

**Article I: The Organization**

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

**Article II: Purpose of the Association**

Section A: The purpose of the NPDA is to provide collegiate student debaters with opportunities to debate various topics of current importance. The association will promote competitive practices that ensure long-term growth and survival of intercollegiate academic and public debate by promoting forms of limited preparation debate that include points of information and that combine an emphasis on both content (analysis, refutation, context) and delivery.

Section B: The organization shall further this purpose by training and encouraging students, educators and scholars to work in community, fostering principles of theory, practice, and presentation.

**Article III: Membership**

Section A: 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 and is willing to support the purposes of the organization.

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

1. Regular Institutional Members pay annual dues and are eligible to participate in all functions of the organization.
2. 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 B: 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 purposes of the organization.

Section C: Membership shall annually be made to the NPDA Treasurer.

Section D: Should an individual or group of individuals deliberately and maliciously act to manipulate the outcome of the National Championship Tournament or endanger the lives of fellow competitors, the individual(s) will be sanctioned by the organization through the joint action of the National Championship Tournament Committee and its Rules and Standards Sub-Committee. The individual(s) should anticipate that they will be barred immediately from membership or participation in the National Parliamentary Debate Association. The duration of exclusion from membership and participation may extend up to and include the individual's lifetime. Any wins or sweepstakes points earned up to that point in the season and the tournament by that unit will be disqualified. Appeals of such decisions shall be made to the Executive Council.

**Article IV: Officers -- Elected**

Section A: Election

1. The officers of this Association shall be 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 on staggered, two-year terms with the offices of President and Vice-President running concurrently and with the offices of Executive Secretary and Treasurer running concurrently. The National Student Representative shall be elected for a one-year term. These officers shall constitute the Executive Council.
2. Nominations for offices except for the National Student Representative shall be submitted for presentation at the first business meeting of the academic year, at which time additional nominations for any office may be submitted by any members present.
3. The National Student Representative shall be selected 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.
4. Any elected officer can be removed for mis, mal- or non-feasance 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 B: Duties

1. The Executive Council shall lead the Association between Business Meetings; shall provide interpretation of any article of the Constitution or 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.
2. The President's duties are:
  - a. To establish the agenda and to chair the annual Business Meeting of the Association;
  - b. To be responsible for upholding this Constitution and its 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 representative of the Association to other organizational meetings;
  - e. To make official appointments and to appoint members to standing committees as specified in Articles V and VII 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 Meetings;
  - h. To fill by appointment, any offices that become vacant for any reason, such as 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 serve as an ex-officio member of the Championship Tournament Committee.
  - k. To serve on the Topic Sub-Committee of the Championship Tournament Committee.
  - l. To prepare and present bi-annual reports to the membership on the state of the organization at each Business Meeting.
  - m. To maintain records appropriate to her or his activities and to submit those to her or his successor at the close of her or his term.'

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.
  - h. To serve as a member of the Topic Sub-Committee of the National Championship Tournament Committee.
  - i. To serve as an ex-officio member of the Site subcommittee of the National Championship Tournament Committee.
  - j. To chair the All-American Award committee and collect nominations from District Representatives.
  - k. To maintain records appropriate to her or his activities and to submit those to her or his successor at the close of her or his term.
  
4. The Executive Secretary's duties are:
  - a. To oversee tournament sanctioning and sweepstakes competition as specified in By-Laws II and V and to maintain official records of the current standings of schools in 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 and proposed amendments and ballots as outlined in Article IX of the Constitution.
  - 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 National Tournament.
  - h. To serve on the Rules and Standards Subcommittee of the Championship Tournament.
  - i. To serve as an ex-officio member of the Outreach Committee.

