

## **NPDA Constitution**

(Updated June 2004)

### **Article I: The Organization**

This organization shall be known as the National Parliamentary Debate Association (NPDA).

### **Article II: Purpose of the Association**

Section 1. The purpose of the National Parliamentary Debate Association is to promote limited preparation debate that emphasizes both content and delivery.

Section 2. In March or April of each year the Association will host a Championship Tournament. The Tournament Site Subcommittee of the Championship Tournament Committee should take into consideration religious holidays in determining the date and place of the Championship Tournament.

Section 3. Each year the Association will provide awards to recognize outstanding participants in debate tournaments sanctioned by the Association.

### **Article III: Membership**

Section 1. Institutional membership in the National Parliamentary Debate Association is open to any college, University, community college, secondary school, or other academic institution that, acting through its Director of Forensics, association President, or other appropriate authority wishes to join.

Two types of institutional membership are available in the National Parliamentary Debate Association:

- A. Regular Institutional Members pay annual dues and are eligible to participate in all functions of the organization.
- B. Affiliate Institutional Members pay reduced annual dues, complete membership information, and sanctioning forms, but do not have voting privileges in the organization. Affiliate membership applies to schools that do not enter teams in any NPDA sanctioned or national tournament.

Section 2. Individual membership is designed to allow individuals without an institutional affiliation the opportunity to be a part of the organization. Individual membership is open to any interested person, without regard to sex, race, creed, age, or other consideration, who is willing to support the goals of the organization.

### **Article IV: Officers and Elections**

Section 1. The officers of this Association shall include a President, a Vice President, an Executive Secretary, a Treasurer, and a National Student Representative. The President, Vice President, Executive Secretary, and Treasurer shall be elected to staggered, two- year terms, with the offices of President and Vice President running concurrently and the offices of Executive Secretary and Treasurer running concurrently. The National Student Representative shall be

elected for a one-year term. These officers shall serve as voting members of the Executive Council. Additionally, the Journal Editor and Webmaster shall serve as non-voting members of the Executive Council. Officers can be removed for mis-, mal-, or nonfeasance by petition of 2/3 of the membership of the organization or by a 2/3 vote of members present at any Business Meeting.

Section 2. A Regional Representative shall be elected from each National Parliamentary Debate Association district that has at least five NPDA member schools. These representatives shall be elected for two-year terms with representatives from even numbered districts elected in even years and representatives from odd-numbered districts elected in odd years. If for any reason a regional or community college representative cannot serve, then the members of the representative's constituency shall call a new election to be held as soon as possible to fill the remainder of the term.

Section 3. A Two-Year Schools Representative shall be elected for a two-year term, in even years, at a meeting during the NPDA Championship Tournament called by the current Two-Year Schools Representative.

Section 4. Nominations for offices except National Student Representative shall be submitted for presentation at the first Business Meeting of the academic year, at which time additional nominations may be submitted by any member present.

Section 5. The National Student Representative shall be elected each year at the student business meeting held during the Championship Tournament. For the purposes of this election, each member school shall have one vote.

#### **Article V: Officers and Their Duties**

Section 1. The Executive Council shall lead the Association between Business Meetings; shall provide interpretation of any article of the Constitution and its By-Laws; shall perform the functions outlined for them in the By-Laws; and shall be consulted when any action not clearly specified in this Constitution or in the By-Laws is to be taken.

Section 2. The President's duties are:

- a. To establish the agenda for and to chair the Business Meetings of the Association;
- b. To uphold this Constitution and By-Laws and all other decisions of the annual Business Meetings of the Association;
- c. To chair and be a voting member of the Executive Council;
- d. To serve as the representative of the Association to other organizational meetings
- e. To appoint members to standing committees as specified in Article VI of the Constitution;
- f. To appoint, with the approval of the Executive Council, a Tournament Director for the annual NPDA Championship Tournament;
- g. To appoint from time to time, such committees as deemed suitable or as requested by the annual Business Meeting;
- h. To fill, by appointment, any offices that become vacant for any reason, such an appointment to be for the unexpired term of the individual who has been replaced;

- i. To assist as needed in the administration of the annual Championship Tournament.
- j. To prepare and present bi-annual reports to the membership on the state of the organization at each Business Meeting.

