

# ARKANSAS COMMUNICATION and THEATRE ARTS ASSOCIATION Inc CONSTITUTION

## PREAMBLE

We, the members of the Arkansas Communication and Theatre Arts Association, Inc., in order to stimulate and encourage interest in all phases of Speech Communication and Theatre in the State of Arkansas and in order to bring about unity of action among all schools in the State, do hereby form and establish the constitution of the Arkansas Communication and Theatre Arts Association, Inc.

## ARTICLE I

### Name, Classification, and Mission Statement

- Section 1           The name of this organization shall be the **Arkansas Communication and Theatre Arts Association, Inc. (ACTAA)**.
- Section 2           Its purpose shall be to establish oral communication, debate, dance, and theatre art standards and to encourage communication/theatre art education and scholarship on the elementary, secondary, college, and university levels.
- Section 3           **Mission Statement:** The Arkansas Communication and Theatre Arts Association is a community of professionals devoted to the rigorous study and ethical practice of oral communication, debate, dance, and theatre arts as an essential discipline, life skill, and art form as components of the core curriculum. Through continuing teacher education, student participation, and scholarly publication the association supports the efforts and continued growth of communication and theatre arts teachers, students, and researchers.
- ACTAA offers professional development to educators in the areas of, but are not limited to, instructional strategies, lesson plan sharing, building and maintaining a collaborative learning environment, parental involvement, principles of learning, college forums, debate forums, competitive speech forums, curriculum alignment, mentoring/coaching, advocacy and leadership in communication, theatre arts and humanities, and cognitive research.
- Section 4           The Arkansas Communication and Theatre Arts Association assumes no legal liability for copyright violations or other actions by participants or members.

## ARTICLE II

### Membership

- Section 2 Any member of the Association who, upon retirement from active teaching, has been a member of the Association for not less than fifteen (15) years, and who submits proper notification to the Executive Director, shall be granted the status of Lifetime membership, with all the privileges of members, without further payment of dues. These memberships shall be indicated by the abbreviation "Ret." entered after the name in all published lists of members. Honorary Memberships are given to guest speakers at our Fall Conference, Administrators of the Year, and others as the Executive Council deems necessary. Alumni membership is for the purposes of keeping track of former students.
- Section 3 Membership in good standing may be maintained by timely payment of the annual dues of the Association, which run from August to August.
- Section 4 The amount of dues shall be set by the Executive Council based on budget projections and financial needs and approved by a two thirds (2/3) vote of the members of the Association at any regular meeting of the Association.

## **ARTICLE III**

### **Governing Body**

- Section 1 The Executive Council of the Association shall consist of the President, First Vice-President, First Vice-President Elect, Second Vice-President, Executive Director, Executive Treasurer, College Representative, Secondary Schools Representative, Lifetime Member Representative, Recording Secretary, Professional Development Coordinator, Archivist, Immediate Past President (serves one year as ex-officio member), Webmaster (serves as an ex-officio member), and newly elected 1st Vice President Elect, 1st Vice-President Elect/Elect, and 2nd Vice President Elect.
- Section 2 Only members of the Arkansas Communication and Theatre Arts Association, Inc. in good standing shall be eligible to serve as officers of the Association. Qualification for the 1st Vice Presidential nominees includes at least 5 years of ACTAA membership in good standing (excluding student members) and may include chairmanship or in the process of serving on either Arkansas Forensics and Debate State Championship, Student Congress, Demonstration Day committees, or currently active in the business of ACTAA. Qualifications for the 2nd Vice Presidential nominees include at least 3 years of ACTAA membership in good standing (excluding student and alumni members) and may include chairmanship or in the process of serving on either ASC, Student Congress, Demonstration Day, or currently active in the business of ACTAA.
- Section 3 The Executive Council shall operate the business of the Association in the periods between the annual meetings of the Association. The Executive Council shall direct the policies and administer the affairs of the Association except as otherwise provided in the constitution and By-Laws.

- Section 4 All officers, including the President, First Vice-President and other incoming officers shall assume office during the awards ceremony of the Arkansas Forensics and Debate State Championship. Only the President and First Vice President need be present at that ceremony.
- Section 5 A nominating committee of three members shall be chosen by Association members at the fall meeting of the Association to facilitate the election of officers as outlined in the Bylaws, Article II.
- Section 6 In the event that one of the ACTAA Standing Officers elected by the membership or those ACTAA Executive Council positions that are appointed cannot fulfill his/her term, the ACTAA Executive Council on advice from the President may appoint an interim replacement to fill that position until the next Association meeting when a new election may be held, or the Council may appoint a permanent replacement for the remaining term of office. The Council should consider those members who ran (but did not win the election) for the office vacated as the interim appointee first before considering other members.
- Section 7 The President shall be empowered to assume all duties of the Executive Director or Executive Treasurer in case of incapacity or death of that officer or appoint a temporary replacement until a search committee can be appointed.

