

National Christian College Forensics Association Constitution and Bylaws:

Last revised: April 2013

I. Acknowledgments

Some of the text that follows comes from the original NCCFI invitation. For that, we are in debt to Dr. Kevin Jones from George Fox University. In addition, the Constitution and Bylaws incorporates portions of the NIET invitation as well as the NPDA Constitution. Thanks also to Dr. Renea Gernant from Concordia University for her suggestions.

II. Name and Purpose

- A. The organization shall be called the National Christian College Forensics Association (NCCFA).
- B. The goal of the NCCFA is to provide member schools of the CCCU and schools of similar beliefs the opportunity to gather once a year and celebrate our faith while we engage in an activity we all love.

III. Membership

- A. Membership shall be open to all schools who are full members of the Council of Christian Colleges and Universities (CCCU), with a forensics program that competes at the national tournament during the current or preceding three years.
- B. Additionally, schools whose academic leadership has endorsed the organization's faith statement and have documented that statement with the organization are also members.
- C. Further, membership assumes that
 - 1. All schools in membership agree to encourage students to perform material and conduct themselves in an appropriately Christian manner.
 - 2. All schools in membership recognize the values and beliefs of the audiences of the NCCFI and perform material accordingly.
- D. Schools fitting the criteria outlined above can be members of the NCCFA without charge. In order to actually attend the tournament, a team fee may be assessed that will defray tournament expenses.
- E. Members will be kept updated on the tournament and the association through listserve(s), the website, and/or other appropriate means of communication.

IV. Officers and Duties

A. Positions

1. The officers of the NCCFA shall include: President, Tournament Director, At-Large Representatives, the Webmaster, the Secretary and the Treasurer.
2. The Webmaster may hold another position within the organization.

B. Officer Duties

1. The President's duties are:
 - a. To establish the agenda and to chair the annual Business Meeting of the organization;
 - b. To be responsible for upholding this Constitution and its By-Laws and all other decisions of the annual Business meetings of the association;
 - c. To chair and be a voting member of the Executive Council;
 - d. To serve as representative of the Association to other organizational meetings;
 - e. To make official appointments of each committee as needed and as specified in the Constitution;
 - f. To appoint from time to time, such committees as deemed suitable or as requested by the annual Business Meetings;
 - g. To assist as needed in the administration of the annual Championship Tournament.
 - h. To oversee and assist other officers in the organization with upholding their duties according to the Constitution and by-laws;
 - i. To serve as a signatory officer representing the organization who is authorized to draw on the financial assets of the organization to uphold duties and responsibilities on behalf of the organization.
 - j. To serve as an Ombudsperson for those objecting to Tournament Director's decisions at the National Tournament. The final appeal for the Ombudsperson's decision can be made to the Executive Council. All appeals must be made expeditiously or if at all possible before the start of the next round so as not to delay the tournament;
 - k. To maintain records appropriate to her or his activities and to submit those to her or his successor at the close of her or his term.

2. The Tournament Director's duties are:
 - a. Be responsible for the processing of all entries for the National Tournament. If questions arise concerning processing, the Tournament Director shall consult with the President;
 - b. Be responsible for the overall operations of the tournament including the preparation of the tournament schematics, tabulation, and other materials necessary;
 - c. Shall serve as a voting member of the Officers and/or Executive Council;
 - d. Make appropriate site visitations (when possible) along with the President of the organization;
 - e. Be responsible for securing the tabulation staff;
 - f. Establish a budget for the National Tournament and present expenditure report with supporting documentation to the Executive Treasurer;
 - g. To coordinate and work with the host in upholding host duties including securing sufficient hired judges, establishing facilities layout, planning tournament food, etc;
 - h. To maintain records appropriate to her or his activities and to submit those to her or his successor at the close of her or his term.
3. At-Large Representative's duties are:
 - a. Represent one's regional membership in matters before the officers and/or executive council;
 - b. Be available at the request of the Tournament Director for assignments with the tournament operation duties;
 - c. Shall serve as a voting member of the Executive Council;
 - d. To maintain records appropriate to her or his activities and to submit those to her or his successor at the close of her or his term.
4. The Executive Secretary's duties are:
 - a. To record and disseminate to the membership the minutes of the Business Meetings and proposed amendments and ballots;
 - b. To serve as a voting member of the Officers and Executive Council;
 - c. To maintain an updated version of the Constitution and By-Laws and to disseminate these to the membership periodically;
 - d. To assist as needed in the administration of the annual National Tournament and Annual Business meeting;

