

# **Constitution and Bylaws of the Louisiana Junior Classical League**

## **Constitution**

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

### **Article I: Name and Purpose**

**Section 1:** The name of this organization shall be the Louisiana Junior Classical League.

**Section 2:** The emblem, pin, logo and colors of this organization shall be those of the National Junior Classical League.

**Section 3:** The purpose of this organization shall be to coordinate the activities of the different chapters of the National Junior Classical League within the state of Louisiana.

**Section 4:** The Louisiana Junior Classical League shall not discriminate upon any basis, including race, color, creed, religion, age, sex, sexual orientation, national origin, or disability.

**Section 5:** The official publication of this organization shall be titled The Torch: LA.

### **Article II: Authority for Operation**

**Section 1:** This constitution, in conjunction with the bylaws and Robert's Rules of Order, shall be the authority for the operation of the Louisiana Junior Classical League.

**Section 2:** National Junior Classical League. The Louisiana Junior Classical League is a member of the National Junior Classical League and no section of this Constitution or its bylaws shall be construed so as to conflict with the constitution, bylaws, chapter handbook or acts of The National Junior Classical League.

**Section 3:** State Board: The Louisiana Junior Classical League is responsible for conducting all business of the Louisiana Junior Classical League.

### **Article III: State Board**

**Section 1:** There shall be a State Board composed of the state officers, state chairs and any current national officer from Louisiana.

**Section 2:** The State Board shall convene once in the fall and shall meet otherwise whenever it is deemed necessary. It shall transact all business of this organization between annual conventions. The State Board shall have the power to interpret this constitution and bylaws as it sees fit.

**Section 3:** A quorum of the State Board will consist of fifty percent of the voting members of the state board. Each member shall have one vote. Any National Junior Classical League officer shall not have voting privilege.

**Section 4:** The President will serve as chair of the State Board.

**Section 5:** A state officer of the Louisiana Junior Classical League may be removed from office for reasons including but not limited to serious negligence of duties as outlined in the bylaws, failure to be a member in good standing with the Louisiana Junior Classical League and NJCL and/or infraction of the convention rules. The removal of the state officer must follow the procedure as defined by the Louisiana Junior Classical League bylaws.

**Section 6:** The order of succession for the state board shall be: President, 1st Vice President, 2nd Vice President, Secretary, Parliamentarian, Historian, Editor, and Technology Coordinator.

## **Article IV: State Chairs**

**Section 1:** There will be two state chairs of the Louisiana Junior Classical League.

**Section 2:** The term of office for each state chair will be two years beginning at the election at the annual Louisiana Junior Classical League convention and ending at the election to choose the state chair's successor. The state chairs' terms should be staggered so that both chairs do not rotate off in the same year.

**Section 3:** To be eligible for state chair a person must be a member in good standing of the American Classical League and have reached the age of majority (18). If the candidate is also a Louisiana Junior Classical League sponsor, his or her chapter must be in good standing with the Louisiana and National Junior Classical Leagues.

**Section 4:** A state chair may be removed from office for reasons included but not limited to the following: serious negligence of duties as defined in the bylaws, misuse of organizational funds, moral turpitude, or failure to maintain good standing in Louisiana Junior Classical League, National Junior Classical League, or American Classical League. If both state chair positions are vacant simultaneously, or the remaining state chair is the object of removal proceedings, then the sponsor of the current board president will temporarily assume the duties of state chair until elections can be held.

**Section 5:** Should the state officers disagree with a decision made by the state chairs, they may follow the appeal process as outlined in the bylaws to have the decision reversed.

## **Article V: Membership**

**Section 1:** The membership of this organization shall be of three kinds: chapter, individual, and member-at-large.

**Section 2:** Chapter membership shall be made up of at least five individual members who qualify and shall affiliate properly with both Louisiana and National Junior Classical Leagues. Local chapters must be sponsored by a Latin teacher or another qualified adult with the consent of the state chairs. A sponsor must be a member of the American Classical League. A chapter shall be further defined as that organization which follows the guidelines and rules set forth in the Louisiana Junior Classical League constitution, the bylaws of said constitution, and the state board. In order to be in good standing, no chapter may change or omit the aforementioned guidelines and rules. Any chapter not in good standing will not be allowed to attend the annual Louisiana Junior Classical League convention.

