

**The Classical Association of Florida
Constitution**

April 16, 2009

(Revisions: April 1985, April and October 1988, April 1990, and October 1991, October 1992,
October 2007, April 2008, April 2017, October 2017)

(Typed into computer format, April 21, 2007)

Article 1

Name

- Section 1. The name of this Association shall be THE CLASSICAL ASSOCIATION OF FLORIDA, and its principal office shall be the residence of the incumbent President.

Article II

Purpose

- Section 1. The purpose of the Association shall be:
- A. To develop and promote interest in the study of Classics and Classical civilization among students of colleges, universities, secondary and elementary schools.
 - B. To inform and assist teachers of Classics in Florida as a service organization.

Article III

Membership

- Section 1. Charter members of the Association shall be active, associate and honorary members of the Eta Chapter of Eta Sigma Phi and alumnae of said Chapter, assembled at Florida State College for Women, Tallahassee, Florida, April 13, 1935, for the avowed purpose of founding said Association, and other members of Eta Sigma Phi, who applied to the secretary for membership within that calendar year.
- Section 2. Active members of this Association shall be teachers of Latin, Greek, or related aspects of classical culture in colleges, universities, secondary, elementary, virtual schools or home school sponsors in Florida.
- Section 3. Other persons in the State of Florida who are interested in fulfilling the purposes of this organization may become associate members by affirmative vote of the Association.

- Section 4. Life membership shall be granted to teachers of Latin, Greek, or related subjects, who are officially retiring or have retired after five years or more of service in colleges, universities, secondary, elementary, virtual schools or home school sponsors Florida.

Article IV

Dues

- Section 1. All active and associate members of the Association, as defined in article III, sections 2 and 3 shall be assessed for annual payment of dues.
- Section 2. Special assessments may be levied only by a majority vote of the active membership in attendance.

Article V

Officers

- Section 1. Officers of this Association shall be: President, Vice President, Secretary, Treasurer, and State Chair.
- Section 2. The Executive Council shall be composed of the retiring president and the officers named in article V, section 1.
- Section 3. The officers of the Association shall be elected at the spring meeting of the Association for a term of two years, the term of office will commence in July following the election (excepting the Vice President who will serve an apprentice year before his or her term of office commences). In order to maintain a continuum of experience in the Executive Council, groups of officers shall be elected in alternate years in such a way that the President and Secretary may serve within the same two-year period; and the Vice President and Treasurer in a like manner will alternate their two-year period with that the first group of officers named.
- Section 4. Only active members shall be eligible to hold office. Members shall not be elected to serve for more than two successive terms (i.e. four years), unless no other candidate can be found for the office.
- Section 5. In the event of a vacancy in the office of the President, the Vice President shall succeed to that office. All other vacancies shall be filled for the unexpired term by special appointment of the Executive Council.

Article VI

Meetings

- Section 1. The Association shall hold at least two meetings a year, one to occur in the spring during the State Forum, and the other to occur preferably in the fall. Other meetings may be convened as necessary for the transaction of business on a date and at a place designated at the previous Association meeting, or in lieu thereof, by order of the Executive Council.
- Section 2. Powers of Association Meetings: Association meetings, by action of voting members of the Association, shall constitute the ruling body of the Association while in session.
- Section 3. Those eligible to vote at Association meetings shall be active members of the Association who have paid their dues and who are present at the meeting.
- Section 4. A quorum at Association meetings shall consist of a majority of the current recorded voting membership having active status who are present at a gathering.
- Section 5. Association meetings shall have committees, to wit: Scholarship, Forum Planning, Nominating, Promotion of Interest in the Classics, Resolution, and Constitution. Special committees shall be appointed by the President as necessary.