- e. To maintain records appropriate to her or his activities and to submit those to her or his successor at the close of her or his term.
5. The Treasurer's duties are:
- a. To receive all membership dues and other payments to the Association and to pay all expenses of the Association;
 - b. To prepare an annual report to be presented at the annual business meeting, including an income expense report for the national tournament, and any additional financial reports required by Government oversight agencies;
 - c. To assist as needed in the annual Championship Tournament;
 - d. To maintain records appropriate to her or his activities and to submit those to her or his successor at the close of her or his term.
 - e. To serve as a signatory officer representing the organization who is authorized to draw on the financial assets of the organization to uphold duties and responsibilities on behalf of the organization.
6. The Webmaster's duties are:
- a. To create and maintain the NCCFA website;
 - b. To maintain the on-line history and long-term archives of the organization;
 - c. To serve as an advisor to the Executive Council;
 - d. To assist the Executive Secretary with the publication, dissemination, and maintenance of the NCCFA's official documents and notices.
- C. Elections for officers shall take place during the annual business meeting (see Article V). The election for the President shall alternate with the election for the Secretary and the Treasurer.
- D. If an officer is no longer able to fulfill their duties (such as moving to a non-NCCFA school), and this happens before the next national tournament, then a special election may be called. If called for by the office, such an election may be limited to a particular constituency (such as schools in a given region).

V. Standing Committees

The following are the committees of the NCCFA:

A. Executive Council

1. The Executive Council consists of the President, Tournament Director, the At-Large Representatives, the Secretary and the Treasurer.

2. Roles of the Executive Council

- a. The Executive Council, in consultation with the membership, shall propose any necessary changes to the constitution and bylaws.
- b. The Executive Council shall rule on any rules violations that arise during the national tournament, and shall be responsible for deciding appropriate penalties.

B. Impromptu Topics Committee

1. This committee shall be chaired by a member of the Executive Council appointed by the President.
2. The committee shall consist of any members designated by the chair of the committee.
3. The committee shall prepare impromptu topics for the national tournament.

C. Extemporaneous Topics Committee

1. This committee shall be chaired by a member of the Executive Council appointed by the President.
2. The committee shall consist of any members designated by the chair of the committee.
3. The committee shall prepare extemporaneous topics for the national tournament.

D. Parliamentary Debate Topics Committee

1. This committee is charged with making decisions about which parliamentary debate topics will be used at the national tournament. The topics are intended to be generated by the membership as part of the tournament entry; however, the committee shall have the right to create topics if necessary.
2. The committee chair shall be appointed by the president, and should include the tournament director and at least one member of the executive council.

3. The topic committee shall prepare the actual list of topics before the beginning of the first round. Members of the topic committee shall be free to coach their students only on judge-related concerns, but not about the resolutions.

VI. Business Meetings

- A. The NCCFA shall hold a business meeting during the annual tournament. In order for any business to be conducted, a minimum of 10 schools must be in attendance.
- B. The meeting should be scheduled in such a way as to allow all coaches and tournament staff to attend.
- C. Minutes shall be recorded by the Secretary, or her/his designate, and posted on the NCCFA website.
- D. A copy of the agenda of the meeting shall be made available to all schools registering for the tournament, and shall be posted on the NCCFA website. The agenda will be made available a minimum of two weeks before the tournament.
- E. Each member school shall have one vote at the business meeting.
- F. Proxies may be submitted to the President or the Secretary.
- G. The President shall chair the business meeting.

VII. Amendments

- A. Amendments to the Constitution may be made by a 2/3 vote of schools voting at the business meeting (including proxies).
- B. Amendments to the bylaws may be made by a simple majority of schools voting at the business meeting (including proxies).
- C. Further Amendment Procedures for the Constitution and By-Laws
 1. An amendment may be proposed by two-thirds of the Executive Council or by a petition of ten percent of the current membership to the Executive Secretary and the President.
 2. The proposed amendment shall be distributed to the membership. Distribution may be made through regular or electronic mail. Members shall have fifteen days to send comments on the proposed amendment to the Executive Secretary.

3. Within thirty days of the publication of the proposed amendment, the Executive Secretary shall mail a ballot to the membership containing a copy of the proposed amendment, along with a statement of the arguments for and against the amendment. The author of the amendment shall have the opportunity to include a statement of the reasons for the amendment. The President may designate an individual to outline potential objections to the amendment. Both of these individuals shall have access to the comments received by the Executive Secretary. Ballots shall be due no later than three weeks after the mailing.
4. A three-fourths vote of all members voting will be required to enact an amendment initiated under this section.

