

Bylaws of Excellence Through Classics for Elementary and Middle Levels

Revised 09 of October 2010; Proposed Revision for 2/11/17 and 4/2/17 by the Bylaws Revision Ad hoc Committee; Proposed Revision for 4/27/17 adopted by the ETC Executive Committee ; Approved by ETC membership at ETC Open Meeting, 30th of June 2017; Effective as of ACL Institute, 29th of June 2018; Revisions approved by ETC Membership during ACL Virtual Institute, 25th of June 2020; Revisions approved by ETC Membership during virtual Open Meeting, ACL Institute, 25th of June 2022; Revisions approved by ETC Membership during online vote on the 24th September 2023

Section 1 - Name and Purpose

Bylaw 1	Excellence Through Classics (ETC) for Elementary and Middle Levels shall be a standing committee of The American Classical League (ACL).
Bylaw 2	The official name of this standing committee shall be Excellence Through Classics for Elementary and Middle Levels with the acronym ETC. The mission of ETC is to inspire and educate young learners to explore and celebrate the Latin language and Greco-Roman literatures and Ancient Mediterranean cultures, and support teachers of the Elementary and Middle Levels.
Bylaw 3	ETC shall abide by and be governed by the Constitution of The American Classical League and guidelines approved by the Board of Governors of the American Classical League; in addition, all members of the ETC Executive Committee and Subcommittees of ETC shall abide by the ETC Bylaws, and any other guidelines approved by the Executive Committee.
Bylaw 4	<p>The purposes and goals of ETC shall be:</p> <p>4.1 to nurture and support the teaching of the Latin language and Greco-Roman literatures and Ancient Mediterranean cultures at the elementary and middle school levels, through such endeavors as the National Mythology Exams, the Exploratory Latin Exam, and grants and awards;</p> <p>4.2 to provide a forum for intellectual stimulation, dialogue, and development;</p> <p>4.3 to foster collegial collaboration among educators at all levels including but not limited to elementary, middle, and exploratory programs;</p> <p>4.4 to disseminate teaching materials appropriate to elementary, middle school, and other exploratory curricula.</p>

Section 2 - Membership

Bylaw 5	All members of ACL shall be members of ETC and are eligible to serve as and vote for ETC Executive Committee members. All officers of the ETC Executive Committee shall be members of ACL. All members of any ETC subcommittee shall be members of ACL.
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Section 3 - Open Meeting

Bylaw 6	ETC shall hold a virtual or hybrid open meeting annually for all ETC members. Executive Committee meetings will be held quarterly. Executive Committee meetings may be held physically or virtually, as decided by the Chair.
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Section 4 - Executive Committee Officers

Bylaw 7	ETC shall be supervised by an Executive Committee. The Executive Committee of ETC shall consist of Chair: the elected officers: Communications Chair, Public Relations Chair, and Information Chair, and appointed officers: the Editor(s) of PRIMA, Resources Coordinator, Programs Coordinator, and Contests Coordinator. The Immediate Past Chair shall be a non-voting member of the Executive Committee for their year term.
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Section 5 - Elected Officers

Bylaw 8	The Communication Chair, Information Chair, and Public Relations Chair, shall be elected by the individual members of the American Classical League.
Bylaw 9	The ballot for the elected officers shall have been prepared by the ETC Nominating Committee, which shall have verified that these nominees are members in good standing of the American Classical League and are willing to run for office and, if elected, will serve. In addition, other candidates may be submitted by petition signed by at least twenty (20) members of the American Classical League and presented 20 days prior to the election to the Nominating Committee: such candidates shall be included automatically on the ballot, provided they are members of the American Classical League in good standing and are willing to serve if elected.
Bylaw 10	The ballot for the elected officers shall be circulated to all members of the American Classical League with a clearly defined election deadline.
Bylaw 11	The candidate who receives the most votes will win the election, pending approval of the ETC Executive Committee and the American Classical League President. The results of the voting shall be reported to the American Classical League membership.

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Section 6 - Terms of Office

Bylaw 12	The term of office for the elected officers of the ETC Executive Committee shall be a period of four years beginning at the conclusion of the Fall meeting (following elections) and concluding at the Fall Meeting four years hence. No elected member of the ETC Executive Committee may serve more than eight (8) successive years in an elected office without a three year hiatus. If the member serves as Immediate Past Chair, this year is part of the three year hiatus.
Bylaw 13	The term of office for the appointed officers of the ETC Executive Committee shall be a period of four years shall be a period of four years beginning at the conclusion of the Fall meeting (following elections) and concluding at the Fall Meeting four years hence. Editor(s) can be appointed for renewable periods of four years at the pleasure of the Chair and in consultation with the Executive Committee, under the conditions that the person a) is a member in good standing and b) the conditions of their position are met. No appointed member of the ETC Executive Committee may serve more than eight (8) successive years in an appointed office without a three year hiatus.
Bylaw 14	The period of time between the conclusion of elections and the conclusion of the following Fall Meeting will be utilized for training new Executive Committee members and the transition between members when appropriate.

Section 7 - Chair and Chair Elections

Bylaw 15	The chair of ETC shall serve as a voting member on the Board of Governors of the American Classical League.
Bylaw 16	The Chair shall be elected by the members of the ETC Executive Committee following the Fall Meeting before all other elections take place. The elected chair must be approved by the ACL President. Prospective candidates will need to virtually attend an ETC Executive Committee meeting before the slate of the candidates is prepared. The Chair shall be elected by the ETC Executive Committee. The Committee shall seek nominees first from among the current Executive Board members, who have completed one term of service. Should no nominee be found, then the Committee shall seek a nominee from the prior Executive Committee members from the last 8 years and/or those still within the hiatus period. Should no nominee be found, then the Committee shall seek a nominee from the current subcommittee chairs, provided that they have completed one term of service. If no one is

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	found at this point, the ACL President shall appoint a Chair from the pool of eligible candidates in consultation with the ETC Executive Committee.
Bylaw 17	The Chair may be elected for a single term lasting a maximum of four years, within the overall term limit of eight years that encompasses the service of both elected and appointed committee members. The Chairship shall begin immediately at the conclusion of the Fall Meeting.
Bylaw 18	The Chair of the ETC Executive Committee shall schedule and preside at all meetings of the ETC Executive Committee and at the annual open meeting of the ETC. The chair will become Immediate Past Chair (non-voting) for one year upon completion of their term.

