

# NSCL Website Governing Document

*Adopted: July 29th, 2021*

## **Article 1: Purpose**

The Website Committee, hereafter in this document referred to as Committee, strives to regularly update and maintain the website of the National Senior Classical League (NSCL).

## **Article 2: Mission**

The Committee's mission is to manage the NSCL website in order to inform current and prospective NSCL members of national and state events, provide year-round engagement for members of the NSCL, archive NSCL history, and provide a platform for the NSCL and its committees to communicate with the Membership.

## **Article 3: Committee Composition**

The Committee shall consist of at least three members, including a Chair, Secretary, and State Chapter Liaison. Two of these members must be Primary NSCL Members. Also, the NSCL Secretary shall serve as an ex officio member of the committee and shall represent the board at committee meetings as the NSCL Board Liaison.

### *Section 1: Term Length*

Members are to serve a two year term.

### *Section 2: Appointment*

At least one member each year shall be appointed by the current committee members. The appointment of new members shall be decided by simple majority vote of current members subject to approval by the incoming board. If current members are applying for a position on the Committee they are not allowed to deliberate or vote in the appointment process. If a simple majority cannot be reached, the NSCL President shall appoint the committee member.

Shall a member of the Committee resign or fail to attend meetings, it is at the discretion of the Chair to appoint a new member on the Committee subject to board approval. Should the Chair resign or fail to attend meetings, the Secretary shall conduct the appointment process and assume the position of Chair.

### *Section 3: Chair Election*

After the new Committee is formed, members shall elect a Chair to serve a one year term. The election process shall be run by the outgoing chair whose term ends after a new chair is successfully elected. Any member of the Committee may self-nominate themselves to run for the position. The appointment of the new Chair shall be decided by simple majority vote of members present. The Chair shall be elected within two weeks of the new Committee being formed. After which, if a simple majority cannot be reached, the NSCL President shall appoint the Chair.

## **Section 4: Member Responsibilities**

Members are to attend all Committee meetings and regularly update the NSCL website.

### *Section 1: Chair*

- Set agenda and meeting dates of the Committee
- Delineate Committee work among members to ensure the website is updated regularly
- Set due date for prospective Committee member applications and facilitate appointment of incoming Chair
- Appoint Secretary and State Chapter Liaison
- Communicate regularly with Scholarship Committee to ensure that scholarship information is kept up-to-date
- Ensure applications for scholarships are available on the website in a timely manner prior to NJCL Convention

### *Section 2: Secretary*

- Take minutes at Committee Meetings, and distribute meeting minutes to the Committee, NSCL Board Liaison, and NSCL Advisor after each meeting
- Assume responsibilities of the Chair at meetings in the absence of the Chair

### *Section 3: State Chapter Liaison*

- Communicate regularly with SCL state chapters to ensure chapter contact information, convention dates, and event dates are posted to the NSCL website in a timely manner
- Update existing state chapter information on the NSCL website

## **Section 5: Meetings**

Meetings shall be held on a quarterly basis, or more if the Chair deems it necessary. Meeting dates and times are to be set by the Chair. One of these meetings must be at the NJCL Convention.

## **Section 6: Amendment**

An amendment to this governing document shall be valid upon a simple majority of votes from the Committee's membership. Any Member may propose an amendment.