

**North Carolina
Junior Classical League
Interim Constitution**

National Website

www.njcl.org

NCJCL Website

www.ncjcl.org

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Preface

This handbook is designed to explain the activities of the North Carolina Junior Classical League and to make the NCJCL sponsors, officers and members aware of the procedures that the NCJCL follows in its operations. The NCJCL Constitution is included here, as is specific information concerning NCJCL's special activities and offerings. Please read this handbook carefully and refer to it often as you work within NCJCL.

JCL: Quid est?

The Junior Classical League is a national organization of junior, middle and senior high school students 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 North Carolina JCL is a state chapter of the national organization. The NCJCL provides a means for local JCL chapters in North Carolina 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.
(See the musical score in the National JCL Handbook)

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 North Carolina JCL banner

depicts the JCL emblem superimposed on a map of the state, with the state motto, *Esse Quam Videri*, below it.

Membership, Good Standing, and Dues

1. Any junior, middle or senior high school student who is or has been a student of Latin, Greek, or the classical humanities may join JCL.
2. For a chapter to be member in good standing of JCL, the chapter must pay both the NC 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 NCJCL, a local chapter must send dues of \$6 per member and \$10 per chapter to the NCJCL Finance Chair by November 1. Please send all dues along with the membership application (which is mailed in September or can be found on the NCJCL website) to the NC Financial Chair. Personal checks and cash will not accepted. Please make all school checks and money orders to the NCJCL. An alphabetized and numbered list of all members is sent electronically to the NC Financial Chair. Chapters must also be affiliated with the National JCL by paying the dues of \$2 per student and \$10 per chapter. The chapter Sponsor must also pay the ACL dues of \$45 per year. All national dues are paid to directly to the National JCL office. Late dues will not be accepted except in the case of extreme emergency. Late dues that are accepted will not make candidates eligible to run for office.
3. All deadlines will be published through letters and emails from the NC State Chairs, letters from the NC State Officers, Executive Board minutes, the *Torch:NC*, and *Torch:US*, the official publication of the National JCL and the official NCJCL website. Be sure to keep a JCL calendar and mark these deadlines on your calendar as you receive these notifications.
4. A chapter which is a member in good standing of the NCJCL and the NJCL is entitled to receive the publications of both groups, and the chapter's members are eligible to attend NC State and National JCL Conventions, run for JCL office, compete in JCL competitions, apply for JCL scholarships, and use the resources of the ACL Teaching Materials Resource Center.

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. NCJCL dues pay for the publication of the *Torch:NC*, Executive Board minutes, information concerning the Fall Forum, Spring Certamen, NC State Convention and the NC State delegation to the National Convention, and the handbook. Dues help cover the cost of NC 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 NC 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.
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 NC State and national levels by means of JCL publications.
6. Promote interest in participating in NC 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 NC State and national historians, both Scrapbook and Publicity.
9. Attend and participate in NC State and national JCL meetings, and communicate with the NC 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 NC State Convention, Fall Forum and Certamen.
11. Sponsors who do not meet deadlines with dues and registration will prevent their students from being considered in sweepstakes points, and their chapter from being in good standing.

TORCH:NC

The Torch:NC is the official newspaper of the NCJCL. It is the main line of communication to each local chapter. The paper includes national, NC State, and local JCL news, deadlines, rules changes and announcements of upcoming JCL events. The Torch:NC is generally published three times a year, and a newsletter is mailed to chapters as needed. Publication dates for the paper and deadlines for submitting material for each issue are decided soon after the NC State Convention by the Executive Board.

Publication of the Torch:NC is the primary responsibility of the NCJCL Vice-President. Through the paper, the Vice-President works to increase membership, publicize the NC State Convention, and publish the activities of local chapters. A minimum of one copy will be sent to each sponsor who has paid sponsor dues. To save the NCJCL money, the Torch, beginning in 2004, and in compliance with the move toward technology encouraged by National JCL, will be primarily an online publication, available for printing, or for reading online. The Spring Torch will be available at the state convention for attending chapters. The remaining chapters will receive their copies in the mail. The

TORCH:NC 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. Many chapters hold monthly meetings.
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 fund raising should be followed.
4. Students should be encouraged to participate in local, state, and national JCL activities. Cooperation and activities with other language clubs, school, and community groups should be encouraged.
5. 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.
6. Local resource people should be used when possible. These include professors, parents, and local experts.
7. The Latin Club by Lillian B. Lawler is helpful and is available from the ACL Teaching Materials and Resource Center
8. Feel free to phone or write your NC State chairs and officers to ask questions, make suggestions, or voice concerns.
9. Above all, PARTICIPATE !

