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Chapter Manual

The National Speech & Debate Association functions on two levels: first, as an organization to govern and promote high school speech and debate participation, and second, as an honor society to recognize and support high school speech and debate education. This manual focuses primarily on official rules pertaining to school membership, individual student and coach participation and enrollment, governance, and acknowledgement of service. For more information about honor society customs and ceremony resources, please download the *Honor Society Manual*, available at www.speechanddebate.org.

The rules should be interpreted literally and followed exactly. All members are entitled to assurance that points were earned and reported strictly according to the rules. The national office will check all reports critically and strike out incomplete or questionable entries.

NOTE: Rules particular to competitive events are in the *Competition Events Guide*. District tournament procedures are in the *District Tournament Operations Manual*. National Tournament procedures are in the *National Tournament Manual*. Association governance information is in the *Constitution and Bylaws*. The Board of Directors has established these rules, and often works with advisory committees on a periodic basis to review their effectiveness and educational value.

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Membership

I. School Membership

- A. Chapter Activation:** a school may join the Association or renew membership upon payment of yearly chapter dues and the signature of the school principal on the membership form. Active chapters are entitled to:
1. Access to the online point recording site and enrollment of individual students/coaches (upon payment of individual enrollment fees; see below).
 2. **Quarterly (Summer, Fall, Winter, Spring)** subscription to *Rostrum* magazine (includes two copies **mailed in mid-September, mid-November, mid-February, and mid-April**; there is a fee for additional subscriptions). The magazine and other publications also are available at www.speechanddebate.org.
 3. Entry in the district tournament to qualify for the National Tournament. Entry allotment is based on the chapter strength of members and degrees on record seven days or 168 hours prior to the start of the tournament.
- B. Chapter Classification:** each school is designated a charter chapter, member chapter, or provisional chapter, which determines its extent of voting privileges and credit toward a district's strength of chapters. In turn, the district strength determines number of qualifiers to the National Tournament.
1. **Provisional Chapter:** a brand new school or one whose Association membership lapsed for more than five years. Provisional chapters have district and national election voting rights of one-half their total degree strength, and count as one-half of a full charter for district strength. A school at the provisional chapter level may stay at that level for up to three years.
 2. **Member Chapter:** a chapter that has either completed three years at the provisional level and has not met chartering requirements, or is returning as a member chapter within five years of absence. Charter chapters not meeting charter strength renewal requirements over a three-year period are moved to member chapter status.
 3. **Charter Chapter:** the Association's highest school membership honor. A chapter is automatically chartered after at least one year at member or provisional status, and has enrolled at least 50 degrees within a three-year period. Small schools with a grade 9-12 enrollment of fewer than 500 students must enroll at least 25 degrees within a three-year period. If a charter chapter does not meet the minimum three-year strength requirements, it can apply for a one-year extension, or it reverts to member chapter status. If a charter is suspended for non-payment of dues, it may return as a charter chapter if it has been less than three years since its last membership and all prior invoices (including missing year dues) are paid in full. Charters issued before 1931 are permanent and remain valid as long as the chapter remains active. The school principal may surrender the charter.
- A charter document is engrossed with the names of charter students/coach(es) (maximum of 14 names per page; the first 14 names are free, and additional pages cost \$15 each). The chapter advisor is sent a form to list those members s/he would like to appear on the charter. Since charters are sent to a calligrapher, please allow a month for completion and delivery. When the charter is received, it should be framed and displayed in the speech classroom or in an appropriate place in the school. Replacement certificates for lost charters can be obtained for \$15.
- C. District Placement:** new member schools are placed in a district by the national office based on geographic location and district size equalization.



II. Recording Merit Points

A. Chapter Records

1. Students earn merit points for participating in interscholastic contests and for service in non-competitive speaking engagements, judging middle school or novice competition, coaching middle school students, and participating in theatrical speaking performances. See rules under each section below for more details.
2. Points may be recorded any time during a student's enrollment in grades 9-12 for speaking activities occurring during those grade levels, except for service projects, which may be recorded for up to one year prior. **Emails with changes/corrections to records must only be submitted by the advisor of record.**
3. Students may transfer one-tenth of their middle school points to their high school record, not to exceed 50 high school merit points (maximum of 500 middle school points). A student will not gain high school membership, however, until s/he has earned at least ten points in high school competition.
4. The coach must take care to enter the student's legal name (not nickname), capitalizing appropriate letters. This is important for consistent identification of the student. "Bud," "Andy," "Jack," or "Jon" should not be a substitution for "Jonathan." "James Andrew Smith" is different than just "Andrew Smith."
5. Please record points promptly after each event in which points were gained. Indicate the correct start and end date; separate recording may be necessary for Congress, where there is a daily limit of 24 points.
6. Under "Where Held," list the place of each contest. If a school, list the name of the city and the name of the school: i.e., Pekin HS, Omaha-North HS. Generic names such as "Washington HS" are vague and such entries will be stricken. Use complete names (i.e.) Kansas City-Washington. If a college, list the name and city: i.e., Central State Univ.–Edmund. Avoid acronyms like UCLA or CSU.
7. An interested student or parent who is not deeply involved in debate or contest activity may be appointed Recording Secretary and given the responsibilities of keeping the credit point records. The instructor must still check records for accuracy.
8. Several tournaments participate in our automatic point recording program. Please see our Point Recording Guide for more information.

