

VIRGINIA JUNIOR CLASSICAL LEAGUE



MANUAL

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PREFACE

This handbook is designed to explain the activities of the Virginia Junior Classical League and to make JCL sponsors, JCL officers, candidates for office, and all members of the JCL aware of the procedures that the JCL follows in its meetings and convention. The material in this handbook is derived not only from the JCL constitution, but also from practices that have become accepted by the JCL as practical and proper.

JCL: QUID EST?

The Junior Classical League is a national organization of high school students of Latin, Greek, and classical humanities. With members nation-wide and in several foreign countries, it is the largest classical organization in the world. Its purposes are to promote a more thorough understanding of and a greater appreciation for Greek and Roman culture, tradition, and literature, and to interest other students in the study of the classical arts.

It is the contact with the ideas and members of other chapters which distinguishes the Junior Classical League from local, unaffiliated Latin clubs.

THE JUNIOR CLASSICAL LEAGUE CREED

We, the members of the Junior Classical League, covenant to hand on the torch of classical civilization in the modern world. We believe that an acquaintance with the civilizations of Greece and Rome will help us understand and appraise this world of today, which is indebted to ancient civilization in its government, laws, literature, language, and arts.

We affirm the JCL experience develops responsibility, fosters brotherhood, promotes enthusiasm, encourages competition, inspires dedication, and enriches our total growth.

JCL SONG: THE PURPLE AND GOLD

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.

DUES

The dues of this organization are two-fold: State and National. No local club can legitimately call itself a JCL chapter unless both State and National dues have been paid. Following NJCL guidelines, a chapter must have at least 5 members and a qualified sponsor who must join the American Classical League.

State dues are \$2.00 per member per chapter, \$10.00 per chapter, payable to the VJCL by November 1, or four weeks prior to the VJCL state convention, whichever is earlier.

National dues are also \$2.00 per member but no chapter fee if dues are paid before December 1st, payable to NJCL at the same time as state dues.

Any local chapter which cannot be organized by the VJCL deadline above may still register by paying state and national dues, but will not be in good standing with the VJCL. Additional members may still be added before February 1 by paying the state and national member dues.

Members-at-large are those students who attend a school in Virginia which does not have a VJCL chapter. They are responsible for paying both chapter and individual dues to both state and national organizations.

Being in good standing with VJCL and NJCL entitles a chapter to run a candidate for an office at the VJCL and NJCL conventions, to vote at VJCL state conventions and Executive Council meetings, to have a voice in all planning at Executive Council meetings, to receive the VJCL publication the FORUM, and may send representatives to the NJCL convention.

GOOD STANDING

In order for a chapter to remain in good standing with the VJCL, it must meet three requirements:

1. State and National dues must be postmarked four weeks before the VJCL state convention or by November 1, whichever is earlier;
2. The conduct of a chapter's members, individually and as a group, at the immediate past and present VJCL state convention must be acceptable to the VJCL state co-chairmen;
3. A chapter must not have had a VJCL state officer removed within the last year, as set forth in Article IX of the VJCL state constitution.

Chapters which do not pay dues by the above deadline or have had an officer removed cannot vote or nominate a candidate. VJCL state co-chairmen will place a one-year probation on any student(s) and/or delegation(s) who violate the behavior code standards set by the VJCL.

OATH OF OFFICE

I, (state your name),
as Virginia JCL (state your office),
promise to uphold and carry out my duties /
as stated in the Virginia JCL constitution and manual. /
I further promise to carry out the recommendations of the Virginia JCL Chairmen / and to
help promote Latin and the Junior Classical League during my term of office.

VJCL FORUM

The FORUM is the publication of the Virginia JCL. It is published in October, February and May. The FORUM includes up-to-date information on the Virginia and National JCL conventions, their activities and their registration procedures. Each chapter has the opportunity to offer other chapters ideas and pictures in the Chapter News section. The FORUM wishes to live up to its name and to provide all members and chapters of the VJCL with the opportunity to express their views, ideas, and creativity.

EXECUTIVE BOARD

The VJCL officers, their sponsors, and the VJCL co-chairmen compose the Executive Board. The Board helps the VJCL president plan the VJCL convention, handles VJCL business, and initiates amendments. Removal of officers may begin with this body. The VJCL Executive Board meets with the VJCL Executive Council in September and March. Planning meetings are held in the winter to evaluate the VJCL convention and to make plans for going to the NJCL convention, and in late spring to plan the next school year's state convention and to finalize NJCL activity plans. Other meetings may be called when necessary.

EXECUTIVE COUNCIL

Each chapter in the Virginia Junior Classical League is provided by the VJCL constitution with a vote in the planning and activities of the VJCL. The representative body is the Executive Council, which is made up of two delegates from each chapter, one delegate representing the members-at-large, and the VJCL president, who shall preside over the meeting. This council represents the entire VJCL. It acts as a voting body for the passage of amendments between conventions and as a sounding board for the Executive Board when planning for conventions and other activities.

A simple majority vote of all chapters present and in good standing and any who vote by mail within a month constitutes a binding decision. In any vote-by-mail situation, any chapter that does not reply is counted as favoring whatever proposal is at issue.

