

# ELECTED POSITIONS:

## **The President:**

- a. Shall preside over the meetings of the Student Executive Board, State Fellowships at the NJCL Convention, the Representative Assembly, and the General Assemblies of the Annual State Convention.
- b. Shall appoint the Chairs of all committees with the exception of the Program of Works, and be an ex officio Member of all committees.
- c. Shall appoint, with the approval of the Student Executive Board and the sponsor of the host chapter, Area Chairs if for any reason such Area Chair(s) have not been chosen at their Area Convention or the Annual State Convention.
- d. Shall appoint the Treasurer on the advice of the outgoing Treasurer, a State Chair, and the outgoing President, with the approval of the Student Executive Board.
- e. Shall appoint the Parliamentarian with the approval of the Student Executive Board.
- f. Shall appoint Convention Coordinator(s) on the advice of the sponsor of the host chapter with the approval of the Student Executive Board.
- g. Shall appoint the Editor on the advice of the outgoing Editor, a State Chair, and the outgoing President, with the approval of the Student Executive Board.
- h. Shall appoint the Webmaster on the advice of the outgoing Webmaster, a State Chair, and the outgoing President, with the approval of the Student Executive Board.
- i. Shall be responsible for arranging the Student Executive Board meetings and giving adequate notice of at least one month to Student Executive Board Members, Advisors, and Sponsors.
- j. Shall appoint another officer to count votes in the event that the Parliamentarian cannot do so.
- k. Shall carry out the policies, objectives, and bylaws of the TSJCL and shall perform all other functions usually attributed to this office.

## **The First Vice President:**

- a. Shall preside in the event of the President's absence or assume the presidency should a vacancy occur.
- b. Shall be responsible for the academic contests at the Annual State Convention in the following areas:
  - 1) revising and editing rules for the academic contests and Certamen;
  - 2) procuring judges for Dramatic Interpretation, Sight Latin Reading, and other contests as necessary;
  - 3) administering the Dramatic Interpretation and Sight Latin Reading contests; and
  - 4) assisting with the distribution of the contest results.
- c. Shall present the proposed academic and Certamen rules to the Student Executive Board for approval at the Fall Board Meeting.

d. Shall facilitate the purchase of all awards on behalf of the TSJCL and assist in their Presentation.

### **The Second Vice President:**

a. Shall be responsible for the Classical Civilization contests at the Annual State Convention in the following areas:

- 1) revising and editing all Classical Civilization contest rules and topics except those specifically assigned to other Officers;
- 2) compiling all revised Classical Civilization contest rules into a final document for publication;
- 3) organizing and supervising the registration of Classical Civilization entries;
- 4) procuring judges and monitors;
- 5) preparing the results for processing for the grading room; and
- 6) assisting in the presentation of awards.

b. Shall be responsible for presenting the preliminary contest rules and plans to the Student Executive Board at the fall meeting.

### **The Secretary:**

- a. Shall publish the approved minutes of all official meetings and of the Annual State Convention within one month of their approval and store a copy of the approved minutes in the designated TSJCL digital storage.
- b. Shall keep accurate records of the policy decisions of the Student Executive Board on the TSJCL designated TSJCL digital storage.
- c. Shall provide minutes and records to the Webmaster for publication on the TSJCL Website.
- d. Shall plan and carry out the Membership campaign with the aid of the Treasurer.
- e. Shall be responsible for the recruitment of new chapters.
- f. Shall assist the President when required.
- g. Shall call roll at the General Assemblies.
- h. Shall give the Membership report at the General Assembly of the Annual State Convention.
- i. Shall be responsible for colloquia at the Annual State Convention.

### **The Outreach Coordinator:**

- a. Shall be responsible for updating and maintaining all official TSJCL social media accounts.
- b. Shall work to promote and publicize the TSJCL throughout the year to both TSJCL and non-TSJCL affiliated entities.
- c. Shall be responsible for coordinating spirit at the NJCL Convention.
- d. Shall coordinate communication between the Board of Directors and the Members of the TSJCL and ensure that the decisions of the Board of Directors are effectively and efficiently communicated to the TSJCL chapters.
- e. Shall encourage service projects at the local level and assist chapters in service as needed.
- f. Shall organize the statewide service project(s).
- g. Shall be in charge of the Multimedia Contest at the Annual State Convention.

h. Shall submit all relevant TSJCL entries to the appropriate NJCL contests.

### **The Historian:**

- a. Shall keep historical and photographic records of the TSJCL by storing them in the designated TSJCL digital storage.
- b. Shall prepare the scrapbook for the State Scrapbook Contest at the NJCL Convention.
- c. Shall be responsible for the promotion of Latin in the State.
- d. Shall be in charge of the state banner.
- e. Shall be in charge of the Scrapbook Contests, Publicity Contest, Poster Contest, Illustrated Quotations Contest, Cartoon Contests, and other contests as needed at the Annual State Convention.