B. Recording Interscholastic Debates

1. Public Forum, Lincoln-Douglas, and Policy Debate are recorded in the "Debate" category, and are worth 6 points per win and 3 points per loss or non-decision. **Only one win/loss is recorded *per round***, so for a panel of judges, the prevailing decision is entered.
2. Congressional Debate or other assembly speaking (such as Model UN, Girls/Boys State) is recorded in the "Congress" category. Students earn 1-6 points per speech or per complete hour of presiding (so a panel of judge scores must be *averaged*). When a 6-pt. scale is not awarded, use the following conversion table:

8-pt. scale	30-pt. scale	60-100-pt. scale	Pts. to Record
8	28-30	97-100	6
6-7	23-27	90-96	5
4-5	18-22	84-89	4
3	13-17	77-83	3
2	8-12	70-76	2
1	1-7	60-69	1

Tourn. Placement	Pts. to Record
1st	24
2nd	23
3rd	22
4th	21
5th	20
...and so forth...	

No more than 24 points may be recorded per calendar day. An official scorer must be present. At least four schools must participate. At least four hours of debate must be held.

3. Non-Association debate events, such as Mock Trial, Parliamentary Debate, or Spontaneous Argument are recorded in the "Debate" category, and are worth 4 points per win and 2 points per loss or non-decision.
4. If a debate round is cancelled or not held due to forfeiture or drawing of a bye, no points are recorded.

5. If a debate round includes high school and middle school entries, the high school entry may not record points for that round; however, the middle school entry may record NJFL points.
6. Wins or losses may not be recorded for debates against non-school entities, such as a civic organization. Public debates held before an audience of such an entity may be recorded under "Service," but cannot also be recorded with a win/loss under "Debate."
7. The International Public Policy Forum debate essay contest is recorded under Debate, as Policy Debate or Public Forum Debate.

C. Recording Interscholastic Speech Contests

1. A minimum of four schools must be present at a tournament for Association merit points to be earned in all events.
2. Public speaking or interpretive events are recorded by their individual category name. Student ranks, or rank-equivalents (conversion for point totals or alternate systems) are used.
3. Only **one rank or round placing** may be entered for a panel of judges. For elimination rounds prior to a final round, an average of a panel's ranks may be used. For the final round, tournament placement is the rank.
4. Main Association events may earn 6 points per 1st rank, 5 points per 2nd rank, 4 points per 3rd rank, 3 points per 4th rank, and 2 points for ranks of 5 and below. Those events include Extemporaneous Speaking, Original Oratory, Humorous/ Dramatic Interpretation, and Duo Interpretation.
5. Non-main Association events may earn 5 points per 1st rank, 4 points per 2nd rank, 3 points per 3rd rank, 2 points per 4th rank, and 1 point for ranks of 5 and below. Use the appropriate category name, or a similar category name as appropriate.
6. Extrapolate what speech categories best match outside contests. For example, American Legion Oratorical Contest's two speaking events are recorded as Original Oratory and Extemporaneous Speaking. Poetry Out Loud or Slam Poetry is recorded as Poetry. Where ratings are used instead of rankings, please use the table below.
7. Use the following table to convert *non-rank ratings* to ranks for the purpose of online recording:

Non-Rank Round Rating	Grade	Points	Points	Rank to Input
Superior		25	95-100	1
Excellent		24	90-94	2
Good <i>or</i> Exceeds Expectations	A	20-23	71-89	3
Fair <i>or</i> Meets Expectations	B	15-19	42-70	4
Average <i>or</i> Does Not Meet Expectations	C	10-14	10-41	5
		0-9 ^o	0-9 ^o	None

^o Severe deficiency, and therefore, not worth any points

D. Recording Non-Competitive/Service Speaking

1. **Limits:** Up to 200 service points may be reported per year, and service activities can only be retroactively recorded for the current and immediate past school years. *Students may not record points in both contest and service speaking* (this includes final rounds that may have an audience of more than 25 adults). Highlighted changes are in effect with the 2012-13 school year. Please see additional limits by type of service enumerated below.
2. **Audience Speaking Engagements:** Designation of audience and type of speaking must be in accordance with the following instructions:
 - a. Audience: It is to be named specifically as: PTA, Hartford Rotary Club, HS Assembly, Radio WHBC. If the audience is one usually composed of young people and 25 adults are also present, the audience may be designated as "Scouts and Parents" or "Hi-Y and Adults." These audiences qualify:
 - High School Assembly
 - Radio or Television Station (station letters)