## **ARTICLE IV**

### **Duties of Officers**

- Section 1 **The President shall:**
- (1) Preside over all meetings of the Association and of the Executive Council and cast the deciding vote in case of a tie.
  - (2) Approve all contracts and other official documents of the Association.
  - (3) Call special meetings of the Association or Executive Council when necessary, and serve as ex-officio member on all committees.
  - (4) Schedule the January Executive Council meeting at the Fall Conference.
  - (5) Chair the Summer Workshop Committee. Schedule the dates and place for Summer Workshop during Fall Conference at the Executive Council meeting. With the help of the Summer Workshop Committee, plan Summer Workshop and submit tentative information to the webmaster before the end of the school term.
  - (6) Appoint committees necessary for the support and development of the organization, and make all appointments necessary to fill vacancies in permanent standing committees, permanent special committees, and special committees with ad-hoc status after the assumption of office in the spring and no later than the Summer Workshop. The committee list will be turned over to the Executive Director when completed.
  - (7) Attend all regular and called meetings.

## Section 2

### **The First Vice-President shall:**

- (1) Preside at any meetings when the President is absent.
- (2) Preside as the Fall Conference Committee Chair. Plan and implement the Fall Conference.
- (3) Set the time and place for the summer workshop by the Fall Conference Executive Council meeting that he/she has planned.
- (4) Shall receive compensation for miles traveled in planning the Fall Conference. Conference fees will be waived. Whenever possible a room will be provided at the conference.
- (5) Attend all regular and called meetings.

## Section 3

### **The First Vice-President Elect shall:**

- (1) Succeed to the presidency after serving as both First Vice-President Elect and as First Vice-President. Serve on the Fall Conference Committee
- (2) Serve as an ex-officio member and work directly with the Publicity and Promotion committee in disseminating information about the Arkansas Communication and Theatre Arts Association, Inc.
- (3) Recruit and retain members and work with teachers who become new members.
- (4) Organize the reception honoring new members at the fall convention with the Recruitment and Mentoring Chair and Committee.
- (5) Within six (6) months of election to the office, choose the place and date for the Fall Conference and with the help of the Webmaster; publish that information on the website. Report that information to Executive Council at the Arkansas Forensics and Debate State Championship (ASC) following Fall Conference. Fall Conference location should rotate around the state with the conference being in the center of the state every 2-3 years.
- (6) Attend all regular and called meetings.

## Section 4

### **The Second Vice-President shall:**

- (1) Act as liaison for ACTAA with the Arkansas Activities Association.
- (2) Serve a four-year term and be non-successive to the office of First Vice-President and President.
- (3) Compile a calendar of Secondary School and College speech/drama events, and activities and distribute to the Arkansas Activities Association by August 1st. ACTAA dates for Fall Conference, Demonstration Day, Student Congress, and Arkansas Forensics and Debate State Championship must be set before any tournaments or events can be placed on the calendar. Report the information to the Webmaster for posting on the website. See Article VII Section 1.

- (4) Shall be responsible for collecting submissions for the Spirit of ACTAA award from the membership. These awards will be given during the Fall Conference. Please see Bylaws Article III Section 1 and 2.
- (5) Report at the fall business meeting the "State" of the State of ACTAA.
- (6) Attend all regular and called meetings, serve on the Fall Conference, Summer Workshop, and the Recruiting and Mentoring committees.

## Section 5

### **The Executive Director shall:**

- (1) Serve a term of three years. The Executive Director shall serve no more than two successive terms.
- (2) Keep a record of the proceedings of the Association as given to him/her by the Recording Secretary and turn them over to the Webmaster within 1 month of the general business meeting and the Executive Council meetings.
- (3) Carry on correspondence with and for the Executive Council, membership, and those who support ACTAA through their participation, aid, and work as necessary.
- (4) Prepare a complete and accurate roster of Association members.
- (5) Attend all regular and called meetings and serve on the Fall Conference and Summer Workshop Committees.
- (6) Prepare for presentation at the fall business meeting a list of any members who are ineligible to serve on the nominating committee for the current year.
- (7) Submit a list to the Executive Director of the Southern States Communication Association of officers elected and officers currently serving the ACTAA.
- (8) Aid the Webmaster in maintaining member management and the list serve. The Executive Director may enlist a member at large to aid this process.
- (9) Because the Executive Director carries on the business of ACTAA, maintains the membership, and must be present at Fall Conference, January Executive Council Meeting, and the Summer Workshop to accomplish the work of ACTAA, ACTAA will reimburse for miles traveled and meals. Conference fees will be waived.
- (10) Prepare agenda with the help of the President, minutes, and any other documents for all Executive Council meetings and general business meetings.
- (11) Aid the First Vice President in preparing for the Fall Conference including publishing the Fall Conference brochure, making name tags, and working at the registration table.
- (12) Maintain the continuity of the Executive Council as the membership of the council changes from year to year.

