

CONSTITUTION
COMMUNICATION, SPEECH, AND THEATRE ASSOCIATION OF NORTH DAKOTA
(2007 update)

PREAMBLE:

Believing that cultural enrichment and freedom of expression are fundamental to America: and believing that exposure to and training in the Communicative and Performing Arts is prerequisite for such enrichment and expression; it shall be the policy and goal of this organization: (1) To promote more effective Speech and Theatre Arts training within our various districts and regions; (2) to recommend—and support where possible—extracurricular and/or co-curricular activities in North Dakota Speech and Theatre programs; and (3) to strengthen links between speech/theatre programs in high schools, colleges/universities, and community theatres in North Dakota.

ARTICLE I: NAME.

This organization shall be called the COMMUNICATION, SPEECH And THEATRE ASSOCIATION OF NORTH DAKOTA (CSTAND).

ARTICLE II: PURPOSE.

The purpose of this Association shall be to support and enrich speech and theatre arts programs, both as academic disciplines and as performing arts, at all levels throughout the state, including high school, college, university, and community; to evaluate current standards of production and training in all areas of speech and theatre arts, and to help evaluate those standards to the highest possible level; and to embrace and encourage creative, imaginative, and contemporary programs and practices within the state, where possible.

ARTICLE III: MEMBERSHIP.

Any person interested in promoting speech and theatre arts training, in the community or through the educational systems, may become a voting member of this association through payment of annual dues. College/university student groups are eligible for membership.

ARTICLE IV: BOARD MEMBERS.

Section 1: Officers of this association shall be President, First Vice-President, Second Vice-President, Treasurer, and Past President. The officers shall comprise the Executive Board.

Section 2: The President, First Vice-President, and Second Vice-President shall serve one-year terms and assume the office at the close of the annual meeting. Once elected to the office of Second Vice-President, an individual would move to First Vice-President, President, and Past President over a four-year period.

Section 3: The Treasurer shall be nominated by the Board, approved by the Association, serve a four-year term, and be a voting member of the Board.

Section 4: The Secretary shall be elected from the current membership of the Association on an annual basis.

Section 5: Three At-Large Board Members shall be elected for three-year terms. One At-Large member shall represent the Class A Schools; one member shall represent the Class B Schools; one member shall represent the colleges/universities.

Section 6: The Editor(s) of the *Journal* and *Newsletter* and the Website/Listserve Coordinator shall be nominated by the Board, approved by the Association, serve two-year terms, and be voting members of the Board.

Section 7: An Historian shall be nominated by the Board, approved by the Association, serve a four-year term, and be a voting member of the Board.

Section 8: The Speech Communication Association/Central States Speech Association (SCA/CSSA) Representative shall be nominated by the Board, approved by the Association, serve a three-year term, and be a voting member of the Board.

Section 9: Election and approval of all officers and other Board members of the Association shall be by secret ballot at the annual business meeting.

ARTICLE V: DUTIES (Full duties listed at end of Constitution.)

Section 1: PRESIDENT. It shall be the duty of the President to preside over and conduct Association meetings, to administer organization affairs on a regular basis, and to encourage member participation in Association activities.

Section 2: FIRST VICE-PRESIDENT. The First Vice-President shall tend to the affairs of the Association in the absence of the President and shall be charged with the primary responsibility for planning the C STAND state convention.

Section 3: SECOND VICE-PRESIDENT. The Second Vice-President shall be charged with the responsibility of overseeing the professional development and public relations of the organization. In addition, this officer shall coordinate the selection of the C STAND Hall of Fame inductees and other award recipients as instructed by the Association.

Section 4: TREASURER. This officer shall conduct such other business as may be deemed necessary in the day-to-day running of the Association; (1) Collect annual membership dues and fees; (2) Keep the Association books and accounts in order and up to date, ready for audit if so requested; and (3) Stand ready to perform such other duties as may be necessary to that office.

Section 5: SECRETARY. Routine correspondence, important information, and notice of meetings shall be promulgated by the Secretary. This office shall be responsible for recording, filing, and properly distributing minutes of official meetings to Association members, and when deemed necessary, to the membership at large.

Section 6: AT-LARGE MEMBERS. The At-Large Board Members are responsible for representing the interests of their respective groups at the Board meetings of the Association.

Section 7: EDITORS. The Editor(s) of the *Journal* shall supervise the collection of materials and distribution of an annual publication. The Editor(s) shall serve as North Dakota's second delegate on the Central States Advisory Committee. The Editor(s) of the *Newsletter* shall supervise the collection and publication of four newsletters annually.