Section 3: The Vice President's duties are:

- a. To conduct elections for officers of the Association, for amendments to the Constitution and By-Laws, and for other issues as directed by the Executive Council;
- b. To chair the Championship Tournament Committee;
- c. To chair the Nomination Committee;
- d. To serve as a voting member of the Executive Council;
- e. To assist as needed in the administration of the annual Championship Tournament;
- f. To assume the office of President at the conclusion of the term of Vice President, or upon vacancy in the office of the President.
- g. To prepare and present bi-annual reports to the membership on the state of the organization at each Business Meeting.

Section 4. The Executive Secretary's duties are:

- a.. To maintain official records of the current standings of schools in the National Parliamentary Debate Association sweepstakes competition, and periodically to communicate this information to the membership of the Association;
- b. To record and disseminate to the membership the minutes of the Business Meetings;
- c. To serve as a voting member of the Executive Council;
- d. To maintain an updated version of the Constitution and By-Laws and to disseminate these to the membership periodically;
- e. To serve on the Publications Committee;
- f. To create and maintain the NPDA tournament calendar;
- g. To assist as needed in the administration of the annual Championship Tournament.
- h. To serve on the Rules and Standards Subcommittee of the Championship Tournament.

Section 5. The Treasurer's duties are:

- a. To receive all membership dues and other payments to the Association and to pay all expenses of the Association that are authorized by the Finance Committee and approved by the Executive Council and membership;
- b. During the school year, the Treasurer will file 'monthly cash disbursement reviews' with the finance committee chair, enclosing month-end bank statements and itemizing all income and expenses – and providing copies of invoices to justify each transaction. At the close of the fiscal year (June 30) the Treasurer will prepare and distribute to the membership an accounting of the financial state of the Association – and will assemble the cash disbursement reports into a year-end "cash disbursement report" to be available to the Finance Committee and the officers – and brought to the NCA business meeting for inspection by members.
- c. To accept membership applications to the Association;
- d. To serve as a member of the Championship Tournament Site Committee;
- e. To serve as an ex-officio member of the Finance Committee;
- f. To serve as a voting member of the Executive Council;

- g. To file needed tax documents on behalf of the Association and maintain related records;
- h. To assist as needed in the administration of the annual Championship Tournament.
- i. To maintain an up-to-date, accurate mailing list for all schools that are members of the National Parliamentary Debate Association;
- j. To prepare and give a report on National Parliamentary Debate Association Membership to each Business Meeting of the Association;

Section 6. The National Student Representative's duties are:

- a. To interface with NPDA students and to bring their concerns to the attention of the officers of the organization;
- b. To represent NPDA at annual meetings of other parliamentary debate organizations (national and international) that are solely student run. If unable to attend, the National Student Representative can designate another student to serve in his/her place;
- c. To prepare and give a report concerning his or her area of responsibility to each Business Meeting of the Association, and to serve on such committees to which he or she shall be elected or appointed;
  - 1. Funding for the student representative's travel to such meetings will normally be in conjunction with the student's travel to compete in the championship competitions held at the same time. Such costs will normally be covered by the institution that the student attends.
  - 2. The National Student Representative may submit a budget request to have a substantial amount of their expenses paid to attend the Business Meeting held in conjunction with the National Communication Association convention.
- d. To serve as a voting member of the Executive Council except as provided elsewhere in the Constitution or By-Laws.

Section 7. In addition to the duties subsequently described under the Publications Committee (Article VI, Section 3), the Webmaster and the Editor of *Parliamentary Debate* shall serve without voting privileges on the Executive Council.

Section 8. District Representatives duties are:

- a. To communicate district/national information to subscribers
- b. To provide to the Treasurer mailing lists of active programs in the district;
- c. To hold at least one open meeting a year consisting of district coaches;
- d. To review district membership indicating two-year and four-year schools;
- e. To solicit and send resolutions to the Tournament Director for use at the Championship Tournament;
- f. To recruit judges for the NPDA Championship Tournament;
- g. To assist as needed in collection of tournament information for season long awards.

Section 9. Two-Year College Representative duties are:

- a. To identify community college programs;

- b. To coordinate and strengthen NPDA ties with community college participants;
- c. To hold a meeting of community college coaches at the NPDA National Tournament.