## Section 6

### **The Executive Treasurer shall:**

- (1) Serve a term of three years, no more than two successive terms.
- (2) Collect all dues, fees, and bills and deposit receipts in an Association bank account to be located in the city where the Treasurer resides.
- (3) Maintain a financial record for inspection by any member of the Association and present a written financial report at each regular meeting of the Association.
- (4) Attend all regular and called meetings.
- (5) Be present at all ACTAA events that include Demonstration Day, Student Congress, and Arkansas Forensics and Debate State Championship.
- (6) Pay all bills authorized by the Executive Council.
- (7) Sign all contracts for the Association after they are authorized by the Executive Council.
- (8) Present a financial report to an Audit Committee of the Association who will report to the Association.
- (9) Serve on the Fall Conference and Summer Workshop Committees. Attend all regular and called meetings.
- (10) Because the Executive Treasurer must maintain ACTAA finances on a regular basis, be present at Fall Conference, Demonstration Day, Student Congress, January Executive Council Meeting, and the Summer Workshop to accomplish the work of ACTAA, ACTAA will reimburse for miles traveled and meals. Conference fees will be waived.

#### Section 7

##### **The Recording Secretary shall:**

- (1) Be in attendance at all meeting of the Executive Council and the members.
- (2) Keep a record of all proceedings of the Association and turn them over to the Executive Director in a timely manner.

#### Section 8

##### **The Archivist shall:**

- (1) Keep the archives in order and keep all records of all ACTAA business.
- (2) Be responsible for the official signage and provide it for all ACTAA events to the appropriate coordinator.
- (3) Attend all regular and called meetings and work with the Fall Conference Chair to provide archival moments and serve on the Fall Conference Committee.

#### Section 9

##### **The Professional Development Coordinator shall:**

- (1) Coordinate with the Arkansas Department of Education (ADE) to ensure we obtain our organization's professional development code.
- (2) Make certain that our workshops follow the ADE "ever-changing" guidelines.
- (3) Create signature sheets and maintain detailed records that document workshop attendance.

- (4) Forward the database to the ADE for audit upon request.
- (5) Advise the leadership concerning professional development issues and trends.
- (6) Meet any documentation requirement that instructors of Higher Education Institutions may need to provide proof of conference or workshop attendance.
- (7) Serve for 5 years and mentor a replacement coordinator on the last (5th) year of service (overlapping - to prevent information gap).
- (8) Serve on the Fall Conference and Summer Workshop Committees. Aid the 1st Vice President and President in planning professional development for both programs.
- (9) Attend all regular and called meetings.

Section 10

**The College Representative and Secondary School Representative to the Executive Council will:**

- (1) Lead the College and Secondary School Business Meetings at the Fall Conference and represent the college and secondary school members at Executive Council. It will be the duty of the College Representative to serve on the States' Advisory Council for NCA or aid the President in appointing a member to serve.
- (2) Report to the Executive Council the meeting information and to serve a term of three years, no more than two successive terms.
- (3) Attend all regular and called meetings and serve on the Fall Conference and Summer Workshop Committees.

Section 11

**Lifetime Member** duties are to chair the retired members committee and bring information and knowledge to Executive Council and to serve a term of three years, no more than two successive terms.

Section 12

**The Webmaster Duties are:**

- (1) **Maintain the website:**
  - (a) Post ACTAA and tournament material to the website in a timely manner
  - (b) To consult with the Executive Director about posting outside materials and resources only when necessary. Webmaster will post teaching resources as received.
  - (c) Assist with online registration forms for membership and all ACTAA events.
- (2) Be responsible for maintaining the member management site and the list serve.
  - (a) Communicate with the Executive Director concerning member management.
- (3) Attend all regular and called meetings and serve on the Fall Conference and Summer Workshop Committees.