The Executive Council usually meets the Saturday after Labor Day and the first Saturday in March at a central location in Virginia. Very often questions arise at the earlier meeting of the VJCL Executive Board that day which are considered necessary to pose to the VJCL Executive Council for a vote.

STATE CONVENTION

The Virginia JCL convention is held one weekend each year, either Friday and Saturday or Sunday and Monday, usually in the fall at a major Virginia hotel or convention center. This convention offers Latin students opportunities which cannot be obtained through any simple, non-affiliated local Latin club: basically, an exchange of ideas about programs and raising money, an exposure to classical scholars from Virginia and neighboring states, an opportunity to compete in a wide variety of contests, and a chance to interact personally with Latin students from other schools in the state. Seeing other Latin students enjoying their study of Latin has changed many students' attitudes toward their own study of Latin.

A typical VJCL convention program offers a Roman banquet, costume contest, dance, general assemblies, seminar speakers, a fund-raising bazaar, campaigning and election of VJCL officers, academic contests, artwork and crafts competitions, oral contests of English and Latin oratory, dramatic interpretation of Latin, and storytelling. Academic contests include mythology, derivatives, Roman history and life, Latin vocabulary and grammar, Greek, and Latin literature. Artwork can be done in a variety of media. Crafts include such areas as posters, models, mosaics, textiles, notebooks, maps, charts, sculpture, dolls, and jewelry.

There is a registration fee for each convention delegate. This covers rental of rooms for convention activities, a DJ, name tags, convention programs, speakers' travel expenses and honoraria, contest awards, and other expenses.

NATIONAL CONVENTION

The VJCL participates each summer in the NJCL convention, which is held on a different college campus each year. The NJCL Convention is five-or six days long. Average attendance is 1400 delegates from 30 or more states. The cost of the convention includes rooms, board, and all convention activities. The total depends on the university selected. The costs and rules for each NJCL convention appear in the NJCL Highlights and TORCH: U.S.

The VJCL tries to arrange a trip to and from the NJCL convention at a cost as low as possible to allow VJCL delegates to tour areas near the convention site, but local sponsors may always make separate arrangements for the transportation of their own group.

There is no more powerful chapter bonding occasion than an NJCL convention, which offers activities far beyond the scope and capabilities of the VJCL convention. There are far more contests and workshops. Seminar speakers number about eight and offer discussion on all ranges of interest, to teachers as well as to students. Extensive Olympika events are held, including track and field events and swimming. A "Day in Old Rome" provides JCL delegates with a Roman banquet, a choral presentation, and a "Rent-a-Roman" sale. It also creates a flood of unbelieving local townspeople who have never before seen over a thousand people in Roman costume parading down their streets. Informal chess, frisbee, volleyball, and basketball often pit one state against another. Delegates also experience competitive and open certamen and formal and informal dances. Talented delegates can compete for cash prizes at "That's Entertainment," a fund-raiser for the National SCL Scholarship.

There is something for everyone at an NJCL convention, every hour, every day. New friends, strange accents, friendly rivalries, dormitory life, and never a dull moment attract JCL'ers year after year.

If you want to run for an NJCL office:

The deadline for filing to run for an NJCL office is June 1. If any VJCL member expresses an interest in running for NJCL office, (s)he must inform the VJCL co-chairmen of this fact by the Spring Council meeting (usually the first Saturday in March) and be prepared to meet with the cochairs at that meeting, with rough drafts of campaigning speeches. If more than one member indicates this interest, the co-chairmen will make the decision.

VIRGINIA JCL SCHOLARSHIPS

The VJCL grants two types of scholarships, the amount of which depends upon funds available: (a) scholarships to college and (b) awards to offset NJCL convention expenses.

College scholarships: Seniors in good standing with VJCL may apply. The recipient will be chosen on the basis of the following criteria:

1. demonstration of financial need (PCS data);
2. VJCL membership for 2 years with attendance at a convention on any level;
3. after-award proof of taking either Latin or Greek for one full year at college;
4. an overall “B” average in high school;
5. satisfactory SAT scores and Latin achievement score, if taken;
6. JCL and other activities and services;
7. a letter of recommendation from his/her Latin teacher.

NJCL Convention expenses: The Deborah Mason Scholarship has been created in the memory of a truly dedicated Latin teacher and VJCL co-chair who strongly believed in giving students opportunities by which they might increase their personal growth and love for Latin. The goal of the selection committee is to continue her tradition by supporting a first-time convention attendee who shows great promise as a Latin student, a member of VJCL, and citizen in his community. Preference will be given to underclassmen with a strong academic and philanthropic record. Reimbursement for the selected applicant’s NJCL convention packet will be given after the NJCL convention and is contingent upon the maintenance of good standing as a representative of the Virginia Junior Classical League.

All information and applications may be obtained from the VJCL web page.

SO YOU WANT TO RUN FOR VJCL OFFICE?

Any VJCL member who is thinking about running for VJCL office should know all the facts. This is an exciting opportunity for service and leadership.

QUALIFICATIONS:

A. You must be taking a classical language at the time of your election or have completed all such courses offered at your school. Members on the “semester block schedule” do not have to be enrolled at the time of their election provided that they have proof of enrollment during the other semester of that school year.

