

By-Laws of the Clear Lake High School Chapter of the National Speech & Debate Association

Article I – Name

The name of this organization shall be the Clear Lake High School Chapter of the National Speech & Debate Association (hereinafter referred to as the “Chapter”).

Article II – Purpose

The purpose of the Chapter is to honor students at Clear Lake High School who have distinguished themselves in speech and debate competition, to foster appreciation for and participation by students in the field of speech and debates, and to promote development, growth, and excellence of the competitive speech and debate program at Clear Lake High School.

Article III – Incorporation of External Governance Documents

This Constitution is subordinate to, and hereby incorporates by reference as if set forth herein verbatim, (i) the Constitution and By-Laws of the National Speech & Debate Association, as may hereafter be amended, (ii) the Chapter Manual of the National Speech & Debate Association, as may hereafter be amended, and (iii) all rules and regulations duly prescribed for student organizations and activities by the Clear Creek Independent School District and the principal of Clear Lake High School, including, but not limited to, the Student Code of Conduct and the Extracurricular Student Activities Code of Conduct.

Article IV – Membership

All full-time students and faculty members of Clear Lake High School who meet the eligibility criteria for membership set forth in the Constitution and By-Laws and Chapter Manual of the National Speech & Debate Association, as may hereafter be amended, may upon application request membership in the Chapter. The Chapter shall vote upon each membership application at the regular meeting held next following submission of the application. A candidate for membership shall be deemed admitted upon an affirmative vote of the Chapter by the majority prescribed in the Constitution and By-Laws of the National Speech & Debate Association. Members shall enjoy classifications of membership as set forth in the Constitution and By-Laws of the National Speech & Debate Association. Members may be expelled, suspended, or reinstated in accordance with the Constitution and By-Laws of the National Speech & Debate Association. Members shall pay dues in an amount, and by manner and date, as may be hereafter approved by the Chapter.

Article V – Officers

- a. *Positions.* The officers of the Chapter shall be the President, the Vice President for Team Operations, the Vice President for Team Development, the Vice President for Tournament Operations, the Archivist, and the Treasurer. These six officers, along with the Event Captains as set forth in Article IX hereinbelow will collectively be referred to as the Executive Board.
- b. *Nominations.* A notice of election shall be given at the regularly scheduled meeting of the Chapter in the month of April. At this time, any member of the Chapter wishing to be nominated must state their intentions in writing to the Chapter sponsor. The Chapter sponsor will accept or deny each nomination based on the member’s individual merits, taking into account such things

as participation in competitions, hosted Clear Lake High School tournaments, previous work on behalf of the Chapter, and any scholastic or disciplinary issues. The Chapter sponsor, at their discretion, may also choose to meet before accepting or denying a nominee with the member or members in question. At the regularly scheduled Chapter meeting in the month of May, the Chapter sponsor will provide the slate of approved nominees.

- c. *Elections.* Elections of officers shall take place at the regularly scheduled meeting of the Chapter in the month of May. Voting upon elections of officers shall be by means of secret ballot using previously approved nominees.
- d. *Term of office.* The officers shall each serve a one-year term of office beginning with their election at the regular Chapter meeting in May and ending upon election of such officers' successors the following May. All officers serve at the pleasure of the Chapter sponsor and the principal of Clear Lake High School.
- e. *Removal.* An office may be removed from office by (i) the Chapter sponsor, (ii) the principal of Clear Lake High School, or (iii) a two-thirds (2/3) vote of the Chapter members entitled to vote who are present at a Chapter meeting. The vote shall be weighted according to class of membership held by each member in accordance with Article V C of the Constitution and By-Laws of the National Speech & Debate Association. A motion to remove an officer from office shall not be voted upon at the meeting at which such motion is made without approval of the Chapter sponsor, and must be ratified by a two-thirds (2/3) majority of the Executive Board, minus the officer in question. Any officer subject to a motion to remove such officer from office shall be entitled to proper and sufficient notice of the motion.
- f. *Vacancies.* If any office becomes vacant during the officer's term of office, the President shall appoint another active member of the Chapter to serve for the remainder of the unexpired term. Should the office of the President become vacant, the Chapter shall elect a replacement to serve the remainder of the unexpired term. Such election of a replacement to the President shall take place at a regular Chapter meeting next following the occurrence of the vacancy or at a special meeting of the Chapter called for the purpose of filling the vacancy.