Section 8: HISTORIAN. The Historian shall be archivist and recorder of the history of the Association.

Section 9: SCA/CSSA REPRESENTATIVE. The SCA/CSSA Representative shall serve as North Dakota's representative to the Speech Communication Association States Advisory Council. The Representative, along with the Editor(s) of the *Journal*, shall also serve on the Central States Advisory Committee.

Section 10. INABILITY TO FULFILL DUTIES OF OFFICE. In the event a member of the Board of the Association cannot complete his/her term of office, the Executive Board shall appoint a temporary replacement from the active membership to serve until the next annual business meeting.

ARTICLE VI: COMMITTEES.

There shall be such standing committees as are necessary to the efficient operation of the Association. Such as:

Section 1: THE COMMITTEE ON CONVENTION PLANNING. This committee shall be responsible for planning, coordination, and scheduling programs and events for the annual convention. The First Vice-President shall appoint and chair this committee. At-Large Members shall assist.

Section 2: THE COMMITTEE ON PROFESSIONAL DEVELOPMENT AND PUBLIC RELATIONS. This committee shall have two primary goals: (1) To promulgate a positive image of the Association; and (2) To promote all matters dealing with quality of Association activities. The development of standard procedures, program assistance for speech and theatre directors, and an operative Code of Ethics are also major goals of this committee. The Second Vice-President shall appoint and chair this committee.

Section 3: THE PUBLICATIONS COMMITTEE. This committee shall be responsible for the *CSTAND Newsletter*, produced and distributed four times a year. In addition, this committee shall supervise the publishing of the *Journal*—a forum for papers and reviews—published and distributed to active members once a year. All the Editors shall sit on this committee. The *Journal* editor(s) shall appoint and chair this committee.

Section 4: THE CALENDAR COMMITTEE. This committee shall be responsible for developing an annual calendar of events for speech and theatre activities. Additionally, this committee shall serve as the coordinating body for festivals, tournaments, and conventions which take place during the year. The Secretary and the Treasurer shall sit on the committee. The Treasurer shall appoint and chair this committee.

Section 5: THE NOMINATING COMMITTEE. This committee shall be responsible for providing at least two candidates for elective office in the Association—namely Second Vice-President, Secretary and three At-Large Board members—and for recommending members' interest in serving as Editor(s), SCA/CSSA Representative and Historian to the Executive Board. Membership of this committee shall consist of At-Large Board members and the Past President of *CSTAND*, who serves as chair. The work of the nominating committee shall be completed one month prior to the Annual Meeting.

Section 6: THE AWARDS COMMITTEE. This committee shall be responsible for encouraging and evaluating nominations for the *CSTAND* Nominated Awards. This committee shall consist of the Second Vice-President who serves as chair and the At-Large members of the Board.

Section 7: THE READING COMMITTEE. This committee shall review and select the papers for the Student Debut Sessions at the annual convention. This committee shall consist of at least three members representing at least two different colleges or universities. The College/University At-Large Board member shall select and chair this committee.

ARTICLE VII: AMENDMENTS

Section 1: The Association Constitution may be amended by a two-thirds majority of the active membership, present and voting, at the annual business meeting.

Section 2: Proposed amendments must be sent to the Secretary at least thirty days prior to the annual business meeting and/or be published in the Association *Newsletter*, distributed to the membership ten (10) days before the annual business meeting, or both.

Section 3: The adoption of any amendment shall automatically amend all other sections referring to the same subject.

Section 4: Ongoing permission is granted to the C STAND Board Members to update and adjust incorrect or defunct wording in the Constitution and By-Laws as needed.

BY-LAWS

ARTICLE I: RULES OF PROCEDURE.

The business of this association shall be conducted formally and in accordance with the most recent published edition of Robert's Rules of Order.

ARTICLE II: THE EXECUTIVE COMMITTEE.

The Executive Board shall be empowered by the Association to act for the Association in decision-making matters.

ARTICLE III: NDHSAA SPEECH ADVISORY COMMITTEE

Section 1: The membership of the Association shall elect the members who serve on the Speech Advisory Committee of the North Dakota High School Activities Association. This committee shall act as a liaison between the State Activities Association and the high school speech and theatre directors. Recommendations to be considered by the Activities High School Committee (and/or by the State Association) may be made by the membership of the Communication, Speech and Theatre Association of North Dakota, individually or through committee.