**Section 3:** Individual membership shall include the active members of the respective chapters. A member must have taken a classical civilization course, such as Latin, Greek, Mythology, Ancient Civilizations, or Classical Studies.

**Section 4:** A member-at-large shall be any student who is currently taking, or previously has taken, the required classical classes to qualify for membership; however, the school which the student currently attends does not have a chapter. The student may become a member-at-large by contacting both the Louisiana and National Junior Classical Leagues expressing the desire to join and by paying dues to both organizations. The student shall then be eligible for all Louisiana Junior Classical League events and benefits. The member at large may participate with another local chapter per the local chapter constitution.

**Section 5:** Annual dues shall be fixed by the state chairs at the beginning of each academic term.

**Section 6:** Local chapters and members-at-large shall be admitted in good standing to the Louisiana Junior Classical League upon proper payment of annual dues. Proper payment shall consist of payments of the annual dues on or before the date established by the State Chairs. Only chapters in good standing may have the opportunity to sponsor a candidate for state office and to vote at the State Convention.

## **Article VI: Elections**

**Section 1:** There shall be elected at each annual convention a president, first-vice president, second vice-president, secretary, parliamentarian, historian, editor, and technology coordinator.

**Section 2:** The term of office for each officer shall be the period between elections at the Louisiana Junior Classical League Convention to the election choosing the officer's successor at the next LJCL Convention.

**Section 3:** To be eligible for office a student must meet all of the following:

- A. Be enrolled in Latin, Greek, or other classical course, approved by the state chairs, for

his/her entire term of office, or have completed four (4) years of Latin or Greek, or have completed all of the Latin or Greek which his/her school offers.

- B. Candidate must be an individual member of this organization who is a member in good standing of the Louisiana and National Junior Classical Leagues.
- C. Any candidate for state office must complete all papers of candidacy as outlined in the bylaws. In a state of emergency verbal permission of at least one custodial parent or a legal guardian will be accepted for up to one week after elections at which time completed papers of candidacy must be recorded to remain in state office.

**Section 4:** To be eligible for the office of President or Second Vice-President, the candidate must have attended at least one NJCL Convention. This rule shall not apply when the office is in a state of emergency. A student member of the LJCL State Board may run for election to a different position at the conclusion of his or her term, provided that he or she meets all the qualifications. In a state of emergency, candidates do not have to be currently taking Latin or Greek. They must have only completed two years of high school level classics courses such as Latin or Greek. This does not apply to the office of president, and they must still have their sponsor's permission to run.

**Section 5 :** Members who wish to run for office should pre-file Papers of Candidacy as outlined in the bylaws. Any candidate wishing to change the office for which he has filed may do so by sending new Papers of Candidacy to the Louisiana Junior Classical League Parliamentarian by the deadline. Any candidate that the State Board finds unable to meet the qualifications set forth in this constitution and bylaws shall be dropped from the ballot. For a state of emergency Papers of Candidacy shall be waived, although proof of qualifications and the approval of parents and local sponsors must be provided.

**Section 6:** The Nominating Committee shall consist of two (2) voting representatives from each chapter present at the convention. The names of the members must be submitted to the parliamentarian prior to the committee meeting.

**Section 7:** No current State Board member may promote a candidate for election.

**Section 8:** Candidates are required to be present at Candidates' Open Forum.

**Section 9:** Each chapter has the right to vote on officer elections, and constitutional and bylaw amendments as defined by the bylaws.

**Section 10:** A state of emergency shall occur when an office has less than two delegates submitted their papers of candidacy before the deadline.

**Section 11:** The annual voting procedures specified in this constitution's bylaws shall be conducted by the parliamentarian. The State Chairs or designated proxy shall count the votes for

the officer election as well as for the approval of amendments.

## **Article VII: Officers' Duties**

**Section 1:** The President shall serve as the head of the state board. They are also to preside at all meetings of the organization and state board. He/she is also in charge of making sure all other officers complete their duties outlined in the bylaws.

**Section 2:** The First Vice-President shall assume the role of President in the event of his/her absence. They are also in charge of the publicity of the organization and of grading the entries of the state publicity contest.

