

# Charles W. Flanagan High School Speech and Debate Team Constitution

## **Article I: Name**

The name of this organization is Falcon Speech and Debate

## **Article II: Objectives/Purpose**

The objective and purpose of this organization shall be to:

- Offer a year-long program of speech and debate training and to provide competitive opportunities for all team members.
- Provide a democratic forum in which debate team members can address debate related issues.
- Fund raise to help defray the costs to members for team activities and competition.
- Foster team pride and spirit of collegiality.

## **Article III: Authority**

**Section 1** All powers of the debate team are delegated to it by the school administration and/or the School Board of Broward County.

**Section 2** All actions of the debate team are subject to review and possible veto by the administration.

**Section 3** The administration shall appoint a member of the faculty to advise and to aid the debate team.

## **Article IV: Organization/Membership**

**Section 1** Any dues paying member who has attained membership in the National Speech and Debate Association and who has actively competed in at least 5 tournaments within the current academic year is eligible to vote in the officer elections and for amendments to the constitution.

**Section 2** Any team member who attends 50% of the General Assembly Meetings is considered a voting member.

**Section 3** The Speech and Debate team shall consist of three bodies: The Executive Board, the Leadership Team and the General Assembly. The debate team officers elected by the debate team shall comprise the Executive Board. The Executive Board, along with the Squad Leaders will make up the Leadership Team. The General Assembly will function after school hours and is open to all registered, paying members of the debate team.

**Section 4** The election of officers shall take place by May 1<sup>st</sup> of each school year.

**Section 5** Upon the vacancy of president, the first vice president shall assume his/her duties and responsibilities immediately. The second vice president shall assume the duties and responsibilities of the first vice president. Any other office vacancies will be filled by the decision of the Executive Board and the Team Advisor through appointment or election

**Article V: Officers and Squad Leaders**

**Section 1** The elected officers shall be president, first vice president, second vice president, recording secretary, corresponding secretary, treasurer, and historian.

**Section 2** The above officers shall comprise the Team Executive Board.

**Section 3** The Debate Team Advisor must announce a vacancy at least one week in advance of holding an election. Any eligible student may be nominated for the vacant position. Voting will be done by secret ballot and tallied by the Debate Team Advisor and/or his or her delegate. Any office vacancies will be filled by the decision of the Executive Board and the Debate Team Advisor through appointment or election.

**Section 4** The Advisor will appoint a Speech Captain and a Debate Captain, as well as the appropriate Squad Leaders for each event. Students who receive scholarships for camp must be willing to serve as Squad Leaders. If not selected for a Squad Leader position, they are still obligated to assist in the running of the squad.

**Section 5** Both officers and squad leaders will make up the "Leadership Team" of Falcon Speech and Debate, and must attend a Leadership Team meeting that will be held once every Quarter.

**Article VI: Duties of Officers**

**Section 1** The president shall:

- a) Coordinate the work of the Debate Team through the team officers and committees giving assistance and guidance as is appropriate and necessary.
- b) Assist the coach/sponsor coordinating all competitive events.
- c) Know parliamentary procedure to ensure smooth meetings.
- d) Work closely with the Debate Team Advisor to prepare the agendas for all Executive Board and General Assembly Meetings.
- e) Attend and oversee all Executive Board and General Assembly Meetings.
- f) Attend and participate in all Debate sponsored events and activities.
- g) Create and maintain a personal binder to store all official team business relative to this office as determined with the coach/sponsor.
- h) Communicate with the Debate Team Advisor weekly.
- i) Maintain a monthly report of all duties performed.

**Section 2** The first vice president shall:

- a) Assume the duties of the president if and whenever necessary.
- b) Work closely with the president on all Debate activities and events.
- c) Coordinate and oversee all team promotion and recruitment of members and volunteers.
- d) Attend all Inter-Club Council sponsored meeting, events, and activities as a representative of the Debate Team and report back to the Executive Board.
- e) Attend all Executive Board and General Assembly Meetings
- f) Attend and participate in all Debate sponsored events and activities.

- j) Create and maintain a personal binder to store all team official team business relative to this office as determined with the coach/sponsor.
- g) Communicate with the Debate Team Advisor weekly.
- h) Maintain a monthly report of all duties performed.

**Section 3**

The second vice president shall:

- a) Assume the duties of the president and the first vice president if and whenever necessary.
- b) Coordinate and oversee the administration and promotion of all team fund raising activities.
- c) Attend all Executive Board and General Assembly Meetings
- d) Attend and participate in all Debate sponsored events and activities.
- k) Create and maintain a personal binder to store all team official team business relative to this office as determined with the coach/sponsor.
- e) Communicate with the Debate Team Advisor weekly.
- f) Maintain a monthly report of all duties performed.

