer must get the signed approval of his/her sponsor, and parent before running for office.
5. The officer must send the appropriate forms declaring his/her candidacy to the AZJCL State Chair
6. The officer must be able to attend all scheduled meetings of the Executive Board, the Fall Forum, the AZ State Convention, and the NJCL Convention.
7. The officer must understand and accept the specific duties and responsibilities of his/her office.
8. The candidate must be enrolled in a Latin/Greek/Classics Course (as much as the school offers).

OFFICERS' DUTIES

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

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- 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
- 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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DUTIES OF AZJCL CHAIR/S

In addition to the elected and appointed officers, the AZJCL has one or two chairs. The Chairs are local sponsors who have agreed to serve as advisors to the officers, liaisons to the National JCL, contact persons for local sponsors, and coordinator for AZJCL activities. The term of office of the AZ State Co-Chairs is five years. The Executive Board elects the Co-Chairs, who must have had Board experience.

When a Co-Chair decides to leave the position, a replacement is chosen from sponsors who are willing to accept the responsibilities of the job. The AZ State Chairs operate under National JCL guidelines which give them the following responsibilities:

1. Work closely with the AZJCL officers to facilitate communication at all levels of JCL, and advise officers in organizing and carrying out plans for AZJCL activities.
2. Adhere to National JCL guidelines wherever possible.
3. Advise officers in the use of the AZJCL Constitution and by laws, and supervise the election of officers to insure proper constitutional procedure.
4. Insure that chapters are in good standing with both AZJCL and NJCL.
5. Foster an organization that coordinates all sections of AZ State, and assists local sponsors throughout AZ State by answering questions and making suggestions.
6. Attend and participate in the NJCL Convention.
7. Help coordinate the AZ State delegation's transportation to the National Convention.
8. Keep abreast of NJCL activities by reading all NJCL publications and by answering any communications received from the NJCL Executive Board.
9. Establish good lines of communication with AZ State classical associations and with college departments of classics to inform them of JCL activities and to solicit their support.
10. Publicize JCL activities through the appropriate media.
11. Notify NJCL when choosing to end his/her term and arrange for a suitable replacement.
12. Notify all Executive Board Members of meetings by two weeks prior to those meetings.

Fall Forum

In the fall of each year the AZJCL Executive Board hosts a Fall Forum for all local chapters. The Executive Board determines the dates and locations of the Forum/Fora and announces this to the local chapters by means of the state newsletter TOGA TALK and other regular correspondence. Fall Forum for the past 10 years has been held at ASU.

AZJCL STATE CONVENTION

Each spring the AZJCL holds a one/two day convention for all of its members. The convention is held at a school that is able to host the event. The date of the AZ State Convention is set by the Executive Board. The convention begins on Friday afternoon with registration. In the evening, special activities such as a skit competition, dance, and officers' and candidates' workshops are held. On Saturday,

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delegates participate in academic, athletic, oratorical, and dramatic interpretation, graphic arts contests, and workshops. In addition, the semi-finals and finals of Certamen are held as are the chariot race and Olympika. The concluding activity of the convention is a General Assembly at which new AZJCL officers are elected. The schedule may vary depending on the facilities and the availability of volunteers. The AZ State Convention is the single most important event sponsored by AZJCL, and all chapters are urged to send delegates. Few other organizations give students the opportunity to meet together with hundreds of other students sharing a common interest, and the ties formed at the AZ State Convention can last a lifetime.