**Section 3:** The Second Vice-President shall be in charge of overseeing fundraising for the organization and of the spirit contest both at LJCL and of the state delegation at the NJCL convention.

**Section 4:** The Secretary shall be responsible for taking minutes at all meetings of this organization and updating LJCL's social media accounts.

**Section 5:** The Parliamentarian shall serve as the board consultant on questions of parliamentary procedure, coordinate LJCL's voting at NJCL convention and preside over the election process at LJCL.

**Section 6:** The Historian shall create a state scrapbook, t-shirt and any other creative items the board requires. They shall also organize the participation of LJCL delegates into NJCL graphic arts contests.

**Section 7:** The Editor shall be responsible for publishing the Torch:LA with all relevant information from the board. The Editor is in charge of the Local and Individual Publications contest at LJCL convention.

**Section 8:** The Technology Coordinator shall be responsible for updating and maintaining the LJCL website monthly with all pertinent information and forms and for assisting the board with all other technological problems. .

**Section 9:** The State Chairs shall decide whether each officer has adequately performed the duties assigned to his or her office as specified above and in the LJCL Bylaws. If and only if the results affirm that each member has done so, they will be reimbursed the cost of any materials acquired for LJCL and reimbursed the cost of LJCL Convention.

## **Article VIII: *Ad Hoc* Committees** □□

**Section 1:** The President may create *ad hoc* committees as times and circumstances necessitate for whatever purpose s/he may prescribe.

**Section 2:** Members of said committee shall be appointed by the President and/or State Chairs.

**Section 3:** The chairs of each committee shall be appointed by the President with the approval of a majority of the State Board. The chairs shall call and preside over all committee meetings and present the findings and recommendations of said committees to the State Board.

## **Article IX: LJCL Convention** □ □

**Section 1:** An annual convention of this organization shall be held, and its time and place fixed to suit the convenience of the State Chairs and officers.

**Section 2:** A quorum at the annual convention shall consist of the chapter members present.

**Section 3:** At the annual convention, a caucus shall be formed consisting of all the members-at-large present and shall be presided over by one of the nominating and voting powers of the regular state chapters for the length of the convention.

## **Article X: Amendments** □ □

**Section 1:** All proposed amendments must be submitted to the President, Parliamentarian, and the State Chairs by the Pre-Convention Contest deadline.

**Section 2:** The proposed amendments shall be reviewed by the constitutional amendments committee at the Constitutional Amendments meeting during LJCL Convention. This committee shall consist of the state officers and two (2) designated representatives from every delegation present. Delegation representatives' names are to be submitted to the Parliamentarian prior to the meeting. Committee members shall vote on every amendment brought forth, each member having one vote, in order to decide which are worthy to go before the entire convention. To be approved for presentation to the general convention, the amendment must receive a simple majority vote of those present.

**Section 3:** The proposed amendments which are approved by the Constitutional Amendments Committee for presentation to the general convention, each chapter voting in favor or against. In order to be adopted, the amendment shall require a two-thirds (2/3) majority vote in favor from the chapters present at the convention.

## **Article XI: Bylaws**

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

**Section 2:** The state board has the authority to suggest amendments to the bylaws as needed. Amendments must be published to sponsors of all chapters. If a majority of sponsors no vote the amendment, the bylaws are changed back to before the suggested revision.

**Section 3:** State Chairs shall handle bylaw proceedings.

## **Article XII: New Constitution**

***Section 1:*** If a new constitution is proposed to replace the current constitution, it must be approved by the same process as is required for the approval of a constitutional amendment.

***Section 2:*** A copy of the proposed constitution shall be sent to each chapter in good standing two weeks before the State Convention for review and recommendations.

# **Bylaws**

**Amended 2015 October 10**

## **I. State Chair Related Procedures**

### **A. Nominations and Election of State Chairs**

- a. Candidates for state chair must submit a nominations form for distribution to all ACL members in good standing prior to the first general assembly at the LJCL Convention. The state chairs are responsible for deadlines and additional guidelines concerning nominations forms and their distribution
- b. The candidates shall be voted on by a secret ballot at a meeting of all ACL members at the LJCL Convention.
  - i. Each member shall have one (1) vote.
  - ii. Candidates must carry a majority of votes, including abstaining votes, to be elected.
  - iii. In case of a tie there shall be a run-off, ballots shall be recast after short speeches by the two candidates who received the highest majority of votes.
- c. The current state chair or designated proxy shall prepare, collect, and count the ballots.
- d. Should a vacancy occur in either state chair position for any reason, the remaining state chair shall call for elections for an interim state chair to fill the term of the vacant position.