- (4) Serve on Executive Council as an Ex-Officio Member.
- (5) Attend all regular and called meetings and serve on the Fall Conference and Summer Workshop Committees.

## **ARTICLE V**

### **Election of Officers**

Section 1 Nominations for the election of officers shall be made by a Nominating Committee unless otherwise stated in the Constitution and Bylaws as outlined in the Bylaws, Article II.

## **ARTICLE VI**

### **Meetings and annual ACTAA events**

Section 1 **Regular meetings of the Association shall be held:**

- (1 ) During September, the annual conference and general business meeting of ACTAA will be held on the Thursday, Friday, and Saturday following Labor Day.
- (2 ) Executive Council shall meet at Fall Conference before, during, and after the conference. Executive Council is to meet in January (date will be chosen at Fall Conference meeting). Executive Council will meet in April, if necessary, to be determined by Executive Council at Summer Workshop. There is a fair and reasonable expectation that all Executive Council members will be present for all regularly scheduled meetings to facilitate ACTAA state business.

Section 2 **ACTAA Event Dates** include the following:

- (1 ) **Demonstration Day** will be held the Saturday immediately following the Fall Conference in September. Place to be determined by the Demonstration Day Committee.
- (2 ) **Student Congress** will be held in November on Sunday, Monday, Tuesday over the officially scheduled Veterans Day Holiday.
- (3 ) **The Arkansas Forensics and Debate State Championship (ASC)** will be held on a Friday and Saturday during the Spring Semester. Dates to be determined by the ASC committee and approved by the Executive Council. ASC dates must be placed on the calendar by Summer Workshop.

Section 3 The Executive Council shall meet as specified by the President or at the request of a majority of the Executive Council.

Section 4 Special meetings of the Association may be called by the President or at the request of one-third (1/3) of those members in good standing.

## **ARTICLE VII**

### **ACTAA Calendar**

Section 1 The ACTAA Calendar will be maintained by the 2<sup>nd</sup> Vice President.



- (1 ) The calendar will be presented to the membership at Fall Conference to existing tournament directors for the next academic year with their current year traditional tournament dates on the future calendar.
- (2 ) Existing tournament directors will have until December 15 to confirm their tournament date. On December 16, the 2nd Vice President will begin accepting requests for new tournaments to be included on the calendar for the upcoming year. New tournament schools will have until February 15 to reserve a date. On February 16, the 2nd Vice President will accept request from schools who wish to host a second tournament.
- (3 ) In the event that two schools request the same date, the 2nd Vice President will follow these guidelines:
  - (a ) That include Seniority--an existing tournament will be given date priority over a new tournament.
  - (b ) That include the order the request was received.
  - (c ) That in the event that the date cannot be resolved using these guidelines, the 2nd Vice President will email the involved tournament hosts (including the President and the Tournament Advisory Committee Chair) in an attempt to resolve the conflict.
- (3 ) Ideally, there should only be one tournament per weekend. However, if there are requests for the same weekend, the 2nd Vice President will ensure that they are separated geographically as best as possible (eg one in the north, one in south).
- (4 ) No tournaments will be scheduled within the two weeks prior to ASC.
- (5 ) No tournaments can or will be scheduled until official ACTAA events have been officially scheduled on the calendar. No tournaments can be scheduled during Fall Conference, Demonstration Day, or Student Congress dates.

## **ARTICLE VIII**

### **Quorum**

- Section 1. A majority of the membership in attendance at the fall conference or special called general business meetings shall constitute a quorum.
- Section 2. A simple majority of the voting members of the Executive Council shall constitute a quorum of the Council.

## **ARTICLE IX**

### **Amendments**

- Section 1. Proposed amendments must be submitted in writing to the Executive Director and to the membership at least 30 days before the next regular meeting of the Association.

Section 2. This Constitution may be amended at any regular meeting of the Association by two-thirds (2/3) vote of the membership present.

## **BY-LAWS**

### **ARTICLE I**

#### **Committee Structure and Duties**

Section 1 The committee structure of the Arkansas Communication and Theatre Arts Association shall consist of a system of permanent standing committees, permanent special committees, and special committees with ad-hoc status, each of which shall function throughout the year to promote the objectives of the Association.

Section 2 Each chair and committee shall present a written report to the Association at the annual fall meeting. In addition to business conducted by the committee, the report will also include an itemized budget of the money spent and collected. The President may request reports of progress during the year.

Section 3 Individual committee budgets are set by the Executive Council. Amendments to the amount are subject to the approval of the Executive Council.