## **APPOINTED POSITIONS:**

### **The Treasurer:**

- a. Shall keep accurate accounts of all financial transactions.
- b. Shall supervise the prompt paying of all bills.
- c. Shall direct any fundraising projects.
- d. Shall work with the Secretary on the Membership campaign.
- e. Shall issue Membership lists to all Sponsors by the time of the Annual State Convention.
- f. Shall order Student Executive Board pins and State Chair pins.
- g. Shall work closely with the Convention Coordinator(s) in meeting the financial responsibilities of the Annual State Convention.
- h. Shall be audited by the auditing committee.
- i. Shall co-sign checks with their Sponsor and/or a State Chair.
- j. Shall keep and update the files on scholarship winners and store such information in the designated TSJCL digital storage.
- k. Shall keep all financial records in a secure location upon the advice of the Board of Directors.

### **The Parliamentarian:**

- a. Shall assist the President in presiding at the Student Executive Board meetings and the General Assemblies of the Annual State Convention.
- b. Shall secure candidates for all elected offices prior to the Annual State Convention and inform them of the duties of the offices for which they are running.
- c. Shall oversee the election process at the Annual State Convention.
- d. Shall preside over the Nominations Committee at the Annual State Convention.
- e. Shall be the Chair of the Program of Works committee and oversee the amendment process.
- f. Shall have the authority to make syntactical and grammatical corrections to the Constitution and Bylaws with the consent of a simple majority of the members of the

Student Executive Board present at any such meeting in which business is fit to take place.

### **The Editor:**

- a. Shall be responsible for the design and distribution of The TORCH at least three times during the school year and may sell ads in The TORCH.
- b. Shall keep all chapters informed of TSJCL business, activities, and functions through the publication of The TORCH.
- c. Shall submit all relevant TSJCL entries to the appropriate NJCL contests.
- d. Shall see to the production and distribution of the Convention Issue.
- e. Shall keep and update past files of The TORCH.
- f. Shall work with the Webmaster to ensure a timely, attractive publication of The TORCH is online.
- g. Shall be in charge of the Photography Contests, T-shirt Contests, and other contests as needed at the Annual State Convention.

### **The Webmaster:**

- a. Shall be responsible for the maintenance, upkeep, and improvement of the TSJCL website, equipping it with information about TSJCL activities, opportunities, and relevant links.
- b. Shall organize the use of electronic communication among the officers.
- c. Shall adhere to the "Acceptable Use Policy" approved by the Student Executive Board and amend and revise the Policy as necessary, subject to the approval of the Student Executive Board.
- d. Shall submit all relevant TSJCL entries to the appropriate NJCL contests..
- e. Shall maintain an electronic archive of the materials on the TSJCL website with the assistance of the other officers and State Chairs.

### **The Convention Coordinator(s):**

- a. Shall be responsible for making the necessary arrangements for the Annual State Convention facilities, registration, printing of the program, motel/hotel accommodations, food service, etc.
- b. Shall arrange Ludi and/or Olympika events.
- c. Shall submit a full financial reporting of the Annual State Convention to the Student Executive Board at the Spring Student Executive Board Meeting.
- d. Shall assist the State Chairs in the administration of written academic contests.
- e. Shall adhere to all health, safety, and welfare protocols as set forth by the Board of Directors and/or any state or federal agency of appropriate authority.

## **The Area Chairs:**

- a. Shall represent the views of their areas on policy decisions.
- b. Shall be in charge of designated contests at the Annual State Convention.

- c. Shall help set up area conventions.
- d. Shall act as committee Chair when appointed by the President.
- e. Shall conduct Membership drives in their areas with the assistance of the Secretary.
- f. Shall be responsible for having a report present at every regularly scheduled Student Executive Board meeting.
- g. Shall adhere to all health, safety, and welfare protocols as set forth by the Board of Directors and/or any state or federal agency of appropriate authority.

## All Officers:

- a. Shall give a Voice of Experience Report at the final Spring Board Meeting meeting of their term and retain the right to vote on the Spring Board Meeting Board at that meeting.
- b. Shall keep accurate and complete records of their office to pass on to the new officers at the Spring Student Executive Board meeting.
- c. Shall be responsible for informing the other officers, the general Membership, and the State Chairs of the activities of their office so as to assist them in the completion of their duties.
- d. Shall be responsible for a complete review of the TSJCL Constitution and Bylaws every five years.
- e. Shall be responsible for having a report present at every regularly scheduled Student Executive Board meeting.
- f. Shall assist at the Annual State Convention.
- g. Shall adhere to all health, safety, and welfare protocols as set forth by the Board of Directors and/or any state or federal agency of appropriate authority.