## **Article VI: Standing Committees**

### **Section 1. Discrimination and Sexual Harassment Committee**

- A. The duties of the Committee on Discrimination and Sexual Harassment (CDSH) include:
  - 1. To facilitate and review an educational program annually, informing members of the NPDA debate community about the definitions and interpretations of discrimination and sexual harassment and about procedures for initiating complaints.
  - 2. To review discrimination and sexual harassment complaints that arise during the academic year as well as the Championship Tournament;
  - 3. To serve as a resource to coaches and students who wish to conduct intrasquad harassment education;
- B. Discrimination and Sexual Harassment Committee Membership:
  - 1. The President of the NPDA will appoint a Sexual Harassment Officer (SHO), who will chair the Committee on Discrimination and Sexual Harassment.
  - 2. The CDSH will consist of no fewer than five representatives of active NPDA schools including at least two students.
  - 3. The CDSH will be provided with adequate and appropriate training about what constitutes harassment and the policy implementation.
  - 4. The names of the SHO and CDSH members shall be widely published.
  - 5. The SHO and CDSH shall be available to consult with complainants and accused as outlined in the Sexual Harassment Policy.

### **Section 2. Finance Committee**

- a. The duties of the Finance Committee shall include:
  - 1. To meet prior to the first Business Meeting of the academic year;
  - 2. With the assistance of the Treasurer, to prepare an annual budget;
    - a) The Treasurer shall substantially detail the financial state of the organization along with the annual comprehensive cash disbursement report by July 30. This report will be sent to the Finance Committee and posted on the NPDA website when convenient for the Webmaster.
    - b) By February 1 all committee chairs and executive officers shall submit budget proposals, requests to the Treasurer for possible inclusion in the following year's annual budget.

c) On or before March 1 the Treasurer shall submit a draft budget divided into three parts: general operational expenses, national tournament expenses, and special projects to the Finance Committee and publish it for feedback.

[1] The operational budget is the regular yearly operation for officers to do their work, pay bills, send mailings, etc.

[2] The national tournament budget consists of tournament expenses.

[3] All other submissions would be included under the heading of special projects.

d) The Finance Committee shall meet in conjunction with the spring meeting and approve or amend the proposed budget.

[1] Operational expenses and national tournament expenses will be considered by the Finance Committee and, if passed unanimously, submitted to the membership under the heading of "regular operational and national expenses, approved unanimously by the Finance Committee"

[a] Unanimously approved operational and tournament expenses will be forwarded to the membership as a block for ratification, unless someone specifically asked for a particular line item to be considered from the floor. -- If one or more members of the Finance Committee vote "no" on a general operational or national tournament expense, the item will be brought to the membership under the heading of "expenses lacking unanimous Finance Committee approval. -- These items will be considered line item as the second order of budget business.

[b] If any member of the Finance Committee wished, she or he could ask that a line item be classified as "for special consideration" and taken to the NPDA meeting for consideration. -- Items labeled "for special consideration" will include any item that a finance committee member believed posed a possible conflict of interest for them. -- The committee might vote on the item, and offer approval, but would consciously seek specific ratification by the membership later. -- A finance committee member might also propose a new expense be automatically labeled as "for special consideration" to allow wider debate on an item not previously in the budget.

[2] Special project items will automatically be taken to the membership for specific approval.

e) The budget, presented by the chair of the Finance Committee, will be ratified by the membership at the NPDA Business Meeting through a four step approval process.

[1] Operational and national tournament expenses submitted to the membership for unanimous approval of the Finance Committee.

[2] Operational and national tournament expenses lacking unanimous Finance Committee approval.

[3] Expenses offered for special consideration represent potential conflicts of interest for one or more Financial Committee members or new items which one or more member believes should have general approval before becoming an ongoing expense. [4] Special projects, all items that are not regular parts of the operational or national tournament budget.

f) The Finance Committee can voluntarily choose not to vote on items 3 and 4 until the membership vote.

3. To present the annual budget to the first Business Meeting of the academic year;

4. To provide annual fiscal oversight.

a) Requests for the creation of new line items or reimbursements shall be approved by the Finance Committee.

b) The Finance Committee shall be responsible for working with the Treasurer, the Host and the Host and Site Development Subcommittee of the Championship Tournament Committee to negotiate trophy contracts and to develop and revise recommendations and requirements for national hosts as needed.

b. Finance Committee Membership:

1. The Treasurer shall be an ex-officio member of the Finance Committee.

2. Other members of the Finance Committee shall be appointed for staggered three-year terms.

### Section 3. Nomination Committee

a. The duties of the Nomination Committee shall include:

1. To solicit from the membership, potential nominees for all soon to be vacated Association offices;

2. To present nominations for offices of the Association at the first Business Meeting of the academic year, at which time additional nominations for any office may be submitted by any member present at the meeting;

3. To perform other duties related to elections as may be assigned by the President.

b. Nomination Committee Membership:

1. The Vice President shall chair the Nomination Committee.

2. In addition to any other members the President shall appoint, the three immediate past presidents of the Association shall serve on the Nomination Committee.

c. The Nomination Committee shall not nominate any of its members for any office.

