

NSCL Website Governing Document

Adopted: February 16th, 2019

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 better inform current and prospective NSCL members of national and state events, archive NSCL history, and provide a platform for the Scholarship Committee to communicate with the Membership.

Article 3: Committee Composition

The Committee shall consist of five members, including a Chair, Secretary, State Chapter Liaison, and NSCL Board Liaison. Two of these members must be Primary NSCL Members.

Section 1: Term Length

With the exception of the NSCL Board Liaison, members are to serve a two year term and are appointed by the outgoing Committee members via application. The NSCL Board Liaison is to serve a one year term and is appointed by the NSCL President.

Section 2: Appointment

Two members shall be appointed to serve for a two year term by the current board each year, with the two senior members terms' expiring. The appointment of new members shall be decided by simple majority vote of current members, abstentions are not permitted. 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 cast a tie breaking vote.

The appointment process for the position of NSCL Board Liaison is exempt from this procedure. In accordance with the NSCL Constitution, the NSCL President shall appoint the Secretary of the NSCL Executive Board to serve for one year as the NSCL Liaison.

Should 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. 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

At the end of the application process, after the new Committee is formed, members shall elect a Chair to serve a one year term.

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 insure the website is updated regularly
- Serve as liaison between NSCL Executive Board and the Committee
- Set due date for prospective Committee member applications and facilitate appointment of incoming officers
- Appoint Secretary and State Chapter Liaison

Section 2: Secretary

- Take minutes at Committee Meetings
- Assume responsibilities of the Chair in the absence of the Chair at meetings
- Communicate regularly with Scholarship Committee to insure 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 3: State Chapter Liaison

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

Section 4: NSCL Board Liaison

- Serve a one year term, as appointed by the NSCL President.
- Represent the NSCL Board at Committee Meetings and report to NSCL Board
- Ensure the vision of the NSCL Board is reflected in the NSCL website

Section 5: Meetings

Meetings shall be held on a quarterly basis, or more if the Chair deems it necessary. Meetings 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.