### **B. Removal of a State Chair**

- a. Proceedings to remove a state chair will be initiated by a written petition for removal, including specific charges, signed by three LJCL sponsors.
- b. The petition must be submitted to a designated sponsor who consents to handle the removal proceedings under this article.
  - i. The designated sponsor shall immediately notify the state chair that removal proceedings have begun.
  - ii. The designated sponsor shall immediately notify LJCL sponsors that removal proceedings have begun.
- c. The petition for removal and the addresses of the designated sponsor shall be distributed



to all LJCL sponsors.

- d. The charged state chair shall have fourteen (14) days upon notification to prepare a defense to the LJCL sponsors.
- e. Ballots shall be submitted to the designated sponsor in the manner designated by the sponsor. S/he shall notify the LJCL sponsors of the results.
- f. A two-thirds affirmative vote is required to remove a state chair from office.

**C. Appeal a decision made by a State Chair**

- a. A state officer must have their sponsors in agreement.
- b. A written declaration stating the decision made, why it was made and why it should be reversed must be submitted to the state chair.
- c. The State Chair has 21 days to reply if the decision is reversed or being sent to the LJCL president to begin a formal hearing of whether the decision should be reversed.

**D. Committee Reversal of a state chair decision**

- a. The LJCL president is responsible for selecting a board of three members, who are impartial and knowledgeable of the subject, to serve as the decision committee. A majority of sponsors must affirm the decision of the selected committee members.
- b. The decision committee will call forth the officer and his/her sponsor to describe the incident and decision. The state chair then has the ability to mount a defense.
- c. The decision committee then votes on if the decision shall be repealed or stand.

## **II. Procedure for the Nomination of State Office Candidates**

**A. All members planning to run for office must file papers of candidacy with the state board.**

The papers of candidacy consist of the following:

- a. Candidates nominating form- Indicating the student's grade and latin level, and current achievements to JCL on a national, state and local level.
- b. Permission Form for Candidates- A signed statement from the candidate's sponsor, parent and candidate agreeing to assist the student with their duties.

- B. The Parliamentarian will then notify the candidates of the possible slate of officers up for election. The LJCL Parliamentarian shall submit a report to the entire State Board of the qualifications of the candidates. Any candidate that the State Board finds unable to meet the qualifications set forth in this constitution shall be dropped from the ballot. For a state of emergency Papers of Candidacy shall be waived, although proof of qualifications and the approval of parents and local sponsors must be provided.
- C. Any candidate wishing to change the office for which he has applied, must submit a new set of papers of candidacy to the Louisiana Junior Classical League Parliamentarian by a date set by the Parliamentarian annually
- D. They must be present at the Nominating Committee meeting during LJCL Convention
- E. During the Nominations committee meeting, the Chair of the Nominations Committee will ask for prefilled nominations for each office in reverse succession order. During that time prefilled applicants may be nominated as possible candidates.
  - a. If three or more candidates are nominated, the committee must vote to decide which two can continue through the election process.
  - b. If less than two candidates are nominated, the Chair of the Nominations Committee will declare the office in a state of emergency, allowing non prefilled applicants to be nominated;
  - c. However, no chapter may nominate more than three candidates.
- F. Only voting delegates shall nominate any candidates at the Nominations Committee.
- G. No chapter may have more than three (3) of its members running for office at one convention.
- H. Once a candidate has been nominated, they may begin campaigning. Candidates for office must follow any campaign procedures/rules set forth in the bylaws and/or by the parliamentarian. If campaign rules are not followed, the candidate shall be disqualified.

