

Bylaws of the Baltimore County Junior Councils (BCJC)

Article I Dues

Member Schools shall maintain their status through the annual payment of dues. The cost of dues is based on a school's enrollment. BCJC will not be instating dues for the 2021-2022 school year.

Middle School Enrollment	Votes	Dues
0-600	4	\$45
601-900	5	\$50
901-1200	6	\$55
1201-1500	7	\$60
1501-1800	8	\$65
1801-2100	9	\$70
2100 and up	10	\$75

Article II Appointed Staff

Section 1 The appointed staff of BCJC shall be: Chief of Staff, Recording Secretary, Digital Media Specialist(s), Student Training Coordinator(s), Elementary School Liaison(s), and Regional Representative(s).

Section 2

- A. All appointed staff members shall be responsible for submitting an end-of-year report to the Chair. Additionally, a mid-year report shall be submitted to the Chair.
- B. Staff members shall attend all BCJC Executive Board meetings, General Assembly meetings, and other functions. Members must notify the BCJC Advisor and Chair of planned absences 48 hours prior to an event. Members may be removed for multiple unexcused absences at the discretion of the BCJC Advisor and Chair. Members may also be removed for neglecting their duties at the discretion of the BCJC Chair or Advisor.

Section 3 Duties and Responsibilities

- A. The Chief of Staff shall:
 - a. Description

- i. Assist the Chair in the administrative work of BCJC;
- ii. Ensure that tasks assigned to Executive Board members are being completed;
- iii. Work one-on-one with staff members to assist with difficulties they may face in executing duties associated with their assigned position;
- iv. Assume other responsibilities at the request of the Chair

B. The Secretary shall:

a. Description

- i. Take and present minutes of all official BCJC meetings;
- ii. Track attendance to all official BCJC meetings;
- iii. Keep an accurate record of all bills/resolutions brought up in the course of BCJC meetings;
- iv. Assume other responsibilities at the request of the Chair

C. The Student Training Coordinator(s) shall:

a. Description

- i. Find and teaches workshops for all BCJC events;
- ii. Collaborate with BCJC Advisor to “train the trainers [of workshops]” for BCJC and MASC events;
- iii. Evaluate the effectiveness of each workshop for future improvements;
- iv. Assume other responsibilities at the request of the Chair

D. The Regional Representative(s) shall:

a. Description

- i. Serve as representatives of all Baltimore County students for their assigned schools;
- ii. Assist the Vice Chair in running the Board of Selected Students;
- iii. Assist the Vice Chair in keeping school SGO/SGA informed of BCJC events;
- iv. Serve on the countywide Board of Education committees at the request of the BCJC Advisor;
- v. Assume other responsibilities at the request of the Chair

E. The Digital Media Specialist(s) shall:

a. Description

- i. Ensure content on the BCJC website and social media is current and accurate;
- ii. Create and provides digital content to be posted on social media or the website;
- iii. Assume other responsibilities at the request of the Chair

F. The Elementary School Liason(s) shall:

a. Description

- i. Collaborate with the BCJC Advisor to arrange all elementary-school workshop events;

- ii. Find and teach workshops for all elementary-school workshop events;
- iii. “Train the trainers” for all elementary-school workshop events;
- iv. Evaluate all elementary-school workshops;
- v. Assume other responsibilities at the request of the Chair

Approved Sep 22, 2021