- Rotary, Kiwanis, and other service, community, civic, veterans or political clubs/organizations
 - Place of worship/church congregation (please identify)
- b. No points are earned for speaking to a student audience of any kind other than the official high school assembly, so this exact term, "HS Assembly," must be used. Such vague entries as "school auditorium," "church," or "school" invalidate the entry.
 - c. **Adults:** Enter approximate number, at least 25. Only persons beyond high school age are regarded as adults.
 - d. **Type of Speaking:** The exact kind or type of speaking is to be stated. The title or subject is not to be written in. The term "Service" is too vague. One of the following designations is to be used: Analysis of Address, Master of Ceremonies, After Dinner Speech, Oratorical Interpretation, Book Review, Oration, Commentating, Persuasive Speech, Public Debate, Declamation, Panel Discussion, Interpretive Reading, Sales Talk, Sermon, Sportscasting, Storytelling, Impromptu, Extemporaneous Speech, TV & Radio Announcing.
 - e. **Length of Speaking:** Enter student speaking minutes. For a discussion, the time for each participant may be estimated. A minimum of four minutes is required for each service speech, or it should not be recorded.
 - f. **Point Value:** All students receive five points for each service speaking activity, with a limit of four projects per day. Summer Service speaking *may* be recorded, but workshops/camps/institutes may not. Coaches may not record more than one day of service speaking *per entry*.
3. **Judging:** Students will earn two points per novice or middle school round judged, with a limit of four rounds per day. Individual tournaments determine their own criteria for allowing students to judge.
 4. **Middle School Coaching:** High school students may earn **two points per hour** for coaching middle school practice sessions, which does not include tournaments. A maximum of 50 points per year may be recorded for coaching.
 5. **Theatrical Performance Speaking:** Students may earn points for acting/theatrical performances and/or theatre/festival competition.
 - a. Students will earn five points for each performance of a play in front of an audience or in competition.
 - b. A student may earn a maximum of 20 points for any particular play or for a particular competitive readers theatre selection, one act team, ensemble, choral reading group, etc.
 - c. Mime and non-speaking roles may not earn points.
 6. **Presentations Disallowed From Point Recording:** Students may not record points for inter-class or intramural debates or contests, summer institute tournaments, and school elimination or prize speaking contests, unless held before a high school assembly or adult audience and reported as a service speech. School public address announcements and Internet broadcasts/blogs may not be recorded. Finally, any presentation of inferior quality should be discounted.
 7. **District and National Tournament Points:** Points earned at the district and national tournaments are recorded automatically. For the district tournament, coaches will be emailed, prompting them to post those points.

→ Questions? Email info@speechanddebate.org.

III. Individual Membership

A. Students

1. Once a student has earned 25 credit points (see section on point recording), at least 10 of which were gained in interscholastic contests, the local chapter advisor may enroll the student as a member upon payment of the \$15 enrollment fee.

2. **Standards:** The applicant should have a real interest in speech, maintain a high standard of contest ethics, and be of good character. Tests to be applied to each applicant should include:
 - a. Deserving by ability and achievement, to be honored with Association membership and the key or pin?
 - b. Will granting membership to this person favorably affect the significance of Association membership in this school and elsewhere?

In case of doubt, it is better to defer granting membership. The applicant can always be admitted later, but once admitted it is difficult and painful to remove him/her.

3. Student applicants should rank scholastically in the upper two-thirds of their class. Rank may be based either on the work of the previous semester or upon the entire high school record, whichever the principal believes will most fairly measure the scholastic worth of the applicant. If the applicant ranks in the lowest third of the class, membership must be deferred until his/her work improves. In special circumstances the principal may by letter recommend to the Board of Directors that a student be accepted for membership in spite of scholastic or credit point deficiency.
4. The high school faculty is also authorized to elect members and it should be requested to do so if the chapter without just cause declines to elect a qualified applicant.
5. Ninth grade students in a junior high school may be elected to membership by the high school they expect to attend. Only ninth grade students may be elected to Association membership in junior high chapters. Ninth grade students may, if local rules permit, participate as members of the high school squad.

B. Instructors/Coaches

1. Instructors receive one-tenth of points recorded for students they coach. They qualify for membership and advanced degrees according to the same schedule provided for students and must apply and pay the individual membership enrollment fee. On attaining a total of 1,500 points, the instructor will be entitled to wear a diamond-set Association key or pin; additional diamonds accrue at 3,000, 6,000, 10,000 and each 3,000 points thereafter, and the minimum time for each diamond is five years as an Association member coach.
2. An instructor who obtained membership as a student should report that fact to the national office. Membership as well as one-tenth of the points earned as a student will be transferred.
3. Degrees for up to three active coaches may count in each chapter toward district standing and tournament apportionment.

