

# St. Andrew's Episcopal Upper School Latin Club

## Bylaws

As submitted by Judson Clark, Junior Consul, 2002-2003

Approved by the Executive Board

The 23<sup>rd</sup> day of August, the Two-Thousand and Second Year of Our Lord

Edited by the Executive Board (led by Trace Michael Turner, Senior Consul)

The first day of May, the Two-Thousand and Thirteenth Year of Our Lord

### I. Operational Purpose

The officers of the St. Andrew's chapter of the Texas State Junior Classical League (Latin Club), collectively known as the Executive Board, exist to insure the success of the Latin Club on the local, state and national levels.

### I. The Executive Board

- a. The Executive Board shall be comprised of two kinds of officers: *ex officio* and elected officers.
- b. *Ex officio* officers will constitute the Latin teachers of St. Andrew's Episcopal Upper School, and will be collectively known as the Dictatores
- c. Elected officers may include the following:
  - i. Senior Consul
  - ii. Junior Consul
  - iii. Proconsul
  - iv. Quaestor
  - v. Historicus/a Libri
  - vi. Senatores
  - vii. Any other officers deemed necessary by the Election Panel (see VI) or the Executive Board
- d. Appointed officers include the following: Historicus/-a Peregrinus/-a
- e. Restrictions on Officers
  - i. Candidates for office must be members of the Latin Club at the time of their candidacy.

- ii. Registration for candidacy is a *de facto* guarantee that, should said candidate be elected, he/she will remain enrolled in a Latin course and a member of the Latin Club for the year during which he/she will hold office.
- iii. One Consul (either Junior or Senior) must be entering a grade lower than Grade 12. In the event of two Seniors carrying the most votes, the next-highest non-Senior shall replace or accompany the second-highest Senior, a discretion left to the Election Panel.

## **I. The Dictatores**

- a. The Dictatores are to be treated and revered as gods, for without them, there would be no Latin Club.
- b. Their orders are to be followed...always
- c. They have the power to veto decisions of the Executive Board.
- d. They must be in communication with the Senior Consul outside of meetings.
- e. At least one of the Dictatores will serve as faculty sponsor of the Latin Club.
- f. The Dictatores shall serve on the Election Panel.
- g. During the meetings Dictatores do not vote, but solely serve as guides and advisors to the executive board

## **I. The Elected Officers**

- a. Senior Consul
  - i. The Senior Consul presides over meetings.
  - ii. As head of the Latin Club, they are responsible for making sure all the other officers perform their duties correctly and in a timely manner, and should contact them regularly to ensure this.
  - iii. They work closely with the Proconsul with regards to convention coordination.
  - iv. The outgoing Senior Consul (if not seeking election to any offices the next year) is a voting member of the Election Panel.
  - v. The Senior Consul may vote only to break ties during meetings of the Executive Board.
- b. Junior Consul
  - i. The Junior Consul's duty is to take minutes at meetings.
    - 1. Minutes need not be terribly detailed, but should convey the events that transpired at the meeting, including the results of any vote taken.
    - 2. Minutes should include attendance. The Junior Consul must count officers' absences to determine whether any officer has missed 5 meetings without a suitable excuse.

3. Minutes should be made readily available to any Latin Club member who seeks them, and should be posted for review in the Latin classroom(s) and/or emailed to the Dictatores and the Executive Board.
- ii. The Junior Consul may be called upon to assist the Senior Consul and/or the Dictatores with their duties.
- iii. When the Senior Consul is absent, the Junior Consul presides over meetings.
- iv. The Junior Consul handles revisions to the Constitution and to the Bylaws and is required to read over them at the start of their term.
- v. The Junior Consul (if not seeking election to any offices the next year) is a voting member of the Election Panel.
- vi. The Junior Consul is a voting member of the Executive Board.
- c. Proconsul
  - i. The Proconsul organizes trips.
  - ii. The Proconsul must estimate the cost of any and all trips before October 1, so that the Quaestor can assess the financial needs of the Latin Club.
  - iii. The Proconsul must work with the Dictatores to find food, lodging, and recreational activities in the areas where the conventions take place.
  - iv. The Proconsul must also help with any administrative duties the Dictatores need with regards to conventions, including handling awards.
  - v. The Proconsul is a voting member of the Executive Board.
- d. Quaestor
  - i. The Quaestor is the Treasurer of the Latin Club.
  - ii. The Quaestor is responsible for organizing fundraisers and raising funds necessary to send the Latin Club on trips, namely Area F, State, and National conventions.
  - iii. The Quaestor must present his/her fundraising proposals to the Senate of St. Andrew's Episcopal Upper School, along with a written application, following any guidelines set forth by the Senate.
  - iv. Copies of approved applications should be retained for proof of approval, should a dispute arise.
  - v. The Quaestor is a voting member of the Executive Board
- e. Historicus/a Libri
  - i. The Historicus/a Libri takes pictures of Latin Club events and collects memorabilia, including others' photographs.
  - ii. These pictures and memorabilia are to be used to create a traditional or digital scrapbook that is to be entered at appropriate conventions which will remain property of the Latin Club. The Historicus/a Libri should share these pictures with the Historicus/a Peregrinus/a for use in the Latin Club of the Year Competition and in news articles.
  - iii. The Historicus/a Libri must submit a budget request by October 1.
  - iv. The Historicus/a Libri is a voting member of the Executive Board
- f. Senatores.

