

CONSTITUTION OF THE INDIANA HIGH SCHOOL FORENSIC ASSOCIATION

9/27/2007

ARTICLE I: NAME

The name of this organization shall be the Indiana High School Forensic Association, Incorporated (IHSFA).

ARTICLE II: PURPOSE

The purpose of the Indiana High School Forensic Association is to improve speech education in Indiana. The Association will concern itself with curricular and co-curricular speech activities. An effort will be made to improve, coordinate, and expand speech programs. In addition, the Association will conduct a state tournament series in all Indiana High School Forensic Association events.

ARTICLE III: OFFICIAL SANCTIONED EVENTS

The Indiana High School Forensic Association shall conduct the following events in its state tournament series: Policy Debate, Lincoln-Douglas Debate, Public Forum Debate, Congress, Broadcasting, Declamation, Discussion, International Extemporaneous Speaking, United States Extemporaneous Speaking, Impromptu Speaking, Dramatic Interpretation, Humorous Interpretation, Duo Interpretation Memorized, Duo Interpretation Scripted, Poetry, Prose, Original Oratory, and Original Performance.

ARTICLE IV: MEMBERSHIP

Section 1: Any public, private, or parochial school in the state of Indiana is eligible for membership.

Section 2: Home School Consortiums may join the IHSFA and compete in IHSFA sanctioned tournaments provided they meet the following criteria:

- a. They must have a specific name
- b. They must have a named Headmaster or principal equivalent
- c. They must provide written proof of liability insurance
- d. They must follow all rules of the IHSFA Constitution and by-laws. (passed September 2005)

Section 3: Annual school membership fee shall be charged by IHSFA in the form of an annual activities fee. A school not having paid its dues by December 15 of each school year will not be allowed to participate in IHSFA sponsored activities until dues are paid. The fee will be set annually by the IHSFA executive council.

Section 4: Tournament registration in IHSFA will entitle schools to participate in its government. Each active school is entitled to one vote.

ARTICLE V: EXECUTIVE COUNCIL

Section 1: The state shall be divided into seven geographic areas (Sections).

Section 2: The Executive Council shall consist of two active coaches from each of the seven Sections for a two-year period. One Council member from each section will be elected each spring. One of the representatives shall be elected by only those coaches in his/her section [even numbered years] while the other representative will be elected by all the coaches in the state [odd numbered years]. [see below for administrator reps elections]

Section 3: A plurality of the ballots cast is required for election.

Section 4: The Executive Council shall annually (January) appoint a representative of the middle schools. This is a non-voting representative.

ARTICLE VI: ELECTION OF OFFICERS

- Section 1: The officers of the Executive Council shall be the Executive Secretary, Assistant Executive Secretary, Advisor, Treasurer, and the Webmaster.
- Section 2: The Executive Secretary and Assistant Executive Secretary shall be nominated by the Council and elected by the coaches with each active school having one vote. This election will take place before the Sectional Tournaments with the Executive Secretary elected in even years and the Assistant Executive Secretary elected in odd years. Their duties begin for a two-year period as soon as the work and reports of the State Finals Tournaments are completed.
- Section 3: A majority of those casting ballots is required for election.
- Section 4: The Treasurer, Webmaster and Advisor shall be appointed by the Executive Council annually at the January meeting.

ARTICLE VII: VACANCIES ON THE EXECUTIVE COUNCIL

- Section 1: The Executive Council and the Executive Secretary shall appoint a member coach to fill any vacancy, except that of the Executive Secretary, until such a time as it is deemed necessary to hold an election to fill such vacancy.
- Section 2: In case it becomes necessary to fill an unexpired term of an Executive Secretary or Assistant Executive Secretary, the Advisor shall assume the duties of the Executive Secretary until the Council conducts an election.

ARTICLE VIII: MEETINGS

- Section 1. There shall be four scheduled Executive Council meetings: one in September at the Coaches' Clinic, one in January, one before the State Speech Finals, and one in the summer. Special meetings may be called as the need arises.
- Section 2: The annual meeting of the IHSFA shall be at the Fall Coaches' Clinic.