C. Enrollment/Application

1. Recording at least 25 points in a student or coach record in the online system prompts membership for that student; however, additional steps must be taken to officially enroll that individual as a member.
 - a. The national office will email the chapter advisor an invoice for each new member (\$15 each) one business day after the student is enrolled with at least 25 points. The advisor will also receive a paper copy of the invoice with membership cards and hand-engrossed certificates. Please pay this invoice in 30 days. **Any individual membership fee not paid within 60 days of the membership merit date will incur an additional fee of \$5 per membership for a total membership fee of \$20.** A school with any outstanding debt to the will not be allowed to participate in the District or National Tournament until those fees are paid in full.
 - b. Only students/coaches with the required 25 points will be listed for membership. Students with fewer than 25 points are not yet eligible and are viewable on the school profile under "View Non-Member Students."
2. Schools who send in paper points must send in the "*Individual Member Enrollment Form*," listing all students who have achieved at least 25 points. Those point record sheets may have been sent in prior, or can be sent with the enrollment form.
 - a. Once a coach has accrued 25 points as one-tenth of 250 student points recorded, that coach should be listed on this form as well, with "Coach" written in the "class" column.
 - b. Along with this form, include a check or money order payable to National Speech & Debate Association, for fees of \$15 for each individual listed for enrollment. Excess remittance is

acknowledged by credit voucher and must be used within two years to retain the value it represents. This may be applied to future enrollment fees, school dues, late fees, or National Tournament fees. Schools may file an *Early Invoicing Form* and deposit funds ahead of time with the national office to be automatically drawn each time fees are assessed. Receipts for remittance are always available; simply request when necessary.

- c. If the national office strikes a name from a list of applicants for insufficient points or other reason, the applicant must be re-listed on a new enrollment form after the deficiency has been corrected.
3. The chapter advisor should inspect certificates for accuracy and report any issues or missing certificates to the national office within 30 days. Beyond 30 days, a replacement fee of \$5 per certificate is charged.
- C. Transfer of Membership:** A student or coach may transfer from one chapter to another without charge or loss of points. If a new certificate is desired, \$5 must be remitted. Transfer may be done automatically on the points system, or by emailing/calling customer service staff.
- D. Inactive Membership:** A student or coach is marked “inactive” on the national records by September 1 if fewer than ten (10) points were added during the previous school year. The individual resumes active status as soon as ten points are added to his/her record. An inactive member does not count in determining chapter strength, and therefore, district standing. An inactive member remains eligible to participate in the district tournament.
- E. [New in 2013-14] Student Website Registration Procedures:** A student whose membership was new during the 2013-14 school year may not enter a 2013-14 district tournament if s/he is not officially registered as a member user on the organization’s website at www.speechanddebate.org. Beginning with the 2014-15 school year, only students officially registered as a member user on the organization website may compete in district competition.

Coaches: Make sure your students have been added to the Points Application BEFORE they register on our website. Even if the students have 0 points, we won’t know your students have registered unless they’re in the Points Application first. Log in to www.speechanddebate.org to access your School Profile page.

Students:

Step 1: Click the “Register” link in the “User Login” box on www.speechanddebate.org.

Step 2: Select your role as “Student,” then select either “High School” or “Middle School,” your state, your school, and your name.

Step 3: Provide your name, city, state, country, and email address.

Step 4: Select a username and password.

Step 5: Agree to abide by the Association Code of Honor.

Step 6: Select your membership level—either “Member” or “Resource Package.”

Step 7: Click “Submit” and wait for your confirmation email.

Step 8: Click the link in your confirmation email, and you’re all set!

IV. Degrees

A. Advantages of Advanced Degrees: Advanced degrees provide constant incentive for further effort even after membership (Merit) level is earned. To obtain the many advantages of advanced degrees, sponsors should record points earned by members as soon as they have qualified for such degrees. Doing so will give the chapter and district the fullest measure of recognition and provide the maximum interest and enthusiasm for the program.

1. Each degree adds a distinctive seal to the membership certificate and to the membership roster displayed in the chapter room. These are sent to chapters, periodically, as individuals advance in their degrees. **Seals should be affixed to the original membership certificate so that three-eighths of an inch of the left side of the former seal will remain uncovered by the new one.**

The Office will also send a degree report that authorizes the jewelling of the member's key to designate the new degree.



2. The key or pin of the member may be jeweled to designate the highest degree held. Students who attain 500 points may wear the silver Association monogram.
3. Each degree gives the student one additional credit point for each service speech given after the degree has been granted.
4. Degree of Excellence and above permits students to receive service points for judging novice rounds.
5. Each degree entitles the member to cast one additional vote in all chapter elections, as well as in the election of district committee and national officers.
6. The number of entries in the district tournament from each chapter is based upon the active members and degrees on record 7 days preceding the tournament.
7. Seats in the district Congressional Debate are apportioned among the chapters on the basis of membership and degrees on record based on the last district standing 7 days prior to the Congress.
8. The charter chapter report of standings is based upon the number of members and degrees enrolled during the past year. Each degree counts as much as one individual membership.
9. Each degree adds to the cumulative chapter record, which leads to earning the Leading Chapter Award.
10. Each degree helps to advance the standing of the district as published in the Rostrum.

Alert chapters will see to it that each degree award is mentioned in the school or local paper. It is a proper form of publicity and highly effective in expanding student interest in speech. Papers are usually eager to use brief items concerning honors awarded to local students by a national organization.

B. Applying for Degrees: No application or fee is required for any advanced degree. The degrees will be recorded in the national office as soon as a member has the necessary number of points on record.