Article VI – Duties of Officers

- a. *The President.* The President shall be the chief executive of the Chapter and preside over all meetings thereof. The President shall (i) prepare a written agenda for all Chapter meetings and distribute the agenda to all members, (ii) oversee the business of the Chapter and ensure that all duties of each officer are being timely discharged, (iii) have the discretion to create committees on an ad hoc basis and appoint members thereto, (iv) upon notice as set forth herein, call special meetings of the Chapter and meetings of the Chapter officers, (v) subject to approval by the Chapter sponsor, appoint members to fill any vacancies in Chapter offices, (vi) subject to approval of the Chapter sponsor, appoint, supervise and discharge event captains in accordance with Article IX hereinbelow and appoint replacements thereof (vii) serve as an ex officio member of all Chapter committees and attend meetings of any booster club or other parent-student organization pertaining to forensics, (viii) assign (subject to approval by the Chapter sponsor) duties to event captains and Chapter officers in addition to those specifically set forth herein, and (ix) discharge any duties as may be assigned by the Chapter sponsor.
- b. *The Vice President for Team Operations.* The Vice President for Team Operations is charged with the management and supervision of all competitors in competitive speech and debate events

sponsored by Clear Lake High School. The Vice President for Team Operations shall (i) coordinate with members of the speech and debate team to ensure that all competitors have appropriate materials, access to research, supplies and training as necessary to successfully compete at a first class, championship level, (ii) devise and implement programs and systems to provide training of novice competitors, (iii) provide appropriate tutoring and student mentoring of speech and debate competitors and obtain adequate staffing for such needs, (iv) notify competitors of the times and places of any and all practice rounds and work sessions, (v) ensure that notices of any upcoming forensic competitions are timely and adequately provided to all forensic competitors, together with information concerning deadlines, directions and necessary forms and permission slips, and take all necessary actions to see that all materials are submitted timely by competitors to enable them to compete in forensic competitions, (vi) work with the Vice President for Tournament Operations to staff, supervise, and manage all forensic competitions hosted by Clear Lake High School, (vii) work with all competitors to ensure that each is provided with and has access to information, research, evidence and supplies for competition, (viii) solicit, review, and edit legislation to be submitted by Clear Lake High School at any student congress, (ix) ensure that all competitors of Clear Lake High School at any student congress have been provided all copies of materials necessary to compete therein, (x) keep informed as to all rules and changes to rules that apply in any forensic competition in which a student competes, (xi) supervise the captains of extemporaneous speaking to ensure all files and indexes are kept up to date and complete, and (xii) discharge such other duties as may be delegated by the President or be assigned by the Chapter sponsor.

- c. *The Vice President for Team Development.* The Vice President for Team Development is responsible for recruiting students into speech and debate competition and membership in the Chapter. The Vice President for Development shall (i) design and implement programs to foster participation in speech and debate competition on behalf of Clear Lake High School and at intermediate schools in the Clear Lake High School cluster, (ii) recruit students from cluster intermediate schools for the benefit of Clear Lake High School's Speech & Debate team, (iii) supervise, staff, and supply any and all open houses, "elective nights" or other events pertaining to public information or recruiting for the Clear Lake High School Speech & Debate team, (iv) ensure timely and adequate notices are given to members of the Chapter of all regular and special meetings, and (v) perform such other duties as may be delegated by the President or assigned by the Chapter sponsor.
- d. *The Vice President for Tournament Operations.* The Vice President for Tournament Operations will schedule, plan, execute, manage, supervise, and be responsible for all activities related to hosting any forensic competition at Clear Lake High School. The Vice President for Tournament Operations shall (i) obtain and provide all materials, supplies, staffing, and labor necessary for hosting any forensic competitions (ii) assist the Chapter sponsor in designing, publishing, and distributing invitations to such competitions and obtaining adequate judging for such competitions, (iii) work with parents of forensic team members to solicit parental support of and involvement in forensic competitions hosted by Clear Lake high School, and (iv) perform such other duties as may be delegated by the President of assigned by the chapter sponsor.
- e. *The Archivist.* The Archivist shall (i) keep minutes of all regular and special meetings of the Chapter, (ii) maintain records of all reports submitted by Chapter committees, (iii) maintain and keep updated a roster of all names, telephone numbers, and addresses (including cell phone

numbers and email addresses) or all members of the Chapter and the Speech & Debate team at Clear Lake High School (iv) receive and distribute all correspondence to the Chapter and prepare any responses thereto, (v) provide copies of any Chapter records to Chapter officers, (vi) create, maintain, and update a file with all ballots or critiques from competitions attended by Clear Lake High School students, (vii) compile an historical record of all events pertaining to the Chapter and the Speech & Debate team, (viii) take photographs or otherwise make video record of all events pertaining to the Chapter and the Speech & Debate team, (ix) produce a slideshow with audio for the awards ceremonies at any forensic competition or banquet hosted at or by Clear Lake High School, and (x) perform such other duties as may be delegated by the President or assigned by the Chapter sponsor.