Article VII

Amendments

- Section 1. Amendments to this Constitution may be proposed by any member of the Association at any time. Amendments may be made at any Association meeting (after having been proposed at a prior meeting of the Association), by the affirmative vote of two-thirds (2/3) of those present and entitled to vote, or this Constitution may be amended in the interim between Association meetings by the affirmative vote of two-thirds (2/3) of the members of the Association and the unanimous approval of the Executive Council, provided, however, that any proposed amendment shall be submitted to the Executive Council at least two months prior to the adoption thereof. Upon receipt of the proposed amendment by the Executive Council a copy of such proposal shall be forwarded to all members of the Association if, at the discretion of said Council, sufficient urgency exists to warrant an attempt to adopt the amendment by a vote of two thirds (2/3) of the members of the Association meeting for consideration at a succeeding meeting need not be specifically submitted to the Executive Council.

The Classical Association of Florida

Bylaws

(Typed into computer format, April 21, 2007, revised, April 2008, April 2009, April 2017)

Article I

Relationship of the Classical Association of Florida and the Classics Section of FFLA

- Section 1. The Classical Association of Florida and the Classics Section of the Florida Foreign Language Association shall be considered as synonymous.
- Section 2. The Classical Association of Florida shall include within its program all affairs of the Classics Section of the Florida Foreign Language Association. The spring meeting of the Classical Association of Florida and the meeting at the State Forum shall be one and the same. The President of the Classical Association of Florida will serve as a member of the Board of the Florida Foreign Language Association.

Article II

Purpose

- Section 1. In realization of its purpose to stimulate interest in the Classics and Classical civilizations, the Classical Association of Florida shall be responsible for:
- A. Sponsoring a state organization of Latin Students, The Florida Junior Classical League.
 - B. Supervising activities of the Latin Forum (annual convention of The Florida Junior Classical League) and such other functions of this student organization as may occur in the interim between student conventions.
 - C. Administering scholarship grants, directing and coordinating scholarship programs carried on individually or jointly by the Classical Association of Florida and the Florida Junior Classical League and the Florida Foreign Language Association.
 - D. Organizing and developing district meetings to be convened annually so that Latin students may participate locally in activities pertaining to their interest in Classical studies.

Article III

Duties of Officers

- Section 1. The President shall preside over all meetings, shall be ex-officio member of all committees and shall be Chairman of the Executive Council. The President shall serve on the Board of the Florida Foreign Language Association and send current information about the Classical Association of Florida to the Newsletter of the

Florida Foreign Language Association. The President shall keep the Corresponding Secretary informed and up-to-date concerning the membership list. He shall see that all recommendations passed at Association meetings are carried into effect, and shall perform all such duties as presidents of similar Association usually perform. The retiring President shall automatically become a member of the Executive Council for two years from the date of his retirement.

Section 2. The Vice President shall preside at all meetings in the absence of the President and shall perform the general duties of the President in the event of the absence or disability of the President.

The Vice President shall coordinate the activities of the Florida Junior Classical League, the officers of the Florida Junior Classical League, the officers of the Classical Association of Florida, and the Forum Planning Committee.

The Vice President will study the Junior Classical League Constitution and be responsible for the officers' planning.

The Vice President will serve as the presiding officer at all meetings involving both Junior Classical League officers and Classical Association of Florida members.

The Vice President shall call meetings of the officers of the Junior Classical League and the Forum Planning Committee, shall attend business sessions of the Latin Forum, lending such advice as may be appropriate, and shall acquaint the Association with activities of the Florida Junior Classical League.

The Vice President will arrange for the housing of Junior Classical League officers at the fall meeting of the Forum Planning Committee.

Section 3. The Secretary shall attend and record the minutes of the Executive Council and of the Association and these minutes shall be transcribed and kept in a book belonging to the Association. A copy of the minutes of the association meetings and the minutes of the board meetings shall be sent to each of the officers.

The Secretary shall carry on official correspondence of the Association, shall assist the President in coordinating activities of the Association as required in correspondence, and shall give notice of meetings of the Executive Council and of the Association. The Secretary shall work with the Treasurer to keep an accurate list of all Classical Association of Florida Members and retired members.