Degree	Points	Votes/Strength	Certificate Seal	Pin Insignia - Gem
Honor	75	2	Bronze	Emerald
Excellence	150	3	Silver on White	Blue Sapphire
Distinction	250	4	Metallic Gold on Gold	Ruby
Special Distinction	500	5	Silver on Pink	Double Ruby
Superior Distinction	750	6	Silver on Blue	Triple Ruby
Outstanding Distinction	1000	7	Silver on Violet	Quadruple Ruby
Premier Distinction	1500	8	Silver on Black	Quintuple Ruby

V. Chapter Procedures

- A. **Approaches to Recognizing Students:** Certificates, degrees, and keys should be presented to the members at a school assembly, an awards day program or other appropriate occasion. Both school and community papers should be given the names of the students honored and asked to give brief acknowledgment of the achievements the honor represents.

Giving full and deserved recognition to successful speakers is a sure way of arousing in younger students the desire to follow the same course and likewise to be honored for their achievements.

- B. **Induction:** The national organization prescribes no ritual for the initiation of new members, inasmuch as such procedure might be contrary to local school regulations. In the absence of such rule, an appropriate ceremony for the induction of new members may be employed.

- C. **Insignia:** The emblem of our organization is shaped like a key, symbolizing the unlocking of the powers of expression. The shape of the main part of the emblem is octagonal, which symbolizes the many angles from which a question must be studied. The eye symbolizes the light which study will throw upon all questions. The lamp designates knowledge. The emblem is made of sterling silver plated with rhodium to preserve indefinitely its metallic luster. Silver is used instead of gold to distinguish the emblem from the collegiate honor keys. One should be very proud to wear this distinctive insignia.

Generations of students have proudly worn National Speech & Debate Association insignia as a tangible sign of their success in mastering the techniques of effective communication. Keys and pins, and especially the advanced degree jewels make excellent awards to worthy students. Any member may obtain a key or pin (plain or jeweled) to reflect standing in the Association.

Association keys are made of silver, heavily plated with a special rhodium plating, and are guaranteed against defect by the manufacturer. Should one be found unsatisfactory, please return it to the national office for replacement.



Medium

Large

All insignia shown actual size

The pin has a safety clasp on the back; the key does not.

TIP: Chapters will find it to be simpler, quicker, and cheaper to establish a small “bank” of Association pins so that members can trade their pins for Jeweled pins as they qualify for them and release their plain pins for use by new members who in turn will qualify for Jeweled Items

- D. **Ordering Keys and Pins:** Association insignia is available as either key or pin in the actual sizes shown here. All items may be ordered either plain or with designated jewel.

1. Sponsors may order silver keys and pins for students. Gold insignia are for instructors only.
2. Please order insignia online or on the official order form, and with immediate payment. Forms are sent with chapter supplies in the fall or you may obtain them by writing the national office.
3. If an emblem is lost, a new order completed in the regular manner may be submitted. There is no rule barring possession of more than one emblem by any member.
4. All orders for new insignia are to be mailed to the national office, not to the manufacturer.
5. A member holding an advanced degree when s/he obtains a key may order the jewel at that time.
6. Insignia for jewellery or change of jewellery is not to be sent to the national office. Send the insignia and a copy of the degree report sent to the chapter, plus the proper remittance to the manufacturer.

For more information about honor society customs and ceremony resources, please download the *Honor Society Manual*, available at www.speechanddebate.org.

Supplies

Various supplies are available for purchase, or offered complimentary to Association chapters. Ordering may be done via the online store. Remittance must accompany the order for any purchases. Following is a sample listing of supplies.

- **Diploma Seals:** Chapters wishing to affix Association seals to the diplomas of their graduating members may obtain such seals from the national office. The seals are one inch in size, embossed on bronze, silver, gold, rose, blue, and purple foil to designate the degree held by the member. Each package contains an assortment of seals. Replacement packets of all bronze, all silver, all gold, all rose, all blue, all purple or all black are available. Diploma seals must not be awarded to members not attaining advanced degrees.
- **Magazine:** *Rostrum*, the official publication of the Association, is issued **quarterly from September to April**. Each chapter receives two copies. Additional annual school subscriptions cost \$15 each. Individual annual subscriptions are \$10.

Awards

- **Leading Chapter Award:** Each year, the Association presents a special Leading Chapter award to the school whose accumulated total of members and degrees is highest in each district. The rules are set forth in bylaw 21. The award is a beautiful walnut plaque, each made individually for the chapter whose name it bears. Since members and degrees once on record remain as a credit to the school, every school, no matter how far down the list, can look forward to attaining the Leading Chapter Award eventually. The standing of each chapter in the district in relation to the attainment of the plaque, as well as its relative position in the previous year, is reported in *Rostrum* each October. Each chapter can therefore note its own progress from year to year, as well as the progress of its friendly rivals in speech excellence.
- **Honorary Membership:** A chapter may elect one Honorary member for each 100 members and degrees earned by that chapter; not more than one a year. Honorary members must be adults who have contributed in some significant way to the speech program of the local chapter, but have not earned Association membership as a student or instructor.

