

**Bylaws
of the
North Carolina Junior Classical League**

I . Good Standing:

- A. Chapters and members-at-large shall be admitted to the North Carolina Junior Classical League (NCJCL) upon proper payment of annual dues. Thereafter, in order to remain in good standing and be able to sponsor a candidate for NCJCL office and to vote at the NCJCL convention, they shall pay dues for the school year preceding the convention, postmarked by the assigned deadline(s).

II . Dues:

- A. Individual member dues shall be three dollars (\$3.00). Chapter dues shall be ten dollars (\$10.00) If a chapter is new to NCJCL or pays before the assigned October deadline set by the NCJCL Executive board, the chapter dues are waived.
- B. Members-at-large members each pay three dollars (\$3.00) annual dues with no chapter fee.

III. Subscription to Torch: NC

- A. Each sponsor will automatically receive each school year at least 2 editions of the TORCH: NC via email.
- B. Individual members can sign up on the NCJCL website to receive a copy of TORCH: NC.

IV. Annual Events:

- A. Fall Forum: An opportunity for members to come together to learn about NCJCL while attending seminars, participating in non-competitive Certamen,

compete in spirit, and other activities. A theme, based on the current NJCL motto, is picked by the NCJCL Executive Board,

- B. State Convention: An annual convention where members from chapters in good standing come together to compete in various competitions.
 - 1. The competitions include both:
 - a. Pre-convention contests, due by the pre-convention deadline decided upon by the NCJCL Executive Board.
 - b. Convention Contests which take place at the annual NCJCL State Convention.
 - 2. A list of both the pre-convention and convention contests can be found in the NCJCL Contest Handbook, along with their constraints and qualifying factors.

V. Emblem and Colors of the NCJCL:

- A. The Emblem and Colors of the NCJCL are the same emblem and colors of the National Junior Classical League. The emblem shall be a torch with the letters JCL superimposed horizontally and encircled with a laurel wreath. The colors shall be Roman purple and gold.

VI. Duties of the Student Officers:

A. President

- 1. Presides at all meetings of the NCJCL Executive Board, Fall Forum, and the general assemblies of the State Convention. The president should prepare the agenda for the NCJCL Executive Board meetings after consulting with the NC State Chair. The agenda should be sent to the state chair two weeks prior to the meeting and then to the whole board one week prior to the meeting.
- 2. Organizes and administers the creative writing contest.
- 3. Appoints all special committees and supervises committees to see that all projects are carried out.

4. Stays aware of the activity of other NCJCL officers and offers assistance where appropriate.
5. Leads the North Carolina JCL delegation to the National JCL convention.
6. Takes and displays the NC state banner at the National convention.
7. Promotes JCL through correspondence with member chapters and schools interested in joining JCL.
8. Turns over the NC state banner to the new president at the end of the final general assembly of the NCJCL state convention.
9. Maintains correspondence with all Executive Board members.
10. Maintains officer notebook to be passed on to the next president.
11. Attends the National Convention.

B.1st Vice President

1. Presides at any meeting or general assemblies which the president is unable to attend.
2. Organizes and administers the poetry contest.
3. Creates and implements a plan to increase membership.
4. Reconciles NJCL publicity rules and rubric with state publicity rules and rubric for NCJCL Contest Handbook.
5. Encourages local chapters to send in materials for the National and State publicity contests.
6. Arranges media coverage for all NCJCL sponsored events.
7. Procures a proclamation from the NC governor's office for North Carolina's Classics Week.
8. Shall be in charge of hospitality at the state convention including hospitality to all speakers.
9. Maintains a notebook to be passed on to the next 1st Vice-President.

C.2nd Vice President

1. Organizes and administers the spirit contest at the NCJCL Fall Forum and NCJCL State Convention
2. Organizes and administers the NCJCL Community Service Contest.
3. Organizes and manages the spirit for the National JCL Convention.
4. Maintains a notebook to be passed on to the next 2nd Vice-President.
5. Attends the National Convention.