B. You must be able to serve your entire term of office while in high school, except the the Historian and Editor, who serve August-to-August terms.

C. You must have previously attended at least one VJCL or NJCL convention.

D. You must have the consent of your local JCL sponsor, your parent(s) and principal/headmaster.

DATES:

A. Candidates who wish to be considered “pre-filed” for President, First Vice-President, Second Vice-President, Secretary, and Parliamentarian must postmark their application to the VJCL Parliamentarian no later than four weeks before the VJCL convention date.

B. Candidates for Historian and Editor must postmark their application forms to the VJCL Parliamentarian by June 1.

CAMPAIGNING PROCEDURES:

NO CANDIDATE IS TO CONSIDER HIMSELF AN OFFICIAL CANDIDATE UNTIL approved at the Nominations Committee meeting (President through Parliamentarian) or by the VJCL Executive Board (Editor and Historian). No campaigning is allowed until after the adjournment of the Nominations Committee meeting, at which time posters and other election paraphernalia may be distributed. See also page 11 of this Manual.

DUTIES OF OFFICERS:

A complete outline of each job is covered in Article IV of the VJCL Constitution. A practical guideline for each officer can be found on page 13-18 of this Manual.

“PERKS” OF VJCL OFFICERS:

A. VJCL Officers do not pay the VJCL convention registration fee, and if they room with their fellow-officers, room(s) will be complementary.

B. With funds permitting, the NJCL convention fee, and a \$500 maximum for travel expenses will be paid for the VJCL President. For other VJCL officers the spirit fee for the NJCL convention will be paid by the VJCL.

VJCL OFFICER'S APPLICATION

Office sought: _____

Name: _____

Home address: _____

School: _____ **Latin Teacher:** _____

Home telephone: (____) _____ **E-mail:** _____

Number of Years in VJCL : _____

VJCL conventions attended (list years): _____

NJCL conventions attended (list years): _____

This year's Classical Language course(s): _____
(If you have taken all such courses offered at your school, please indicate this.)

Grade in school: _____

I, the parent of _____, give my permission to my child to seek state office in the Virginia Junior Classical League.

Parent Signature

I, the JCL sponsor of _____, give my permission to this student to seek state office in the Virginia Junior Classical League. I understand that my signature indicates my willingness to make sure the responsibilities of this office will be fulfilled.

JCL Sponsor Signature

Principal/Headmaster Signature

VJCL CAMPAIGN PROCEDURES

All “pre-filed” candidates must send the official VJCL officer’s application form (at vjclclassics.org or page 10 of this manual) to the VJCL Parliamentarian within the allotted time: **postmarked one month before the VJCL convention** for President, First Vice-president, Second Vice-President, Secretary, and Parliamentarian; **postmarked by June 1** for Editor and Historian. **NO CANDIDATE IS TO CONSIDER HIMSELF AN OFFICIAL CANDIDATE UNTIL** approved at the Nominations Committee meeting (President through Parliamentarian) or by the VJCL Executive Board (Editor and Historian).

All candidates are **STRONGLY** encouraged to read the VJCL constitution and to confer with the current VJCL officer in the position sought **BEFORE** the voting process. If there are more than two candidates for any office, the VJCL Nominations Committee (vide infra) shall hold a run-off to select the two official candidates for each office at their meeting the first day of the VJCL convention. If there are fewer than two candidates for any office, the VJCL Parliamentarian is required to announce said deficiency in the opening general assembly the first day of the VJCL convention in order to encourage additional candidates. In the case of the election of Editor and Historian, this announcement will be made to the first VJCL fellowship at the NJCL convention.

CAMPAIGNING RULES:

1. **NO** campaigning until **AFTER** the Nominations Committee meeting. This includes email and social networking sites such as Facebook prior to Convention, and handouts at Convention.
2. Campaigning limited to a set time and place. Any violation may result in the candidate’s disqualification.
3. No destruction of another candidate’s materials. If such activity does take place, the candidate of the person(s) destroying material can be disqualified. Each incident will be reviewed by the VJCL co-chairmen.
4. Three minutes total limit for a candidate and/or his campaign manager to make speeches at the “Meet the Candidates” assembly.
5. **ALL** campaign debris is to be cleaned up by the school involved.
6. All guidelines set by the convention center must be adhered to.
7. There is a \$50 limit on campaign expenses.

ELECTORAL PROCEDURES AND NOMINATIONS COMMITTEE

The Nominations Committee meets on the first day of the VJCL convention, with the VJCL parliamentarian presiding. It consists of two delegates from each chapter, plus two delegates representing the members-at-large. Each chapter has only two votes. Voting is done by secret ballot. A chapter which is not represented at this meeting will not have a vote in the general election the next day.

All candidates who have met the postmark deadline for filing their VJCL Officer's Application Form with the VJCL parliamentarian shall be considered "pre-filed" candidates. If there are not 2 pre-filed candidates for a given office, nominations may be made from the floor at the Nominations Committee meeting, but no chapter may nominate more than one candidate except in a state of emergency (there are no pre-filed candidates for that office), and a candidate nominated from the floor must meet the same requirements as a "pre-filed" candidate.