VIII. Management of Assets

- A. The NCCFA shall be incorporated.
- B. The National Christian College Forensics Association is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code.
- C. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)2 of the Internal Revenue Code, or corresponding section of any future federal tax code.
- D. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such asset not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Bylaws:

Bylaw 1: Tournament Events

- A. The tournament shall offer individual events, Readers' Theater, Lincoln-Douglas debate, and parliamentary debate.
- B. The following event descriptions shall be used. If AFA (for IE's), NFA (for LD), or PRP (for RT) changes event descriptions after the business meeting, the tournament director may include any revised descriptions as part of the tournament invitation without having to propose a bylaw change. The bylaw will then be changed appropriately, and schools shall be given notice of the change in the tournament invitation.
 1. **Impromptu Speaking:** An impromptu speech, serious in nature, with topic selections varied by round. In the spirit of the tournament, however, the topic committee will develop quotations which may consist of Psalms or Proverbs, quotations from famous religious figures (i.e. Martin Luther, Mother Theresa, Billy Graham, etc.), or regular quotations. Speakers will have a total of 7 minutes for both preparation and speaking. Timing commences with the acceptance of the topics sheet. Limited notes are permitted.
 2. **Extemporaneous Speaking:** Contestants will be given three topics in the general area of current events, choose one, and have 30 minutes to prepare a speech that is the original work of the student. Questions will be mixed with at least one question per round being value, religious, or moral oriented. The topic committee will generate questions from a variety of sources. Maximum time limit for the speech is 7 minutes. Limited notes are permitted. Students will speak in listed order. Posting of topics will be staggered.
 3. **Informative Speaking:** An original, factual speech by the student on a realistic subject to fulfill the general aim to inform the audience. Audio-visual aids may or may not be used to supplement and reinforce the message. Multiple sources should be used and cited in the development of the speech. Minimal notes are permitted. Maximum time is 10 minutes including introduction.
 4. **Persuasive Speaking:** An original speech by the student designed to inspire, reinforce or change the beliefs, attitudes, values or actions of the audience. Audio-visual aids may or may not be used to supplement and reinforce the message. Multiple sources should be used and cited in the development of the speech. Minimal notes are permitted. Maximum time limit is 10 minutes.
 5. **After Dinner Speaking:** An original, humorous speech by

the student, designed to exhibit sound speech composition, thematic coherence, direct communicative public speaking skills, and good taste. The speech should not resemble a night club act, an impersonation, or comic dialogue. Audio-visual aids may or may not be used to supplement and reinforce the message. Minimal notes are permitted. Maximum time limit is 10 minutes.

6. Communication Analysis: An original speech by the student designed to offer an explanation and/or evaluation of a communication event such as a speech, speaker, movement, poem, poster, film, campaign, etc., through the use of rhetorical principles. Audio-visual aids may or may not be used to supplement and reinforce the message. Manuscripts are permitted. Maximum time limit is 10 minutes.

7. Prose Interpretation: A selection or selections of prose material of literary merit, which may be drawn from more than one source. Play cuttings and poetry are prohibited. Use of manuscript is required. Maximum time is 10 minutes including introduction.

8. Poetry Interpretation: A selection or selections of poetry of literary merit, which may be drawn from more than one source. Play cuttings and prose works are prohibited. Use of manuscript is required. Maximum time limit is 10 minutes including introduction.

9. Dramatic Interpretation: A cutting that represents one or more characters from a play or plays of literary merit. This material may be drawn from stage, screen or radio. Use of manuscript is required. Maximum time limit is 10 minutes including introduction.

10. Program Oral Interpretation: A program of thematically-linked selections of literary merit, chosen from two or three recognized genres of competitive interpretation (prose/poetry/drama). A substantial portion of the total time must be devoted to each of the genres used in the program. Different genre means the material must appear in separate pieces of literature (e.g., A poem included in a short story that appears only in that short story does not constitute a poetry genre). Only one selection may be original. Use of manuscript is required. Maximum time limit is 10 minutes including original introduction and/or transitions.

11. Duo Interpretation: A cutting from a play or plays, humorous or serious, involving the portrayal of two or more characters presented by two individuals. This material may be drawn from stage, screen or radio. This is not an acting event; thus, no costumes, props, lighting, etc., are to be used. Presentation is from the manuscript and the focus should be off-stage and not to each other. Maximum time limit is 10 minutes including introduction.

12. Performance of Faith Literature: 8-10 minute time limit. A selection or selections of interpretation material emphasizing faith issues. Content could reflect a variety of faith perspectives. This may be a single selection or may be developed from more than one source in any genre. Solo performances only, no Duos permitted. Presentation should follow traditional guidelines for an interpretation presentation including an introduction which establishes the theme and tone of the piece. The use of a manuscript is required.

