Pennsylvania Junior Classical League

Instructions for Candidates for State Office

All candidates for state office will complete the information sheet and officer questionnaire. Please limit your answers to each question to no longer than two sentences. This information will be posted for the voting delegates to review. You may submit your application as a Word document, a PDF, or a Google Doc.

Please be sure that you have the permission and approval of your magistra / magister / magistris and also your parent / guardian BEFORE submitting your information sheet and questionnaire. This approval will be confirmed.

There will be an informational online meeting on **Wednesday, April 29th at 6:00 PM**. We will review the application procedures and have a question and answer session for applicants with current PAJCL student officers and adult chairpersons. Link to the Google Meet is: https://meet.google.com/dob-ntnz-eqt

The information sheet AND the officer questionnaire must be received by midnight on **Friday, May 8, 2026**. You must send your completed application **in one email to the following four people**:

- ✔ Magistra Suzadail at pajcl.constitution@gmail.com
- ✔ Sohum Bandyopadhyay at pajcl.parliamentarian@gmail.com
- ✔ The magistra / magister / magistris who is the sponsor for your PAJCL chapter, or the PAJCL State Chair Veronica Vladimirova-Cambria (pajcl.chairperson@gmail.com) if you are a Member at Large.
- ✔ Your parent or legal guardian.

In accordance with the PAJCL Constitution, each chapter may only submit **two** students as candidates for office and may not occupy more than **two** student seats on the Executive Board each year. Please make sure that sponsors / students plan accordingly.

Students may campaign on their personal social media or use other campaigning methods. Students may not use PAJCL's social media accounts to promote their campaigns. Any campaigning must be done at the student's personal expense. Any campaign communication that is deemed to be inappropriate for any reason must be recalled or removed at the request of the PAJCL Chairperson.

Before submitting your application for state office, remember that **both you AND your sponsor must attend monthly executive board meetings throughout the year**, and know that other virtual meetings may take place with advance notice as outlined in the PAJCL Constitution. On rare occasions, these meetings would take place at a centralized location on a Saturday. Due to the size of the state, this may entail quite a bit of traveling for some officers. Sponsors who drive will be reimbursed for mileage. These meetings are mandatory and absolutely must take priority over any other commitments that you might have**. PAJCL officers are also expected to attend convention. Again, this is mandatory and absolutely must take priority over any other commitments that you might have.**

Once a nominee has submitted an application and has been placed on the ballot, they may change the office for which they are running with approval of their sponsor and the PAJCL State Chairperson.

Please carefully read the information on the following page so that you are fully aware of the criteria and responsibilities of the office for which you are applying.

Information Sheet for Candidates

There are six offices to be filled:

- □ President
- □ Vice President of Membership
- □ Vice President of Public Relations
- □ Parliamentarian
- □ Secretary
- □ Editor

The President shall preside at all meetings and assemblies, be responsible for the year's convention program, appoint committees and coordinate their activities, work with the PAJCL Chair to prepare agendas for meetings and the convention, and maintain correspondence with fellow officers. Some more specific duties would include:

- Establish and maintain an internal officer communication system.
- Conduct a State Officer Meeting at least one week prior to each Executive Board Meeting, including setting the agenda, reviewing reports, and preparing discussion items.
- Write a State Overview for Keystone or delegate the task to another officer.
- Attend National Officers meetings when possible and represent PAJCL.
- Assist fellow officers with their initiatives and projects.
- Conduct fundraising to provide at least one scholarship (covering convention attendance).
- Review scholarship applications and provide recommendations to the Board.

