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# **By-Laws to the Constitution**

## **Ohio Senior Classical League**

### **Revised March 11, 2018**

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#### 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.
  - b. Contribute to Ohio Torch and The Letter of the League.
  - 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 ( $\frac{2}{3}$ ) 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 ( $\frac{3}{4}$ ) of the voting membership.