13. Readers' Theater: A group performance of literature, involving more than two performers with a single or compiled program on a discernible theme or concept. Scripts must be perceived, but not necessarily referenced at all times. Props, set pieces, music, singing and other theatrical accoutrements must be perceived as enhancing rather than substituting for the performance options. 25 minute time limit includes set up and take down of set and audience reaction.

14. Lincoln-Douglas Debate: The current NFA-LD rules as published on the NFA website will be utilized.

15. Experimental events may be proposed by any member of the membership. Such events would be voted on for the following year.

Bylaw 2: Definitions of Open/Novice

A. For purposes of defining a "year" of competition, the tournament shall use the American Forensic Association definition: if a competitor has attended three tournaments in a semester, she or he has used one semester of eligibility.

B. If a competitor has used two semesters of eligibility, she or he shall be an open competitor in individual events.

C. Contestants are limited to four national tournament years.

1. A national tournament year is one in which a student competes in a national tournament sponsored by any national forensic organization including but not limited to: AFA-NIET, NFA-IE Nationals, Novice IE Nationals, NDT, CEDA, NEDA, Phi Rho Pi, Delta Sigma Rho-Tau Kappa Alpha, Pi Kappa Delta, Interstate Oratory, APDA, and any other nationally recognized organizations and tournaments that may be added to this list.

2. The number of national tournament years in which a student has competed supersedes the number of semesters in which he or she has competed. Thus, if a student does not compete in the Fall or attends only a limited number of

tournaments, he or she has still used a tournament year of eligibility if he or she attends any national tournament in the Spring.

3. The intent of this standard is to exclude students from competing in national tournaments for more than four years. During their four national tournament years, students may attend as many national tournaments as they wish or as their programs' budgets allow, but they may not compete in four AFA-NIET nationals or four CEDA nationals, for example, and then move on to compete in four NCCFI Championship Tournaments over the course of several more years.

D. The rules of Bylaw 2B would allow a student who is open in individual events to remain novice in debate based on the definition of competition year defined in bylaw 2A. However, if a student becomes eligible for open competition in either LD or parli, then that student will be considered as open for the other debate event.

Bylaw 3: Individual Sweepstakes

A. The tournament shall offer individual sweepstakes trophies to individual events competitors.

B. Students will be eligible for individual sweepstakes based on the following definitions:

1. Novice competitors will be eligible for individual sweepstakes if they are entered in three events.

2. Open competitors will be eligible for individual sweepstakes if they are entered in four events.

3. When calculating individual sweepstakes, the top 3 or 4 events (depending on whether the student is novice or open) will count.

4. Parliamentary debate does not count toward individual sweepstakes. Lincoln-Douglas does count as a platform event. Readers' Theater (with points halved) counts as an interpretation event.

5. In order to be eligible for IE individual sweepstakes, a student must be entered in a minimum of one platform event (Extemp, Impromptu, Informative, Persuasion, After Dinner, Communication Analysis) and a minimum of one interpretation event (Prose, Poetry, Oral Interp, Dramatic Interp, Faith Lit, Duo).

6. Additionally, in order to be eligible for overall individual sweepstakes, a student must be entered in a speech event and a debate event. Speech events are defined as any of the individual events or

Readers' Theater. Debate events are defined as LD or parli debate.

Bylaw 4: Expectations of Judges

- A. Judges in the open division must have a bachelor's degree.
- B. Judges in the novice division should have a bachelor's degree. Judges who do not have a bachelor's degree should no longer have any competitive eligibility, and should have had previous competitive experience.
- C. Any exceptions to Bylaw 4A and 4B must be approved by both the President and the Tournament Director, and should only be used in the case of exigency.
- D. All judges are expected to uphold the philosophy of the tournament.

Bylaw 5: Calculation of Sweepstakes Points

Sweepstakes points will be accrued by both novice and open speakers in the following manner:

A. Debate

- 1. 3 points will be earned for every preliminary round win for each debate team. Byes will be counted as wins for purposes of points.
- 2. Preliminary round points may be earned for as many as 4 teams in each division.
- 3. Elimination round points may be earned for all teams from a school in each division.
- 4. Elimination round points will be earned on the following basis: 20 for 1st, 15 for 2nd, 9 for semis, 6 for quarters, and 3 for octas.

