

IFA CONSTITUTION

Updated 27 April 2025

Article 1. NAME

The name of this organization shall be the International Forensics Association.

Article 2. PURPOSE

The purpose of the International Forensics Association is to bolster forensic education (Speech and Debate), train students to enhance their public speaking skills and promote the activity of forensic competition in countries other than the United States.

Article 3. MEMBERSHIP

Persons committed to the purpose of the organization and those interested in advancing forensics education and scholarship shall be eligible for membership. Membership shall be effective upon the payment of annual dues at the annual tournament or through arrangement with the treasurer of IFA. Membership will be valid from the March tournament registration through the next year's tournament registration.

Article 4. VOTING

Each member institution shall be entitled to one vote on all matters of business or policy considered by the association. It is the responsibility of the member institution to determine who shall exercise that prerogative. If the member institution does not make that designation, then the institution shall be deemed to be without representation. Each member institution may vote by proxy. A letter/email designating the proxy should be delivered to the Executive Secretary before the scheduled meeting; and no attending member can hold more than two proxy votes.

Article 5. OFFICERS

The elected officers of the association shall be the President, Vice-President, Treasurer, Secretary, and International Liaison, each of whom will be elected at the spring business meeting and assume the office at the conclusion of the IFA Tournament in the year they are elected. Each officer will serve for a period of three years.

1. President. The President shall preside over all business meetings of the organization and shall assume all duties of the Chief Executive Officer and will:

- Serve as an ex-officio member of all standing committees.
- Issues formal calls for agenda items and changes to organizational

policies/documents no later than 30 days before each bi-annual business meeting.

- Share the formal meeting agenda with the organization's secretary not less than 2 weeks before each bi-annual business meeting.
- Share any proposed changes with the organizational secretary not less than 2 weeks before the start of the business meeting.
- Share fiduciary responsibilities for the organizational budgets with the treasurer and act as the legal signatory for all formal contracts between the organization and outside bodies.
- In collaboration with the treasurer, propose sites for future IFA tournaments and negotiate with local establishments to secure a tournament hotel that prioritizes student/competitor needs.
- Present future IFA site proposals to the membership no later than 2 weeks before the Fall Business meeting, where a vote on future sites will be facilitated.

2. *Vice President*. The Vice President will assume any duties the President is unable to carry out. In addition, the Vice-President will:

- Serve as the Tournament Director.
- Prepare and distribute the tournament invitation. This should occur no later than three months prior to the beginning of the tournament.
- Prepare and manage tournament websites, registration, entries, changes, and drops.
- Have the authority to appoint a tabulation staff for the IFA tournament. Tournament tabulation staff must include representation from no less than two attending institutions. Any member of the EC can be used as tournament staff during the tournament. Tabulation staff will be published by the Vice President at the start of the tournament.
- Provide topics for all limited preparation events and debate events. • Work with hotel staff to facilitate the use of hotel rooms and other usable space, cleaning schedules, internet access, awards space, printing, and other tournament-related needs.
- Publish the tournament results in a timely fashion.
- Be responsible for maintaining the archives of the organization.

3. *Treasurer*. The treasurer for the organization shares fiduciary responsibilities of the organization:

- The Treasurer shall assess and collect any fees associated with the membership and tournament.
- Keep official accounting of all funds of the association, pay bills and accounts from the existing funds of the association

- Make financial reports at the business meetings, including a line-item accounting of organizational income and spending.
- Allocate an appropriate expenditure amount for EC travel.
- Pay the annual state tax and file all necessary paperwork to the I.R.S. with the annual accounting period ending May 15th of every year.
- In collaboration with the president, engage in site selection and hotel negotiations for future IFA tournaments.
- Work with hotels to facilitate payments for the master account.
- Order trophies and other awards for the IFA tournament.
- Act as the second legal signatory on financial contracts with the organization.

4. Secretary. The Secretary shall:

- Serve as the organizer of the annual IFA convention
- Coordinate annual meeting plans and convention programs for the National Communication Association.
- Record and archive minutes at every business meeting.
- Distribute the formal meeting agenda to the membership not less than two weeks before each bi-annual business meeting.
- Distribute any proposed changes to the membership not less than two weeks before the start of the business meeting.
- Distribute and tabulate election ballots.