Section 8 - Subcommittees

Bylaw 19	Elected and Appointed members of the Executive Committee are responsible for appointing chairs and members of any standing subcommittees under their purview, with the approval of the ETC Chair.
Bylaw 20	All standing subcommittees will fall under the authority of a member of the ETC Executive Committee.
Bylaw 21	ETC will have standing subcommittees included by not limited to the: Exploratory Latin Exam Committee, National Mythology Exam - Pegasus Committee, National Mythology Exam - Medusa Committee, SCRIBO Writing Contest Committee, PRIMA Writing Committee, Curriculum Committee, a Program Committee, and Awards Committee.
Bylaw 22	There shall be a standing committee called the National Mythology Exam: Pegasus Committee, which shall have the responsibility for their exam's preparation, materials, resources, administration, scoring, and awards distribution.
Bylaw 23	There shall be a standing committee called the National Mythology Exam: Medusa Committee which shall have the responsibility for their exam's preparation, materials, resources, administration, scoring, and awards distribution.
Bylaw 24	There shall be a standing committee called the Exploratory Latin Exam Committee which shall have the responsibility for their exam's preparation, materials, resources, administration, scoring, and awards distribution.

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Bylaw 25	There shall be a standing committee of SCRIBO Writing Contest Committee which shall have the responsibility for their contest's preparation, materials, resources, administration, scoring, and awards distribution.
Bylaw 26	There shall be a standing committee called the Program Committee. The Program committee shall coordinate ETC conference related programming, as well as review annually the nature, content, and format of ETC's offerings and shall make recommendations as necessary. ETC offerings may include programming affiliated with the ACL Institute. Institute offerings include but are not limited to: pre-Institute sessions, roundtable sessions, Institution sessions, breaks, elections and bylaws processes, as well as the ETC open meeting. The Program Committee can also offer additional programming outside of ACL Institute.
Bylaw 27	There shall be a standing committee called the PRIMA Writing Committee. The PRIMA Writing Committee shall write content for issues of PRIMA, as well as review annually the nature, content, and format of PRIMA, and shall make recommendations as necessary.
Bylaw 28	There shall be a standing committee called the Awards Committee. The Awards Committee shall be responsible for recommending and awarding the funds from ETC affiliated awards, such as the Petrino Award, the Calliope Award, and the ETC Access Fund, and other such funds that ETC may acquire. The Awards committee shall be responsible for awarding such funds in accordance with policies approved by the ETC Executive Committee.
Bylaw 29	There shall be a standing committee called the Curriculum Committee. The Curriculum Committee shall initiate and coordinate efforts to curate resources to support teachers and students in their study of the Latin language and Greco-Roman literatures and Ancient Mediterranean cultures on behalf of all cooperating classical organizations by developing a variety of appropriate projects and activities.

Section 9 - Ad Hoc Committees and Task Forces

Bylaw 30	Ad Hoc committees and Task Forces may be created by a majority vote of the Executive Committee for a period of two years, which may be extended if necessary upon reapproval of the Executive Committee. Ad Hoc Committee Chairs shall be appointed by the ETC Chair in consultation with the Executive Committee. Members of Ad Hoc Committees shall be appointed by the ETC Chair.
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Section 10 - Emergency Appointments

Bylaw 31	If any officer or member of the ETC Executive Committee is unable to fulfill the term of office, or is deemed ineligible to fulfill the office, the Chair of ETC shall appoint a replacement in consultation with the Executive Committee for the remaining term of office.
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	If the position is an elected position, the appointee would be eligible to run for election after fulfilling the entirety of the remaining term of office. Should an appointed position be unfilled, the Chair of ETC shall appoint a replacement in consultation with the Executive Committee for an interim term of 1 year. If less than three fourths of the remaining term of office is served by the replacement, it shall not count towards any future term limitations.
Bylaw 32	If the Chair of ETC is unable to fulfill the term of office, the ACL President shall appoint a Chair from the pool of eligible candidates in consultation with the ETC Executive Committee. If the Chair of ETC is unable to fulfill the term of office, the ACL President shall appoint an interim chair of 1 year/for the remaining term of office from the prior Executive Committee Leadership within the last 8 years in consultation with the Executive Committee. If less than three fourths of the remaining term of office is served by the replacement, it shall not count towards any future term limitations.

Section 11 - Amendments

Bylaw 33	These bylaws may be amended by majority vote of ETC members. All proposed changes to the bylaws must be initiated by a member of the ETC Executive Committee or ETC membership and received by the Chair of the ETC Executive Committee at least forty-five (45) days in advance of the electronic vote. All proposed changes to the bylaws must be distributed to the members of the ETC Executive Committee and the ACL President in writing at least thirty (30) days in advance of the electronic vote. At thirty (30) days in advance of the vote, the ETC Executive Committee votes to move the proposed bylaws changes to a vote of membership. Approved changes to the bylaws shall be effective immediately, unless otherwise specified at the time of approval.
Bylaw 34	If any amendment to the ACL constitution or bylaws should affect this document, the Chair shall make the necessary changes to the bylaws and inform the membership within thirty days of ratification.