**Section 4**

The corresponding secretary shall:

- a) Assume the duties of the president, first vice-president, or second vice president if and whenever necessary.
- b) Prepare all PA, Web Page, and School Bulletin announcements of Debate Team activities and events.
- c) Maintain contact names, addresses, phone numbers, and email addresses of all Team parents, volunteers, and judges.
- d) Coordinate and oversee volunteer and judging assignments for events and competitions.
- e) Produce and distribute all correspondence related to team activities including but not limited to invitations and thank you notes.
- f) Assume the duty of Webmaster and regularly update the site to reflect all team activities and important information.
- g) Attend all Executive Board and General Assembly Meetings
- h) Attend and participate in all Debate sponsored events and activities.
- i) Create and maintain a personal binder to store all team official team business relative to this office as determined with the coach/sponsor.
- j) Communicate with the Debate Team Advisor weekly.
- k) Maintain a monthly report of all duties performed.

**Section 5**

The recording secretary shall:

- a) Take roll of attendees at Executive Board and General Assembly Meetings.
- b) Take minutes of the proceedings at all Executive Board and General Assembly Meetings.
- c) Receive all main motions and amendments proposed during a meeting and include them in the minutes.
- d) Type and distribute the written minutes for all meetings in a timely manner.

- e) Maintain contact names, addresses, phone numbers, and email addresses of all Team Members.
- f) Prepare bulletins notifying Team Members and Executive Board Members of their respective meetings.
- g) Attend all Executive Board and General Assembly Meetings
- h) Attend and participate in all Debate sponsored events and activities.
- l) Create and maintain a personal binder to store all team official team business relative to this office as determined with the coach/sponsor.
- i) Communicate with the Debate Team Advisor weekly.
- j) Maintain a monthly report of all duties performed.

**Section 6**

The treasurer shall:

- a) Maintain an accurate and detailed financial record.
- b) Prepare a financial report for every meeting.
- c) Prepare cost-benefit analysis of all team fund raising projects.
- d) Assist the second vice president in planning and organization of all fund raising projects.
- e) Work with the school bookkeeper in order to maintain accurate records of all financial transactions.
- f) Understand the policies the school has in regard to the use of student finances and explain them when necessary to the Executive Board or the General Assembly.
- g) Attend all Executive Board and General Assembly Meetings
- h) Attend and participate in all Debate sponsored events and activities.
- i) Create and maintain a personal binder to store all team official team business relative to this office as determined with the coach/sponsor.
- j) Communicate with the Debate Team Advisor weekly.
- k) Maintain a monthly report of all duties performed.

**Section 7**

The historian shall:

- a) Document and record all activities of the Debate Team.
- b) Maintain the team web site by posting information about team activities and accomplishments, a calendar of team events and competitions, and a photo display of team activities.
- c) Prepare and maintain a team scrap book for use in promoting the team.
- d) Provide photos and information about the team to the yearbook staff, school newspaper and local community papers.
- e) Keep any team bulletin boards and display cases current.
- f) Manage all team social media accounts.
- g) Attend all Executive Board and General Assembly Meetings
- h) Attend and participate in all Debate sponsored events and activities.
- i) Create and maintain a personal binder to store all team official team business relative to this office as determined with the coach/sponsor.
- j) Communicate with the Debate Team Advisor weekly.
- k) Maintain a monthly report of all duties performed.

**Section 8**

Removal, Resignation, and Replacement

- a) Officers are required to maintain a 3.0 unweighted cumulative grade point average at all times. Failure to do so will result in probation followed by removal from office if the minimum average is not restored on the subsequent marking period.
- b) Officers must not receive any unsatisfactory conduct grades for any marking period while in office. Failure to comply will result in probation followed by removal from office if satisfactory behavior is not restored on the subsequent marking period.
- c) Each officer begins his or her term with 20 points.
- d) The Team Advisor is responsible for determining and recording all point deductions following the guidelines outlined in Section 8-c and his or her discretion where applicable.
- e) Points will be deducted as follows:
  - i. Excused absence from a meeting or event.....-2 points
  - ii. Unexcused absence from a meeting or event.....-6 points
  - iii. Excused tardy to a meeting or event.....-1 point
  - iv. Unexcused tardy to a meeting or event.....-2 points
  - v. Failure to complete a duty as listed in article VI.....-2 points
  - vi. Failure to complete an assigned task as noted in the minutes.....-2 points
- f) At zero points, and officer comes up for a “vote of confidence” by the other officers
- g) All officers, except the officer for whom the vote is conducted, may vote. The advisor breaks deadlock.
- h) The vote is to be conducted by secret ballot.
- i) The decision is determined by a simple majority.
  - i. If the officer receives a majority of “yea” votes, then the officer remains but on probation. Should the officer incur any other infraction that results in the loss of additional points, he or she will be removed from office.
  - ii. If the officer receives a majority of “nay” votes, then the officer will be removed from office.
- j) Those officers that are removed from office will not be allowed to run for office.