PREPARING FOR AN AZ STATE CONVENTION

Preparing to take a group of JCL members to a AZ State Convention is not difficult, but does require advance planning on the part of the sponsor. The following is a checklist to use in preparation:

1. Mark the dates of the convention on your calendar as soon as the dates are announced. Convention dates will always be publicized through the deadline list mailed with fall registration and the fall issue of the TOGA TALK.
2. Announce the convention dates to students to begin encouraging students to attend.
3. Make sure that AZ State and national JCL dues are paid on time so that the chapter will be in good standing and member students will thus be able to participate in all convention activities.
4. Study the criteria for convention contests included in the convention “white booklet”, and encourage students to start preparing projects and to start studying for tests at the convention.
5. Find out how many students plan to attend the convention. Make sure all interested are JCL members in good standing.
6. Secure permission from the school to take students on an overnight field trip if needed. Be sure to follow local regulations.
7. Make plans for transporting students to the convention. Private cars, a school activity bus or van, or a chartered bus may be used, but check on costs and school regulations concerning transportation to determine which is most feasible. It is usually not a good idea to allow students to bring private cars. Check with your principal or headmaster.
8. Make hotel reservations if needed.
9. Determine the cost per student. Remember to take into consideration fees, room, transportation, and food. Collect the money keeping careful records! Remind students that they will need spending money.
10. Read all of the information concerning registration for convention and its contests carefully. Follow all instructions and send all registration material in before the specified deadlines
11. If any student plans to run for a AZ State office, make sure all necessary signatures are obtained for the candidate's form, and make sure the form is returned to the state chair. Note section on Officer Requirements.
12. Find parents or other adults willing to act as chaperones for the group; one adult for every 12 students is MANDATORY.
13. Have all students bring back a signed permission slips/waivers from their parents. Make sure the parent's phone number is on the form, and take the forms along to the convention in case they are needed.

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14. If there are any questions concerning anything about preparing for the convention, contact the AZ State Chair.

AZJCL Convention Contests

Please see the convention “white booklet” for the most updated rules.

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CONSTITUTION AND BYLAWS OF THE ARIZONA JUNIOR CLASSICAL LEAGUE

CONSTITUTION

Preamble

We, the Arizona members of the National Junior Classical League, in order to promote effectively the purposes of the National Junior Classical League and to establish a basis for order in implementing the work of the various Arizona Classical organizations, do hereby ordain and establish this constitution.

ARTICLE I

Name

The name of this organization shall be the Arizona Junior Classical League, Inc.

ARTICLE II

Object

Section 1. The purpose of this organization shall be to further the program of the National Junior Classical League in the state of Arizona; namely, "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; and to interest other students in the classical languages."

Section 2. In the event of termination, dissolution or cessation of activities of the Arizona Junior Classical League for any reason, any assets remaining after payment of any and all debts shall be distributed to the National Junior Classical League as part of its assets for educational purposes, or to any other not for profit educational institution or organization in the event the National Junior Classical League no longer exists.

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 Arizona Junior Classical League.

Section 2. Executive Board: There shall be an Executive Board composed of the state chairperson, the state officers, and their designated adult sponsors, the chairperson of each standing committee, and the president of the Arizona Senior Classical League or a SCL member appointed by him/her. This board shall act as the agent through which business of this organization may be transacted

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between annual meetings. The president of the Arizona Junior Classical League shall act as chairperson.

Section 3. The state chairperson shall serve as advisors to both the Executive Board and this organization as a whole.

ARTICLE IV

Membership

Section 1. Individual Membership: Individual membership in this organization shall be of two kinds: member of a chapter or member-at-large. All members shall be taking a classical language or a course in the classical humanities.

Section 2. Chapter Membership: Chapter membership shall include all Junior Classical League chapters in the state of Arizona that wish to become a part of this organization. A chapter shall be comprised of at least five individual members who qualify. Chapters shall be admitted to chapter membership status upon payment of annual dues to a state chairperson and the national organization.

Section 3. Members-at-Large: Members-at-large shall include any active member of the National Junior Classical League without chapter affiliation. A student shall be admitted to the member-at-large membership status upon proper payment of annual dues to a state chairperson and the national organization. A student cannot be a member-at-large if a chapter exists at the school which he attends. The student must be enrolled in Latin, Greek, or classics course.

Section 4. Good Standing: Local chapters and members-at-large shall be admitted to the Arizona Junior Classical League upon proper payment of annual dues to a state chairperson and the national organization. Thereafter, in order to remain in good standing and retain their voting rights, they shall pay state and national dues for the current school year postmarked no later than December 1.

