By-Laws to the Constitution
Ohio Senior Classical League
Revised March 11, 2018

Article I: Officers’ Duties

I.1 President
  A. The OSCL President shall:
     a. Preside at all OSCL assemblies and Executive meetings.
     b. Cast the OSCL vote at all OJCL Executive meetings.
     c. Be the liaison to the OSCL Advisor.
     d. Be the liaison to the NSCL.
     e. Be the liaison to the OJCL Executive Board and State Chairs.
     f. Monitor the progress of the OSCL officers in their assignment duties.
     g. Appoint new officers to fill vacancies.
     h. Appoint a certamen coordinator for the OJCL state convention.
     i. Submit an annual printed report to the OJCL.
     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 2 Part C or section # Part E of the
        OSCL constitution.

I.2 Vice President
  A. The OSCL Vice President shall:
     a. Preside in the absence of the President.
     b. Assist the President in their duties.
     c. Coordinate OSCL rooming assignments at the OJCL Convention.
d. Recruit new members and new local chapters.

e. Be the liaison to OJCL chapters and sponsors.

f. Send out a “welcome to OSCL” letter to new members.

g. Coordinate OSCL judging assignments at the OJCL Convention.

h. Plan OSCL contests for the OJCL Convention.

i. Plan the OSCL mixer at the OJCL Convention.

I.3 Treasurer

A. The OSCL Treasurer shall:

a. Collect and record dues paid.

b. Keep accurate financial records.

c. Distribute a quarterly financial report to the Executive Board.

d. Coordinate all OSCL fund-raisers.

e. Purchase officers bars prior to the OJCL Changeover Meeting.

f. Remit reimbursements within fourteen (14) days of their approval.

g. Provide the President, Vice President, Secretary, and Advisor with a complete, accurate roster of dues-paying members at their request.

h. Notify all members and local chapters thirty (30) days before their dues expire.

i. Control the Debit card registered to the OSCL.

I.4 Secretary

A. The OSCL Secretary shall:

a. Record the minutes of all OSCL 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 OSCL Stationery and distribute a supply of the membership list as necessary.

e. Prepare and send OSCL correspondence as needed by the Executive Board.

f. Maintain the OSCL records and distribute copies of documents as requested.

I.5 Parliamentarian

A. The OSCL Parliamentarian shall:

a. Preside over the nomination and election of officers.

b. Preside over the proposal and approval of amendments to the OSCL Constitution and By-Laws.

c. Maintain updated copies of the OSCL Constitution and By-Laws.
d. Officiate in questions of procedure.
e. Provide the NSCL Parliamentarian with all the materials necessary to
maintain the OSCL’s chapter with the NSCL.
f. Present each officer with an updated copy of the OSCL Constitution and
By-Laws at the OJCL Changeover Meeting.

I.6 Historian
A. The OSCL Historian shall:
   a. Collect memorabilia and pictures from all OSCL events.
   b. Prepare a digital media scrapbook to be displayed at the OJCL
Convention.
   c. Maintain the OSCL archives and OSCL history.
   d. Contribute to the OJCL and NSCL scrapbooks.
   e. Submit photos of the OJCL Convention to The Letter of the League.
   f. Control social media platforms in conjunction with the Historian.

I.7 Editor
A. The OSCL Editor shall:
   a. Maintain the OSCL website.
   c. Publish a monthly article on the OSCL website.
   d. Publish the convention ear at every OJCL Convention.
   e. Control social media platforms in conjunction with the Editor.

I.8 Advisor
A. The OSCL Advisor shall:
   a. Advise and assist the OSCL officers as necessary.
   b. Report to the OJCL state chairpersons as necessary.
   c. Attend the OJCL Convention and the OSCL assemblies, Executive
meetings, and functions during the Convention.
   d. Attend as many OSCL assemblies, Executive meetings, and functions as
possible throughout the year.
   e. Maintain the OSCL checkbook.

I.9 Assistant to the Advisor
A. The OSCL Assistant to the Advisor shall:
   a. Act as the advisor when the OSCL Advisor is absent.
   b. Attend all OSCL functions and meetings during State Convention, and as
many others outside of State Convention as possible.
I.10 General Responsibilities

A. Each OSCL officer shall:
   a. Contact every other officer at least once every two months.
   b. Attend OJCL Convention 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 close of the OJCL Convention.
   d. Supply the President, Secretary, and Historian with a typed annual report prior to the first OSCL assembly during the OJCL Convention.
   e. Obtain the approval of the President before delegating a responsibility of his own position to another officer or member.
   f. Help coordinate all OSCL fund-raisers.
   g. Submit articles for all issues of the OSCL Newsletter.

Article II: Parliamentary Authority

II.1 The most current edition of Robert’s Rules of Order, Newly Revised shall provide the authority concerning procedural matters not addressed by the OSCL Constitution or By-Laws.

Article III: Amendments

III.1 Proposal
   A. Proposed amendments to the OSCL 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 OSCL By-Laws during the first OSCL assembly at the OJCL Convention.

III.2 Approval
   A. Proposed amendments to the OSCL By-Laws shall be voted on by the Executive Board at any official meeting of the Executive Board.
   B. A two-thirds (⅔) majority shall be necessary to approve any amendment to the OSCL By-Laws.

III.3 Ratification
   A. These By-Laws shall be ratified by the unanimous approval of the 1990-91 OSCL Executive Officers.
   B. These By-Laws, once ratified, may be replaced by new By-Laws only with the approval of three-fourths (¾) of the voting membership.