Section 4 When the President takes office in the spring, he/she should be prepared to fill openings on all permanent standing committees and permanent special committees as necessary. In some cases, committee chairs will make recommendations to the President to aid this process.

Section 5 Rule changes and other decisions that affect the membership or participants in ACTAA events should be completed by committees no later than Summer Workshop to present to Executive Council before presentation to the high school or college meetings at the Fall Conference, and approved by the Association as new business during the business meeting. Changes subsequent to the Fall Convention, may be approved for reasons deemed emergency by a 2/3 vote of the Executive Council.

#### **Section 6 Permanent Standing Committees**

(1 ) In most cases (unless otherwise stated in the by-laws), permanent standing committees will consist of a chair and three members. The outgoing chair will serve as an ex-officio member for one year. Members of the committee will rotate each year to the next member position to eventually chair the committee. After a member has chaired the committee, he/she will rotate off the committee. Unofficial observer positions can be added to the committee at the discretion of the chair.

(2 ) The following standing committees are permanent standing committees that serve the Executive Council and the membership: Audit, Scholarship, Ethical Practices, Arkansas Forensics and Debate State Championship, Student Congress, and Demonstration Day.

- (a) The **Audit Committee** will consist of the Executive Director as chair and  
) 1-2 ACTAA members present at Summer Workshop who are not members of Executive Council. This committee will support the Executive Treasurer and report to the Executive Council information concerning the books of the ACTAA Executive Treasurer and his/her practices.
- (b) The **Scholarship Committee** will consist of the Executive Treasurer as  
) chair and three committee members. This committee will publicize the existence of the scholarship, coordinate the collection of applications, and choose the scholarship winner(s).
- (c) The **Ethical Practices Committee** will consist of a chair and three  
) members. This committee will promote ethical and professional practices within the Association and in all of the activities sponsored by the Association.
- (d) The **Arkansas Forensics and Debate State Championship (ASC)**. The  
) ASC Committee shall organize and host the annual ACTAA Arkansas Forensics and Debate State Championship. This committee shall consist of a chair, three members, and a Permanent Tabulator. The Permanent Tabulator will be appointed by Executive Council for a term of 5 years. The next ranking member of the committee who has served at least two years on the committee will assume the duties of the chair immediately following the Spring ASC. Another member will be appointed to the committee by the President, following a recommendation by remaining ASC committee members, at the next summer meeting. The duties of the outgoing chair are finished when all pending business (financial or otherwise) has been completed and the ASC report has been delivered at the Fall Convention. However, the chair will retain ex-officio status to aid the next ASC director, if needed. The incoming chair's duties for the next ASC begin immediately following the spring ASC. Time and place will be decided by the ASC Committee with Executive Council approval. It will be held on a Friday and Saturday during the Spring Semester. ASC dates must be placed on the calendar by Summer Workshop. After all costs of ASC have been paid, any money remaining will be applied to the ACTAA scholarship fund.

- (e) **Student Congress.** The Congress Committee shall organize and host the annual Student Congress of Human Relations. This committee will be headed by a Permanent Director appointed by Executive Council for a term of five years. This committee shall consist of a chair and three members appointed by the President. The next ranking member who has served at least two years on the committee will assume the duties of the chair immediately following Student Congress. Another member will be appointed to the committee by the President, following a recommendation made by the remaining members of the committee. The duties of the outgoing chair are finished when all pending business (financial or otherwise) has been completed and the StuCo report has been delivered at the Summer Workshop. The incoming chair's duties for the next Student Congress begin immediately following Student Congress. After all costs of Student Congress have been paid, any money remaining will be applied to the ACTAA scholarship fund. Student Congress will be held in November on Sunday, Monday, and Tuesday over the officially scheduled Veterans Day Holiday.
- (f) **Demonstration Day (Demo Day)** The Demonstration Day Committee shall organize and host the annual Demonstration Day. This committee shall consist of a chair and three members appointed by the President. The next ranking member who has served at least two years on the committee will assume the duties of the chair immediately following Demonstration Day. Another member will be appointed to the committee by the President, following a recommendation by the remaining members of the committee. The duties of the outgoing chair are finished when all pending business (financial or otherwise) has been completed and the Demo Day report has been delivered at the Summer Workshop. However, the chair will retain ex-officio status to aid the next director, if needed. The incoming chair's duties for the next Demo Day begin immediately following Demo Day. Time and place will be decided by the Demo Day Committee with Executive Council approval. Date of Demo Day is on the Saturday in September following the annual Fall Conference. Demo Day fees are \$10 per student entry. Proceeds from Demo Day help fund the ACTAA member's debate topic selection costs of travel.