If there are more than two "pre-filed" candidates for any office, the VJCL Nominations Committee shall select the two official candidates for each office at their meeting the first day of the VJCL convention. A "pre-filed" candidate may be eliminated by this selection process ONLY if there were three or more "pre-filed" candidates for that office. Such an eliminated "pre-filed" candidate may still be nominated for any other VJCL office for which there are not already two "pre-filed" candidates.

If there are more than two candidates for any office, only one of whom is "pre-filed," that "pre-filed" candidate automatically becomes one of the two official candidates for that office. The Nominations Committee shall select the one other official candidate from among those nominated from the floor.

If there are more than two candidates for any office, none of whom was "pre-filed," the Nominations Committee shall select the two official candidates.

Whether or not any run-off votes must be taken in the Nominations Committee, all candidates for VJCL offices shall have two minutes at that meeting to introduce themselves and their ideas. Delegates to the Nominations Committee may ask questions of the nominees provided that the same question is posed to all the candidates for the office in question.

The voting delegates who attended the Nominations Committee Meeting shall cast their votes following the Meet-the-Candidates Assembly. Voting will be done by secret ballot, with a simple majority of the votes cast necessary for validation.

In the case that there are no candidates for any office except the president or no candidate receives a majority of the votes cast, a state of emergency shall be declared and the newly-elected officers, with the advice and consent of the state co-chairmen, shall select a qualified candidate to fill the office.

POWERS AND DUTIES OF VJCL OFFICERS

All officers are expected to attend the following meetings:

- Fall Board and Council Meetings –September – the first Saturday after Labor Day
- Winter Planning Meeting – held in January or February, depending on schedules
- Spring Board and Council Meetings – March – the first Saturday
- Summer Planning Meeting – held in May or early June, depending on schedules
- NJCL Convention – July/August
- VJCL Convention – November – the weekend before Thanksgiving

PRESIDENT

The PRESIDENT is the chief presiding officer at all meetings of the Executive Board and Council and at the VJCL convention. The president prepares the agenda for all Board and Council meetings and the schedule for the VJCL convention. He/she should be familiar with *Robert's Rules of Order, Revised*. Any new matters confronting the VJCL come under the president's jurisdiction.

Immediately after election the President should send the VJCL Editor a picture of him/herself with biographical data for the FORUM. The president should begin healthy communications with the VJCL co-chairmen and officers.

Throughout the school year, the President makes plans for a Winter Executive Board meeting, a March Board and Council meeting, and a Spring Executive Board meeting to begin planning for the next VJCL convention. He/She should have at least 15 copies of his agenda for Executive Board meetings and 3-4 dozen for Executive Council meetings.

In the summer, (s)he should attend the NJCL convention, if possible, where (s)he presides over nightly VJCL fellowship meetings.

In the fall: after presiding at the September VJCL Executive Board and Council meetings, the president spends the first months of school working on any final arrangements for the VJCL convention, at which (s)he presides.

At least one month before the state convention (s)he contacts all special guests who will attend the convention, offering to greet them, answering any questions they may have, explaining to them the times and places at which they will be speaking, and determining what equipment they will need.

FIRST VICE-PRESIDENT

The FIRST VICE-PRESIDENT must be able to preside over meetings during the President's absence; therefore, the First Vice-President should be aware of what is on the President's agenda. This officer is also in charge of publicity and promoting membership. Additionally, the First Vice-president is responsible for monitoring, maintaining, and updating VJCL online media, obtaining the approval of the VJCL co-chairs and Webmaster for every update.

Immediately after election the First Vice-President should send the VJCL Editor a picture of him/herself with biographical data for the FORUM.

By January 1 (s)he should receive an up-to-date membership list from the VJCL co-chair in charge of membership.

By mid-October letters of welcome should be sent to new JCL chapters. Old chapters which have not yet renewed their membership for the current year should also receive a letter encouraging renewal.

In February (s)he writes more such letters if necessary after the NJCL membership records are compiled.

Throughout the school year (s)he continues the filtering of information, concerns, and interests of the VJCL and its constituents to the Webmaster, who will then post the new additions and alterations on the VJCL web page.

In May (s)he writes all VJCL chapters to remind them to send to the NJCL Public Relations Coordinator by June 1 one copy of any publicity which they have received since the previous June 1.

At the NJCL convention the First Vice-President attends the Publicity Workshop, collects all VJCL entries, and returns them to chapters with the reminder to submit all articles published since the previous VJCL convention, plus articles appearing in the fall, to the VJCL Publicity Contest.

Close to the start of the school year notice of the VJCL publicity contest and its deadline should be sent out either with the VJCL convention registration information or under separate cover. The First Vice-President counts up points for all publicity submitted and announces the winners at the VJCL convention.

For the VJCL convention (s)he prepares press releases of VJCL convention for the FORUM and for chapters to take to local publications.

Throughout the school year (s)he must attend all meetings of the VJCL Executive Board. Any absences must be approved in advance by the officer liaison co-chair.

SECOND VICE-PRESIDENT

The SECOND VICE-PRESIDENT assumes the powers and duties of the President if the First Vice-President should be unable to do so, encourages JCL chapters to develop JCL-oriented programs and acts as a resource of ideas, organizes and oversees the spirit contest at the VJCL convention, oversees hospitality shown to VJCL convention delegates and guests, and submits articles to the VJCL FORUM.