ARTICLE IX: CONSTITUTIONAL AMENDMENTS

- Section 1: Any constitutional change to be voted on at the annual meeting at Coaches' Clinic must be in the hands of the Executive Secretary by June 1st to be included in the summer Council meeting.
- Section 2: All changes will be voted on during the annual business meeting. Any school unable to attend may vote in writing by sending its ballot to the Executive Secretary.
- Section 3: Any changes brought up at Coaches' Clinic shall be sent to a referendum after the Coaches' Clinic if there is majority support for the change at the Clinic. The referendum will be one vote per active school.
- Section 4: A majority of those schools that vote will be required for passage.

ARTICLE X: PARLIAMENTARY AUTHORITY

The parliamentary principles set forth in Robert's Rules of Order, Newly Revised shall prevail in all cases not covered by the Constitution, Bylaws, and the Tournament Manual of the IHSFA.

ARTICLE XI: RELATIONSHIP

The IHSFA shall operate under its own Constitution, Bylaws, and the Tournament Manual.

ARTICLE XII: Retirement

Coaches with 10 or more years of coaching will be honored with a plaque upon retirement from coaching.

ARTICLE XIII: INDIANA HALL OF FAME RULES

Section 1: The Hall of Fame will be made up of only accredited coaches at the high school level who have at least 10 years of coaching.

Section 2: Induction will be based on both service and performance.

Section 3: After the first session which had five Hall of Fame Inductees, only three people maximum will be inducted every succeeding year; however, there do not have to be three.

Section 4: The Hall of Fame Board will consist of 7 active Hall of Fame coaches. A member should not serve for more than two consecutive years. The membership will be regionally balanced. The Hall of Fame Board membership will be determined by June 15 with confirmation of balloting made to a neutral party.

Section 5: The Executive Secretary will appoint a Hall of Fame Chairman for a two-year term with the possibility of renewal. The Chairman will receive nominations, distribute and count ballots.

Section 6: Nominations may be made by any Indiana coach. They should be mailed directly to the Hall of Fame Chairman. Coaches turning in nominations should do so on the written form prior to June 1 in order for the nominations to be considered. Once nominated, a name will remain on the Hall of Fame ballot for three years if not elected or re-nominated.

Section 7: Coaches will be inducted at the Coaches' Clinic in September.

Section 8: A plaque will be presented to each Hall of Fame coach; the large plaque containing all the names of the coaches in the Hall of Fame will be stationed in Indianapolis.

ARTICLE XIV: PUBLICITY AWARDS

Upon nomination from coaches, awards will be presented at the September Coaches' Clinic to members of the media who have consistently promoted the work of high school speech teams in their circulation areas.

BYLAWS**ARTICLE I: OFFICERS**

Section 1: The Indiana High School Forensic Association shall be governed by an Executive Council that is made up of the following officials:

- A. An Executive Secretary and Assistant Executive Secretary
- B. Two sectional representatives for each section
- C. An advisor
- D. A representative of middle schools and three representatives of administrators.

Section 2: Sectional representatives shall be elected for a two-year term with one sectional representative being elected each year.

Section 3: Sectional Chairpersons and Committee—At the summer annual Executive Council meeting, the sectional chairperson will be appointed along with three (3) other committee members. The sectional committee will be comprised of the two executive council members from that section and two non-council members from that section. Appointments will be made each year.

Section 4: Administrative Representatives for the IHSFA

There shall be three (3) High School Principal Representatives on the IHSFA Executive Council that act as the IHSFA Principal Representative Council. The duties of the Principal Representative Council shall be as follows:

1. Final Appeal for an IHSFA Protest Process
2. Promote the IHSFA with the Principal's Association
3. Advise the Executive Council on the State of Education in Indiana
4. Present awards at the state debate, congress, and solo tournaments.