A special form for honorary membership is required and is available from the national office. There is no fee. An appropriate membership certificate is issued. A Gold Chapter Honorary key is obtainable from the national office.
- **Student Honor Cords:** Where local rules permit graduating seniors may wear official Association Silver and Ruby Honor Cords at Graduation ceremonies. The cords may be ordered from the national office.

District Chair Awards in Honor of Ralph E. Carey: District chairs are charged with running district tournaments, are responsible for the welfare of the Association in their districts, and advise the Board on Association policy. District chair awards are earned in the following manner:

1. The chairperson of the district in first place on May 1 receives 8 units, the next three receive 4 units, and the next nine receive 2 units. All others receive 1 unit.
 2. For 3 units, a chair is given a bronze chairperson award, for 5 units a silver award, and for 8 units a Ralph E. Carey gold award. No chair is ever given a lower award than one previously received, but units accumulate over several years toward a gold award; more than one may be earned.
 3. The Ralph E. Carey Distinguished District Chair Trophy is a career award presented each year to one outstanding chair for lengthy and superlative service. Awards also are presented to the best new chair, chair of the year, and the best district newsletter.
- **Student of the Year:** Each Chapter may nominate one graduating senior as District Student of the Year, using the concise, two-page application. The nominee must: be an Association member in his/her senior year of high school; demonstrate strong academic standards; actively engage his/her community through service and action; exhibit dedication to speech and debate and commitment to values of the Association. Each individual district determines the manner in which nominees are reviewed and selected. Each District Student of the Year is eligible for consideration as National Student of the Year, determined through a review process coordinated by the national office.

- **Academic All American:** The Academic All American award recognizes students who have:
 - Earned the degree of Superior Distinction (750 points)
 - Earned a GPA of 3.7 on a 4.0 scale (or its equivalent)
 - Received an ACT score of 27 or higher, or SAT score of 2000 or higher
 - Completed at least 5 semesters of high school
 - Demonstrated outstanding character and leadership

Coaches of students who meet these requirements should submit an application for the award, available online, along with character references and academic transcripts.

- **Student Service Citations:** Students receive one citation for every 100 service points achieved. A single act of service, such as community speaking, usually garners between two and five service points (see p. 5-6). The number of citations a student receives will be noted as “first degree,” “second degree,” “third degree,” and so on. Coaches will receive notification on the points database when students reach new degrees, and may download certificates and press releases when students earn those honors.
- **Student Service Plaques:** Each chapter may award Association service plaques to students who render service (conducting chapter affairs, running tournaments, judging, etc.). The 4.5” x 6.5” plaques feature the embossed seal. Plaques may be ordered from the national office.
- **Hall of Fame:** A coach or individual who has contributed at least 25 years of service to the Association is eligible to be nominated for the Hall of Fame. Existing Hall of Fame members and all coaches with three or more diamonds elect each year’s *class* to the Hall of Fame.
- **Coach Distinguished Service Award:** A special honor conferred by the Association is the Distinguished Service Award. A special gold key is granted to a coach member for 20 citations and a bronze plaque is given for each additional 50 citations for the following services:

Recruiting a new chapter	2	Directing a tournament for ten schools	1
Sponsoring a new chapter	2	Service at the National Tournament	1-3
Year as a district chair	1-3	Article in <i>Rostrum</i>	1-3
Member of a district committee	1	Article about the Association in an educational journal	1-3
Year as a national officer	3	Presentation about the Association at a convention	1-3
Managing an Association district tournament	1-3	Other service requested by the Board of Directors	1-5
Holding a tournament for ten schools	1		

1. Whenever a member is entitled to a citation, the Coach Service Citation form (available online) should be filled out and sent to the national office, but no application should be submitted for a service not specifically listed above.
2. The service should be described by citing time, place, name, or event so as to establish its identity beyond possibility of confusion with any similar one. Several services may be listed on one blank, but the forms should not be crowded.
3. Citations must be applied for within two years from the date of the service or they cannot be allowed.
4. Signature of school official is required only if the service has not been established by national record or attached papers.
5. Citations approved at the national office will be signed by the executive director and kept at the national office until the number required for an award has been attained. At that time they should again be sent to the national office to claim the award.

District and National Leadership

I. District Committee

- A. Election:** Each chapter advisor may cast a ballot online for members of the district committee from a list of coaches active (affiliated with a school) in the district. All five places should be filled with names of active coaches in the district. The online ballot will not be counted until May 1, and will then be worth as many votes as the chapter has members and degrees on record that day. The chapter can therefore increase the value of its ballot after it has been entered and need not delay casting the ballot until all enrollments have been completed.

Provisional and member chapters are granted voting privileges at one-half of their degree strength.

The full and undivided total vote of the chapter will be counted for the chapter's choice for chair until s/he is either elected to one of the positions or defeated for all of them. Then the ballot will be counted for the next person named, and so on through five committee members.

A member of the committee has the right to serve even though s/he leaves the school from which s/he was elected if s/he transfers to another school within the district. If a position becomes vacant, a new member is chosen according to the original vote.

- B. Organization:** The following **National Qualification Levels** replace the red, yellow, green status system previously used. Please refer to the current *District Tournament Operations Manual* for additional information.