- j. To serve as an ex-officio member of the Research and Assessment Sub-Committee of the National Championship Tournament Committee.
  - k. To maintain records appropriate to her or his activities and to submit those to her or his successor at the close of her or his term.
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. To prepare with the assistance of the Finance Committee, an annual budget that is voted on at the spring business meeting.
  - c. 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.
  - d. To accept membership applications to the Association;
  - e. To serve as a member of the Championship Tournament Site Committee;
  - f. To serve as an ex-officio member of the Finance Committee;
  - g. To serve as a voting member of the Executive Council;
  - h. To file needed tax documents on behalf of the Association and maintain related records;
  - i. To assist as needed in the administration of the annual Championship Tournament.
  - j. To maintain an up-to-date, accurate mailing list for all schools that are members of the National Parliamentary Debate Association;
  - k. To prepare and give a report on National Parliamentary Debate Association Membership to each Business Meeting of the Association;
  - l. To oversee and provide for a visual recording of the final round of the National Championship Tournament.
  - m. To serve as an ex-officio member of the Professional Development Committee and its sub-committees.
  - n. To maintain records appropriate to her or his activities and to submit those to her or his successor at the close of her or his term.

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.

#### **Article V: Official Appointments**

Section A: Appointment: The president shall appoint the following officers to serve as advisors to the Executive Council: The Webmaster, Editor of Parliamentary Debate, Parliamentarian, the Sexual Harassment Officer and National Championship Tournament Director. These officers shall report as needed to the Executive Council and the body, and shall serve at the pleasure of the President.

Section B: Duties

1. The Journal Editor's duties are:
  - a. To select an editorial staff in consultation with the Executive Council;
  - b. To be responsible for all aspects of preparation and printing of the journal, including adherence to a timely publication schedule;
  - c. 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;

- d. To coordinate, in conjunction with the Webmaster, the posting of the NPDA Journal online;
  - e. To serve as an advisor to the Executive Council;
  - f. To receive and publish results of the assessment survey administered by the Research and Assessment sub-committee of the National Championship Tournament.
  - g. To serve as a member of the publications committee.
  - h. To solicit papers, especially those presented and evaluated at NPDA sponsored regional panels, for submission to the journal.
  - i. To serve a three-year renewable term.
2. The Webmaster's duties are:
- a. To create and maintain the NPDA website;
  - b. 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;
  - c. To report year-long honor awards tabulation in coordination with the Executive Secretary;
  - d. To archive records for year-long tournament sweepstakes for a six-year period;
  - e. To maintain the on-line history and long-term archives of the organization;
  - f. To serve on the publications committee.
  - g. 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;
  - h. To serve as an advisor to the Executive Council;
  - i. To assist the Executive Secretary with the publication and maintenance of the NPDA Tournament Calendar;
  - j. To serve a three-year renewable term.
3. The parliamentarian's duties are:
- a. To serve as an advisor to the executive council
  - b. To provide interpretations of the bylaws, constitution, rules of order as needed. The president, however, shall have the ultimate power to rule on matters of procedure as they should arise.
  - c. To chair the Rules and Standards Sub-Committee of the National Championship Tournament Committee.
4. The Sexual Harassment Officer's duties are:
- a. To be known and available to consult with complainants and accused as outlined in the sexual harassment policy;

- b. To serve as a resource to coaches and students on issues of discrimination and harassment;
  - c. To serve on the Professional Development Committee and the Ethics and Rules sub-committee thereof;
  - d. To serve on the National Tournament Committee Rules Sub-Committee;
  - e. To oversee the implementation of By-Law IX--Sexual Harassment Policy;
  - f. In the event of a validated complaint, work with the NPDA President to determine appropriate action as outlined in By-Law IX--Sexual Harassment Policy.
5. The National Championship Tournament Director's Duties
- a. To oversee all aspects of the National Championship Tournament.
  - b. To administer the National Championship Tournament according to the NPDA By-Laws and Tournament Operating Procedures.
  - c. To prepare with the assistance of the treasurer and site committee a budget for the next year's National Championship Tournament and submit it in a timely fashion for inclusion in the next fiscal year's budget.
  - d. To prepare and distribute the invitation to the National Championship Tournament as directed in the tournament operating procedures.
  - e. To make requests to the National Championship Tournament Committee via the Rules and Standards Sub-Committee for deviations from the printed rules for administering the championship tournament and affirming the decision as stated in A.1 of the Tournament Operating Procedures.
  - f. To chair the Tournament Administration Sub-Committee.
  - g. To appoint tabulation and topic committee members not specified in the Constitution and By-Laws and provide said members with the material and information necessary to conduct the National Championship Tournament.
  - h. To consult with and seek guidance from the Rules and Standards Sub-Committee regarding tournament rules as needed.
  - i. To consult with the Research and Assessment Sub-Committee to approve and authorize research activity at the National Championship Tournament.
  - j. To certify the eligibility of all competitors.
  - k. To identify novice competitors and track their performance at the tournament while protecting the confidentiality of competitor status throughout the tournament.