Section 2: The Advisory Committee shall have five members. There shall be one member who is an active coach in each of the following activities: debate, student congress, Class A speech, Class B speech and drama. The composition of the Advisory Board in any particular election year will restrict nominations in order to ensure two Class A and three Class B Representatives. The members of the Advisory Committee shall serve a three-year term. On the designated year, the representative for the student congress, debate, A Speech and B Speech shall be chosen at the State Coaches meeting of that activity with coaches present. On the designated year, the play representative shall be chosen at the C STAND annual membership meeting by all members present.

1. In years which are one more than multiple of three (i.e. 1999), student congress and Class B speech positions:
2. In years which are two more than a multiple of three (i.e. 1997), Class A speech position:
3. In years which are multiple of three (i.e. 1998), debate and drama positions.

ARTICLE IV: AWARDS

Section 1: ELECTED AWARDS.

- (a) The elected awards given by the Association shall be Class B Speech Coach of the Year, Class A Speech Coach of the Year, Debate Coach of the Year, Student Congress Coach of the Year, and Class A Drama Coach of the Year.
- (b) In voting on the elected awards, each school shall have one vote. Results of each election shall be made public at the C STAND convention the following fall.
- (c) The procedure for election is as follows:
 - a. Class B Speech Coach of the Year: At the Regional tournaments, head coaches elect a candidate from a list of all Class B speech coaches of the district. The

candidate's name and the names of the coaches of the 1st place teams shall be forwarded to the Treasurer of C STAND. Coaches attending the state Class B tournament shall vote for the coach of the year from the slate of Regional candidates. Class A Speech Coach of the Year: At the regional tournaments, the head coaches elect two candidates from a list of all Class A speech coaches of the region. The candidates' names are submitted to the Treasurer of the C STAND. Coaches attending the state Class A tournament shall vote for the coach of the year from the slate of Regional coaches.

- b. Debate Coach of the Year: Coaches attending the state debate tournament shall elect the coach of the year from a slate comprised of all debate coaches active in the state.
- c. Student Congress Coach of the Year: Coaches attending the state student congress shall elect the coach of the year from a slate comprised of all student congress coaches active in the state.
- d. Class B Drama Coach of the Year: At the Regional tournaments, head coaches shall elect a candidate from a list of all Class B drama coaches of the Region. The candidate's name is submitted to the Treasurer of the C STAND. Coaches attending the state Class B play contest shall vote on the coach of the year from the slate of Regional candidates.
Class A Drama Coach of the Year: Drama coaches attending the Class A Play Festival shall elect the coach of the year from a slate comprised of all Class A drama coaches active in the state.

Section 2: NOMINATED AWARDS.

- (a) The nominated awards given by the Association shall be Teacher of the Year, Service to the Profession, Scholar of the Year, Creative Artist of the Year, Hall of Fame and Administrator of the Year.
- (b) Nominators shall be a member of the C STAND.
- (c) Nominations shall be solicited by the Second Vice-President in the winter and spring issues of the C STAND *Newsletter*. All nominations are sent to the Second Vice-President, with the exception of nominations for Scholar of the Year which are sent to the C STAND *Journal* editors.
- (d) Members of the awards committee are not eligible for nomination while serving in that capacity. *Journal* editors are not eligible for nomination as Scholar of the Year.
- (e) The Hall of Fame recipients shall be determined by the C STAND Board. Nominees for the Scholar of the Year Award are screened by the C STAND *Journal* editors and approved by the C STAND Board. Other nominated award recipients are screened by the Awards Committee and approved by the C STAND Board.
- (f) Criteria for each award is as follows:
 - a. Teacher of the Year: The nominated teacher must (1) Be a member of the C STAND, (2) Have demonstrated excellence in teaching, developed instructional materials or designed novel approaches to teaching, and (3) Have contributed to the activities of the Association.
 - b. Service to the Profession: This award can be presented to an individual, newspaper, business or club/organization that has contributed to the development of speech, debate, and/or theatre activities on a consistent and statewide basis.
 - c. Scholar of the Year: This award recognizes an individual who has had articles published in journals or papers presented at state, regional or national conventions/conferences.
 - d. Creative Artist of the Year: This award recognizes an individual or group for excellence in the performing arts, including design, technical production, acting, directing or any combination of these in live theatre, television, radio or film.
 - e. Hall of Fame:

- i. The C STAND Hall of Fame was established to recognize individuals who have made outstanding contributions to the disciplines of forensics, theatre, and/or communication arts in North Dakota.
- ii. To be inducted into the Hall of Fame, the nominee must have been involved in North Dakota forensics, theatre, and/or communication arts activities for ten years and receive at least 75% of the Board votes.
- iii. No more than three individuals may be inducted into the Hall of Fame in a single year.
- f. If more than three nominees are elected to the Hall of Fame, a second election shall be held to determine the top three. Those not selected in the second balloting shall automatically be carried over to the next year's balloting.
- g. Administrator of the Year: This award recognizes a high school college administrator/administration that has demonstrated recent contributions and support for communication arts, forensics, and/or theatre activities.