Immediately after election the Second Vice-President should send the VJCL Editor a picture of him/herself with biographical data for the FORUM.

Before the March Executive Board and Council meeting (s)he begins the process of coordinating spirit days and props for NJCL convention. At the meetings, s(he) presides over the brain-storming sessions, gets individual VJCL chapters to volunteer to make props, and is responsible for making sure all materials are ready for NJCL convention.

Throughout the school year (s)he develops and publicizes to all chapters a file of JCL-oriented programs dealing with publicity, fund-raising, speakers, Roman banquet ideas, community service projects, and any other "When in Rome, Do As the Romans Do" activities.

Before the Fall Executive Board meeting the Second Vice-President draws up and publicizes guidelines for the spirit contest at the VJCL convention.

In the summer (s)he should attend the NJCL convention and participate in the VJCL tour. At convention (s)he leads the Virginia delegation in the spirit contest.

At the VJCL convention (s)he arranges for the judging of the spirit contest and awards prizes which (s)he has purchased.

Throughout the school year (s)he must attend all meetings of the VJCL Executive Board. Any absences must be approved in advance by the officer liaison co-chair.

SECRETARY

The SECRETARY is responsible for taking the minutes of all Council meetings, including the VJCL convention itself, and sending copies to all officers, co-chairmen, and chapters *within two weeks after the meeting*. The outgoing Secretary is responsible for seeing that the minutes of the VJCL convention are sent out within the same time period. Should the Secretary be unable to attend a meeting, it is still that officer's responsibility to send out any minutes taken at the meeting. A file of all minutes and correspondence must be maintained and passed along to the next VJCL Secretary within three weeks of that successor's election.

Immediately after election the Secretary should send the VJCL Editor a picture of him/herself with biographical data for the FORUM.

Throughout the school year this officer's job is to consult with the appropriate VJCL co-chairman in late December, early February, early May, and immediately following the NJCL convention to find out the date, place, and time of the upcoming Executive Board meeting and mail out notices of those meetings, postmarked *no later than two weeks before* said meeting. If the Secretary cannot attend an Executive Board meeting, (s)he should send a replacement to take the minutes.

Immediately after any Executive Board meeting the Secretary should type the minutes of that meeting, have the appropriate VJCL co-chairman proofread them, and send them out to all members of the Board *within two weeks* of the meeting.

Summer: the Secretary should attend the NJCL convention and take minutes of fellowships.

Throughout the school year (s)he must attend all meetings of the VJCL Executive Board. Any absences must be approved in advance by the officer liaison co-chair.

PARLIAMENTARIAN

The PARLIAMENTARIAN is the Executive Board and Council's chief authority on parliamentary procedure. Therefore, this officer should know *Robert's Rules of Order, Revised*, particularly the sections regarding constitutional amendments and voting, and see that it is followed. It is this officer's responsibility to collect a slate of two candidates for each office and to preside at the Nominations Committee meeting at the VJCL convention, as well as at the election of VJCL Editor and Historian at the national convention. He/She is also one of Virginia's official voting delegates at the NJCL convention, representing the state at the NJCL

Nominations Committee meeting and at the NJCL Constitutional Amendments Committee meeting.

Immediately after election: the Parliamentarian should send the VJCL Editor a picture of him/herself with biographical data for the FORUM. He/She should study *Robert's Rules* and check over the VJCL constitution to make sure it is up-to-date and consult with the VJCL co-chairman who is the parliamentarian's mentor for suggestions or answers to any questions .

Throughout the school year: Any amendment to the VJCL constitution must be presented at least 21 days prior to an Executive Board meeting and may be passed by a 2/3 vote of the Executive Board, after which point it is to be presented to the Executive Council for a vote, with a 2/3 vote of all VJCL chapters being required for passage. Traditionally the VJCL has operated under the opinion that when a chapter fails to return a vote by mail, it is counted toward the approval of the amendment.

May: the Parliamentarian sends out a reminder to all VJCL chapters that the offices of VJCL Editor and Historian are chosen at the NJCL convention in the summer. "Pre-filed" candidates for this office must submit their credentials to the parliamentarian by June 1. *None* of these candidates is required to attend the NJCL convention.

Summer: He/She attends the NJCL convention if possible, where (s)he represents VJCL at the Nominations Committee meeting and the Constitutional Amendments committee meeting, attends the State Parliamentarians' meeting, and conducts elections for VJCL Editor and Historian.

September: At\after the fall Executive Board and Council meeting all chapters are sent a notice requesting potential candidates for VJCL offices to prefile their candidacy ONE MONTH before the VJCL convention.

Fall: A slate of candidates is developed as pre-filing occurs. The parliamentarian should send the complete slate to the VJCL co-chairmen and to the candidates themselves within three weeks before the convention. If more than two students pre-file for a certain office, the parliamentarian must notify all candidates that they may indeed run for that office, but that there are more than two candidates, so an elimination must be held to narrow down the slate to two at the Nominations Committee meeting. Each candidate should be given the choice between the possibility of being eliminated for the office of choice and running for an office which still needs one or more candidates.