Section 5. Sponsors: Local chapters must be sponsored by a Latin teacher, by a teacher of the classical humanities, or by another adult high school graduate residing in the vicinity who is of legal age according to the statutes of the state of Arizona. This adult, who will be responsible for the activities of the students being sponsored, must be a member of the American Classical League. A member-at-large only needs a sponsor at the state convention. This sponsor must also meet the requirements stated above.

ARTICLE V

State Chair

Section 1. Election:

A state chair for this organization shall be elected for five-year terms by the sponsors of the chapters in good standing attending a state convention. The term shall begin on August 1 and he/she is eligible for re-election.

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Section 2. Removal from Office:

A. Grounds for Removal: The Arizona Junior Classical League shall have the power to remove a state chair from office for serious negligence in the discharge of the duties of state chair as stated in the National Junior Classical League manual.

B. Removal Procedure: The following procedure shall be followed in proceedings leading to the possible expulsion of a state chair and shall not exceed a thirty-day time limit from the time of resolution unless a delay is obtained from the Executive Board.

1. A resolution to consider the removal of a state chair can be introduced by any sponsor in good standing having attended the previous state convention.

2. If said resolution to consider the removal of a state chair should pass by a simple majority vote of the sponsors in good standing having attended the previous state convention, the state chair shall be guaranteed a defense by telephone, mail, or in person, to all those who shall vote on the question of his removal.

3. After the state chair shall have finished his defense, a two-thirds vote of the sponsors in good standing at the previous state convention shall be necessary to remove the chair.

ARTICLE VI

State Officers

Section 1. State Officers Defined: the following officers of this organization shall be elected: president, 1st vice president, 2nd vice president, communications coordinator, and historian.

Section 2. Term of Office: The term of office shall begin August 1, following the NJCL Convention. The term of office shall be for one year.

Section 3. Qualifications: To be eligible to run for elective office, a candidate must be a member in good standing and shall be enrolled in Latin, Greek, or another classically-related subject. Post-graduates and mid-term graduates shall not be eligible for office. All candidates for office must be approved by the state chair/chairs.

Section 4. Nominating Procedures:

A. Filing for Office: Any eligible person who wishes to run for an Arizona Junior Classical League office may become a prospective candidate by filing the designated form with the state chair one month before convention. These forms will be provided by the state chair.

B. Changing Office: Any candidate wishing to change the office for which he/she is filing may do so provided that the new office for which he wishes to file is still open and that the candidate drops his application for the office for which he first filed. The candidate will be assured one spot on the ballot; however, the other nomination for that office will be open at the convention.

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C. Nominations Committee: Candidates for elective office shall be nominated by a committee which shall consist of one previously certified member from each chapter in good standing, in attendance at the convention. The state parliamentarian shall serve as chairman of the committee. All nominations must be made by the Nominations Committee including those who have filed papers in advance and these people must be presented first in the committee meeting. Only in the event that there are no candidates for any given office shall the Nominations Committee accept delegates attending the convention to fill the vacancy of that given office, provided such delegates are in good standing, are accompanied by their sponsor, and have or can readily obtain proof of parental consent. The nominations made at convention must be made at the nominations meeting and cannot be made from the convention floor. When the Nominations Committee has more than two candidates for any one elective office, it shall vote to reduce the number to two. An unsuccessful nominee may be nominated for any other office where there are less than two candidates. Any pre-filed candidate for a particular office is assured of a spot on the ballot. A state chairman shall meet in an advisory capacity with the Nominations Committee.

D. Campaign Speeches: The Nominations Committee may hear campaign speeches not to exceed one minute for each candidate. Only the candidates for offices which have more than two candidates will give a formal speech before the committee. In the convention itself, each candidate approved by the Nominations Committee shall be allowed a campaign speech not to exceed three minutes, to be given by the candidate, his campaign manager, or by both.