### Section 4. Publications Committee

a. The duties of the Publications Committee shall include:

1. To recommend to the President and the Executive Council, a person to be the Editor of *Parliamentary Debate* for a three-year renewable term;

2. To recommend to the President and the Executive Council, a person to be the Webmaster for a three-year renewable term;
3. To establish publication standards for the NPDA journal and web publications.
4. To perform other duties related to research and publications as may be assigned by the President.
5. To recommend a replacement for the Journal Editor or the Webmaster should the Journal Editor or the Webmaster fail to or be unable to complete their duties. The replacement will fulfill the remainder of the term.

b. Publications Committee membership:

1. A chair shall be elected by the committee.
2. Four at-large members of the Publications Committee shall be appointed by the President.
3. The Executive Secretary, Webmaster and Journal Editor shall serve as members of the Publications Committee.
4. The Publications Committee shall be announced at the annual NCA meeting.

c. Duties of the Journal Editor include:

1. To select an editorial staff in consultation with the Executive Council;
2. To be responsible for all aspects of preparation and printing of the journal, including adherence to a timely publication schedule;
3. To provide a budget proposal to the Finance Committee for approval at least three months prior to expenditure. The NPDA is responsible for all the costs of journal publication;
4. To coordinate, in conjunction with the Webmaster, the posting of the NPDA Journal online;
5. To serve as an ex-officio member of the Executive Council;
6. To be the program planner for NPDA at the National Communication Association convention;
7. To encourage the associate editorial staff to be program planners for the various regional conventions;
8. To solicit papers, especially those presented and evaluated at NPDA sponsored regional panels, for submission to the journal.

d. Duties of the Webmaster include:

1. To create and maintain the NPDA website;
2. To select appropriate staff in consultation with the Executive Council and/or to consult with IDEA and other forensics organizations in order to coordinate and improve the quality of the webpage;
3. To report year-long honor awards tabulation in coordination with the Executive Secretary;
4. To archive records for year-long tournament sweepstakes for a six-year period;
5. To maintain the on-line history and long-term archives of the organization;
6. To provide a budget proposal to the Finance Committee for approval at least three months prior to the expenditure. The NPDA is responsible for all the costs of website and records maintenance;
7. To serve as an ex-officio member of the Executive Council;



8. To assist the Executive Secretary with the publication and maintenance of the NPDA Tournament Calendar;
9. To arrange, in conjunction with the Host, to tape the final round of the Championship Tournament and to make the master tape available to the Coordinator of Video Sales by June 1.

#### Section 5. Championship Tournament Committee

The Championship Tournament Committee shall oversee and administer the Championship Tournament. The committee consists of the Vice President of the NPDA, who shall chair the committee, the President of the NPDA, who shall serve as an ex-officio member of the committee, and the chairs of the Tournament Administration Subcommittee, the Rules and Standards Subcommittee, the Site and Hosting Committee, and the Research and Assessment Subcommittee.

- A. The duties of the Championship Tournament Committee shall include:
  1. To meet at least twice annually, prior to the NCA Business Meeting and before the Championship Tournament;
  2. To report annually on the NPDA Championship Tournament to the NPDA including motions to alter policy and/or procedures;
  3. To approve, by means of subcommittee, requests by the Tournament Director, to deviate from the printed rules for administering the Championship Tournament;
  4. To approve and select the site for future hosts of the Championship Tournament;
  5. To oversee the following five subcommittees of tournament management:
- B. Tournament Administration Subcommittee
  1. The duties of the Tournament Administration Subcommittee shall include:
    - a) To conduct the necessary preparation, data entry, data tabulation and results for the Championship Tournament;
    - b) To procure necessary supplies, produce the tournament invitation, train staff, hire and train judges (as necessary), and arrange special accommodation (as necessary);
    - c) To enter data, confirm entries and the gathering of additional necessary data, compile and distributing judging philosophies, administer entry limitations (as appropriate), and to coordinate with the Host and Treasurer to ensure all additional tournament details (such as meals);
    - d) To enforce NPDA rules and procedures (such as the rules of tournament participation, rules of debating and judging and other procedures for tournament function), oversee and manage the judging pool (including, but not limited to, qualification and

selection of guest judges, production and administration of strike/preference sheets, and number of judges per round), compile and determine tournament sweepstakes, oversee the production and selection of topics, oversee entry and administration of tournament procedures;

- e) To publish all tournament results. This includes the results of all preliminary round debates, a rank order listing of all teams participating in the National Tournament, a listing of speakers in order, top novice teams at the tournament, the top novice speakers at the tournament, elimination round results of the tournament and a rank order listing of tournament and season long sweepstakes results.