## Section 7

### Permanent Special Committees

- (1) Permanent Special Committees operate differently than Permanent Standing Committees but still serve the Executive Council and Membership.
- (2) Permanent Special Committees are Publicity and Promotion, Professional Standards, Tournament Advisory Committee, Recruitment and Mentoring, AR Thespians Liaison, NSDA Representative, Mock Trial Representative, Fall Conference Committee, Summer Workshop Committee, Debate Topic Selection and NFHS Liaison, Constitutional Revisions Committee, and Nominating Committee (which is outlined in Article II of the Bylaws).

- (a) **The Publicity and Promotion Committee** shall disseminate information about ACTAA and the field of speech and theater. The chairman of the committee shall be appointed by the President for a three-year term. Other members of the committee are appointed by the committee Chairman for a three-year term. First Vice-President Elect shall serve as an ex-officio member. Serve on the Fall Conference Committee.
- (b) The **Professional Standards Committee** shall keep the Association informed of the needs of the profession in the area of certification, licensure and academic standards. The chairman of the committee shall be appointed by the president for a three-year term. Other members of the committee are appointed by the President with recommendations from the chair for a three-year term.
- (c) The **Recruitment and Mentoring Committee** will disseminate information about ACTAA to speech and theater teachers of all grades across Arkansas. The purpose of this committee is to add and retain members. This committee will coordinate new member activities such as, but not limited to, the mentor program, workshops at meetings, and resource contacts. The committee will also develop retention plans to keep current members active, coordinate activities at Summer Workshop and Fall Conference, and build resource contacts. The chairman of the committee shall be appointed by the President for at least a three-year term. Other members of the committee are appointed by the committee chairman for a three-year term. The Second Vice President and the First Vice President-Elect are ex-officio members working closely with the chairman. The chair serves on the Fall Conference and Summer Workshop Committees.
- (d) **Debate Topic Selection and NFHS Liaison** is elected to a three-year term. This Liaison is responsible for attending the Debate Topic Selection Conference, reporting ACTAA activities to NFHS, and submitting the name and resume of our Teacher of the Year as our nominee to the NFHS teacher of the year. The nominating committee shall select one nominee as the Debate Topic Selection Representative. The representative will attend the National Debate Topic Selection Conference representing ACTAA. She/he will report to the Executive Council and the membership about the debate topics to be voted on and will inform the membership of any pertinent information about the topic.
- (e) **AR Thespian Liaison** will serve as the liaison between AR Thespians and make a report to the Executive Council and general membership, if needed.
- (f) **National Speech and Debate Association (NSDA) Representative** will be the Arkansas NSDA District Chair and will serve as the liaison between NSDA and ACTAA, and he/she will make a report to the Executive Council and general membership, if needed.
- (g) **Mock Trial Representative** will serve as the liaison between Mock Trial and ACTAA for a term of three years appointed by the President and he/she will make a report to the Executive Council and general membership, if needed.

- The **Constitutional Revisions Committee** will revise the ACTAA Constitution at the direction of the Executive Council. This committee will consist of the chair (which is the Executive Director), the Archivist, and an at large member. The Executive Director and Archivist will serve on this committee as long as they hold these offices, while the at large member will serve a three year term. Annual revisions shall be complete by August 1<sup>st</sup> and published to the membership 30 days prior to the annual Fall Conference.
- (h) **The Nominating Committee** structure and duties are outlined in the Bylaws, Article II, Election of Officers and Appointed Positions.
- (i) **The Fall Conference Committee** will consist of the chair (which is the 1st Vice President). Other members will include the 2nd Vice President, the chairs of Publicity and Promotion and Recruitment/Mentoring, Executive Director, Executive Treasurer, College and Secondary School Representatives, Archivist, and the Webmaster. The newly elected 1st Vice President-elect will serve in an ex-officio capacity. Other at-large members will be added to the committee as deemed necessary by the 1st Vice President. The responsibility of this committee will be to plan and implement the Fall Conference. After all costs of Fall Conference have been paid, any money remaining will revert to the general fund to cover other areas of ACTAA such as the Summer Workshop. If t-shirts are sold at Fall Conference, proceeds will go to the ACTAA scholarship fund.
- (j) **The Summer Workshop Committee** will consist of the chair (which is the President). Other members will include the 2nd Vice President, Professional Development Coordinator, Recruitment and Mentoring, Executive Director, Executive Treasurer, College and High School Representatives, and the webmaster. The responsibility of this committee is to plan and implement the summer workshop. Dates for Summer Workshop are typically Sunday, Monday, and Tuesday during the middle of July. These dates are chosen by the Executive Council during the Fall Conference. Summer Workshop should include Professional Development but is also an opportunity for ACTAA committees and council to be trained to run ACTAA, plan future programs for ACTAA, maintain and promote ACTAA business, and promote community in ACTAA.
- (k)