- l. To provide for judge training, to do judge assignment, to present judges with rules and to certify that they have read and agreed to the rules.
- m. To implement sanctions as determined by the NPDA President and SHO in verified cases of harassment.
- n. To assess fees and fines.

**Article VI: District and At-Large Representation**

Section A: District Representative duties are:

1. To communicate district/national information to subscribers
2. To provide to the Treasurer mailing lists of active programs in the district;
3. To hold at least one district or interest group meeting each year at an appropriate tournament to discuss upcoming items of business and district concerns and to report to and advise the Executive Council at or before the National Championship Tournament on issues related to their districts and special interests.
4. To review district membership indicating two-year and four-year schools;
5. To solicit and send resolutions to the Tournament Director for use at the Championship Tournament;
6. To recruit judges for the NPDA Championship Tournament;
7. To assist as needed in collection of tournament information for season long awards.

Section B: Two-Year College Representative duties are:

1. To identify community college programs;
2. To coordinate and strengthen NPDA ties with community college participants;
3. To hold at least one district or interest group meeting each year at an appropriate tournament to discuss upcoming items of business and district concerns and to report to and advise the Executive Council at or before the National Championship Tournament on issues related to their districts and special interests.

Section C: District Student Representative duties are:

1. To communicate district/national information to subscribers
2. To provide to the Treasurer mailing lists of active student programs in the district;
3. To hold at least one district or interest group meeting each year at an appropriate tournament to discuss upcoming items of business and district concerns and to report to and advise the Executive Council at or before the

National Championship Tournament on issues related to their districts and special interests.

4. To review district membership indicating two-year and four-year schools;
5. To solicit and send resolutions to the Tournament Director for use at the Championship Tournament;
6. To recruit judges for the NPDA Championship Tournament;
7. To assist as needed in collection of tournament information for season long awards.

Section D: Any elected district representative can be removed for mis, mal- or non-feasance by petition of 2/3 of the membership of the organization or by a 2/3 vote of members present at any business meeting.

## **Article VII: Standing Committees**

### Section A: Committee Appointment and Oversight

1. The NPDA President will issue calls for and appoint members to the standing committees and sub-committees as specified in the constitution unless otherwise indicated in the governance documents of the NPDA.
2. Members of the Executive Council as specified by their job descriptions or by request of the NPDA President will serve ex-officio and enable the actions of each standing committee and respective sub-committees.
3. Members of the Executive Council are responsible as ex-officio members of standing committees for soliciting proposals for presentation to the finance committee in a timely fashion, forwarding committee requests and reports to the Executive Council and notifying the president of vacancies on the committees.
4. Voting members of the Executive Council shall not hold membership in a standing committee except as otherwise noted in the constitution or by-laws. If an appointed member of a standing committee is elected to the Executive Council, the member will vacate their appointment and the NPDA President will appoint a new member to complete their term on the committee.
5. In cases of non-action by a committee or for appeals of a committee decision, members may submit in writing to the Executive Council a request for review and/or full appeal of committee decisions. The Executive Council may act on the review/appeal or take the appeal to the full body of the organization as a regular item of business.