Eligibility: In order to serve as a Principal's Representative the person must be an active high school principal or assistant principal from an IHSFA member school. A former administrator unaffiliated with an Indiana high school may also serve as Principal Representative.

Representation: Each of the three principal reps should be from the following geographic areas:

1. Representative #1 should be from a high school South of the Michigan line and North of US 24.
2. Representative #2 should be from a high school South of US 24 and North of Interstate 70.
3. Representative #3 should be from a high school South of Interstate 70.

Terms: Each principal rep. shall be elected for a three-year term. All three reps shall be elected this spring (2003).

1. Representative #1 shall serve a one (1) year term and be up for election again in 2004 and again every three (3) years.
2. Representative #2 shall serve a two (2) year term and be up for election again in 2005 and again every three (3) years.
3. Representative #3 shall serve a three (3) year term and be up for election again in 2006 and again every three (3) years.

Nominations and Elections:

A committee from the executive council shall solicit administrators in each geographic region and present a slate of candidates at the January meeting. Representatives shall be elected each spring by a ballot vote from the schools in the geographic region of the rep being elected. Each member school shall have one (1) vote.

Protest Process During the Year

A protest is registered with the IHSFA Executive Secretary and a ruling is made. The ruling may be appealed to the entire IHSFA Executive Council and a ruling is made. The ruling may be appealed to the Principal Representative Council where a final ruling is rendered.

Protest Process During the State Debate, Congress, or Solo Tournaments

A protest is registered with the IHSFA Ombudsperson and a ruling is made. The ruling may be appealed to the entire IHSFA Executive Council and a ruling is made. The ruling may be appealed to the Principal Representative Council where a final ruling is rendered.

ARTICLE II: DUTIES OF THE OFFICERS

Section 1: Executive Secretary

- A. The Executive Secretary shall preside at all Council meetings, enforce the Constitution and Bylaws, exercise general supervision of the affairs of the organization, and make and enforce all decisions necessary to carry out the work of the IHSFA.
- B. The Executive Secretary, or a substitute chosen by the Council, shall attend the annual debate topic selection meeting and report to the member schools.
- C. The Assistant Executive Secretary shall coordinate the formation of the state speech and debate calendar.
- D. The Executive Secretary will review all constitutional violations at tournaments and act accordingly.
 - i. At the Sectional contest, the Executive Secretary will empower the Sectional Chairman and Committee and Executive Council Representatives to enforce the rules of the Bylaws and Tournament Manual. If the Constitution is violated in any manner during these contests, the Executive Secretary will rule accordingly. Any Executive Council member involved in these contests may also serve as the agent of the Executive Secretary.
 - ii. When an appeal of the Executive Secretary decision is requested of the Executive Council, the Executive Secretary shall act as the hearing officer.
- E. The Executive Secretary and Assistant Executive Secretary will receive a stipend for the duties of that office. This stipend will be set by the IHSFA Executive Council.

Section 2: Executive Council members.

- A. The members of the Executive Council shall act as representatives of the schools in their sections.
- B. They shall act as representatives of the IHSFA in their sections and perform tasks as requested by the Council and/or Executive Secretary.

Section 3: Advisor

- A. An advisor shall be appointed at the January meeting of the Executive Council.
- B. The advisor shall be a retired coach.
- C. The duties of the advisor shall be to act as chair of the Executive Council meetings in the absence of the Executive Secretary and/or Assistant Executive Secretary.
- D. The advisor should chair the administrative representative committee and find candidates for those positions annually.

Section 4: Sectional Chairperson and Committee.

The Sectional Chairperson and Committee Members shall be responsible for the conduct of the sectional tournaments in their assigned areas.