1. **Minimum Schools Requirement:** Any district that maintains at least 8 active *charter* chapters or 16 active chapters of any type is allowed to hold a district qualifying tournament series. If a district does not meet this minimum requirement, it may **not** hold a tournament series. However, schools in the district may petition to attend a qualifying tournament in a contiguous district. Schools must attend the entire district tournament series (inclusive of debate, speech and congress) in their own district.
2. **Minimum Entries Requirement:** If a particular speech or debate event has fewer than four entries, regardless of the district's qualification level, no qualifiers are allowed in that event.
3. **[NEW IN 2013-14] Minimum School Entry Requirement:** In order to qualify entries in a speech or debate event to the National Tournament, a minimum of two schools must have entries that participate in the event. (See Congressional Debate Exception below.)
4. **Congressional Debate Exception:** Any district that meets minimum schools requirements may hold a District Congress, subject to the quotas for Congressional Debate: 8+ schools in the Senate = 2 qualifiers; see chart below for House quotas. The number of Senate and House qualifiers is independent of all other district tournament benchmark standards.

Participating Representatives (House)	16-29	30-60	61-90	90+
Qualifiers	1	2	3	4

5. **No district will be allowed to split into two districts unless they establish 40 chapters for two consecutive years or 1,200 district entries over a three-year period.**

National Qualification Levels

National Qualification: Level 1

- 1.1 A district that meets the minimum schools and entries requirements is allowed **one** entry to the National Tournament per speech and debate event, as long as the event meets the four-entry minimum. Also, for Level 1 districts:
 - 1.1.1 If there are at least 16 entries in a team event or 20 entries in a solo event, that event is allowed 2 qualifiers.
 - 1.1.2 If there are at least 32 entries in a team event or 46 entries in a solo event, that event is allowed 3 qualifiers.
 - 1.1.3 If there are at least 56 entries in a team event or 66 entries in a solo event, that event is allowed 4 qualifiers.

National Qualification: Level 2

- 2.1 A district that maintains any one of the following criteria is allowed **two** entries to the National Tournament per speech and debate event, as long the event meets the four-entry minimum:

- 2.1.1 Maintain 16 or more active **charter** chapters prior to the first district tournament date (note: districts receive one charter chapter credit for every two active provisional chapters).
- 2.1.2 Maintain 24 or more active chapters of any type prior to the first district tournament date.
- 2.1.3 Maintain 700 or more district tournament entries in the previous three years.
- 2.1.4 Maintain 900 or more new members and degrees from active schools during the previous school year.
- 2.1.5 Increase total district strength in members and degrees by 15% in the previous school year over the year prior.
- 2.1.6 Enroll 300 new individual memberships as a district, by seven days prior to the first district tournament date.
- 2.2 If the district qualifies for Level 2 under one of the above criteria, that district may:
 - 2.2.1 Earn a third qualifier in any event with 30 team or 38 solo entries.
 - 2.2.2 Earn a fourth qualifier in any event with 50 team or 58 solo entries.

National Qualification: Level 3

- 3.1 A district that maintains any one of the following criteria is allowed **three** entries to the National Tournament in every speech and debate event as long as at least 12 solo entries or 10 team entries in each event compete in at least one round; if that minimum is not met by a particular event, only two entries shall be granted in that event:
 - 3.1.1 Maintain 1,400 or more new members and degrees from active schools during the previous year.
 - 3.1.2 Earn 1,400 or more new members and degrees from active schools during the current year, prior to the first district tournament date.
 - 3.1.3 Maintain more than 45 active chapters prior to the first district tournament event.
 - 3.1.4 Enroll 400 new individual memberships as a district, by seven days prior to the first district tournament date.
- 3.2 If the district qualifies for Level 3 under one of the above criteria, that district may earn a fourth qualifier in any event with 50 team or 58 solo entries.

	Qualifiers to the National Tournament – Entries Required per Event			
National Qualifying Level	1 Qualifier	2 Qualifiers	3 Qualifiers	4 Qualifiers
Level 1	At least 4 entries	16 team entries 20 solo entries	32 team entries 46 solo entries	56 team entries 66 solo entries
Level 2		At least 4 entries	30 team entries 38 solo entries	50 team entries 58 solo entries
Level 3		At least 4 entries	10 team entries 12 solo entries	50 team entries 58 solo entries

II. Board of Directors

A. Election: Election of national officers shall be conducted in even numbered years as follows:

1. Any member coach with five years of Association coaching experience may become a candidate for the Board of Directors by so advising the executive director in writing before February 1, certified mail.
2. Present national officers whose terms expire on July 31 shall become candidates for re-election by filing written statement with the executive director by February 1, certified mail.
3. No person may serve as a member of the Board of Directors after his/her 70th birthday. This rule does not apply to the administrative representative who is appointed by the Board every two years.
4. Each candidate shall be allotted one column in *Rostrum* to support his/her candidacy, due February 1.
5. Each chapter shall be mailed a ballot on which candidates' names appear in an order drawn by lot and on which the chapter shall vote for up to four directors. Each ballot shall be worth as many votes as the chapter has active members and degrees on record in the national office on May 1. Provisional and member chapters are granted voting privileges at one-half of their degree strength. Those candidates not elected to the Board shall be designated as alternates in order of finish.