5. International Liaison. The International Liaison shall:

- Invite forensics programs within the host nation to compete at IFA • Create a program brochure for IFA members and guests which includes at a minimum food venues, medical services in the area, and cultural/historical sites • Take any additional action available to make each year's tournament a culturally enriching experience for the participants.
- Assist with communication between tournament participants, the tournament hotel, and in the case of the tournament being conducted on a campus, the campus administration as needed. work with the host country in establishing arrangements to make each year's tournament a culturally enriching experience for the participants.

Article 6. EXECUTIVE COUNCIL

1. The Executive Council of this association shall be comprised of the President, Vice-President, Treasurer, Secretary, and International Liaison.
2. It shall be the duty of the Executive Council to carry out the expressed wishes of the membership, facilitate a vote by the membership to determine future

tournament locations, to select any additional committees for special duties and projects of the association, and to act on behalf of the association between annual meetings.

3. Travel expenses (transportation, accommodations, and meals) to the annual tournament will be reimbursed for the President and Vice President as allocated by the Treasurer. Additionally, a stipend of up to \$1,000 will be provided for the Secretary, Treasurer, and International Liaison to help attend the tournament.

Article 7. MEETINGS

1. The regular meetings, which are the semi-annual business meetings, shall be held at the time and place of the IFA Tournament/Convention and in conjunction with the National Communication Association Convention of which IFA is an affiliate member.
2. Special meetings may be called by the President with the approval of the Executive Council upon notification of all members of the association.
3. A quorum shall consist of the active members in attendance at the semi-annual meetings.

Article 8. AMENDMENTS

This constitution may be amended by the three-fourths vote of the voting membership present at the regular meetings. Amendments may be proposed by any member provided such proposal is submitted to the President at least thirty days before the date of the business meeting where a vote shall take place, and provided that a copy of the proposed amendment(s) has/have been distributed to the membership at least two weeks before the date of the meeting.

Article 9. DISSOLUTION CLAUSE

Upon dissolution of the International Forensics Association, the National Communication Association will receive any remaining funds to be used for a Forensics Division student to attend the National Communication Association convention.

Article 10. AWARDS

1. The Dr. Harry Strine Overall Sweepstakes Award will be given to the team with the most points accumulated at the tournament.
2. The Prof. Barbara Baron Community College Sweepstakes Award will be given to the community college with the most points accumulated at the tournament.
3. The Dr. Clark Olson Individual Sweepstakes Awards will be given to the contestant with the most individual points accumulated at the tournament.
4. The Dr. Thomas Freeman Longevity Award will be given to teams that attend IFA for 20 tournaments.

5. The Distinguished Service Award will be given to members of our membership who are nominated by members of the Executive Council 30 days prior to the Fall business meeting at NCA and are confirmed by a vote of 80% of the body during the meeting.
6. The Dr. Nick Butler Scholarship will be provided in the form of \$500 awards based on Dr. Butler's consideration of 2-page application letters sent to internationalforensics@gmail.com prior to the conclusion of the Fall business meeting. Priority for the scholarship will be given to schools attending for the first time, host nation programs, and student run teams; however, everyone is welcome to apply. Decisions will be announced within 30 days after the application deadline. In the event Dr. Butler is unable to review applications, the Executive Council will vote on each application and award scholarships based on their collective agreement. Should the organization be dissolved, scholarship funds will be returned to Dr. Butler.

BY-LAWS

1. *Parliamentary Authority.* The Parliamentary of this association shall be Robert's Rules of Order, Revised.
2. *Tournament Procedures.* Tournaments will follow current association policies for NFA individual events, and NPDA, IPDA, and BP debates. If the membership wishes to deviate from organizational policies, they may do so by a vote on each item at an organizational business meeting. The Vice President has the authority to alter organizational policies, within reason, to accommodate the facilitation of the tournament.
3. *Tournament Qualifications.* Tournament participants in all events other than tournament nuance events must be undergraduate college students in good standing at their respective institutions. Students are allowed to participate in a maximum of four IFA tournaments as a student. Specific tournament requirements may also be addressed in the tournament invitation.