Article VII – Meetings

- a. *Regular meetings.* The Chapter shall meet on the second Wednesday of each month except for the months of June, July, and August.
- b. *Called meetings.* In addition to the regular meetings stated above, meetings of the Chapter may be called by the Chapter sponsor or the President (with the Chapter sponsor's prior approval). At least forty-eight (48) hours' notice shall be given to all active Chapter members of called meetings of the Chapter, unless the Chapter sponsor approves the holding of a Chapter meeting without such notice.
- c. *Permitted attendance.* Meetings of the Chapter are open only to active members of the Chapter unless the Chapter (with the Chapter sponsor's approval), by majority vote, allows other students or guests to attend.
- d. *Quorum.* No business may be conducted unless a quorum is present. A quorum consists of ten percent (10%) of active Chapter members or eight (8) members, whichever is less.
- e. *Counting of votes.* When counting votes at Chapter meetings, actual capitation shall be the method of enumerating and calculating votes except for (i) election or removal of Chapter officers, (ii) balloting upon applications for membership or expulsion or reinstatement of members, and (iii) amendments of this Constitution. Balloting in elections for or upon motions to remove Chapter officers, upon applications for membership or motions to expel or reinstate a member, or upon amendments to this Constitution shall be weighted according to a member's classification of membership in accordance with Article V C of the National Speech & Debate Association's Constitution and By-Laws.
- f. *Procedure.* All Chapter meetings (including those of any committees or meetings of the Executive Board) shall be conducted in accordance with *Robert's Rules of Order, Revised* as may be hereafter revised or amended except to the extent such rules are inconsistent with this Constitution and any special rules adopted in accordance herewith.
- g. *Presiding Officer in absence of President.* If the President is absent from a regular or called meeting of the Chapter, the duty of presiding over such a meeting shall devolve upon the next higher-ranking officer in attendance in the order set forth in Article VI hereinabove.

Article VII – Chapter Sponsor

One or more faculty advisors appointed by the principal of Clear Lake High School shall supervise the Chapter. Such sponsors(s) such have final approval of all actions taken by or on behalf of the Chapter.

No correspondence shall be issued or published by the Chapter, no obligations shall be incurred, and no funds of the Chapter shall be disbursed, without the express, prior consent of the Chapter sponsor.

Article IX – Event Captains

The event captains of the Chapter shall be the CX Debate Captain(s), the LD Debate Captain(s), the PF Debate Captain(s), the Extemp Captain(s), and the IE Captain(s). Each captain shall be appointed by the President with the approval of Chapter sponsor and serve at the pleasure of the President and Chapter sponsor. An event captain may simultaneously hold an office. The event captains are responsible for (i) conducting practices and work sessions in their particular area of authority, (ii) helping recruit students into their area, (iii) supervise the training of new students in their area, (iv) supervise and coordinate the research and writing of cases, argument blocks and briefs, case and judge lists, legislation, script-cuttings, and any other relevant information for the success of the students in their area, and (v) the performance of any other duties as may be assigned by the President, Vice President for Team Operations, and/or Chapter sponsor.

Article X – Effective Date of Construction; Amendments

- a. *Effective date.* These by-Laws shall become effective on the later to occur of (i) the second Thursday in April, 2007 or (ii) its approval by the Chapter sponsor and principal of Clear Lake High School. Elections of officers shall be in accordance herewith.
- b. *Amendment.* These By-Laws may be amended upon written motion and vote of the Chapter in accordance with Article VII (e) hereinabove. A motion to approve an amendment to this Constitution must be read at two (2) consecutive meetings of the Chapter. A vote upon a proposed amendment of these By-Laws shall not take place at the same meeting at which such amendment is proposed. The President shall provide notice of a proposed amendment to these By-Laws to all active chapter members. Any and all amendments shall be subject to approval by the Chapter sponsor and the principal of Clear Lake High School.

Article XI – Notices; Construction

- a. *Notices.* Notices permitted or required under these By-Laws shall be provided in writing except for notices of meetings, which may be given telephonically at the option of the president and the Chapter sponsor. The requirement of notice shall be construed so as to make practical the giving of notice; if a particular member's telephone does not have an activated recording device, notice shall be deemed given by the placement of two (2) calls to the member's telephone number of Chapter record should those calls be unanswered.
- b. *Construction.* All provisions of these By-Laws shall be construed and interpreted in such a way as to promote fairness, justice, and the goals of this organization. Any conflicts in wording of these By-Laws shall be resolved, if possible, by harmonizing provisions so that each is given effect. Provisions of these By-Laws are severable; if any provision of these By-Laws is deemed void or unenforceable, the remaining provisions hereof shall be given full force and effect notwithstanding the unenforceability of one or more provisions hereof.