2. Tournament Administration Subcommittee Membership:

- a) The Tournament Director, who shall be appointed by the President of the NPDA, shall serve as chair of the Tournament Administration Subcommittee.
- b) Two teams for tabulation, as appointed by the Tournament Director.
- c) The current Championship Tournament Host and the next year's Tournament Host (as an ex-officio member of the committee).
- d) Additional staff, as needed, appointed by the Tournament Director. These staff may perform duties including, but not limited to ballot checking and preparation of packets.

C. Rules and Standards Committee

1. The duties of this committee shall include:

- a) To establish an appeals and complaint procedure for violations, non-enactment, or non-enforcement of established rules;
- b) To oversee and rule on complaints and appeals beyond the decisions of the Tournament Director, including:
  - 1) To clarify tournament rules and rules in the invitation;
  - 2) To make the decision on which tournament rules can be amended if extreme circumstances call for a deviation (for example, when lag powering can be employed to run closer to schedule, strikes, etc.)
  - 3) To establish formal procedures for making any emergency or reasonably unanticipated exception to announced rules, By-Laws, or Constitution;
- c) To hear and rule on complaints for violations, non-enactment or non-enforcement of established rules, including:
  - 1) Challenges to eligibility of debaters;

- 2) Disqualification of judges or debaters;
- 3) The sexual harassment and racial discrimination policies of the NPDA;
- d) To consult with and provide guidance to the Tournament Director of tournament rules, as needed;
- e) To create and enact sanctions for rule and policy violations;
- f) To propose needed policy changes.

2. Rules and Standards Subcommittee Membership:

- a) Membership shall consist of the NPDA Sexual Harassment Officer, the Chair of the Ethics and Rules Subcommittee of the Professional Development Committee, and the Executive Secretary, who shall serve as Chair of the committee.
- b) In addition to their duties specified in other parts of the NPDA Constitution and By-Laws, these individuals will convene during the Championship Tournament.
- c) The Committee shall be freely available during the Championship Tournament and not be in the judging pool.

D. Host and Site Development Subcommittee

1. The duties of the Host and Site Development Subcommittee shall include:

- a) To identify, standardize, and administer application process for site bids;
- b) To inform member schools of hosting opportunities;
- c) To encourage bid applications from schools and seek out ways to make hosting more feasible;
- d) To receive and research site bids applications; select sites to be visited by members of the site committee;
- e) To recommend Championship Tournament sites to the Championship Tournament Committee;
- f) To develop the site to meet the needs for the Association and the Championship Tournament in conjunction with the Championship Tournament Committee;
- g) To locate a vendor and purchase trophies for the Championship Tournament;
- h) To perform other duties related to the Championship Tournament sites as may be assigned by the Vice-President.

2. The Host and Site Development Subcommittee Membership:

- a) The Treasurer of the NPDA
- b) Two previous Championship Tournament hosts, appointed by the Vice-President

- c) Four other members, appointed by the Vice-President, who should represent geographical diversity whenever possible.

E. Topic Selection Subcommittee

1. The duties of the Topic Selection Subcommittee shall include:
  - a) To solicit proposed topics from the district representatives;
  - b) To develop and publish guidelines used in selecting topics;
    - 1) As overarching goals, topics should guarantee fair ground, be representative of topics (both in subject and composition) employed across the country during the year and preserve an even mixture of “loose” and “hard” linked topics.
    - 2) The subject matter of resolutions should be of a philosophical, international, domestic, or controversial nature.
    - 3) Resolution wording should allow for diversity and innovation.
    - 4) The resolutions should be ordered for balance (i.e., policy round follows policy round, metaphor follows metaphor).
  - c) To determine the topics to be used at the Championship Tournament from a list submitted by the District Representatives;
  - d) To forego coaching their team during the tournament regarding case areas and arguments during the NPDA Championship Tournament;
  - e) To maintain confidentiality.
2. Topic Selection Committee Membership: In addition to others the Tournament Director may appoint, the NPDA President and the NPDA Vice President shall serve on the Topic Selection Committee.