ARTICLE III: DISCIPLINARY ACTIONS

Section 1: The Executive Secretary will enforce the rules of the Constitution and Bylaws in the following manner:

- A. Warning: A warning is an official notice that an inexcusable, unethical, or unsportsmanlike action is a matter of record, and that such action must not occur again. The offending school shall be informed of the infraction in writing and urged to come into compliance.
- B. Probation: A school on probation may be restricted from participating in any district or state level activities, or an individual organization of the school may be restricted for a designated period of time. A repeat offense would mean automatic suspension.
- C. Suspension: Any school suspended from the IHSFA may not participate against any member school of the IHSFA or against any member school of any state forensic association during the period of suspension. No school may be suspended from the IHSFA for more than one calendar year.
 - 1. Violation of the ethics of the IHSFA in any part may be cause for suspension for one year. The Council is empowered to enforce the IHSFA Code of Ethics.

Section 2: Procedure for handling violations and appeals.

- A. Protests, problems, or complaints are to be put in writing and submitted to the Executive Secretary. When the Executive Council is not assembled, he will make a ruling following an investigation. That ruling may be appealed to the Executive Council by written request.
- B. When the Executive Council is meeting as a board of appeals, the Executive Secretary will act as a hearing officer. The Council will issue a ruling following the hearing.
- C. All decisions or rulings of the IHSFA Executive Council are final.

ARTICLE IV: ETHICS

Interscholastic contests in speech and debate are organized and conducted for the purpose of developing competence in speech. These contests, properly conceived, are definitely pedagogical in their aims and objectives and should be viewed as educational projects. As such, they are designed to capitalize upon a very natural and very desirable rivalry between schools and between individuals. The desire to win supplies a strong incentive to application and achievement and is wholly commendable in the degree that winning is correlated with performance of merit. All the rules and regulations governing contests are designed to make the winning of contests synonymous with good speaking and good debating. While this objective has been largely realized, it sometimes happens that, under the stress of a desire to win, individuals become overzealous and do things that reflect on the good standing of the school they represent. Every possible effort should be made to preserve friendly relations and to conduct all contests on the highest possible plane. To this end the following suggestions are offered:

1. A speech contest is a friendly contest, not war between enemies. Meet the representative of the visiting school or schools, escort them to their rooms, treat them in every way as you would treat personal guests. Do everything to make visitors feel welcome.
2. Make every effort to secure fair and impartial judges. If a contest cannot be won by performance of merit, it is better to lose it. A victory won by a vote of "friendship" is a most costly kind of victory. It is a moral defeat and above all else the public schools should exalt honor and high standards.
3. The highest kind of school loyalty is that which reflects credit on the home school, not that which tries to secure a victory at any cost.
4. Never allow anyone—speaker, coach, or friend—to quarrel with the judges after a decision. The real test of adulthood comes in defeat. Learn to lose gracefully when you lose. Talk with the judges, get their criticisms, learn all you can from them, but never, under any circumstances, question their honesty.
5. If two other schools are having a debate and your school is to debate one of them at a later date, do not send a representative to take notes on the contest for use in your debates later. Spying shall be considered dishonorable. Students and coaches should remain impartial after their elimination.
6. Coaches and others present should not by verbal, facial, or by other expression indicate their reaction in such a manner as to annoy the speaker, regardless of the nature of the remarks made by the speaker. Wiggling chairs or scraping your feet on the floor is a planned method of annoying the speaker.
7. A coach has been sometimes know to introduce his students to a prospective judge (particularly a college judge) for the sheer purpose of influencing the judge's decision in favor of that student. Such introductions shall be considered unethical. It shall be considered unethical for a judge to ask a contestant where he or she is from until after the decision is rendered and handed in to the office. No coach or student shall make a conscious effort to reveal the name of his school to a judge.
8. Coaches should recognize that judging their own students is not the accepted manner in running a tournament. This usually means that the tournament director has made an error. The judge in such cases should check with the tournament director before the round to ascertain that the assignment is correct.
9. The speeches being performed by the students should be the honest effort of the student involved, regardless of whether it is Debate, Discussion, Extemp, Congress, or Original Oratory.
10. At a Congress, it is unethical for a coach to send notes to his or her senators or representatives coaching them in what to say during the course of the Congress.
11. It is felt that sometimes coaches fill out a speech registration blank without ever having checked with the student regarding the student's intentions in attending certain speech meets. This results in great changes in the list on the day of or two preceding the meet or even on the morning of the meet. This makes certain sections very unfair as sometimes there is only a contestant or two in a section. Consideration of the tournament director must be given in filing of such reports.
12. Debate tournament visitation is encouraged but must be by the permission of the coaches of the teams debating.

