ARTICLE III: Duties

Section 1. President

A. The President shall preside at all meetings of the CHSSA and the CSSC. If the President is unable to attend a meeting, a member of the Executive council may be designated as a substitute for that meeting.
B. The President or designee shall represent the CHSSA in all professional relationships, including, but not limited to, those with member and non-member schools, the California Department of Education, the National Federation of High Schools, the National Speech and Debate Association (NSDA), post-secondary institutions, and civic organizations and shall report on official actions, correspondence, and activities conducted for the CHSSA at the CSSC meetings.
C. The President shall appoint the Coordinator of Public Relations, Secretary, Editor, Treasurer, and Historian.
D. The President calls for meetings of the CSSC and establishes the agenda for the meetings according to the needs of the CSSC, the carry-over business from previous meetings, and the Constitution and By-Laws of the CHSSA. Dates of meetings shall be set at the spring meeting for the following competitive year.
E. The President shall receive and review the minutes of each meeting of the CSSC and have them posted to the CHSSA website within two weeks following the meeting.
F. The President shall be responsible for monitoring and recording all CHSSA By-Law changes and making and distributing the complete revised version by October 1 of each competitive year.
G. The President shall be responsible for monitoring the process for and recording and distribution of any changes to the CHSSA Constitution.
H. The President shall maintain a complete record of correspondence conducted on behalf of the CHSSA, all minutes from the CSSC meetings, and a copy of an updated Constitution and By-Laws.
I. The President will monitor content posted on the CHSSA Website, assigning at his/her discretion necessary editorial duties and passwords to all appropriate executive officers.
J. The President shall establish a means to evaluate the progress annually of the CHSSA organization toward the goals established by the CSSC, including a State Tournament evaluation. A report on the evaluations of the State Tournament shall be presented at the first CSSC meeting following the State Tournament each year.
K. The President shall serve on the following committees: 1) State Tournament Committee; 2) Grievance Committee; 3) Protest Committee; 4) NFHS-Debate Wording Committee (or shall designate a Representative)
L. The President or designee shall conduct the official distribution and collection of ballots for the voting process for the national debate topic selection process.
M. The President shall conduct a general, non-legislative meeting for all CHSSA member coaches at the State Tournament. [This session shall be for information and opinion-gathering, not legislation.] The meeting should be conducted at a time during the State Tournament when a majority of coaches can be in attendance.
N. The President shall complete any other tasks or duties of a special nature as directed by the CSSC.

Section 2. Vice President Activities

A. The Vice President Activities shall serve as coordinator of forensic activities whose primary responsibility shall be the conduct and operation of the State Tournament through the following:
   1. acting as the official CHSSA contact with the host school and the Area Chairperson who is in contact with the host school for all tournament arrangements.
   2. establishing the official time schedule for the State Tournament in conjunction with the host school and the State Tournament Committee.
   3. arranging the acquisition and delivery of all tournament equipment, supplies, and materials, including all awards for the State Tournament.
   4. appointing all personnel required for operation of the State Tournament.
   5. accepting entries from the Area Chairpersons.
   6. assigning code designations to Areas, if computer registration is unavailable.
   7. overseeing the operation of the State Tournament as prescribed by the By-Laws.
   8. distributing the results of the State Tournament to participating schools.

B. The Vice President Activities shall conduct a meeting for all League presidents during CSSC meetings.

C. The Vice President Activities shall serve on and collaborate with the State Tournament Committee.

D. The Vice President Activities shall assume the tasks of the President when so directed either by the President or by a three-fourths vote of the CSSC.

E. The Vice President Activities shall report to the CHSSA president on official actions, correspondence, and activities conducted for the CHSSA.

F. The Vice President Activities shall complete other tasks or duties of a special nature as directed by either the President or the CSSC.

Section 3. Vice President Curriculum

A. The Vice President Curriculum shall serve as coordinator of curricular activities. The primary responsibility shall be to produce and distribute materials of usefulness to classroom teachers as well as extra or co-curricular coaches through the following:
   1. seeking, developing, and producing new materials for distribution.
   2. maintaining a supply of CHSSA produced curriculum materials.
   3. distributing materials to schools directly, through curriculum representatives, or through the CHSSA website.