**Article VII: Elections**

**Section 1** Elections for officers shall take place by May 1 prior to the school year in which officers are to serve.

**Section 2** Elections shall be under the direction of the Debate Team Advisor.

**Section 3** The qualifications to run for an officer are as follows:

- a) The candidate must have 3.0 unweighted cumulative grade point average.
- b) The candidate must not have received an unsatisfactory conduct grade for the marking period prior to the election.
- c) President and both Vice President candidates must present one leadership reference from within or out of school, and that reference must include a description of the candidate’s leadership, and the name, position, signature, and contact information of the adult providing the reference for verification purposes. Said reference must be provided and verified in order for the candidate to be placed on the election ballot

- d) The team sponsor/coach in collaboration with two volunteer faculty members, will review leadership references and determine eligibility of a candidate to run for office as delineated in "c" above.
- e) Effective in the election for 2015-16 officers and going forward from there, the team president shall be required to serve one year as a debate team officer to qualify for the position of president.
- f) Any dues paying member who has attained membership in the National Speech and Debate Association and who has actively participated in at least 5 tournaments within the current academic year is eligible for election as an officer.

- Section 4** All candidates must abide by the following rules and procedures during campaigning:
- a) All posters and resumes must be approved by the team advisor prior to posting.
  - b) Each candidate is limited to one 8 ½ X 11 poster and one 8 ½ X 11 resume which will be posted in the debate room.
  - c) All advertisement must be removed by 2:45 on the day of voting.
  - d) Outside publicity is not permitted in any form.
  - e) Speeches to be presented to the General Assembly prior to voting may not exceed 3 minutes in length.
  - f) No special privileges or bribes are allowed. You may not give or receive money or gifts.
  - g) Slogan related advertising is acceptable
  - h) No threats may be made toward students or opposing candidates.
  - i) Slander or libel of other candidates or the use of profanity will not be tolerated.
  - j) Any candidate who violates any of the guidelines listed in this section is subject to disqualification from running or removal from office at the discretion of the Team Advisor and the Administration.

**Section 5** Elections are to be conducted through secret ballot.

**Section 6** Ballots are to be counted by the Debate Team Advisor and his or her delegate. No students may be directly involved in the tallying of ballots.

**Section 7** Elections are won by the candidate who receives the most votes for that office. In the case of a tie, a run-off election shall be held.

**Section 8** No two students may serve as co-officers for any Debate Team office.

**Section 9** The term of office shall be one year, starting and ending in the month of May.

**Article VIII: Meetings**

**Section 1** The Executive Board shall meet for business at least once a month when school is in session. Meetings shall be held at 2:45 pm on an agreed upon day in an agreed upon location.

**Section 2** Special meetings can be called by the president, the executive board, the advisor, or the principal. The purpose of the meeting shall be stated in the call. A 48 hour notice is required for a special meeting.

**Section 3** The General Assembly will hold at least one regular meeting per month to conduct team business. Meetings shall be held at 2:45 in the room of the Team Advisor or any other agreed upon location.

**Section 4** A simple majority of the voting members shall constitute a quorum.

**Article IX: Department**

**Section 1** All members of the General Assembly, including Executive Board members, will abide by the "Florida Forensic League, Inc. Civility Code" at all team meeting and events.

**Section 2** A copy of the "Florida Forensic League, Inc. Civility Code" shall be incorporated in the constitution for reference.

**Section 3** Infractions of the "Florida Forensic League, Inc. Civility Code" by any member shall be brought before a review committee comprised of the Executive Board Members plus one faculty member and one administration member. Faculty and administrative members shall be appointed by the Team Advisor.

- a) Team member or members under review shall not have voting privileges in the review process under any circumstance.
- b) The final decision and recommendations of the review committee will be determined by a simple majority.
- c) Based upon the recommendation of the review committee, consequences for the infraction or infractions under review may include, but will not be limited to, verbal warning, suspension from the team, or expulsion from the team.
- d) The recommendation of the review committee is binding and may not be appealed.

**Article X: Parliamentary Authority**

**Section 1** The rules contained in *Robert's Rules of Order, Newly Revised* shall govern the Debate Team in all cases in which they are applicable and in which they are not inconsistent with these bylaws or any special rule of order the Debate Team may accept.

**Article XI: Amendments**

**Section 1** These bylaws can be amended at any regular meeting of the General Assembly by a two-thirds vote provided that the amendment has been submitted in writing at least one week prior to the meeting.

**Last Review Date:** April 22, 2016