NCJCL Executive Board

The NCJCL Executive Board consists of all currently elected state officers and their local sponsors along with the NC State Co-Chairs and also includes immediate past NC State Chairs (ex officio). The NCJCL instituted a five Co-Chair system in the spring of 2007 with each co-chair handling a specific area of the NCJCL:

1. Nationals Chair
2. Fall Forum Chair
3. Certamen Chair
4. NC State Convention Chair
5. Treasurer and Membership Chair

Please refer to the NCJCL website to find the names and contact information for each chair.

Each current member of the NCJCL Executive Board has the right to discuss, move, and vote on any matter of business during the meetings of the NCJCL 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 NC State Convention and deciding any other items of business which pertain to NCJCL and arise between meetings of the entire organization at NC State Convention. The NCJCL Executive Board meets at least three times a year in addition to any Forum and the NC State Convention. Generally, the Executive Board meets soon after the NC 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 NC State Convention; and it meets after Winter Break to complete NC State Convention plans. All meetings are held on Saturday at a location to be designated by the NC State Co-Chairs.. Every effort will be made to use a place centrally located to the current board members. All NCJCL 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 NC State organization.

Campaigning for NCJCL office

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

1. The student must complete the appropriate forms found on the NCJCL website and get the required school and parental signatures. The forms must be returned by the deadline specified in the registration packet for the NC State Convention.
2. A chapter may nominate one candidate for one of the four elected offices.
3. Active campaigning may begin as soon as the student has filed his/her intention to run with the Parliamentarian. Students seeking office are encouraged to contact chapters prior to the NC State Convention, stating their qualifications for office.
4. Candidates may not attach posters or other articles on building walls at the convention. Name tags and handouts may be distributed.
5. Candidates are responsible for helping to keep the convention area free of campaign litter.
6. Campaign expenses must not exceed \$40.00. Donations are to be counted for their full value. If the forty dollars is exceeded, the candidate's campaign rights will be suspended. If the candidate continues to campaign, the candidate will be disqualified. Receipts must be turned into the Parliamentarian Friday night at the Convention.
7. A Candidates' Workshop will be held on Friday at the NC State Convention. Attendance of all candidates is mandatory.
8. Campaign speeches which are given during the Friday General Assembly must be limited to five minutes in length, including remarks by the campaign manager, if one is used.
9. A Meet the Candidates Workshop will be held on Saturday at the NC State Convention. Attendance of all the candidates is mandatory.
10. The election will be held during the Meet the Candidates Workshop, and installation of new officers will be held during the assembly.

The election will be held during the Meet the Candidates Workshop. In the event of a tie the Executive Board student officers are to decide who wins by majority vote. If the Executive Board student officers tie, then the parliamentarian casts the deciding vote.

Officer Requirements

While each NCJCL 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 NCJCL 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 North Carolina 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 NC State Convention.
5. A chapter may nominate one candidate for one of the four elected offices.
6. The candidate's chapter must not have had a student serve as an elected officer of the NCJCL
7. Executive Board in the preceding year. This rule can only be suspended if there are no pre-filed candidates for a particular office by the registration deadline and a state of emergency is declared.
8. A state of emergency for a specific office is declared when no candidates have submitted candidacy forms to the parliamentarian for that specific office by the registration deadline previously set by the Executive Board.
9. A state of emergency invokes:
 - a. The state of emergency will be communicated to all NCJCL chapters via email and the NCJCL website as soon as it is declared.
 - b. The state of emergency application deadline is two weeks before the NCJCL State Convention.
 - c. Multiple candidates from a single chapter can run for an office except that an existing officer cannot be a candidate for an office in the next year unless the state of emergency application deadline passes and no candidates have filed for that office.
 - d. In the absence of the Parliamentarian, the President will cast the deciding vote.
10. The officer must maintain a file of letters received and materials distributed during his/her term to pass on to his/her successor and bring these to the first Executive Board meeting which falls after NC State Convention. The officer should be ready at this meeting to give the new officer advice on carrying out that particular office.
11. The historian of the first place scrapbook in large schools will be given first consideration of being NC State Historian in even-numbered years. The historian of the first place scrapbook for small schools will be given first consideration of being historian in the odd-numbered years. Should either decline, the other will be asked.