F. Research and Assessment Subcommittee

1. The duties of the Research and Assessment Subcommittee shall include:
  - a) To oversee the collection of data at the Championship Tournament including:
    - 1) To encourage the development of research activity;
    - 2) To receive and evaluate requests to conduct research at the National Tournament;
    - 3) To work with the Tournament Host (or designee) to ensure that research proposals are consistent with standards established by the host school’s human subjects committee;
    - 4) To rank order proposals based on their scholarly merit;
    - 5) To approve (with consultation of the Tournament Director) and authorize research activity at the Championship Tournament.

- b) To oversee the assessment of the National Parliamentary Debate Association and the Championship Tournament;
    - 1) To appoint an individual(s) to construct and administer an assessment survey for both the National Parliamentary Debate Association and the National Tournament;
    - 2) The results of the assessment would be published annually in the NPDA Journal
  - c) To collect and deliver final round judge decisions and ballots to the Journal Editor.
2. Research and Assessment Subcommittee Membership
- a) The Committee shall be comprised of the Tournament Host (or designee), a member of the Professional Development Committee and a member of the Publications Committee.
  - b) The Committee will elect a chair.

## Section 6. Professional Development Committee

- A. The Professional Development Committee will consist of six members and the Sexual Harassment Officer (SHO)
- B. The Professional Development Committee shall consist of two subcommittees: the Ethics and Rules Subcommittee and the Standards Subcommittee.
  - 1. Ethics and Rules Subcommittee
    - a) The duties of the Ethics and Rules Subcommittee shall include:
      - 1) To create or propose changes to rules that govern the practice of parliamentary debate;
      - 2) To construct a mechanism to ensure adherence to NPDA rules;
      - 3) To make National Parliamentary Debate Association and American Forensic Association guidelines available for use at NPDA sanctioned tournaments, at the tournament host's discretion;
      - 4) To establish an appeals and complaint procedure for violations, non-enactment, or non-enforcement of established rules;
      - 5) To propose needed policy changes;
      - 6) To apply National Parliamentary Debate Association and American Forensic Association guidelines to all sanctioned tournaments with the tournament director's discretion.
    - b) The Ethics and Rules Subcommittee Membership: The Ethics and Rules subcommittee shall consist of three members and the Sexual Harassment Officer.

## 2. The Standards Subcommittee

- a) The duties of the Standards Subcommittee shall include:
  - 1) To develop administration education information that describes debate coaching as a fundamental academic pursuit;
  - 2) To reintegrate former coaches into the National Parliamentary Debate Association;
  - 3) To facilitate networking of coaches outside of tournaments;
  - 4) To develop and support the highest standards of professional conduct;
  - 5) To represent professional interests of the Association's members to all appropriate constituencies;
  - 6) To develop and promote standards concerning the duties, evaluation, and tenure of parliamentary debate educators;
  - 7) To develop and maintain a consulting program to assist in the development and support of parliamentary debate professionals at all levels;
  - 8) To promote professional development of directors, coaches, coaches, and graduate/undergraduate assistants associated with programs;
  - 9) To develop a certification system for forensic professionals that would include:
    - i) Identifying the characteristics of a good tenure candidate in the field;
    - ii) Determining a way to certify them such that if we write a letter to a university, we can say that the person has been peer reviewed, meets the standards for teaching, scholarship and service that characterizes them as a strong and important member of the community.
- b) The Standards Subcommittee shall consist of three members.

- E. The Chair of the Professional Development Committee and the Sexual Harassment Officer, along with the Executive Secretary, shall serve on the National Tournament Committee Rules Subcommittee to review, advise, and serve as an appeals board for the tournament.

## Section 7. Outreach Committee

### A. Committee Outline and Basic Duties:

The outreach committee shall promote and coordinate outreach efforts on behalf of the NPDA and its member institutions. All NPDA monies spent on outreach efforts must be approved by a vote of this outreach committee. Although the committee will not have the

direct authority to spend dues money or other funds available for outreach projects, the committee will be charged with approving proposals for funding, to be subsequently approved by the membership and provided to the finance committee or other designated budget management agent of the NPDA.

The outreach committee may only approve an outreach project by a majority vote. Persons or institutions seeking funding for outreach projects must submit proposals to the committee for approval. Proposals must follow approved annual guidelines, and must minimally include the following in order to be considered for funding:

- A designated project sponsor, preferably a staff or faculty member at a college or university.
- A budget request with projected expenses identified by line-items.
- An agreement by the project sponsor to produce a narrative outcomes report and a budget report within 60 days of the conclusion of the project funding period.
- A letter of request for funding, outlining the proposed project and a summary of expected outcomes, including the number of people served by the project and the expected results (both in the long-term and short-term) of the project. Project proposals must be submitted to each member of the outreach committee no later than the officially published bi-annual deadlines (Figure 1).