B. The Vice President Curriculum shall conduct meetings for Curriculum Representatives during CSSC meetings. At these meetings materials shall be distributed, assignments shall be made for the development of new materials, and discussion shall be held on improving speech communication curriculum in California.

C. The Vice President Curriculum shall serve on the Curriculum Committee and the State Tournament Committee.

D. If the Vice President Activities is unable to do so, the Vice President Curriculum shall assume the tasks of the President when so directed by the President.

E. The Vice President Curriculum shall report at the CSSC meetings on official

actions, correspondence, and curricular activities conducted for the CHSSA.

F. The Vice President Curriculum shall complete other tasks or duties of a special nature as directed either by the President or by the CSSC.

Section 4. Coordinator of Public Relations

A. The Coordinator of Public Relations shall, at the discretion of the President and by the President's direction, organize and direct the following:
   1. acquisition of sponsors for the CHSSA organization and for the State Tournament
   2. communication with appropriate agencies to promote speech and debate as part of secondary school curriculum
   3. communication with appropriate news media regarding the conduct and achievements of the CHSSA, including the State Tournament.
   4. coordination of all publicity and appropriate public relations for CHSSA and the State Tournament.

B. The Coordinator of Public Relations shall attend all meetings of the CSSC and, at the CSSC meetings, report on official actions, correspondence, and public relations activities conducted for the CHSSA.

C. The Coordinator of Public Relations shall assist in providing material for the CHSSA website.

D. The Coordinator of Public Relations shall complete other tasks or duties of a special nature as directed by the President.

Section 5. Area Chairs

A. The primary responsibility of the Area Chair shall be to administer the business of the CHSSA in the Area in which the Area Chair is elected. These duties include

   1. certifying official League state qualifying tournament results.
   2. appointing Area Curriculum Representatives and Area Representatives at Large in consultation with the League Presidents within the Area
   3. collecting, recording, and forwarding to the Treasurer all assessment receipts from the schools in the Area, maintaining records of all assessments received for use during the allocation of qualifiers.
   4. posting a regularly updated list of paid schools on the CHSSA website or on a separate website accessible to all Area members
   5. collecting and forwarding to the Treasurer all entry fees and judging fees for the State Tournament, including a list of coaches who have paid judging fees.
   6. setting the date, time, and place of League run-off State Qualifying tournaments
   7. monitoring all entry forms and materials for the Area, checking all materials for compliance with CHSSA rules, and submitting those materials to the Vice President Activities at the State Tournament.
   8. conducting registration at the State Tournament for schools from the Area.
   9. meeting with the Executive Council, all Area Chairpersons and the tournament director during the Spring meeting of the CSSC to distribute qualifiers to the Areas; and meeting with League Presidents of the Area

during the Spring meeting of the CSSC to monitor the distribution of qualifiers within the Area.

10. meeting with the Executive Council at all CSSC meetings.

B. The Area Chairperson shall attend all CSSC meetings and shall maintain and publicize as follows:
   1. current rosters of paid member schools
   2. the status of the Area.
   3. report on potential sites for State Tournaments within the Area, as required:.

C. The Area Chairperson hosting the State Tournament may act as a liaison to the host school for the Vice President Activities. Additional duties for the Area Chairperson shall include provision of hotel contacts, recruitment of local judges, arrangement of hospitality, etc. These tasks may be delegated to the League nearest the host site.

D. The Area Chairperson shall conduct meetings of the members of the CSSC from the Area at CSSC meetings, including League Presidents, Representatives at Large, and Curriculum Representatives.

E. The Area Chairperson shall serve on the State Tournament Committee and the Protest/Grievance Committee

F. The Area Chairperson shall complete other tasks or duties of a special nature as directed either by the President or by the CSSC.