12. The Publicity Historian who places first in the NC State Convention will be given first consideration in being appointed by the Executive Board as the next NC State Publicity Historian if he/she so desires.
13. All offices are voted on by the delegates of the NCJCL Chapters at the NC State Convention. The exception to this is the office of Treasurer and both Scrapbook and Publicity Historians. These offices will be appointed by the Executive Board.

OFFICERS' REQUIREMENTS

President

1. Preside at all meetings of the NCJCL Executive Board, the Forum, and the General Assemblies of the NC State Convention. The President should prepare the agenda for the NCJCL Executive Board meetings after consulting with the NC State Chair.
2. Organize and administer the Creative Writing Contest.
3. Appoint all special committees and supervise the committees to see that projects are carried out.
4. Lead the North Carolina JCL delegation to the National JCL Convention.
5. Take and display the NC State banner at the National Convention.
6. Promote JCL through correspondence with member chapters and schools interested in joining JCL.
7. Turn over the NC State banner to the new President at the end of the final General Assembly of the NC State Convention.
8. Attend the National Convention.

Vice-President

1. Preside at any meeting which the President is unable to attend.
2. Publish the Torch:NC three times a year, and publish a newsletter as needed.
3. Organize and administer the Poetry Contest.
4. Organize and administer the Spirit Contest at NC State Convention.
5. Preside over the regional Forum, if one is held.
6. Attend the National Convention.
7. Membership drive.

Secretary

1. Take minutes at all Executive Board meetings, the Forum which may be held and the NC State Convention.
2. Must send minutes to the members of the Executive Board and a copy to each chapter within two weeks of the meeting.
3. Keep all records which pertain to membership and the attendance of member chapter at NCJCL meetings.
4. Organize and administer the Modern Myth Contest.
5. Attend the National Convention.

Treasurer

1. Receive all funds authorized by the Executive Board.

2. Maintain a list of all student members and a list of chapters of NCJCL.
3. Send a list of all chapters, their addresses, number of members and sponsor name to the NC State Chairs one month after the dues deadline.
4. Deposit all funds received in a North Carolina bank.
5. Send receipts for all money received.
6. Disburse funds as approved by the Executive Board.
7. Record all receipts and disbursements and keep the record up to date.
8. Keep a list of all physical assets of NCJCL and the persons who have possession of these assets.
9. Report the status of the treasury at each Executive Board meeting and at the final General Assembly of the NC State Convention.
10. Coordinate the membership drive with the Vice-President.
11. Provide the NC State Chairs with photocopies of the record on a monthly basis.
12. Make banners and provide seating arrangements for all general assemblies.
13. Attend the National Convention.
14. Supply monthly treasurer reports.

Parliamentarian

1. Bring any proposed constitutional amendments to the attention of the membership and handle all paperwork connected with voting on the proposed amendment.
2. See that a revised copy of the constitution is forwarded to the NC State Chair to be included in the next handbook.
3. Solicit candidates for NC State office by sending letters and application forms to all chapters in January.
4. Keep order at the Executive Board meetings.
5. Attend the National Convention.