Project proposals that are submitted after the designated due date for each project review period will not be considered until the next project review period.

Figure 1:

Project Implementation Period	Project Proposal Submissions Due	Project Approval at:
Spring & Summer	One month prior to NCA Business Meeting	NCA Business Meeting
Summer & Fall	One month prior to Nationals Business Meeting	Nationals Business Meeting

#### B. Committee Membership

The committee will be composed of three members. One member will be designated Chair. The committee members, including the Chair, will be appointed by the NPDA President to serve two-year, renewable terms on the committee. Terms will commence on June 1st of each calendar year. Prospective members of the committee must apply in writing to the NPDA President no later than May 1st. The NPDA President will be responsible for reviewing applications to serve on the committee, and must publish information about upcoming vacancies on the committee no later than April 1st in a year when vacancies will be upcoming. If a member of the committee must resign, for any reason, the NPDA President will appoint a committee member to fill the vacancy for the remainder of the original committee member's term.

Committee members must demonstrate a commitment to outreach, as well as experience conducting outreach projects with demonstrable outcomes and sound fiscal management. Preferred candidates should have a track record of domestic and/or international outreach, as well as the ability to manage ongoing projects through logistical and technical support. In order to apply for committee positions, prospective committee members must submit a outreach resume to the NPDA President as well as a letter of interest outlining their qualifications to serve on the committee. The letter of interest should comprehensively detail past projects the candidate has managed or been involved with in a substantial capacity. The letter should detail the outcomes these projects achieved, and should explain what future projects that candidate would be particularly interested in managing and supporting.

Committee members are not eligible to apply for funded projects, nor may they serve as the primary sponsor of a designated outreach project. Committee members may receive compensation for expenses related to required oversight of projects..

Committee members must be actively involved in supporting ongoing projects. They must also be actively involved in reviewing and commenting on project proposals during the designated review period.

The Chair shall be responsible for collecting project proposals and ensuring that each committee member has a copy of all proposals during the designated review period. The Chair shall also be responsible for calling votes on proposals in a timely manner, to ensure that a slate of approved projects can be made available to the NPDA Membership (hereafter, the Members) by the Project Approval meetings, conducted twice yearly at NPDA Business Meetings. The Chair is responsible for bringing copies of approved project proposals, to be shared with the Members, at each business meeting. In addition, approved projects will be listed on the NPDA website 15 days prior to the designated business meetings.

### C. Proposal Guidelines and Acceptance Procedures

The Committee will be responsible for producing, on a yearly basis, guidelines for project proposals. These guidelines will suggest areas that are likely to be funded in the upcoming year as well as provide suggestions for proposal authors. These guidelines will be made publicly available by July 1st every year. The Chair of the Committee will be responsible for soliciting input from the Members and ensuring that this input is considered in producing the guidelines.

In general, proposals should aim to serve the greatest number of students possible, in the most meaningful way possible, for the least amount of money possible. All approved proposals must have a demonstrated relationship to the interests and needs of the Members, and to increasing the stature and expanse of the NPDA as a whole. All proposals will compete against each other for potential approval by the committee. The committee may, during the project review period, request more information from prospective project sponsors, or return project proposals to principal investigators for



revision. The committee must provide constructive feedback on all submitted proposals. This feedback may be the work of the committee as a whole, or the Chair may designate one committee member to provide comments on a specific proposal.

Once the project proposal submission deadline has passed, the committee members will deliberate on the submitted proposals. They will have to decide which to send on as approved projects, for approval by the membership, and which to send back for revision. Funding for the approved project list may not exceed the money set aside for project funding in any given year. Once the committee has voted on an approved list of projects, that list must be presented to the Members for final approval. This presentation will happen at each of the bi-annual business meetings for the NPDA. The membership may vote up or down on each proposal, or may make suggestions for proposals, to be forwarded to the project sponsor by the Chair, but may not make modifications to proposals. The committee members are charged with discussing and presenting proposals to the Members, and answering all questions about proposals that the Members may have. In this way, the committee serves as the primary principal investigator for NPDA outreach projects.

If the Members approve a project by a majority vote, that project's budgeted expenditures should be paid out of funds for Outreach set aside by the Members on an annual basis. The Chair will designate a committee member to serve as a primary liaison for each approved project. It is the responsibility of the liaison to work to support the ongoing project. This liaison is also responsible for collecting the outcomes reports (narrative and budgetary) produced by the project sponsor at the conclusion of the project.