**Section B. Finance Committee Membership:**

1. The duties of the finance committee are
  - a. To assist the treasurer in preparing an annual budget
  - b. To provide fiscal oversight
  - c. To provide input for specific requests made throughout the academic year
  - d. To offer guidelines for creation, implementation and accountability of committee and operational budgets.
  
2. Finance Committee Membership:
  - a. The Treasurer shall be an ex-officio member of the Finance Committee.
  - b. Other members of the Finance Committee shall be appointed by the president for staggered three-year terms.

**Section C. Nomination Committee**

1. The duties of the Nomination Committee shall include:
  - a. To solicit from the membership, potential nominees for all soon to be vacated Association offices;
  - b. 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;
  - c. To perform other duties related to elections as may be assigned by the President.
  
2. Nomination Committee Membership:
  - a. The Vice President shall chair the Nomination Committee.
  - b. In addition to any other members the President shall appoint, the three immediate past presidents of the Association shall serve on the Nomination Committee.
  
3. The Nomination Committee shall not nominate any of its members for any office.

**Section D. Publications Committee**

1. The duties of the Publications Committee shall include:

- a. To recommend to the President and the Executive Council, a person to be the Editor of *Parliamentary Debate* for a three-year renewable term;
  - b. To recommend to the President and the Executive Council, a person to be the Webmaster for a three-year renewable term;
  - c. To establish publication standards for the NPDA journal and web publications.
  - d. To perform other duties related to research and publications as may be assigned by the President.
  - e. 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.
  - f. To designate one member to serve on the Research and Assessment Subcommittee of the Championship Tournament Committee.
2. Publications Committee membership:
- a. A chair shall be elected by the committee.
  - b. Two at-large members of the Publications Committee shall be appointed by the President.
  - c. The Executive Secretary, Webmaster and Journal Editor shall serve as members of the Publications Committee.

**Section F. Championship Tournament Committee**

The Championship Tournament Committee shall annually 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 Host and Site-Subcommittee, and the Research and Assessment Subcommittee.

1. The duties of the Championship Tournament Committee shall include:
  - a. To meet at least twice annually, prior to the NCA Business Meeting and before the Championship Tournament;
  - b. To report annually on the NPDA Championship Tournament to the NPDA including motions to alter policy and/or procedures;

- c. To approve, by means of subcommittee, requests by the Tournament Director, to deviate from the printed rules for administering the Championship Tournament;
- d. To approve and select the site for future hosts of the Championship Tournament;
- e. To oversee the following four subcommittees of tournament management:

2. Tournament Administration Subcommittee

- a. The duties of the Tournament Administration Subcommittee shall include:
  - 1) To conduct the necessary preparation, data entry, data tabulation and results for the Championship Tournament;
  - 2) To procure necessary supplies, produce the tournament invitation, train staff, hire and train judges (as necessary), and arrange special accommodation (as necessary);
  - 3) 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);
  - 4) 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;
  - 5) 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.
- b. Tournament Administration Subcommittee Membership:

- 1) The Tournament Director, who shall be appointed by the President of the NPDA, shall serve as chair of the Tournament Administration Subcommittee.
  - 2) Two teams for tabulation, as appointed by the Tournament Director.
  - 3) The current Championship Tournament Host and the next year's Tournament Host (as an ex-officio member of the committee).
  - 4) 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.
3. Rules and Standards Subcommittee
- a. Duties
    1. This committee will be charged to review, interpret and enforce the rules of the National Tournament.
    2. To advise in the application of governing documents to day-to-day practices of the organization.
    3. To serve as an avenue of appeal as stated elsewhere in the governing documents of the organization.
    4. To review and comment on the impact of legislative proposals on existing governance documents and procedures.
    5. To review discrimination and sexual harassment complaints that arise during the Championship Tournament or from actions taken by official or employees of NPDA in their official capacities.
  - b. Membership of this committee shall include the Parliamentarian, Sexual Harassment Officer, Executive Secretary, and three members to be appointed by the President. The treasurer will serve as an ex-officio member of this committee. The parliamentarian will serve as chair.
4. Host and Site Development Subcommittee
- a. The duties of the Host and Site Development Subcommittee shall include:

- 1) To identify, standardize, and administer application process for site bids;
  - 2) To inform member schools of hosting opportunities;
  - 3) To encourage bid applications from schools and seek out ways to make hosting more feasible;
  - 4) To receive and research site bids applications; select sites to be visited by members of the site committee;
  - 5) To recommend Championship Tournament sites to the Championship Tournament Committee;
  - 6) To develop the site to meet the needs for the Association and the Championship Tournament in conjunction with the Championship Tournament Committee;
  - 7) To recommend to the Championship Tournament Committee the days of the Championship Tournament;
  - 8) To locate a vendor and purchase trophies for the Championship Tournament;
  - 9) To perform other duties related to the Championship Tournament sites as may be assigned by the Vice-President.
- b. Membership of the Host and Site Development subcommittee shall include:
- 1) The Treasurer of the NPDA
  - 2) Two previous Championship Tournament hosts, appointed by the Vice-President
  - 3) Four other members, appointed by the Vice-President, who should represent geographical diversity whenever possible.
  - 4) The Vice President shall serve as an ex-officio member of this committee.
5. Topic Selection Subcommittee
- a. The duties of the Topic Selection Subcommittee shall include:
- 1) To solicit proposed topics from the district representatives;
  - 2) To develop and publish guidelines used in selecting topics;
    - a) 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.
    - b) The subject matter of resolutions should be of a philosophical, international, domestic, or controversial nature.

- c) Resolution wording should allow for diversity and innovation.
      - d) The resolutions should be ordered for balance (i.e., policy round follows policy round, metaphor follows metaphor).
    - 3) To forego coaching their team during the tournament regarding case areas and arguments during the NPDA Championship Tournament;
    - 4) To maintain confidentiality.
  - b. 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. The Vice-President shall chair the committee.
6. Research and Assessment Subcommittee
- a. The duties of the Research and Assessment Subcommittee shall include:
    - 1) To oversee the collection of data at the Championship Tournament including:
      - a) To encourage the development of research activity;
      - b) To receive and evaluate requests to conduct research at the National Tournament;
      - c) 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;
      - d) To approve (with consultation of the Tournament Director) and authorize research activity at the Championship Tournament.
    - 2) To oversee the assessment of the National Parliamentary Debate Association and the Championship Tournament;
      - a) To appoint an individual(s) to construct and administer an assessment survey for both the National Parliamentary Debate Association and the National Tournament;
      - b) The results of the assessment would be published annually in the *NPDA Journal*
    - 3) To collect and deliver final round judge decisions and ballots to the Journal Editor.



- b. The membership of the Research and Assessment Committee shall include:
  - 1) 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. The Executive Secretary shall serve as an ex-officio member of the committee.
  - 2) The Committee will elect a chair.

**Section F. Professional Development Committee.**

- 1. Duties
  - a. The promotion of quality forensics pedagogy among NPDA members by developing initiatives to advance scholarly growth and teaching effectiveness.
  - b. To mentor new and returning coaches.
  - c. To aid in developing materials to assist in the tenure and promotion of forensics professionals.
  - d. To promote and endorse ethical conduct among members of the debate community.
  - e. To facilitate education about the organization's sexual harassment policies and procedures.
  - f. To designate one member to serve on the Research and Assessment Sub-Committee of the Championship Tournament Committee.
- 2. Membership of this committee shall include the Executive Secretary as an ex-officio member of the committee, the Sexual Harassment Officer, and three members to be appointed by the President. The committee shall elect a chair.