13. It shall be considered unethical to check the scores of contestants you are about to judge in a round.
14. It shall be considered unethical for a student to use material from any previous Sectional, Regional, or State Final in Duo, Interpretation, Poetry, Prose and Original Oratory.
15. Parents cannot judge events their children are competing in, EXCEPT for the preliminary rounds of Sectional or State. It is the duty of the coach to notify the Sectional/State Chairman of any potential conflict.
16. No high school students may serve as judges, unless it is specifically added to the invitation that they may be used. (perhaps in novice level).
17. Listening at the door to a debate is scouting and unethical.

The previous suggestions are given in the hope that we can effectively meet the objectives of competitive speech. In addition to these suggestions, following are some specific things which are considered unethical:

1. FOR COACHES:

- i. Fails to appear for judging assignments.
- ii. Shuffles judging assignments.
- iii. Leaves unannounced before tournament is over.
- iv. Creates a scene.
- v. Obsessed with the desire to win.
- vi. Scouts debates or permits students from his school to scout in any fashion debates while in progress.
- vii. Demonstrates the attitude of "getting even."
- viii. Falsifies debate evidence.
- ix. Gives critique in poor taste.
- x. Disregards rules for the use of building by the host school.
- xi. Allows students to attend meets unsponsored.

2. FOR STUDENTS:

- i. Misconduct during other contestants' speeches.
- ii. Critical to a judge concerning his or her decision.
- iii. Failure to abide by the rules of the host school.
- iv. Creating a scene.
- v. Any conduct unbecoming to a lady or a gentleman.
- vi. Falsify debate evidence.
- vii. Intentional false cite in Extemp =D.Q. if proven.

Violations of the suggestions and principles or violation of any part of the two specific items is cause for suspension for one year. The Council is empowered to enforce this code. (If the coach is involved, the school would be suspended; if only a student is involved, only the student would be suspended.)

Indiana High School Forensic Association, Inc., - Conflict of Interest Policy

ARTICLE V: PURPOSE

The purpose of the conflict of interest policy is to protect this tax-exempt IHSFA's (Indiana High School Forensic Association, Inc.) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or council member of the IHSFA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

ARTICLE VI: DEFINITIONS

1. Interested Person

Any Executive Council member, principal officer, or member of a committee with Executive Council delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the IHSFA has a transaction or arrangement,
- b. A compensation arrangement with the IHSFA or with any entity or individual with which the IHSFA has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the IHSFA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article VII, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate Executive Council or committee decides that a conflict of interest exists.

ARTICLE VII: PROCEDURES

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with Executive Council delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the Executive Council or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the Executive Council or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Executive Council or committee shall determine whether the IHSFA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Council or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the IHSFA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the Executive Council or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Executive Council or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE VIII: RECORD OF PROCEEDINGS

The minutes of the Executive Council and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Council's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE IX: COMPENSATION

- a. A voting member of the Executive Council who receives compensation, directly or indirectly, from the IHSFA for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the IHSFA for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Executive Council or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the IHSFA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE X: ANNUAL STATEMENTS

Each Council member, principal officer and member of a committee with Executive Council delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the IHSFA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE XI: PERIODIC REVIEWS

To ensure the IHSFA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management conform to the IHSFA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE XII: USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article XI, the IHSFA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Executive Council of its responsibility for ensuring periodic reviews are conducted.

ARTICLE XIII

The Tournament Manual may be adapted each year by a majority vote of the Executive Council at any of the regular meetings or a 2/3 vote in writing between meetings.