At convention: If there are still any offices for which there is NOT at least one candidate filed, the parliamentarian must make an announcement at whatever meetings are possible that vacancies still exist for that office/ those offices. Sponsors and delegates then have a few hours before the Nominations Committee meeting to reach the delegate's parents to obtain verbal permission to run for office.

The Parliamentarian presides at the Nominations Committee meeting. He/She makes sure all candidates thoroughly understand their duties and campaign procedures. There may also be amendments to be considered by delegates to the Nominations Committee.

The Parliamentarian presides over the counting of votes. Each officer announces his own successor. The Parliamentarian's files are turned over to the new Parliamentarian at the convention.

Throughout the school year (s)he must attend all meetings of the VJCL Executive Board. Any absences must be approved in advance by the officer liaison co-chair.

EDITOR AND HISTORIAN

The Editor and the Historian are elected at the NJCL convention, but the candidates do not need to be in attendance there (although it is strongly advised). Because of the nature of their responsibilities, their term of office is from August to August . They provide continuity and a smoother transition from one year's VJCL officers to the next. Members going into their senior year of high school may seek these offices provided that they complete their responsibilities even after high school graduation. As with every other VJCL office, the local sponsor's permission assures the chapter's cooperation in this.

EDITOR

The EDITOR, who is responsible for printing the FORUM and sending copies to all chapters in the first weeks of October, February, and May, should have desktop publishing knowledge and/or experience to seek this office. The FORUM is distributed by email and is posted online, but copies must be printed for entry in the NJCL Publications Contest and for archival purposes. He/she collects biographical information and pictures from VJCL officers, all VJCL and NJCL convention reports and awards, individual chapter news, and any other items of interest to the membership.

August: This officer makes sure the outgoing VJCL Editor has turned over his files. This should include one copy of every issue of the FORUM ever printed.

The Editor collects all pertinent information about the VJCL trip to the NJCL convention, including all Virginia awards, to write up into various articles. This officer needs to collect biographical information and a picture for the VJCL FORUM from both the newly elected Historian and him/herself.

October/November: The Editor is in charge of judging the Virginia Publications Contest.

At the VJCL convention: The Editor takes pictures of any activities which might add interest to the next FORUM and shares these with the VJCL Historian; makes sure to get all contest results for inclusion in the next FORUM; and tells all new officers and any new VJCL co-chairmen to send in a picture and some autobiographical information for the next FORUM.

After the VJCL convention: Reminders have to be sent to the five new VJCL officers about pictures and biographical information. All the preparations for VJCL convention information for the Winter FORUM have to be made. The Editor also has to check with VJCL co-chairmen about any articles or announcements which they may wish to have included and to remind the printer of the upcoming deadline. The Winter issue is usually full of state convention results, but nooks and crannies in your layout can hold chapter news, jokes, puzzles, etc. One copy of the up-to-date VJCL membership list should be sent to each chapter with its FORUM.

Spring: The Spring FORUM, which usually contains chapter news, games, articles of interest, prize-winning modern myths and essays, creative writing, and the like, must be formatted. This may require a fair amount of advance letter-writing and pleading on your part.

Summer: the Editor should attend the NJCL convention if (s)he can, where (s)he makes sure all Editors' files are turned over to the next VJCL Editor promptly.

Throughout the school year (s)he must attend all meetings of the VJCL Executive Board. Any absences must be approved in advance by the officer liaison co-chair.

HISTORIAN

The HISTORIAN keeps the VJCL history up-to-date and compiles pictures and information for the VJCL chapters in an annual scrapbook. This scrapbook covers the time period beginning with the NJCL convention at which the Historian was elected and continues through the school year. This scrapbook will be of high quality and will be taken to the NJCL convention for display.

Immediately after election: the Historian should send the VJCL Editor a picture of him/herself with biographical data for the FORUM.

Throughout the school year: He/She tries to attend all meetings and events, taking pictures and collecting agendas at each. He/She plans the scrapbook's theme, begins making pages on which to lay out the scrapbook and makes the cover.

October/November:The Editor is in charge of judging the VA Digital Scrapbook Contest.

At the VJCL convention: He/She speaks to the appropriate VJCL co-chairman about obtaining registration information filed by each attending chapter about officers and sponsors, takes many pictures, carefully recording names, chapters, and events of each photo. In most cases, this may be the only record (s)he will ever get out of that chapter, and the percentage of chapters represented in the VJCL scrapbook is very important. These pictures should be shared with the VJCL Editor.

Spring: the Historian reminds each chapter to send in at least one picture, if not a full year's report of activities, by June 1 for inclusion in the VJCL scrapbook.

Late spring and summer: The big job starts now, mounting pictures, doing artwork, calligraphy, producing the masterpiece. It will be judged on cover, content (especially percentage of chapters represented), artwork, theme, and neatness. It is the Historian's responsibility to take the VJCL scrapbook to the NJCL convention or, if (s)he cannot go, to send it with a trusted delegate.

Summer: update the written VJCL history by adding one page containing the officers, sponsors, and activities of the VJCL during the year.

Throughout the school year (s)he must attend all meetings of the VJCL Executive Board. Any absences must be approved in advance by the officer liaison co-chair.