**Section G: Outreach Committee**

- 1. Duties:
  - a. The committee is to promote and coordinate outreach on behalf of the NPDA and its member organization.
  - b. The committee will accept, review, approve and propose budgets to the finance committee for outreach projects.
  - c. The committee will offer to the membership published procedures and guidelines for appropriate projects and funding prior to or at the business meeting of the National Championship Tournament each year.

2. Membership: The committee will include the Executive Secretary as an ex-officio member and three members to be appointed by the President. One member will be elected Chair.

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

- Section A: 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 VIII, Section B.
- Section B: Business Meetings shall be held annually at the National Championship Tournament (spring meeting) and in conjunction with the National Communication Association Convention (fall meeting). At least sixty days notice will be given before the meeting.
- Section C: 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. Proxy votes may only be cast for proposals published in the NPDA Business Meeting Agenda.
- 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 D: 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 E: The presiding officer of a Business Meeting will be entitled to vote as the representative of his or her institution.

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

Section G: The agenda for business meetings shall be divided into four sections: Reports, Action Items (Action Agenda), Discussion Items (Discussion Agenda) and Consent Items (Consent Agenda).

1. Reports by officers or committees shall be posted online 10 days before each business meeting in fulfillment of the constitutional responsibilities of the officer and for the purpose of addressing issues of concern to the organization. Reports shall not be used to present legislation and shall not be subject to debate. Reports may be reviewed as necessary at the business meeting, and should not exceed five minutes each in such circumstances, but may be extended as necessary at the discretion of the Presiding Officer (the President or his/her designee in the absence of the President).
2. Business appearing on the agenda for the first time shall be listed as a Discussion Item. The Presiding Officer shall set a time limit for discussion of each item based on the size of the agenda and the amount of time made available for the meeting. After discussion has ended, the item will automatically become an Action Item at the next meeting of the organization. The body may elect to immediately move a Discussion Item to an Action Item at the same business meeting if a motion is made to that effect, seconded and supported by 2/3 of the members present at the meeting (excluding proxies).
3. Action Items are placed on the Action Agenda for their final reading and possible vote. Items advanced from a Discussion to an Action Item at the same meeting are not subject to a second period of debate. Items appearing as on the Action Agenda at a meeting subsequent to their original period of discussion are again subject to debate if so desired by the body. The intent of this section is that the primary debate on an issue shall take place at one meeting, followed by further time for contemplation and, if necessary, further debate and a final vote at a later date.
4. Consent Items are those items which the Presiding Officer believes to be non-controversial (such as wording changes for consistency or minor Bylaw alterations). The Presiding Officer may entertain a motion to pass one or all of the items on the Consent Agenda without objection. If any member of the body objects, the item automatically moves to the Discussion Agenda.

5. The President, in consultation with the Executive Council, shall set the agenda for the business meeting based on submissions from the membership or committees. He or she shall have the power to limit the number of items on the agenda at any given meeting, based on the amount of business that may be realistically completed and the order of importance legislation may have to the timely and efficient running of the organization.

Section H: Business Meetings of the Association shall use the latest edition of Roberts Rules of Order, Revised to rule on all matters of parliamentary procedure not addressed by the Bylaws or Constitution. When in contradiction, the rules of the association shall trump Robert's Rules.

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

Section A: Amendments to the Constitution

1. An amendment to the Constitution may be initiated by any member school.
2. 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.
3. 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.
4. 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.
5. A two-thirds vote of the schools voting by mail on the proposed amendment will be necessary for its enactment.

Section B: Amendments to the By-Laws

1. An amendment to the By-Laws may be initiated by any member school.
2. 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.
3. 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 C: Further Amendment Procedures for the Constitution and By-Laws

1. 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.
2. 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.
3. 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.
4. A three-fourths vote of all members voting will be required to enact an amendment initiated under this section.
5. A majority of the Executive Council may vote to exclude the time from June 1 to September 1 from the time period in items 2 and 3 of section C.

#### **Article X: Management of Assets**

Section A: 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 B: 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 C: 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.