Section 6. Editor

A. The primary responsibility of the Editor shall be to create and publish the State Speech Bulletin electronically and/or in hard copy. The State Speech Bulletin shall take no editorial position without prior approval of the CSSC, although opinions may be expressed by members in articles or letters to the Editor. The Editor shall supervise the content which may include, but is not limited to:
   1. results of the State Tournament and bibliographies of speeches and selections and/or sample copies of speeches from State Tournament events;
   2. reports and articles of interest, including curricular material.

B. The Editor shall distribute by electronically posting and/or mailing the California Speech Bulletin as follows:
   1. Fall edition: distributed to all member schools in good standing, plus former member schools and other academic institutions determined by the Editor. The Editor, Treasurer, and President should maintain copies of the master mailing list and update the list periodically.
   2. Winter/spring edition: distributed only to current member schools based upon the official lists provided by the Area Chairpersons at the winter CSSC meeting. The winter/spring edition should be published electronically and/or mailed prior to the end of March.

C. The Editor shall see to all aspects of publication of the State Speech Bulletin including 1) seeking suitable materials for publication; 2) typing and layout of materials; 3) distribution of the publication

D. The Editor may solicit for advertising in the State Speech Bulletin. Fees for advertising shall be established by the Executive Council. All revenue from the State Speech Bulletin shall be submitted to the Treasurer and shall be first utilized for the publication costs of the State Speech Bulletin, with excess revenue used for general expenses of the CHSSA.

E. The Editor shall attend all meetings of the CSSC.

F. The Editor shall provide the President and Treasurer with an accurate accounting of revenue and publication expenses each year, if any.
G. The Editor shall complete other tasks or duties of a special nature as directed either by the President or by the CSSC.

Section 7. Secretary

A. The primary duty of the Secretary shall be to record the minutes of the meetings of the CSSC, including the following:
   1. Sending a draft of the minutes to the CHSSA president within one week following the meeting.
      a. These minutes shall include summaries of all discussions, including those which precede votes on motions and by-law revisions.
      b. For each proposed by-law revision, these minutes shall also include the actual revised text of the affected by-law(s). This revised by-law text shall be provided for each proposed revision, regardless of the Council's disposition (pass, fail, remand) on said revision.
   2. maintaining a file of the minutes of all past CSSC meetings, which file shall be submitted to the President at the conclusion of the Secretary's term of service.
   3. calling roll at CSSC meetings and recording all official proxy members in attendance.
   4. providing a roster of CSSC members, which roster should include both home and school mailing addresses (both postal and electronic mail when applicable), fax numbers, and telephone numbers. This roster shall be sent to members as soon as possible following each meeting.
   5. providing extra copies of the minutes of the preceding meeting for CSSC members.

B. The Secretary shall attend all meetings of the CSSC.
C. The Secretary shall complete other tasks or duties of a special nature as directed either by the President or by the CSSC.

Section 8. Treasurer

A. The primary duty of the Treasurer shall be to administer funds of the CHSSA according to the organization's status as a non-profit (401C), the CHSSA Constitution and By-Laws and/or by direction of the CSSC, including the following:
   1. collecting all assessments from member schools as reported and delivered by the Area Chairpersons, maintaining accurate records of payments of assessments by League and by Area.
   2. forwarding to all Area Chairs an updated list of schools that have paid CHSSA dues for that year and the amounts each school has paid.
   3. collecting and recording any associate memberships.
   4. collecting all State Tournament fees as reported and delivered by the Area Chairpersons.
   5. maintaining accurate records of all CHSSA income and expenses.
   6. maintaining all CHSSA bank accounts.
   7. paying all CHSSA expenses and maintaining all receipts on file.
   8. maintaining and filing all tax returns, forms, and account records required by state and federal governments.
   9. presenting the CSSC with financial statements and budget reports at all meetings; presenting a budget for adoption at the fall meeting.

10. providing the official assessment accounting at the spring meeting of the CSSC for use in the allocation of qualifiers.
11. submitting all records and accounts to the President at the conclusion of the Treasurer's term of office.