Scrapbook Historian

1. Correspond regularly with all chapters to ask for material concerning the chapters to be included in the scrapbook, and determine the deadline for such materials to be submitted.
2. Collect memorabilia, programs, and minutes from all NCJCL activities. This includes the NC State and National Conventions during the officer's term.
3. Take pictures at all NCJCL activities.
4. Determine the theme of the scrapbook and develop a cover and an interior design that will reflect that theme.
5. Demonstrate as much artistic ability, neatness, and consistency of them as possible in constructing the scrapbook.
6. Ensure that the scrapbook that the previous historian has prepared is taken to the National Convention and entered in the National Scrapbook Contest.
7. Encourage chapters to send material to the National Historian to be included in the National Scrapbook.
8. The Scrapbook Historian's term of office is from the NC State Convention to the following year's National Convention.
9. Attend the National Convention.

Publicity Historian

1. Encourage local chapters to send in materials for the National and State publicity contests
2. Arrange publicity for all NCJCL sponsored events.
3. Organize and administer the slogan contest.
4. Attend the National Convention.

Webmaster

1. Create and maintain the state website.
2. Attend the National Convention
3. Appointed position by the State Chair(s)

Duties of NCJCL Co-Chairs

In addition to the elected and appointed officers, the NCJCL has two or more Co-Chairs. The Co-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 NCJCL activities. The term of office of the NC State Co-Chairs is three years. One year these designated sponsors will serve in apprenticeship to the acting chairs, one year they will serve as chairs, and the final year will involve advising those sponsors who will take their turn as NC State chair for the next three 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 NC State Co-Chairs operate under National JCL guidelines which give them the following responsibilities:

1. Work closely with the NCJCL officers to facilitate communication at all levels of JCL, and advise officers in organizing and carrying out plans for NCJCL activities.
2. Adhere to National JCL guidelines wherever possible.
3. Advise officers in the use of the NCJCL 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 NCJCL and NJCL.
5. Foster an organization that coordinates all sections of NC State, and assists local sponsors throughout NC State by answering questions and making suggestions.
6. Attend and participate in the NJCL Convention.
7. Help coordinate the NC 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 NC 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 the National Coordinator of NC State 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.

13. It is the duty of the NC State Chairs to provide all Executive Board Members with a current listing of all chapters, their addresses, number of members and sponsor name.

Fall Forum

In the fall of each year the NCJCL 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 Torch:NC and newsletters. The purpose of the Fall Forum is to help local chapters prepare for NC State Convention and to allow the local chapters to have a voice in the decisions of the Executive Board between the NC State Conventions. At the Fall Forum, officers report to the members on their activities, discuss plans for the NC State Convention, and announce other special plans for the year. Local chapter members are able to ask questions, discuss current business, and observe the officers at work. At the Forum additional workshops on such topics as publicity, programs, spirit and convention contests are held by the officers to relay new ideas to the members. Local chapter members and sponsors are strongly urged to attend the Fall Forum, as the meetings are an important means of strengthening communication between the NC State and local levels of JCL.

NCJCL State Convention

Each spring the NCJCL holds a two day convention for all of its members. The convention begins on Friday afternoon with registration. In the evening, special activities such as a skit competition, dance, essay contest, and officers' and candidates' workshops are held. On Saturday, delegates participate in academic, athletic, oratorical, and dramatic interpretation, arts and crafts 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 NCJCL officers are elected. Also, the old officers give their annual reports, and any proposed constitutional amendments are voted upon. Winners of the numerous convention contests are announced during the General Assembly. The convention then adjourns late on Saturday afternoon. The NC State Convention is the single most important event sponsored by NCJCL, 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 NC State Convention can last a lifetime.

Preparing for a NC State Convention

Preparing to take a group of JCL members to a NC 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 Torch:NC.
2. Announce the convention dates to students to begin encouraging students to attend.

3. Make sure that NC 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 this handbook, 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. 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.
8. Make hotel reservations.
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 materials in before the specified deadlines as indicated on the annual list of deadlines.
11. If any student plans to run for a NC State office, make sure all necessary signatures are obtained for the candidate's form, and make sure the form is returned by the Parliamentarian's deadline. Note section on Officer Requirements.
12. Find parents or other adults willing to act as chaperones for the group; one adult for every ten students is MANDATORY.
13. Have all students bring back a signed permission slip 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.
14. If there are any questions concerning anything about preparing for the convention contact the NC State Chair.