### **III. Rules for Campaigning**

- A. No candidate may campaign until he has been approved at the Nominating Committee meeting.
- B. Only masking tape is allowed to hang up your posters tape will not be provided you MUST bring your own
- C. Campaign materials, including posters and flyers, are restricted to those areas designated by the Parliamentarian. All campaign material must be removed before leaving the convention.
- D. Campaigning should be carried on in good taste. No mud-slinging.
- E. Time shall be provided during the convention for a Candidates' Open Forum, presided over by the Parliamentarian, and attended by at least ten percent of the delegation from each school. The delegate will be allowed to question the candidates for each office. Standard procedure is five minutes for each office.
- F. Each candidate needs to be introduced by someone at GA II who will give a speech that is 1 minute
- G. You will have 2 minutes to speak at GA II directly after the person who introduces you
- H. Current state officers may not introduce candidates at GAIL.
- I. Candidates may not appear on stage during roll call or be represented by other students during roll call.
- J. There is a \$40 spending limit for campaigns
- K. Candidates are encouraged to come to the bazaar to answer questions from delegates.
- L. In the event that two or more Louisiana delegates wish to run for a national office, there will be an election at state convention to choose one candidate for national office. In this case, current state officers may introduce the candidates.
- M. Any violation of the campaign rules will result in a candidate's disqualification.

#### **IV. Voting Procedures for State Officers**

##### **A. General Voting Procedures**

- a. The candidates shall be voted upon by a secret ballot during GA III.
- b. Each chapter present shall be allotted votes based on the criteria in Section IV,

Sub-Heading B of the By-Laws, cast as the delegation desires.

- c. A maximum five (5)-minute caucus shall be held before voting so that the individual chapters may decide how to cast their votes.
- d. A candidate shall carry a majority of votes including abstaining votes to be elected to office.
- e. In the case that no candidate receives a simple majority there shall be a run-off, where ballots shall be recast by the delegates, for the two candidates who received the highest relative majority of votes, after another caucus.
- f. If a tie prevails, the other newly elected state officers and State Chairs shall each vote for either candidate.

## **B. Voting Meeting Requirements**

- a. The following voting meeting requirements shall apply to both a chapter's vote for candidates and for amendments.
  - i. Each chapter which was represented by two delegates at the Nominations Committee and two delegates at the Constitutional Amendments Committee and at least ten percent of their chapter at Officers and Candidates Open Forum meetings shall have two votes;
  - ii. Each chapter which was represented by one delegate at Nominations Committee or constitutional amendments meetings and less than 10 percent but more than 0% at open forum shall have one vote;
  - iii. Each chapter which was not represented at one or all of the aforementioned meetings shall have no votes.

## **C. Filling Board Vacancies**

- a. Should a vacancy occur in the office of President, the First Vice President shall be appointed as President.
- b. If the First Vice President does not accept the appointment, then the appointment shall follow succession order.
- c. Should any other office besides President become vacant for any reason, the state President shall design an application for the vacant office and send it to each chapter

affiliated with both the NJCL and LJCL.

- d. Once the deadline, which is to be printed on the form, has passed, the state board shall appoint a new officer who shall serve the rest of the term.

#### **D. Procedure for Approving Member for Running for National Office**

- a. Any member of the Louisiana Junior Classical League seeking to run for office in the National Junior Classical League must be granted the designation of NJCL Candidate at State Convention.
- b. The election for the NJCL Candidate designation shall follow all regulations prescribed for the election of state officers, and candidates for the designation must meet all qualifications for candidacy from both LJCL and NJCL.
- c. NJCL candidates at state convention shall not count as part of a chapter's nominations. NJCL candidates at state convention must still have their sponsor's approval to run.
- d. Additionally, all candidates for the designation must pre-file for the designation with the State Parliamentarian by the deadline for pre-filing for state office and must be nominated by the Nominations Committee.
- e. If no delegate is nominated for the designation at the meeting of the Nominations Committee, no member of LJCL shall pre-file for NJCL office at the following NJCL Convention unless a national office is likely to fall into a state of emergency. In such an event, the person seeking said office must complete application and be approved by a majority of the state board with a simple majority of schools being able to block the approval. If the candidate is a state board member and wins their national election, the replacement protocols would be enacted.
- f. No delegate may run for both the NJCL Candidate designation and state office at the same State Convention.

#### **V. Procedure for the Removal of a State Board Member**

- A. Two state officers, a State Co-Chair, or three sponsors can submit a petition, containing the duties/actions for which he/she is liable for impeachment, to the state chairs who will then handle the proceedings.