B. Individual Events

- 1. Preliminary round points will be earned on the following scale: 1st place in a round earns 3 points, 2nd place in a round earns 2 points, 3rd place in a round earns 1 point.
- 2. Preliminary round points may be earned for as many as 4 students per school per division.
- 3. Elimination round points may be earned for all students per school per division.
- 4. Elimination round points will be earned on the following basis:
 - 1st - 12 points
 - 2nd - 10 points
 - 3rd - 8 points
 - 4th - 6 points

5th - 5 points
6th - 4 points
Semifinals - 2 points

C. Readers' Theater

1. 3 points will be earned for each preliminary round win. Byes will be counted as wins for purposes of points. If there are two judges per preliminary round, then each preliminary round shall earn 1.5 points.
2. Preliminary round points may be earned for as many as 4 RT's from a school.
3. Elimination round points may be earned for all RT's from a school.
4. Elimination round points will be earned on the following basis: 24 for 1st, 20 for 2nd, 16 for semis.

Bylaw 6: Tournament Awards

The NCCFI tournament will offer tournament awards in the following categories:

A. Debate Team

1. The tournament will offer three team trophies in each of two divisions of debate: large entry and small entry.
2. The breakdown between divisions shall be such that a minimum of 40% of the entries fall into each division, unless a "natural break" occurs that would modify the 40% rule. The breakdown will be based on the number of entries at the time registration closes or the time the tournament starts, whichever is higher.
3. The guiding principle behind this rule is that a team that brings a few debaters that do both LD and parliamentary debate will likely be a small entry; as paraphrased, 'If your teams fit in a minivan, they are likely in the small entry division.'
4. For purposes of entries, LD and parli both count as 1 entry each.
5. Open and novice points shall count equally toward debate team trophies.

B. Individual Events Team

1. The tournament will offer three team trophies in each of three divisions of individual events: large entry, medium-size entry, and small entry.
2. The breakdown between divisions shall be guided by natural breaks. The intent is to have approximately 1/3 of the teams in each of the divisions. The breakdown will be based on the number of entries at the time registration closes or the time the tournament

starts, whichever is higher.

3. For purposes of entries, RT will count toward IE sweepstakes at the rate of 1 RT = 2 IE entries.

4. Open and novice points shall count equally toward individual events team trophies.

C. Team Quality Awards

1. The tournament will offer one quality award trophy. This trophy is designed to award the team that have the greatest success per entry.

2. The quality award will be calculated by adding all points that the school's entries earn, and dividing by the number of entries.

3. As mentioned in Bylaw 6, B3, RT will count as 2 entries for purposes of quality awards.

4. Open and novice points shall count equally toward the quality award.

D. Overall Team

1. The tournament will offer five trophies to the top overall schools.

2. In order to be eligible, a school must enter individual events and debate. RT is considered an individual event.

3. Open and novice events both count toward the overall trophy.

4. The overall team award shall be determined as follows:

- a. Figure the percentage of all possible points a team earns in IE
- b. Figure the percentage of all possible points a team earns in Debate
- c. Add the two percentages together (to two significant digits)

5. Example: Assume there are 1000 possible IE points, and 800 debate points. A school earns 100 IE sweeps points, and 96 debate sweeps points.

Their score would be $10\% (100/1000) + 12\% (96/800) = 22$.

6. If there is a tie, the tie will be broken as follows:

- a. Number of 1's in all events
- b. Number of 2's in all events
- c. Total number of breaks

G. Individual Events

1. The tournament will offer trophies to all students reaching elimination rounds in both open and novice division in all individual events.

2. The tournament will also offer trophies to all Readers' Theaters advancing to elimination rounds.

3. The tournament will offer individual sweepstakes awards to the top 10 novice and open contestants as highlighted in bylaw 3.

H. Parliamentary Debate

1. The tournament shall offer speaker awards to students in each division of parliamentary debate that is offered.

2. Unless entries dictate otherwise, the tournament shall offer 10 speaker awards in open division and 5 speaker awards in junior varsity and novice divisions.

3. Trophies shall be awarded to all teams that advance to elimination rounds.

4. If entries dictate that more or less trophies should be awarded, the tournament director, in conjunction with the president, shall determine the exact number of trophies to be awarded in each division.

I. Lincoln-Douglas Debate

1. The tournament shall offer speaker awards to students in each division of Lincoln-Douglas debate that is offered.

2. Unless entries dictate otherwise, the tournament shall offer 5 speaker awards in open division and 3 speaker awards in the novice division.

3. Trophies shall be awarded to all debaters that advance to elimination rounds.

4. If entries dictate that more or less trophies should be awarded, the tournament director, in conjunction with the president, shall determine the exact number of trophies to be awarded in each division.