By-laws to the Constitution of the Ontario Senior Classical League
Revised June 15, 2016

Article I: Officers’ Duties

I. President
The ONSCL President shall:
a. preside at all ONSCL assemblies and Executive meetings.
b. cast the ONSCL vote at all Ontario Junior Classical League Executive meetings.
c. be the liaison to the ONSCL Advisor.
d. be the liaison to the NSCL.
e. be the liaison to the Ontario Junior Classical League Executive Board.
f. monitor the progress of the ONSCL officers in their assigned duties.
g. appoint new officers to fill vacancies.
i. submit an annual printed report to the Ontario Junior Classical League and to the NSCL.
j. may appoint ad hoc committee when necessary.
k. notify within seven (7) days the necessary members when a meeting has been ordered under Article IV, Section II Part (c) or Section III Part (d) of the ONSCL Constitution.

II. Vice President Internal
The ONSCL Vice President Internal shall:
a. preside in the absence of the President.
b. assist the President in their duties.
d. recruit new members and new local chapters.
e. be the liaison to ONSCL chapters and sponsors.
f. send out a "Welcome to ONSCL" letter to new members.
g. maintain the ONSCL archives.

III. Vice President External
The ONSCL Vice President External shall:
a. preside in the absence of the President and of the Vice President Internal.
b. assist the President in their duties.
c. recruit new members and new local chapters.
d. maintain the ONSCL website and social media accounts.
e. organise a monthly newsletter, the Ontario Torch, to be distributed to the membership.

IV. Treasurer
The ONSCL Treasurer shall:
a. Coordinate with the current ONSCL Advisor to be added to the ONSCL bank account as a signing before the start of their term.
b. collect and record dues paid.
c. keep accurate financial records.
d. distribute a quarterly financial report to the Executive Board.
e. coordinate all ONSCL fundraisers.
f. purchase officers bars prior to the Annual General Meeting.
g. remit reimbursements within fourteen (14) days of their approval.
h. provide the President, Vice Presidents, Secretary, and Advisor with a complete, accurate roster of dues-paying members at their request.
i. notify all members and local chapters thirty (30) days before their dues expire.

V. Secretary
The ONSCL Secretary shall:
a. record the minutes of all ONSCL assemblies and Executive meetings.
b. distribute typed minutes to all officers within twenty-one (21) days following the meeting to which they pertain.
c. prepare, update, and distribute a supply of the membership list as necessary.
d. order ONSCL Stationery and distribute a supply of the membership list as necessary.
e. prepare and send ONSCL correspondence as needed by the Executive Board.
f. maintain the ONSCL records and distribute copies of documents as requested.

VI. Parliamentarian
The ONSCL Parliamentarian shall:
a. preside over the nomination and election of officers.
b. preside over the proposal and approval of amendments to the ONSCL Constitution and By-laws.
c. maintain updated copies of the ONSCL Constitution and By-laws.
d. officiate questions of procedure in compliance with Robert’s Rules of Order.
e. provide the NSCL Parliamentarian with all the materials necessary to maintain the ONSCL’s charter with the NSCL.
f. present each officer with an updated copy of the ONSCL Constitution and By-laws.

VII. Regional Representatives
The four Regional Representatives of the ONSCL shall:
a. ensure the communication between their region’s chapters.
b. represent their member chapters’ interests to the Executive Board.
c. campaign and seek to recruit new members within their region.
d. the area covered by each region is defined as such:
   i. Northcentral Ontario: all chapters located to the North of Simcoe County, inclusively
   ii. Eastern Ontario: all chapters to the East of Hastings, Northumberland, and Renfrew counties, inclusively
   iii. Southern Ontario: all chapters to the Southwest of Simcoe County and of the GTA
   iv. Greater Toronto Area and Surrounding Communities: all chapters located within the Greater Toronto Area, as well as the Hamilton and Niagara census areas

VIII. Advisor
The ONSCL Advisor shall:
a. advise and assist the ONSCL officers as necessary.
b. attend as many ONSCL assemblies, Executive meetings, and functions as possible throughout the year.

IX. General Responsibilities
Each ONSCL officer shall:
   a. contact every other officer at least once every two months.
   b. attend the Annual General Meeting at the end of their term or promptly vacate their office.
   c. keep an accurate record of duties performed and pass this record on to his successor before the start of their term.
   d. supply the President and Secretary with a typed annual report prior to the Annual General Meeting.
   e. obtain the approval of the President before delegating a responsibility of his own position to another officer or member.
   f. help coordinate all ONSCL fund-raisers.
   g. submit articles for all issues of the ONSCL Newsletter.
   h. if possible, attend the NJCL Convention.

Article II: Parliamentary Authority

I. The most current edition of Robert’s Rules of Order shall provide the authority concerning procedural matters not addressed by the ONSCL Constitution or Bylaws.

Article III: Amendments

I. Proposal
   a. Proposed amendments to the ONSCL By-laws may be submitted at any time to the Parliamentarian.
   b. The Parliamentarian shall present to the membership all passed and proposed amendments to the ONSCL By-laws during the Annual General Assembly.

II. Approval
   a. Proposed amendments to the ONSCL By-laws shall be voted on by the Executive Board at any official meeting of the Executive board.
   b. A two-thirds (2/3) majority shall be necessary to approve any amendment to the ONSCL By-laws.

Article IV: Ratification

I. These By-laws shall be ratified by the unanimous approval of the 2016-2017 ONSCL Executive officers.

II. These By-laws, once ratified, may be replaced by new By-laws only with the approval of three-fourths (3/4) of the voting membership.