- B. When a Petition is received, the board must immediately call an emergency session to discuss the impeachment and the impeachment only. This meeting may be conducted over the telephone or an internet connection.
- C. A simple majority of the state officers (excluding the charged officer) is needed to begin impeachment proceedings.
- D. A state chair should notify the officer and sponsor immediately.
- E. The sponsor should guarantee that the officer has an adequate defense (within 21-days for the time of notification).
- F. After the defense is given, it requires a 2/3 majority vote of the state officers only, who have heard the defense, to remove the officer. This vote may be conducted in person or over the telephone or an internet connection.
- G. If the majority is received, the officer under impeachment returns all LJCL property and is removed from the position.

## **VI. Sponsors' Rights**

- A. Sponsors have the right to attend all state board meetings
  - a. However, they are not voting members and not included in the quorum count.
- B. Sponsors have access to all state board meeting minutes, which are to be published on the LJCL website, or sent to a sponsor if requested.
- C. At the end of the academic term, the out-going State Chair will make available to all sponsors a report on the past year's spending and current financial status of the organization.
- D. At the beginning of the academic term, the second-year State Chair will make available to all sponsors the upcoming academic term's proposed budget.
- E. For any non-budgeted expenses greater than \$500 per purchase, State Chairs must first receive a majority vote from the sponsors for approval of the purchase.
- F. Sponsors will be notified whenever the bylaws are amended by the state board.
- G. Sponsors have the right to request the score sheets for convention contests until the end of the next convention by contacting the Awards Chair.
- H. Sponsors may request the voting totals for both state board elections and constitutional

amendments until the end of the next convention.

- I. Sponsors are required to approve committee members chosen by the president for a committee to reverse a decision made by the state chairs.

## **VII. Officer Responsibilities**

### **A. President**

- a. Presiding at all meetings of the organization and the State Board
- b. Appointing all committees and being an ex officio member thereof
- c. Assisting the state chairs in planning the annual LJCL Convention
- d. Overseeing registration at the LJCL Convention
- e. Representing this organization at annual meetings of the National Junior Classical League
- f. Secure prizes for raffle at Fall Forum through donations
- g. Oversee registration at State Convention
- h. Secure student speakers to make opening remarks at GA I and II at State Convention, and edit their speeches ahead of time
- i. Secure candy, coupons, cards, etc. for delegate packets for State Convention
- j. Ensure that all schools attending State Convention have a box for packets
- k. Prepare a short welcome to LCA members at State Convention luncheon
- l. Oversee workshops at Fall Forum and State Convention
- m. Perform or reassign neglected duties of other officers

### **B. 1st Vice President**

- a. Assuming the role of the President in the event of his/her absence
- b. Obtaining publicity for this organization with all news media
- c. Coordinating state entries for the National Junior Classical League publicity contest; promoting membership in the national, state, and local chapters
- d. Maintaining a list of Latin, Greek, and Classical Humanities programs in Louisiana and contacting those programs about joining the Louisiana Junior Classical League

- e. Assisting the Creative Arts Chair at State Convention
- f. Securing food and supplies for hospitality room at State Convention through donations if possible
- g. Updating publicity forms if necessary
- h. Processing publicity and membership contests at State Convention
- i. Performing all duties assigned to him/her by the President.

#### **C. 2nd Vice President**

- a. Overseeing the workshops at the LJCL Convention
- b. Overseeing all Louisiana Junior Classical League fundraising, including the bazaar at LJCL Convention;
- c. Overseeing the Louisiana Junior Classical League booth at the annual NJCL Convention
- d. Planning and coordinating activities for the National Junior Classical League spirit contest
- e. Planning an icebreaker for Fall Forum and obtaining gag gifts for prizes
- f. Coordinating That's Entertainment with LSCL President and helping oversee auditions
- g. Ensuring that every school has a sign for GA and Procession
- h. Obtaining decorations for dances at State Convention
- i. Coordinating spirit judging at State Convention and obtaining gag gifts for prizes
- j. Organizing seating for schools at GA
- k. Overseeing roll call at State Convention
- l. Determining dance and procession themes for State Convention
- m. Obtaining a DJ for State Convention dances
- n. Making sure the DJ has what s/he needs for setup and is paid
- o. Organizing community service events.
- p. Assist the Awards Chair with counting ribbons and setting up awards table for GA III
- q. Performing all duties assigned to him/her by the President