- (l) **The Tournament Advisory Committee (TAC)** will be made up of all ACTAA members that are directing a tournament during the current year. Other members will include the ASC director and co-director and the Student Congress Permanent Chair and Director. The chair will be chosen and appointed by the Executive Council at the Fall Conference from this group. The charge of this committee will be to aid tournament directors and coaches who implement and attend tournaments when questions, problems, and issues exist. It is charged to aid new coaches who might need guidance before, during, and after a tournament. Any member who is considering hosting a tournament should contact the chair of this committee for coordinating a mentor to aid his/her efforts. It is charged with aiding tournament directors with issues that might arise when preparing and implementing a tournament and the aftermath of potential issues that can arise at tournaments. This committee is not charged with sanctioning coaches, students, or tournament directors but is charged with helping the tournament process for all ACTAA members. Any ACTAA member can contact any member of the tournament committee to ask questions or express concerns. Members of this committee should confer with the chair and the chair will determine if the concern warrants discussion among all of the members. The chair should act with open communication with the members of his/her committee and vice versa.
- (n **The Lifetime Member Committee** is made up of honorary lifetime ) members of ACTAA who support the mission and vision of ACTAA. Duties include recruitment of new members, supporting existing members, and being active in the ACTAA mission.

### Section 3

Other special committees known as "Ad-hoc" will be appointed by the President to serve Executive Council and the membership but have limited duties and limited amount of time to complete those duties and will be considered finished at the completion of those duties.

## **ARTICLE II**

### **Election of Officers and Appointed Positions**

**President, First Vice President, Second Vice President,  
Teacher of the Year, Administrator of the Year,  
Executive Director, Executive Treasurer,  
Archivist, Professional Development Coordinator, College Representative, Secondary School  
Representative, Lifetime Member Representative, Webmaster, AR Thespians Liaison, NSDA  
Representative, Mock Trial Representative, and Recording Secretary**

- Section 2                   The Nominating Committee shall select two nominees for First Vice-President Elect yearly. The Nominating Committee shall select two nominees for Second Vice-President every four years to be voted on every four years in the even years. Additionally, the Nominating committee shall elect one nominee as the Debate Topic Selection representative every three years.
- Section 3                   The Nominating Committee shall check with all possible nominees to make each aware of the major responsibilities of the office for which he/she is being nominated and to determine that the nominee will accept and assume the responsibility, if elected. Qualification for 1st and 2nd Vice Presidential nominees includes at least 5 years of ACTAA membership in good standing (excluding student members) and may include chairmanship or in the process of serving on either ASC, Student Congress, Demonstration Day committees, or currently active in the business of ACTAA. ACTAA is aware that finding candidates can be difficult; however, whenever possible, the committee should make every effort to look outside their own schools to find candidates.
- Section 4                   At least 30 days before the annual Fall Convention, the Chairman of the Nominating Committee shall supply a list of at least two nominees for each office to be filled that year and vital statements about each to all members of the Association in good standing at the time. Ballots will be collected and counted during the Fall Convention.
- Section 5                   The Nominating Committee shall be responsible for organizing members' nominations of candidates for ACTAA "Teacher of the Year" and for selecting the winners from the candidate field. Nominating Committee members may nominate candidates in the process. Nominating Committee members will accept nominations after the Arkansas Forensics and Debate State Championship for Secondary School and/or College Teacher of the Year. This committee should make sure that to follow ethical practices in choosing our Teacher of the Year. Those candidates nominated for Teacher of the Year should not only serve their school and their discipline well they should also be active members involved in the business of ACTAA. Nominating Committee members may not win teacher of the year while they serve this committee nor should they nominate someone from their own school in an effort to maintain the integrity of the committee. Please see Bylaws Article III, Section 1 for more information. When the apparent need arises, with the aid of the Executive Council and the membership, the Nominating Committee will select to honor an individual or organization outside of ACTAA who (1) has exhibited and encouraged support for Speech and Theater education and (2) understands the strength of and supports the activities sponsored by ACTAA.
- Section 6                   The Executive Director and the Executive Treasurer shall be selected every three years by a committee appointed by the Executive Council and will not serve more than two (2) terms unless amended by the Executive Council. In the event that either person steps down from their position, the Executive Council will appoint an interim. The interim will serve out the rest of the regular appointment of the former Executive Director/Executive Treasurer unless and until a permanent replacement can be made.