VJCL: WHAT TO DO AND WHEN TO DO IT

A Guide for the Local Sponsor

School begins: If the VJCL convention will be held before Thanksgiving, your convention information packet should be available on the VJCL website when school begins. If the convention date will be later, you will have time to start lessons and organize your JCL before you receive the information.

Saturday after Labor Day: The VJCL Executive Council meets in a central location in the state to finalize all convention plans. Your chapter is entitled to two voting representatives. The teacher can represent his/her chapter. Rather than waiting for VJCL minutes, you can find out at this meeting what VJCL plans are for the coming year. Chapters which plan to host a Certamen/Latin Bowl during the year announce their dates at this meeting.

September-October: Get your chapter organized, collect and send in dues, distribute VJCL convention information, collect and send in convention moneys, hotel reservations, and contest registrations.

If you have a student who would make a good VJCL officer (see specific responsibilities on page 9 and 13-18 of this Manual), have him/her file the VJCL OFFICER'S APPLICATION FORM found at www.vjclclassics.org. Your signed permission on that form indicates your willingness to make sure the officer's responsibilities will be performed satisfactorily.

State Convention: Plan to arrive according to registration hours. All adults and chaperones are expected to attend their own orientation meeting as important procedures are stressed and new procedures are agreed upon then.

It is the responsibility of the chapter's sponsor and its chaperones to make sure that their students are QUIET and IN THEIR ROOMS after curfew. Any adult has the authority to reprimand any JCL delegate for loud noise or insolence. Any adult who has further problems with any delegate(s) should report the matter to one of the VJCL co-chairmen. THE ENTIRE DELEGATION OF THE OFFENDING STUDENT(S) CAN BE SENT HOME, AND THAT CHAPTER CAN LOSE ITS GOOD STANDING FOR THIS REASON.

Right after convention: Write up a summary of your delegates' convention awards and submit it to local and school newspapers for publicity.

March: VJCL traditionally holds its spring executive Council meeting on the first Saturday of March. Each chapter is asked to send two representatives.

This is the time to make all National JCL Convention information available to your students. VJCL should have sent you its plans for transporting delegates to that late-July/early August meeting, but a sponsor may arrange his own group's transportation if (s)he wishes.

Send the VJCL FORUM Editor a report of your chapter's activities for the May issue.

March/April: Check the NJCL website for information on NJCL Convention registration packets. When the registration packets arrive, make sure your students read the information pamphlet carefully and fill out all forms correctly. The local sponsor's signature is required on

the forms. It is the local sponsors' job to acquire chaperones for all their delegates. A sponsor who will be attending the convention may chaperone up to twelve students of the sponsor's sex. Sponsors must find chaperones for their students of the opposite sex. Very often a male and a female sponsor work together on this.

Send NJCL convention registration to the ACL office. Send VJCL T-shirt and spirit fee to the VJCL co-chair in charge of NJCL convention arrangements. Send transportation fees and participations forms to that VJCL co-chair if your delegates are traveling with the state.

by May 15:

Send copies of any newspaper or TV publicity which your chapter has won since June 1 of the previous year to the NJCL Public Relations Director.

Send one or more pictures, news articles, or club mementos to the VJCL Historian so your chapter can be included in the year's VJCL scrapbook. The percent of chapters participating is a factor in judging!

By June 1:

Send all entries in the NJCL Modern Myth and Slogan contests to the chairmen whose name and address are found in all NJCL convention information.

If your chapter has a candidate for VJCL Editor or Historian, that student's application form (see page 10 of this Manual) should be sent to the VJCL Parliamentarian by this date.

Late-July/ early August: National JCL Convention is held at a college/university campus in a different state each year.

DIVISION OF RESPONSIBILITIES AMONG THE VJCL CO-CHAIRMEN

One other state chairman is the consultant-emergency back-up buddy for each responsibility of another chairman. The large number of very responsible local sponsors in Virginia makes it possible for all state co-chairmen to “farm out” some of their responsibilities to others, provided that the co-chairman involved keep in close touch with that sponsor.

All five, not just one, are responsible for (1) disciplinary matters at VJCL and NJCL, (2) maintaining cordial relationships with all secondary Latin teachers and with Latin/Classics departments in VA colleges and universities, and (3) granting permission of the VJCL to ONE person to seek NJCL office each year.

There are FIVE major responsibilities: (A) physical arrangements for the state convention at the convention site and collection of moneys, (B) all national convention arrangements, (C) all contests and competitions, (D) computer matters, and (E) supervision of officers’ duties.

Prior to the September VJCL Executive Board and Council meetings each year, the Virginia JCL co-chairmen review and revise this list of assignments. These pages of the Manual will be revised yearly to provide chapter sponsors and state officers with correct and up-to-date information about which co-chairman is to oversee what aspect of VJCL functions.

