

# **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.