- Section 7 The AR Thespian Liaison to ACTAA will also be the AR Thespians (organization) chapter director and will make a report yearly or as necessary to Executive Council and the general membership.
- Section 8 The NSDA Representative shall be the Arkansas District chair to NSDA and will make a report at yearly or as necessary to Executive Council and the general membership.
- Section 9 The Mock Trial Representative shall be selected every three years by the President and will make a report yearly or as necessary to Executive Council and the general membership.
- Section 10 The Recording Secretary shall be selected every three years by the Executive Council and will serve no more than two terms unless amended by the Executive Council.
- Section 11 The Archivist shall be appointed by the Executive Council.
- Section 12 The Professional Development Coordinator will be appointed by the President to serve for 5 years and mentor a replacement coordinator on the last (5th) year of service (overlapping - to prevent information gap).
- Section 13 The College and Secondary Schools, and Lifetime member representatives shall be selected every three years with no more than two successive terms, by the Executive Council.
- Section 14 The Webmaster will be appointed by the Executive Council and will serve for 5 years and not more than two terms unless amended by the Executive Council.

## **ARTICLE III**

### **Awards**

- Section 1 Every year after the Arkansas Forensics and Debate State Championship, the Nomination Committee will seek out from the membership nominations for the ACTAA Teacher of the Year. This award can be given to the secondary school teacher and/or the college teacher who best exemplifies not only the spirit of our Mission Statement but shows throughout their tenure with ACTAA an ability to work toward the common good of ACTAA and its members. This teacher should be a member in good standing for at least 5 years before being considered for this award. Those candidates nominated for Teacher of the Year should not only serve their school and their discipline well but they should also be active members involved in the business of ACTAA. It is not necessary to give this award out every year.

Section 2

The Spirit of ACTAA award is given to those ACTAA members, in good standing, that have served ACTAA in some special manner sometime during the previous school year, August to August. The Spirit of ACTAA award publicly recognizes not only those individual(s) that embody the spirit of ACTAA's mission but those members who work collaboratively to aid others in the organization. This award permits ACTAA to honor those who demonstrate a commitment to improving and strengthening the efforts of ACTAA in any area while making a significant impact on our organization. All submissions for the Spirit of ACTAA award should be sent to the ACTAA 2nd Vice President throughout the school year. Please submit name, school, and a 150 word or less description of the honoree's contribution to ACTAA in the past school year. Deadline for all submissions will be by August 1. When submitting a name, please follow the above guidelines in making your choice. This award is designed to honor a member for a job well done and is not considered a frivolous award. The Spirit of ACTAA award will be given during the Fall Conference. If no submissions are received, no awards will be given.

## ARTICLE IV

### ETHICAL PRACTICES

Section 1

ACTAA members are all reminded to review and reflect on the ACTAA **Statement on Professional Ethics** which appears at the ACTAA website giving particular attention to item 6 on the list of **Principles of Conduct** which reads: "...exercise care that expressions of personal offense at the differing opinions, ideas and actions of others not be used in front of students or colleagues." Members should be mindful that expressions of concern distributed via social media most certainly represent violations of our policies.

## ARTICLE V

### LIST SERVE AND MEMBER MANAGEMENT USAGE

Section 1

ACTAA maintains the list serve and the member management site for the benefit of our members. Misuse of either site by a member may result in the member(s) losing the privilege of access to those sites. Examples of misuse include Ethical Practice violations as discussed in Article IV of the ACTAA Bylaws.

## ARTICLE VI

### Participation in Contests, Congress, Demonstration Day, and Arkansas Forensics and Debate State Championship

Section 1

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Participation in ACTAA sponsored events that include Student Congress, and the Arkansas Forensics and Debate State Championship require membership in good standing with ACTAA.

- (2 ACTAA requires high school membership in the Arkansas Activities  
) Association as a prerequisite to participation in any ACTAA sponsored activity.

## **ARTICLE VII**

### **Rules of Order**

- Section 1 *Robert's Rules of Order, Newly Revised* shall be used as the parliamentary authority where it is not superseded by the Constitution and By-laws of this Association.

## **ARTICLE VII**

### **Amendment of By-laws**

- Section 1 Proposed amendments to the By-laws must be submitted in writing to the Executive Director at least 60 days before the next regular meeting of the Association for distribution to the membership at least 30 days of the next regular meeting.
- Section 2 These By-Laws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of the membership present.