PHYSICAL ARRANGEMENTS FOR VJCL CONVENTION AT THE SITE and ALL MONEY, COLLECTIONS AND RECORDS

- (1) Makes all physical arrangements for VJCL convention:
 - Arranges meeting rooms, hotel accommodations, and parking.
 - Works with VSCL coordinator to assure adequate rooms for VSCL reception, grading tests, allotting ribbons, and sleeping to VSCL members.
 - Determines the number of complimentary hotel rooms and decides to whom those rooms are assigned: invited guests, officers, chairmen, SCL, etc.
- (2) Coordinates scheduling of all events:
 - Notifies all chairmen of events about their responsibilities, logistics, and time frames.
 - Notifies individual VJCL contest chairmen at least TWO weeks before VJCL convention about names and addresses of sponsors and chaperons who have agreed and-or are assigned to that contest.
 - Compiles chapter-by-chapter notice of who has been assigned to judge or oversee what VJCL events.
 - Arranges for speakers, seminars, workshops, etc.
- (3) Purchases name tags and has convention program printed.

- (4) Has all necessary signs made and in place, including VJCL banner.
- (5) Makes up convention packets for individual chapters: name tags, programs, assigned seating, ballot for VJCL co-chairman, evaluation form, and page of general reminders.
- (6) Attends to all VJCL official remembrances, acknowledgements, courtesies, including thank-you notes to speakers and the chairmen of specific events.
- (7) Attends to all money collections.
- (8) Receives all VJCL registration packets.
- (9) Receives all VJCL dues.
- (10) Pays all VJCL bills, including:
 - VJCL convention bills.
 - VJCL scholarships: one of \$500 or more for a VJCL senior going to college and planning to take one year of Latin or Greek; the Deborah Mason Scholarship to a deserving delegate to NJCL convention.
 - the NJCL convention fee, and (with funds permitting) a \$500 maximum for travel expenses for the VJCL President for the NJCL convention For other VJCL officers this co-chairman will pay the NJCL convention spirit fees.
- (11) Makes regular financial reports to the VJCL Board and Council.

AWARDS AND SUPERVISION OF OFFICERS

- (1) Oversees all officers' duties as spelled out in the manual, communicates the co-chairmen's needs to the officers and their sponsors, and reports officers' progress to the VJCL co-chairmen.
- (2) Sends out unclaimed ribbons, medals, and certificates immediately after convention.
- (3) Handles election of state co-chairman.
- (4) Purchases all awards (ribbons, medals, and books) given at the VJCL convention.
- (5) Orders pins for VJCL officers.

VJCL STATE CONVENTION CONTESTS AND AWARDS

- (1) Coordinates any VJCL-sponsored certamina held between state conventions.
- (2) Coordinates and registers the state competitive certamen teams for NJCL convention.
- (3) Oversees the writing and printing of academic tests for the VJCL convention .
- (4) Acts as liaison with the VSCL.

COMPUTER MATTERS

- (1) Insures that all technology-related tasks are completed.
- (2) Maintains the VJCL website.
- (3) Works with the convention co-chairman and to compile and distribute VJCL convention registration packets at least ten weeks before the date of the VJCL convention.
- (4) Coordinates compilation of delegate results at the VJCL convention.
- (5) Sees that the VJCL Manual and Constitution are kept up-to-date.
- (6) Maintains accurate membership lists, keeps VJCL First V-P up-to-date with at least one report by January 1, and supplies NJCL with a monthly update.

NATIONAL CONVENTION ARRANGEMENTS FOR VJCL

- (1) Makes all transportation and hotel arrangements for those members wishing to join the VJCL tour before and/or after the annual NJCL convention.
- (2) Announces plans and costs of the tour to VJCL by March.
- (3) Purchases Jefferson cups for VJCL members at NJCL convention.
- (4) Advises VJCL president and coordinates the VJCL delegation at NJCL, ensuring our participation in and representation at group activities and key meetings.
- (5) Files all reports requested by the NJCL office or officers.
- (6) Represents VJCL at all CAV meetings.
- (7) Makes arrangements for the date and place of VJCL Exec. Board and planning meetings, relaying to the VJCL Secretary and his-her mentor said information one month in advance.

VJCL CHAIRMAN'S APPLICATION

Name: _____

Address: _____

School: _____

Home Telephone: (____) _____ **School Phone:** (____) _____

E-mail: _____

Educational Background: _____

Number of years in VJCL or NJCL: _____

State and National conventions attended: _____

List any experiences, responsibilities, activities or accomplishments that may be relevant to the duties of a VJCL Chairman:

What contribution(s) do you hope to make to the VJCL as a Chairman?

VIRGINIA SENIOR CLASSICAL LEAGUE

High school seniors who have enjoyed their association with the JCL have the opportunity to continue their affiliation after graduation and during college through the National and Virginia Senior Classical Leagues. Most members of VSCL have no college chapters, but are instead members-at-large, keeping in contact with their high school JCL chapters and attending the VJCL conventions, where SCL members usually room as a group.

The VSCL performs many valuable services for the VJCL convention: helps write the academic tests, proctors the test sessions, and assembles the packets of awards for winners. SCL holds a reception each year at the convention to acquaint high school seniors with the organization's purposes and activities. It holds its own meetings and elects its own officers concurrently with the VJCL convention.

The VSCL also hosts and runs the VJCL Kick-off Certamen in the fall and the VJCL year-end certamen in the spring. VJCL Latin teachers write the preliminary questions; VSCL members write the final rounds.

The VSCL chooses its own advisor, who serves under the jurisdiction of the VJCL co-chairman in charge of contests.