Section 4. The Treasurer shall receive and have custody over dues and all other funds belonging to the Association, and shall disburse said funds from time to time as the needs of the Association may require. He shall keep accurate and up-to-date records of accounts in the book or books of the Association, entering there-in all monies received and disbursed in its behalf.

At meetings of the Association and upon the request of the President and/or Executive Council at any other time or times, the Treasurer shall submit a report which shall include a financial statement showing the total of all monies owed to the Association, the total of the indebtedness of the Association, and the balance in the treasury. The Treasurer shall report annually to the Association and to the

Executive Council the status of the treasury of the Florida Junior Classical League.

The Treasurer shall keep and up-to-date membership list and notify the President of the Classical Association of Florida of any changes. The Treasurer shall arrange for a representative of the Classical Association of Florida to be centrally located at the fall meeting for the purpose of giving information and collecting membership dues and conference fees.

Section 5. The State Chair will coordinate activities and travel for the Florida delegation to National Junior Classical League Forum.

Section 6. It shall be the responsibility of each officer to instruct his replacement and to give him any materials relating to the office.

Article IV (added April 2008)
Forum Planning Committee

Section 1 Responsibilities:

A. This committee is responsible for all aspects of State Forum . This includes:

1. Selection of the location.
2. Setting of registration fees.
3. All activities at State Forum.

B. This committee makes a report at the Fall CAF Business Meeting and asks for approval from CAF for any substantive changes. (VP)

Section 2 Membership:

The members of the Forum Planning Committee are:

CAF Vice President, FJCL State Chair, Facilities Liaison, Registrar, Financial Director
Academic Chair, Certamen Chair, Projects Chair, Orals and Costumes Chair

Section 3. Duties of Committee Members

A. CAF Vice President

The CAF Vice President shall:

- a. Chair the Forum Planning Committee.
- b. Report progress on Forum to CAF at the Fall and Spring meeting of CAF
- c. Work with student officers to plan the non-academic/creative aspects of the Forum.

B. FJCL State Chair

The State Chair shall:

- a. Serve as an advisor on the State Planning Committee
- b. Work with the CAF Vice President and the FJCL officers

C. Facilities Liaison

The Facilities Liaison shall:

- a. Conduct searches for suitable location for State Forum and serves as chair of search committee which consists of at least 2 additional members of CAF.
- b. Sign contracts for State Forum, serves as liaison between FPC and facility, security etc. at all planning meetings and at State Forum.
- c. Chair the Discipline Committee (State Chair, CAF P & VP & 2 other members of CAF) during State Forum. 2 FJCL officers also on this committee.
- d. Maintain State Forum code of conduct as approved by CAF.

D. Registrar

The Registrar shall:

- a. Pre-Forum
 - i. Organize and send out the State Packet.
 - ii. Enter students into the grading program (register all delegates for State Forum).
 - iii. Type nametags for students, teachers and chaperones, confirming their eligibility for competition (members of FJCL and NJCL and teachers CAF and ACL).
 - iv. Mail out info from the packet to appropriate planning committee members in the weeks before Forum.
 - v. Begin packets for individual schools.
 - vi. Appoints and acts as advisor to the FJCL Corresponding Secretary.
- b. At Forum
 - i. Finish stuffing packets for all schools.
 - ii. Hand out all registration materials.
 - iii. Assist with scoring room at Forum.

E. Financial Director

The Financial Director shall:

- a. Maintain all financial records for FJCL State Forum.
- b. Pay all bills for the State Forum and for the Fall Forum Planning Committee meeting.
- c. Be in charge of awards procurement and distribution at State Forum.
- d. Appoint and acts as advisor for FJCL Treasurer (assists Treasurer in filing report to FJCL).
- e. Pay all bills as required by the CAF Constitution.
- f. Work with CAF Treasurer to file taxes and submits annual report to CAF at Fall meeting.