Section 3: COMPETITIVE AWARDS

- (a) The competitive awards given by the Association shall be C STAND All-State Team.
- (b) Any bona fide student in grades 7 through 12 may qualify for the C STAND All-State Team. The team is designated on yearly basis. Applications must be made by each student for each year he/she is eligible. A student may be on the team more than once.
- (c) Criteria:
 - a. The student must accomplish the following in FOUR areas of forensics/play competition during the school year.
 - i. Policy Debate: Break to quarterfinals at an invitational or state in Varsity, JV or Novice at a NDHSAA sanctioned individual or NFL tournament or break to semifinals at State Debate.
 - ii. Lincoln-Douglas Debate: Break to quarterfinals in varsity, JV or novice at an invitational or NFL tournament or break to semifinals at State Debate.
 - iii. One-Act Play: Named one of top eight (managers will be sent note requesting judges to name 4 for medals and 4 for honorable mention). Superior actors/Actresses in a Class B region Play Contest or State A Play Festival or be a member of the cast of a Class B state qualifying play.
 - iv. Student Congress: Named as a Superior Speaker or Presiding Officer (in the Senate or ANY chamber at an invitational, NFL, or State Congress.
 - v. Individual Speech Events (A student can meet the criteria for All-State in any four of the speech categories and Novice Extemp.Speaking): Placed in the top 20% in a category at any NDHSAA sanctioned invitational or NFL tournament or qualify for the state tournament in that event through an invitational or regional tournament.
 - vi. Example: An eligible student may qualify by meeting the criteria above in Humorous, Serious, Duo and Entertain (4 speech events) or Play, Policy, Debate, Student Congress, and Persuade as long as the student qualifies in FOUR areas. There may be no duplication in any area except individual Speech Events.
- (d) The competitive awards are administered by the Class A and B Reps.

ARTICLE V: SCHOLARSHIPS.

Section 1: C STAND Scholarship awards are based upon the recommendation of a coach or director for students who have demonstrated excellence in their area of activity (speech, debate, student congress, or drama) and overall academic excellence.

Section 2: The Five Scholarships awarded annually to a student enrolling in a North Dakota College/University are as follows:

- 1) A \$500 scholarship to a current college student in communications or theater
- 2) A \$500 scholarship to a Class A High School Senior active in forensics or theater
- 3) A \$500 scholarship to a Class B High School Senior active in forensics or theater
- 4) A \$500 Spencer Cose scholarship to a High School Senior who has been active in forensics
- 5) A \$500 Dekker Waldera scholarship to a High School Senior active in theater

Section 3: Nominations shall be solicited by the Second Vice-President in the winter and spring issues of the C STAND *Newsletter*.

Section 4: Nominees shall be screened by the Awards Committee and submitted to the C STAND Board for approval.

ARTICLE VI: COMPETITIVE STUDENT PAPERS

Section 1: The Association's Annual convention shall feature two competitive Student Debut Sessions showcasing graduate and undergraduate papers in communications and theatre. One session shall feature papers in all areas of theatre and the other session shall feature the communications papers to include speech communication science, interpersonal communication, rhetoric, mass communication, public relations, and advertising. Three to five papers shall be featured in each of the two Debut Sessions.

Section 2: The student Debut Session shall be under the guidance of the College/University At-Large Board Member. He/She shall mail a call for papers to all departments of speech and of theatre (or other appropriate department) at all colleges and universities in the state by February 1.

Section 3: Interested students shall submit papers to the College/University At-Large Board Member. Students submitting papers shall put their name, address, institutional affiliation and academic advisor on the cover sheet of submission. These cover sheets shall be removed prior to the selection process.

Section 4: The reading committee shall review and select the winning papers. The students submitting papers shall be notified of the result of the process at least three weeks before the annual convention. All papers shall be returned to the students and may also be submitted for inclusion in the Association's *Journal*.