- i. Senatores act as class representatives.
- ii. Senatores are to report the results of the meetings to their classes as well as other pertinent Latin Club announcements, and express any questions, comments, or concerns raised by their classes to the Executive Board.
- iii. Senatores are voting members of the Executive Board.

## **I. Appointed Offices**

- a. Historicus/a Peregrinus/a.
  - i. The Historicus/a Peregrinus/a is in charge of publicizing the Latin Club.
  - ii. This includes, but is not limited to, organizing community service projects and running the Latin Club website.
  - iii. The Historicus/a Peregrinus/a is in charge of documenting all public events and entering the State and National publicity contests.
  - iv. The Historicus/a Peregrinus/a should also write articles for all public events for the school and Latin website.
  - v. It is the Historicus/a Peregrinus/a's duty to enter all appropriate contests at State and Nationals including the State Latin Club of the Year Contest and the National Community Service Contest.
  - vi. The Historicus/a Peregrinus/a is a voting member of the Executive Board.

## **I. Meetings**

- a. All meetings are open, unless a motion to close them carries.
- b. Meetings may be called by any of the following:
  - i. Senior Consul
  - ii. Junior Consul
  - iii. Dictatores
- c. A meeting can only be held if there is a quorum of the Executive Board. A quorum is 50% of the officers including a Consul, a Dictator, and three Senatores.
- d. At least one dictator and one consul must be present at each meeting.
- e. Officers who are absent from more than 5 meetings without a suitable excuse they may not stand for election the following year.

## **I. Election Panel**

- a. The Election Panel exists to facilitate the voting process.
- b. The Election Panel may consist of the following:
  - i. Dictatores, with one serving as Chairperson
  - ii. Senior Consul

iii. Junior Consul

- c. No student officer may serve on the Election Panel if seeking election for any office the next year.
- d. The Election Panel is responsible for producing ballots and writing implements on the day of the elections.
- e. The Election Panel has the power to award dual offices, as well as to overturn an election.
- f. The awarding of dual offices requires a simple majority.
- g. The overturning of an election requires a two-thirds vote.
- h. The Election Panel may create any offices it feels is necessary for the prosperity of Latin Club.
- i. Similarly, it may allow any office to remain empty which it deems temporarily unnecessary.

## **I. Removal from Office**

- a. If at any time, a Senior[1] member of the Executive Board feels an officer has grievously failed in their responsibilities, they must bring this to the attention of the Dictatores.
- b. Based on the opinion of the Dictatores, they can propose a vote by the Executive Board to expel an officer from office. The officer in question will be cruelly excluded from the vote.
- c. Expulsion from office requires a two-thirds vote, to be done by secret ballot.
- d. Any removal hearings are to be closed meetings, with the exception of any witnesses.
- e. Removal hearings may comprise of witnesses, if necessary
- f. Should a proposal to expel an officer carry, the officer in question is summarily removed from office, the minutes are updated to reflect the removal from office, and they are asked to leave.
- g. The Election Panel then determines how to fill the vacancy.

## **I. Ratification and Amendment**

- a. These Bylaws take effect as soon as ratified by the Executive Board.
- b. Ratification is to be a two-thirds vote of all voting members.
- c. Upon ratification of these Bylaws, all previous legislative governing is null and void, unless specified otherwise.
- d. Amendments may be suggested at any time, following ratification, but must carry a two-thirds vote to take effect.
- e. Procedure regarding the Constitution and Bylaws is to be handled by the Junior Consul.

- f. Review of the Constitution and Bylaws is required every five years.
- g. Once ratified, these Bylaws serve as the law of the land, and their validity is not to be questioned.

These Bylaws have been reviewed and ratified by the members of the Executive Board the 8<sup>th</sup> day of September, the Two-Thousand and Second year of our Lord

These Bylaws have been reviewed and ratified by the members of the Executive Board Eight days before the Ides of May, 2767 year of the founding of the city

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[1] Senior is taken to mean, in this case, a cabinet officer or Dictator, as opposed to Senatores