These reports should be made public and distributed to the Members within 15 days of their receipt. Reports are due to the outreach committee within 60 days of the conclusion of the funding period for the approved project.

#### D. Funding

Funding for outreach projects will be set-aside on an annual basis at an amount determined at the spring business meeting. Funding for the initial outreach program year, effective July 1, 2004, is \$4,000.00.

### **Article VII: Business Meetings of the Association**

Section 1. The Business Meetings of the National Parliamentary Debate Association constitute the governing body of the National Parliamentary Debate Association at the times they are meeting, and are the only bodies that can institute changes in the Constitution or its By-Laws. Between Business Meetings, actions of the Executive Council will have the force of By-Laws. These decisions must be reported to the next Business Meeting and are automatically placed on the agenda pursuant to Article VII, Section 2.

Section 2. Business Meetings shall be held annually at the National Championship Tournament and at any other time and place agreed to by the Executive Council. At least sixty days notice will be given before the meeting.

Section 3. Each member institution may be represented by one voting representative at a Business Meeting. No member institution represented at a Business Meeting may vote more than 10 proxies in addition to the member's own vote. At least 5% of member institutions must be personally represented (proxies do not suffice for this purpose) for the meeting to conduct any business other than hearing reports and discussing them.

The National Student Representative and District Student Representatives will each be given a vote at the fall and spring NPDA business meetings. If the District Student Representatives are unable to attend either the fall or spring business meeting, the National Student Representative may deliver the respective vote by proxy.

Section 4. If sufficiently attended, as defined in the preceding section, a Business Meeting may adopt new By-Laws or change existing ones by a majority vote of schools present (personally or by proxy). The Business Meeting may propose constitutional changes by a two-thirds vote of the schools represented (personally or by proxy).

Section 5. The presiding officer of a Business Meeting will be entitled to vote as the representative of his or her institution.

Section 6. Any vote that results in a tie will be considered to have failed.

### **Article VIII: Amendments to the Constitution and By-Laws**

#### Section 1. Amendments to the Constitution

- a. An amendment to the Constitution may be initiated by any member school.
- b. Amendments to the Constitution must be submitted to the Executive Secretary thirty days prior to a Business Meeting to be considered at that meeting. The Executive Secretary will communicate proposed amendments to the membership no later than fifteen days prior to the Business Meeting.
- c. A two-thirds vote of the schools represented at the Business Meeting will be necessary for a proposed constitutional amendment to be sent to the membership.
- d. Within ten days following the Business Meeting, the Executive Secretary will distribute by mail a ballot containing all proposed constitutional amendments. Balloting on these will cease at midnight thirty days after the date of the Business Meeting.
- e. A two-thirds vote of the schools voting by mail on the proposed amendment will be necessary for its enactment.

#### Section 2. Amendments to the By-Laws

- a. An amendment to the By-Laws may be initiated by any member school.
- b. Amendments to the By-Laws must be submitted to the Executive Secretary no later than thirty days prior to a Business Meeting to be considered at that meeting. The Executive Secretary will communicate proposed amendments to the membership no later than fifteen days prior to the Business Meeting.

c. A majority of the schools represented and voting at the Business Meeting will be necessary for enactment of the amendments to the By-Laws.

### Section 3. Further Amendment Procedures for the Constitution and By-Laws

a. An amendment may be proposed by two-thirds of the Executive Council or by a petition of five percent of the current National Parliamentary Debate Association membership to the Executive Secretary and the President.

b. The proposed amendment shall be distributed to the membership. Members shall have forty-five days to send comments on the proposed amendment to the Executive Secretary.

c. Within sixty-five days of the publication of the proposed amendment, the Executive Secretary shall mail a ballot to the membership containing a copy of the proposed amendment, along with a statement of the arguments for and against the amendment. The author of the amendment shall have the opportunity to include a statement of the reasons for the amendment. The President may designate an individual to outline potential objections to the amendment. Both of these individuals shall have access to the comments received by the Executive Secretary. Ballots shall be due no later than three weeks after the mailing.

d. A three-fourths vote of all members voting will be required to enact an amendment initiated under this section.

e. A majority of the Executive Council may vote to exclude the time. From June 1 to September 1 from the time period in items b. and c. of this section.

## **Article IX: Management of Assets**

Section 1. The National Parliamentary Debate Association is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)2 of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal

government, or to a state or local government, for a public purpose. Any such asset not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.