



Application for Office Procedures



In order to be eligible to run for and hold IJCL office, a candidate MUST

- have the permission of his parent(s)/guardian(s) and local sponsor
- not be a post-graduate or midterm graduate
- must have previously attended at least 1 convention (if applying for the office of President or either of the Vice Presidents)
- be one of only two candidates for any elective office from his school be a member of a chapter in good standing
- be enrolled in a Latin, Greek, or Classical Humanities at least half of the year during which his office is held, or have completed all Latin, Greek, or Classical Humanities classes offered at his school

NEW PROCEDURES:

- Candidates must complete the NEW application for office.
 - Must be emailed to: IJCL.applications@gmail.com by January 27th, 2017
 - Candidates will prepare a speech for a modified version of nom com/open forum so that interested students may hear from the candidates, and sponsors can assess candidates' public speaking ability; candidates will NOT deliver speeches during GA.
 - There will be no campaigning of any kind.
 - The candidates will interview with a panel made up of 3 current board members (who are not currently "running" for office), 2 of the 5 state chairs, 2 sponsors who are not chairs and do not have candidates running, 2 students from schools not represented by the board members on the panel, and 1 SCLer/former IJCL board member.
 - This selection committee will determine the new board based on the candidates' applications, interviews, and speeches.
 - Because we are looking to get the best candidates on the board, we will eliminate the stipulation that no school shall hold the same elective office two years in succession; however, in order to be fair to all schools we will keep the stipulation that no school can have more than two board members.

Duties of Offices

President

1. Serves as the chair of the JCL North Executive Board
 - a. Works with State Chairmen to prepare the agenda for all meetings.
 - b. Presides at all meetings of the IJCL North Executive Board.
 - c. Stays aware of the activities of other IJCL North Officers and offers assistance where appropriate.
 - d. Maintains correspondence with all members of the Executive Board.
2. Promotes the activities of IJCL North within the organization.
 - a. Speaks on behalf of IJCL North as occasion arises, including other state JCL Conventions and local meetings within his area.
 - b. Writes letters to school JCL Officers informing them of JCL activities.
 - c. Writes letters to school JCL Newsletters as requested.
3. Represents JCL by attending meetings and conventions of other organizations and by writing to members of Congress if the need arises.
4. Plans the IJCL North Convention along with the IJCL North State Chairmen and board.
 - a. Creates the Convention agenda along with the IJCL North State Chairmen and board.
 - b. Contributes ideas for themes, decorations, and other items to the host location.
 - c. Works with the IJCL North 2nd Vice President and the host location to coordinate the activities of "Spirit".
 - d. Makes himself available throughout the convention to assist as needed.
 - e. Presides at General Assemblies.

First Vice President

1. The First Vice President shall execute the duties of President in the event of the President's death, illness, or inability to serve.
2. He is responsible for publicizing JCL and the State convention through national, state, and local news and social media.
3. He is responsible for promotion of IJCL North membership.
4. He is responsible for the upkeep of the official IJCL North website.

Second Vice President

1. The Second Vice President will serve as a resource for local JCL officers to contact concerning suitable programs for their clubs.
2. Shall contribute articles to the Nuntius and to school publications on activities that have been successful in other states or clubs.
3. Shall be in charge of Hospitality at the State Convention, including to all speakers.
4. Shall be in charge of the Spirit Contest at Convention.
5. Shall execute the duties of the President in the event of the death, illness, or inability of the President and First Vice President.

Secretary

1. The Secretary shall keep an accurate record of the proceedings of the annual convention, including workshop and meetings of the Executive Board, which he will hand over to the State Chairmen for proofreading before he leaves the convention.
2. He shall keep an accurate record of the proceedings of the planning meetings and of all officers' meetings and Executive Board meetings held. He shall send these minutes for proofreading to the State Chairmen after each meeting.
3. He shall keep the minutes of annual conventions to be passed on to the succeeding secretary.

Parliamentarian

1. The Parliamentarian shall be responsible for and shall make all decisions concerning the correct observance of rules of parliamentary procedure according to *Robert's Rules of Order*.
2. He shall execute the duties of the President in the event of the death, illness, or inability of the President, First and Second Vice President.
3. He shall preside at the Nominations Committee.
4. He shall preside at the Constitutional Amendment Committee.
5. He shall mail all proposed constitutional amendments to the State Chairmen and to the President of this organization before December 15th and to each school sponsor before January 1st .

Historian

1. The Historian shall edit the State publication, the Nuntius.
2. The Historian shall file one copy of each issue of the State publication.
3. The Historian shall compile records for the annuals, file all Junior Classical League materials of historical interest, keep a scrapbook (digital or other photographic record), and properly safeguard all these materials.

Application for office

of: _____

_____ **If the selection committee chooses appoint me to a position other than that listed above, I would still be willing to serve on the board.**

_____ **If the selection committee chooses to appoint me to a position other than that listed above, I would NOT be willing to serve on the board.**

Name: _____

School: _____ Grade: _____

Email _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Number of previous IJCL conventions attended: _____

Number of previous NJCL conventions attended: _____

My student has permission to run for office.

➤ **Sponsor's Signature:** _____

My son/daughter has permission to run for office.

➤ **Parent Signature:** _____

Please attach a typed personal statement (minimum 1 page) addressing the following items:

1. Describe any previous leadership experience.
2. Describe skills and/or experience pertinent to your desired office (i.e. - any experience you have with web design, social media, word processing software, Google docs/drive, Publisher, Robert's Rules of Order, photography, and/or preparing a digital scrapbook, et al.).
3. Describe why you are interested in your selected office and why you would be best suited for that office. Be sure to see the description of duties.

Email to IJCL.applications@gmail.com by January 27th, 2017