F. Academic Chair

The Academic Chair shall:

- a. Make sure tests are written for State Forum in all approved categories.
- b. Administer tests, grades tests, reports results at State Forum.
- c. Maintain record of results of State test competitions (including # of participants).
- d. Recommend changes for test categories or sources.
- e. Work with Regional testing chair and Certamen chair as necessary

G. Certamen Chair

The Certamen Chair shall:

- a. Write or chairs committee that writes certamen questions for State Forum
- b. Act as advisor for regional hosts and any groups choosing to conduct certamen workshops
- c. Conduct Certamen competition at State Forum
- d. Work with NJCL chair and the coaches for the NJCL teams.

H. Projects Chair

The Projects Chair shall:

- a. Be in charge of designating categories and rules for Projects at State Forum with approval of CAF.
- b. Be in charges of project registration, judging and results of competitions at State Forum. This includes set up and security for the rooms.
- c. Maintain statistics on number of entrants and based on this information make recommendations for any changes to CAF.

I. Orals and Costumes Chair

The Orals and Costumes Chair shall:

- a. Be in charge of designating categories and rules for Oral and Costume competitions at State Forum with approval of CAF.
- b. Be in charge of project registration, judging and results of competitions at State Forum. This includes set up and security for the rooms.
- c. Maintain statistics on number of entrants and based on this information makes recommendations for any changes to CAF.

Article V

Meetings

Procedure and Order of Business

Section 1. Purposes of assembling the Association are:

- A. To hear, consider and act upon reports of officers and committees.
- B. To fix, determine and declare the policies of the Association.
- C. To hear, consider and act upon such proposals as may be submitted for amendment to the Constitution and bylaws.
- D. To conduct such other business as the members may deem desirable or expedient for the interests of the Association and to preserve and maintain a unified relationship among members by promoting a spirit of good fellowship and a general esprit de corps.
- E. To elect officers.
- F. To determine and fix a specific date and place for succeeding meetings in accordance with the limitations elsewhere herein provided.
- G. To stimulate an interest in the Classics throughout the state of Florida.

Section 2. The program and order of business of Association meetings shall be planned by the Executive Council, with the Vice President as Chairman of the Program Committee; and such program and order of business shall be submitted for the information of members at the opening of the Association meeting, which shall proceed in accordance therewith.

Section 3. When possible the fall meeting of the Association shall be the major business session, with program and social functions following. The spring meeting of the Association shall be devoted primarily to informative or inspirational and social activities with business sessions limited to committee reports, election of officers, announcements and any urgent matters which may not be delayed until the fall meeting.

Section 4. The sum of one hundred (\$100.00) dollars per annum shall be given to the President at the end of the year; or as needed during the course of the year, he may receive up to one hundred (\$100.00) dollars as a reimbursement for travel and other related expenses incurred by reason of the duties of his office. When asking for reimbursement during the course of the year, he shall submit his request to the Treasurer.

Section 5. Annual dues shall be \$20.00 for active and associate members. In order for a local Junior Classical League chapter to participate in the District Latin Forum or State Latin Forum, each school or sponsor must pay the Classical Association of Florida, Florida Junior Classical League, National Junior Classical League, and American Classical League dues postmarked by October 31. If a school or sponsor does not meet the October 31 deadline, dues may be sent to the Classical Association of Florida Treasurer along with a fifty (\$50.00) dollar late fee (payable to the Classical Association of Florida) postmarked by November 20. Any school or sponsor that does not pay the dues by November 20th will be ineligible to participate in the District Latin Forum or State Latin Forum.

Section 6. The Constitution shall be brought up for review by the Constitution committee at least every five years.

Article VI Authority

Section 1. The parliamentary authority of this Association shall be ROBERT'S RULES OF ORDER REVISED, by general Henry M. Robert, published by Scott, Foresman and Company, Atlanta, 1943. This authority shall govern all procedures of the Association except where there is conflict with the Constitution and bylaws adopted.