E. Open Forum: In the convention itself, each candidate approved by the Nominations Committee shall attend the Candidates' Open Forum. The state parliamentarian shall facilitate this opportunity for candidates and delegates to exchange their views in a question and answer format. Each chapter in good standing, in attendance at the convention, shall send at least one voting delegate to the Candidates' Open Forum.

F. Campaigning Procedures: Any candidate may pass out campaign materials at state convention, but that candidate is responsible for the trash that accumulates. Any candidate may also display posters or flyers at state convention, but they must be tasteful and not depict any crudeness. Campaign materials may be passed out or displayed ONLY after the Nominations Committee meeting. Campaign materials may only be displayed in the designated areas, as instructed by the parliamentarian at the end of the Nominations Committee meeting. Pre-campaigning is NOT ALLOWED under any circumstance. This includes E-mailing, campaigning over the internet, and the displaying of campaign materials prior to the end of the Nominations Committee meeting. Any candidate who pre-campaigns may be subject to forfeiture of the election.

Section 5. Election of Officers:

A. Voting Procedures:

1. Voting delegates shall vote by secret ballot. Each chapter in good standing shall have two voting delegates for the first twenty-five members or any majority part thereof beyond the first, not,

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however, to exceed five votes for any one chapter. Members-at-large shall be allowed one vote. Each vote from a chapter shall be cast by a delegate previously designated by the chapter.

2. Any delegation that fails to be presented at the Nominations Committee meeting at the state convention will have its vote(s) nullified for the elections at the same state convention.

3. Any delegation that fails to be represented at the Nominations Committee meeting at the state convention will have its vote(s) nullified for the elections at the same state convention.

B. Ties: In case of a tie, the election for that office shall be turned over to the state officers. The officers shall vote by secret ballot. Each officer shall be allowed one vote, except in the case of a candidate and an officer being from the same chapter. In this case, the officer shall not vote.

Section 6. Vacancies: Should any vacancy occur other than in the presidency, that officer's sponsor shall name a person, from the same chapter, to serve for the remainder of the term. If said school should relinquish the right to office, the Executive Board will make an appointment for any vacancy. Should the presidency be vacated, the vice president shall succeed and a new vice president shall be named by the Executive Board.

Section 7. Removal from office:

A. Grounds for Removal: The Arizona 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 state convention rules, serious negligence in the discharge of the duties of that office, and/or conduct unbecoming of an officer.

B. Removal Procedure: The following procedure shall be followed in all proceedings leading to the possible expulsion of an officer and shall not exceed a thirty day time limit from the time of resolution unless a delay is obtained from the Executive Board.

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 five local 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 an adequate defense be made by that officer, by telephone, by mail, or in person to all those who shall vote for his removal. No vote shall be taken to remove the same officer until the same 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 a vote to which he would otherwise be entitled during proceedings aimed at this removal.

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ARTICLE VII

Amendments

Suggested amendments to this constitution must be submitted in writing to the president of this organization at least one month prior to the annual meeting. Copies of proposed amendments shall be sent at least two weeks prior to the convention to all chapters and members-at-large to study. Such amendments shall then be considered by the parliamentarian and his recommendation shall be proposed to the convention for action. A two-thirds affirmative vote shall be required for adoption. Proposed amendments shall be read at the annual meeting's first session and voted on at the final session.

ARTICLE VIII

Meetings

A meeting of this organization shall be held annually at a time and place designated by the Executive Board.

ARTICLE IX

Bylaws

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 repealed by a majority vote at the annual meeting. Notice of proposed change of bylaws must be given at least one general session prior to final action on said change.

Article I - Symbols

Article II - Purpose

Article III - Dues

Article IV - Rights Of Membership

Article V - Duties Of The Officers

Article VI - Duties Of State Chairs

Article VII - State Convention

Article VIII - Executive Board

Article IX - Committees

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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 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).

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- 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.
- 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

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- 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
- 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

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- 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.**

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.

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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 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

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Board with input from Chapters. Members-at Large 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 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

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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 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

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ratified amendments will become effective immediately, unless an alternate time is specified in the amendment.