

LJCL *Constitution* *Guide*

Article I: Name and Purpose

The first article of your constitution should mention the full title of your chapter for the sake of clarification and, if you wish, an acronym if that is what your chapter is commonly referred by. With this article, you can refer to your chapter by that acronym throughout the rest of the constitution. For purpose, you can mention something along the lines of spreading awareness or promoting the classics, the latin language, providing service to the community in an effort to promote the classics, etc.

Example:

Section 1. The name of this organization shall be the Baton Rouge Magnet High School Junior Classical League, hereafter referred to as the BRMHS JCL.

Section 2. The purpose of this organization will be to promote the ancient civilizations of Greece and Rome and enrollment in the Latin language among the larger student community.

Article II: Membership

In the second article you should discuss the specific membership requirements of your chapter. This includes whether or not they must be students of your school, what classes they must be enrolled in and if no longer enrolled how many years they must have been enrolled, as well as membership fees and due dates. You can also mention a member code of conduct and any bad behavior that would warrant revoking an individual's membership.

Example:

Section 1: All members must currently be enrolled in or have taken a year of Latin, Greek, or any other classics course approved by the sponsor.

Section 2: Students from schools which have no JCL chapters are allowed to be members of the BRMHS JCL.

Section 3: All members are to pay membership fees by an assigned due date each year given by the sponsor and officers.

Article III: Officers

This section is used for identifying each office of your chapter and describing the general area it deals with. You can combine it with the article on voting, but if there's too much information to cover in a single article, it's probably better to split them up. First, list off the offices of your chapter and also mention the order of succession. Next, discuss the general area each office deals with in around 1 or 2 sentences. It is your decision if you want to list the specific duties of each office, but it would be probably be best to save them for the

Example:

Section 1: There will be five officers within the organization whose order of succession will be: President, Vice President, Treasurer, Secretary, and Historian.

Section 2: Four officers must be present in order for any vote to be conducted.

Section 3: The president will preside over meetings and make sure the responsibilities of the other officers are completed.

Section 4: The vice president will handle membership and coordinating various chapter events.

Section 5: The treasurer is in charge of managing club funds and finances.

Section 6: The secretary records the happenings at club meetings and publishes important dates.

Section 7: The historian is in charge of all creative arts aspects of the club, such as banners and t-shirts.

bylaws. Include how many officers must be present at meetings to hold votes on any important decisions. Be sure to mention whether state officers within your chapter are considered officers of your chapter and what their powers are.

Article IV: Elections

In this section, you should discuss how often elections will be held and during what time of year. It should preferably be done annually. Be sure to mention what to do in a state of emergency, such as opening an office up to further applications, and if there are no successful applicants, then having an office's responsibilities be shared among offices. Also describe whether or not there is an application process, due dates for the application, and who they may discuss their candidacy with. You can also state if there is an approval process for candidates for state office.

Example:

*Section 1: Elections
will be held annually during
the second semester for all five offices.*

*Section 2: All candidates must turn in an
application a week prior to elections to the
sponsor.*

*Section 3: All members are eligible to run for office
and current officers may run for their same office again.*

*Section 4: When no one runs for an office, a state of
emergency will be declared and the office will be open
to applications for two more weeks after elections, which
will be voted on by the officers and sponsor,
including the officer whose office is in a state of
emergency. Should there be no successful applicant, that
office's roles will be shared among different offices
as the sponsor sees fit.*

*Section 5: All candidates for state office
must be approved to run for office with a
simple majority of the club officers,
including the sponsor.*

Article V: Meetings

In this part of the constitution mention whether your chapter will conduct meetings and how often. Discuss what important business will take place at them, whether or not it requires a quorum (specific number) of members to take place, and whether there is a formal procedure that must be followed. If you have fairly frequent meetings, it is probably not necessary to have to have a set day on which they occur, but rather give an estimate as to how often they occur, such as around once every 3 weeks typically on a Wednesday, unless the sponsor says otherwise. If there is no strict procedure as to how meetings are run, be sure to state it

Example:

*Section 1: Meetings
will happen once every 2 weeks
on Wednesday, unless otherwise changed
by the sponsor.*

*Section 2: Meetings will be used to give updates on
any important upcoming events, remind members
about important tasks that they may have, and or
simply provide any important information or news
members should know of.*

*Section 3: Meetings will largely be run by the
officers who will give announcements and
take questions from members. No formal
procedure shall be followed
other than this.*

Article VI: Amendments

This article should include how many votes are required for an amendment to go through, who votes on it, and specific steps to go through. Also mention whether the amendment process is the same for both normal articles and bylaws, which will be discussed soon. First, say how an amendment should first be submitted, whether it should be in a specific format such as writing, or if any format is acceptable. State who to give it to such as the officers and or sponsor. Next, tell if there must be a prior vote by the officers, including the sponsor, before presentation to the members. Should you decide to include this step, state how many officers are required to vote in favor for it to be presented to the members. Then state how early the amendment can be voted on, such as the meeting following the vote by the officers. Lastly, state how many members are required to vote in favor of the amendment for it to pass, such as 2/3 or a simple majority of over half, and whether the officers are included in this vote.

Example:

Section 1: The same process will be used to amend the articles of the constitution and bylaws.

Section 2: An amendment must first be submitted in written format to either the officers or sponsor.

Section 3: The officers, including the sponsor, will then vote on it and if it receives approval from more than half it will be proceed to the general members.

Section 4: Members will vote at the club meeting which follows the officer vote. A 2/3 vote in favor of the amendment is required for it to pass.

Bylaws

If you want a section to elaborate further on anything and get down to more specific details, the bylaws section is a great way to do that. You can first start with specific officer duties and or election procedures that you were not able to cover in the articles. List off all the specific duties of each office. Also state how your elections themselves will proceed in terms of speeches, how long they must be, if there are campaign materials, is there a spending limit, and any other important details.