D.Parliamentarian

1. Brings any proposed amendments to the Constitution, Bylaws and/or Contest Handbook to the attention of the Executive Board and handles all correspondence connected with voting on the proposed amendment.
2. Sees that a revised copy of the constitution is forwarded to the NC State Chair.
3. Recruits candidates from all chapters for NC state offices through any means appropriate by the assigned deadline.
4. Maintains the correct observance of parliamentary procedure at the Executive Board meetings according to Robert's Rules of Order.
5. Runs the election at state convention according to Article V, Section 6 of the NCJCL Constitution.
6. In the absence of both the President and 1st Vice-President, presides at the Executive Board meeting.
7. Reviews national candidates and informs NC delegation of their qualifications for office at the National Convention.
8. Organizes and administers the Chariot Design Contest.
9. Maintains a notebook to be passed on to the next Parliamentarian.
10. Attends the National Convention.

E. Communications Coordinator

1. The Communications Coordinator shall keep an accurate record of the proceedings of the annual convention, executive board meetings, and all other recordable events, including the annual Fall Forum.
2. The Communications Coordinator shall keep the minutes of the annual NCJCL State Convention and Executive Board Meetings to be passed to the succeeding Communications Coordinator, along with distribution to fellow board members for correction, and publication to the state website.
3. Keeps all records which pertain to membership and the attendance of chapter members at NCJCL meetings.
4. The Communications Coordinator shall administer the annual NCJCL Website design contest and/or other technology-related competitions at the NCJCL level, including the publicity contest.
5. Maintains the NCJCL website.
6. The Communications Coordinator shall assist local chapters on an as needed or requested basis in technology-related matters.
7. Maintains a notebook to be passed on to the next communications coordinator

F. Editor

1. Publishes the Torch: NC at least twice per year.
2. Gathers news from local chapters to put in Torch.
3. Administers newsletter contest.

G. Middle School Representative

1. Attends all board meetings.
2. Keeps in touch with all middle school chapters.
3. Encourages and recruits new middle school chapters.
4. Organizes and administers slogan contest.

5. Maintains a notebook to be passed on to the next Middle School Representative.

F. Historian

1. Corresponds with all chapters to receive seven photos and three memorabilia to be included in the Scrapbook by the assigned deadline.
2. Collects memorabilia, programs, and minutes from all NCJCL activities. This includes the NC State and National Conventions during the officer's term.
3. Takes pictures at all NCJCL activities.
4. Determines the theme of the Scrapbook and develops a cover and interior design that will reflect that theme.
5. Demonstrates as much artistic ability, neatness, and consistency as possible in constructing the State Scrapbook.
6. Ensures that the Scrapbook that the previous historian has prepared is taken to the National Convention and entered in the NJCL Scrapbook Contest.
7. Encourages chapters to send material to the NJCL Historian to be included in the National Scrapbook.
8. Maintains a notebook to be passed on to the next Historian.
9. Attends the National Convention.

VII. Oaths of Office:

1. For President (administered by the outgoing President) Outgoing President says to incoming President, "Repeat after me. I, (state your name), as North Carolina Junior Classical League President, promise to uphold and carry out my duties as stated in the North Carolina Junior Classical League Constitution and By-Laws. I further promise to carry out the recommendations of the State Chair, to help promote the recommendations of the State Chair, and to help promote Latin and the Junior Classical League during my term of office. -----
Congratulations."

2. For Officers (administered by the new President) “Say I do after this is read. Do you as North Carolina Junior Classical League State Officers promise to uphold and carry out your duties as stated in the North Carolina Junior Classical League Constitution and Handbook? Do you promise to carry out the recommendations of the State Chair and of the North Carolina Junior Classical League President, and to help promote Latin and the Junior Classical League during your term of office? ----- Congratulations.”

VIII. Voting:

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