B. The Treasurer shall attend all meetings of the CSSC.
C. The Treasurer shall complete other tasks or duties of a special nature as directed either by the President or by the CSSC.
D. The Treasurer and the Vice President Public Relations shall be responsible for booking accommodations for all CHSSA functions, including CSSC meetings and the State Tournament. In case a CHSSA function or CSSC meeting is canceled, the organization (CHSSA) rather than the individuals who contracted for facilities shall be responsible for any financial demands made by the contracted facility. CHSSA shall not be responsible for payment of any charges resulting from untimely cancellations by any individual, school or group that has made reservations for contracted hotels or facilities.

Section 9. Historian

A. The Historian shall serve as archivist for the CHSSA. The primary responsibility shall be the collection and preservation of all records, files and correspondence that reflect and detail the operations of the CHSSA.
B. The Historian shall organize and direct the acquisition of oral histories or other interviews with members of the Hall of Fame, or any persons to be identified by the Historian, as they pertain to the CHSSA, its mission and activities.
C. The Historian shall attend all meetings of the CSSC and report on official actions, correspondence, and activities conducted for CHSSA.
D. The Historian shall assist the Coordinator of Public Relations with materials for the CHSSA website.
E. The Historian shall complete other tasks or duties of a special nature as directed by the President.

Section 10. Legal Counsel

A. The Executive Council shall choose and retain appropriate legal counsel as needed. By request of the CHSSA president or designee, the Legal Counsel shall attend meetings of the Executive Council, the CSSC and the CHSSA as needed.
B. At Legal Counsel's discretion for remuneration, agreed upon with Executive Council, the Legal Counsel shall provide advice, legal service and representation as requested by the Executive Council.

Section 11. League President

A. The primary responsibility of the League President shall be to collaborate with League members to determine their concerns and attend all meetings of the CSSC to represent those League interests in CSSC legislative deliberation and decision-making. The League President is then responsible for reporting the proceedings of the CSSC meetings to the League.
B. The League President must be a member of a standing committee and attend all committee meetings.
C. The League President must attend meetings held for League Presidents by the Vice President Activities at each CSSC meeting.
D. At the fall meeting of the CSSC, the League President will provide the Vice President Activities and Area Chairs, a roster of all League member schools and a schedule of League state qualifying tournaments.

E. The League President should ensure that all schools in the League properly complete CHSSA assessment forms and pay CHSSA assessments by the established deadline.
F. At the spring meeting of the CSSC, the League President must meet with the Area Chairperson to verify and allocate the state qualifiers for the following year to all Leagues within the Area.
G. The League President is responsible for ensuring that the schools and students in all state qualifying tournaments have met CHSSA criteria for legitimate participation and that all state qualifying tournaments in the League are run in accordance with the CHSSA Constitution and By-Laws.
H. The League President is responsible for ensuring that all manuscripts, scripts, and other materials required for state qualifying tournaments are in compliance with CHSSA By-Laws.
I. The League President is responsible for participating in any transfer request that involves his/her league.
J. The League President shall complete other tasks or duties of a special nature as directed by the CSSC.

Section 12. Curriculum Representative

A. The primary duty of the Curriculum Representative is to assist with the development and distribution of curriculum materials, and to provide schools in the Area with information regarding the availability of curriculum materials provided by CHSSA.
B. The Curriculum Representatives must attend all meetings of the Curriculum Committee.
C. The Curriculum Representative shall assist the Vice President Curriculum in providing professional services assigned to the curriculum development of the CHSSA, including but not limited to workshops and conferences.
D. The Curriculum Representative should provide the Editor with materials for publication in the State Speech Bulletin and/or should, with the CHSSA President's approval, post free materials on the website.
E. The Curriculum Representative shall complete other tasks or duties of a special nature as directed by the CSSC.

Section 13. Representative at Large

A. The primary duty of the Representative at Large shall be to provide schools and school personnel in his/her Area with information to encourage them to join CHSSA.

B. The Representative at Large must collaborate with League members in the Area to represent the interests of the Area in the legislative functions of the CSSC.

C. The Representative at Large must attend all CSSC meetings.

D. The Representative at Large must serve on a standing committee.

E. The Representative at Large shall complete other tasks or duties of a special nature as directed by the CSSC.