#### **D. Secretary**

- a. Taking minutes at all meetings of this organization and relaying them to each chapter as



soon as possible

- b. Carrying on all statewide correspondence
- c. Updating and sending messages on Remind 101
- d. Organizing participants in the National Olympika
- e. Assisting the Olympika chair with planning and supervising Olympika and Ludi events at State Convention
- f. Making sure necessary equipment and supplies are available for Olympika and Ludi
- g. Writing the Olympika oath
- h. Mapping out the marathon route
- i. Attending the award ceremonies at National Convention, taking notes, and picking up ribbons
- j. Supplying plastic bags for State Convention packets
- k. Maintaining lost and found at State Convention
- l. Writing thank you notes to all State Convention assistants
- m. Performing all duties assigned to him/her by the President

#### **E. Parliamentarian**

- a. Keeping order at all meetings
- b. Acting as one of LJCL's voting delegates at National Convention
- c. Presiding at the Nominating Committee meetings, the Constitutional Amendments Committee meetings, and at the Candidates' Open Forum
- d. Serving as the board consultant on questions of parliamentary procedure
- e. Encouraging LJCL members to run for state office
- f. Notifying the candidates of the possible slate of officers up for election without disclosing information of candidates
- g. Submitting a report to the entire State Board of the qualifications of the candidates
- h. Creating and distributing a Campaign Corner or any such document with campaign rules and procedures
- i. Handing out a booklet with summaries of all candidates and amendments to all chapter

sponsors following Nominations Committee

- j. Giving rules for voting at LJCL Convention
- k. Overseeing the updating of the Louisiana Junior Classical League State Constitution and Bylaws annually
- l. Assisting the administrative chair in updating the handbook
- m. Providing each chapter with an official record of the amendments passed at the LJCL Convention
- n. Coordinating LJCL voting at National Convention
- o. Performing all duties assigned to him/her by the President

#### **F. Historian**

- a. Making a state scrapbook and displaying it at LJCL and NJCL Conventions
- b. Designing the state t-shirt, state board t-shirt, cover for the LJCL Convention booklet, LJCL banner for National Convention, and state convention banner
- c. Creating signs and posters for Fall Forum
- d. Organizing Impromptu Art at Fall Forum
- e. Creating Welcome, Registration, and Luggage Check signs for State Convention
- f. Assisting the Graphic Arts Chair at State Convention with registration, monitoring, Impromptu Art, displaying school banners at GA, etc.
- g. Overseeing the graphic arts contest at the annual convention
- h. Organizing the graphic arts registration for the entire Louisiana delegation at the LJCL Convention
- i. Performing all duties assigned to him/her by the President

#### **G. Editor**

- a. Editing and publishing the Torch: LA at least four (4) times during the year (January, April, pre-nationals, and fall)
- b. Publishing contest information, roll call rules, dance & procession themes, etc. in the

January Torch: LA

- c. Sending copies of the Torch:LA to the National Junior Classical League Publications Contest
- d. Publishing and distributing the Convention Ear for Fall Forum and daily during the LJCL Convention
- e. Organizing participants in the National Certamen matches
- f. Setting up Certamen matches at LJCL convention
- g. Grading the individual and local publications contest and giving the results to the Creative Arts Chair
- h. Obtaining Certamen machines for Fall Forum and State Convention
- i. Creating questions for Fall Forum Certamen and Student Teacher Certamen or any other state sponsored Certamen match
- j. Assisting the Certamen Chair at State Convention
- k. Performing all duties assigned to him/her by the President

#### **H. Technology Coordinator**

- a. Updating and maintaining the LJCL website monthly with all pertinent information and forms
- b. Adding creative aspects to the website
- c. Obtain a projector for LJCL Convention
- d. Working with the Academic Chair for State Convention to secure Scantron machines for testing, sharpened pencils, and testing schedule posters
- e. Assisting the LJCL state board with any technological problems throughout their terms
- f. Submitting the state website for the National JCL Convention of their term
- g. Encouraging schools to submit local websites in National contest,
- h. Grading the LJCL website contest
- i. Promoting technological competitions at convention such as chapter websites
- j. Updating and maintaining the LJCL social media accounts
- k. Performing all duties assigned to him/her by the President