The Vice President of Membership shall be in charge of the membership drive and coordination with all chapters, and will be responsible for publicizing and promoting PAJCL. They shall assume the powers and duties of the President should the Presidents be unable to execute the office for any reason or should the President request the Vice President to do so. Some more specific duties would include:

- Present and work to implement a concrete plan for engaging schools that are not currently part of PAJCL. Responsibilities
- Work closely with the PAJCL Chair.
- Create and send annual chapter registration invoices.
- Lead ongoing state engagement efforts.
- Identify and reach out to potential new chapters (e.g., via NLE Office or College Board).
- Organize four statewide online activities:
- 2 thematic game nights (e.g., PowerPoint presentation, Kahoot game, online contest) or other statewide participation events
- Announce chapters achieving:
    - the greatest increase in membership

    - first-time attendance
    - newly formed chapter status during Convention.
- Lead Spirit events at Convention.
- Create and teach the annual PAJCL Chant for Nationals.

The Vice President of Public Relations shall be in charge promoting spirit and enthusiasm among individual chapters and their students for PAJCL and the Classics. Some more specific duties would include:

- Maintain and update the website and Instagram with announcements, contests, and news.
- Organize and lead service projects during the year.
- Compile Club of the Month winners and announce them during Convention.

The Parliamentarian shall guide meetings and assemblies in accordance with the PAJCL Constitution and parliamentary procedure. They shall supervise the officer elections and must work to keep the Constitution up to date and effective. They must also be responsible for sending notices to all chapters and membership regarding amendments and nominations. Some more specific duties would include:

- Demonstrate knowledge of Robert's Rules of Order and uphold meeting protocol.
- Review and revise all election documents.
- Send the Constitution Presentation to chapters before the Convention.
- Present newly added or appointed candidates to the Board.
- Conduct candidate speeches during the General Assembly.
- Propose or review constitutional amendments.
- Plan and execute the Convention charity fundraising project.

The Secretary shall take the minutes of all Executive Board meetings, general assemblies, and shall distribute copies to all of the state officers and local chapters as requested. The Secretary shall also collect and assemble all of the reports of the secretaries of the committees and call the official roll at the convention. Some more specific duties would include:

- Take accurate minutes during State Officer and Executive Board meetings.
- Maintain a complete record of PAJCL's yearly history.
- Compile the PAJCL Scrapbook for the year.
- Assist the Graphic Arts Chair with competition preparation when needed.
- Oversee and conduct the Photo of the Month Contest.

The Newsletter Editor shall be responsible for the vox populi, the voice of the people. They shall be in charge of the publication of the state newsletter, the Keystone. Some more specific duties would include:

- Compile four issues of Keystone throughout the year.
- Establish clear submission deadlines and publication dates.
- Collaborate, when possible, with local chapter editors.
- Encourage student submissions and promote writing statewide.
- Identify outstanding contributing writers and announce them at Convention.

- Work closely with the Public Relations Officer and Secretary/Historian to obtain photos and updates from local events.

Constitutional Requirements For Candidates

(Article III, Section 2, PAJCL Constitution)

A. The student must be taking a classical language at the time of their election or have completed all such courses offered at his school that are available to them.
B. The student must be able to serve their complete term of office while in high school.
C. The student should have previously attended at least one State or National Junior Classical League Convention or the Multi-State Convention in 2021. If there are extenuating circumstances regarding your attendance at one of these events, please explain those circumstances.
D. The student must have the written consent of their sponsor. Members-at-large must have the written consent of the State Chairperson.

If you do not meet all of the requirements listed above, your application will not be accepted.

You must have the approval of your parent or guardian and they need to realize that they need to facilitate your attendance at any mandatory in-person PAJCL Executive Board State meetings (in most cases your magistra / magister / magistris cannot drive you to these meetings), and should be present to supervise any online meetings.

You must have the approval of your magistra / magister / magistris and ensure that they themselves are willing to attend the mandatory PAJCL Executive Board State meetings and support the work of PAJCL.

Your magistra / magister / magistris must be a registered sponsor of your JCL chapter and you must be a JCL member in the year of your election and the year of your tenure in office.

Your parent / guardian and your magistra / magister / magistris will be emailed and they must reply back to confirm that they approve of your application and will abide by the parameters set forth by your application. If either of them do not reply in the affirmative your name will be removed from the ballot.