B. Organization:

1. The Board of Directors will select one of its own as president, and another of its own as vice president. If there is a vacancy in the presidency, the vice president assumes the office of president for the remainder of the current term. If there is a vice presidential vacancy, the Board will select one of its own to serve as vice president for the remainder of that term. In the event of vacancies in both offices, a new officer election will be held at the next scheduled Board meeting.
2. The school administrator serving on the Board is not eligible to be elected president or vice president.

Calendar: Year At-a-Glance

August/September: Chapter supplies on hand should be checked and the requisition to the national office should be sent for all items needed. The chapter dues as billed by the national office should be paid.

October: If any matter from the previous school term was not satisfactorily completed by the national office, October is the time when that matter should be corrected. Reports and applications for students who have qualified for membership or degrees should be submitted.

November: Each chapter should note critically the standing of its chapter as published in the **Fall Rostrum**. If it is not entirely gratifying, each chapter should plan specifically what shall be done during the year to advance the standing in the next annual report.

Before the season's work takes too much time and the local school calendar becomes crowded, it is advisable to plan a chapter project for raising funds, if needs are not covered by the school/activity budget. Chapter dues ought to have been paid. Delinquent chapters are suspended on December 1.

November-April:

1. Any chapter whose charter expires in June, and needs additional members to qualify for renewal, must make firm plans at this time for a speech program which will meet the requirements. Submit applications and credit point sheets.
2. Record participation/merit points and enroll individual members. Pay all fees assessed on a regular basis.
3. Prepare for the district tournament series. Chapters must be sure that all of their contestants are Association members on record in the national office seven (7) days before the tournament. Point reports and applications are to be submitted.
4. Most Association tournaments are held in February, March, and April. Chapters must be sure that all of their contestants are Association members on record in the national office seven (7) days before the tournament.

April: As many enrollments for membership as possible should be filed. A chapter's ballot in the election of district committee will be worth as many votes as that chapter has members and degrees on record on May 1. Order insignia, plaques, and other Association awards now to guarantee delivery in time for awards assemblies.

May:

1. When ballots for election of the district committee and/or national officers are available online and/or received, a chapter meeting should be held to determine how those ballots are to be marked. Then, the ballots are to be mailed. Election results are announced online after May 31.
2. Student keys and pins are to be ordered at least 20 days before they are needed. Order instructors' and honorary insignia at least four weeks before the presentation date.
3. Elect chapter officers for next year. Chapter records and supplies are to be transferred to those new officers.
4. Hold an induction or recognition ceremony. For recommendations, see the *Honor Society Guide*, as well as sample videos and materials online.
5. Record final credit points for graduates.

June: This is the last opportunity to advance chapter standing published in the **Fall Rostrum**. All unfinished business needs to be completed. The National Speech & Debate Tournament is held. We hope to see you there!

Quick Reference for Chapter Advisors/Coaches

Schools

- To join, send the annual application form signed by the principal, and pay the annual \$99 dues. Schools renewing on a consistent basis do not need to obtain the principal's signature every year.
- To earn and retain a charter, enroll at least 50 new degrees within a three-year period. Annual dues must be paid every year to retain the charter, or it is suspended.

Students

- Points are recorded online for student participation in interscholastic contests or service speaking endeavors. Students are enrolled as a Association member once they have earned 25 points, at least 10 of which were earned in interscholastic high school competition. The school will be assessed a \$15 membership fee once the student's record reaches the 25 point requirement.
- Students may transfer one-tenth of middle school points to their high school record, not to exceed 50 high school merit points (maximum of 500 middle school/NJFL points). A student will not gain high school membership, however, until s/he has earned at least ten points in high school competition.
- The advisor must print the membership form for individual students, and have the principal sign this to attest that enrollees are in good standing at the school. The advisor then files this form should questions arise as to the student's status in the Association honor society.

Points

- Points may be earned by a student at any time while that student is enrolled in grades 9-12. They may be recorded while the student's school is a member of the Association.
- Point values for interscholastic competition:
 - Only one ranking or decision shall be entered **per round**. For speech rounds with panels, the average rank is used, except for finals, where overall tournament placing is used.
 - Public Forum, Lincoln-Douglas, and Policy Debate: 6 points per **win**; 3 per **loss** or no decision.
 - Mock Trial, Parliamentary Debate, Supplemental and other non-Association debates: **4** per **win**; **2** per **loss/no decision**.
 - Association main speech events (Extemporaneous, Original Oratory, Dramatic/Humorous/Duo Interpretation):
rank of – **1st** = 6 points; **2nd** = 5 points; **3rd** = 4 points; **4th** = 3 points; **5th/lower** = 2 points.
 - Non-Association main speech events (including Impromptu, Commentary, Expository, Poetry, Prose, etc.):
rank of – **1st** = 5 points; **2nd** = 4 points; **3rd** = 3 points; **4th** = 2 points; **5th/lower** = 1 point
(see p. 5 for a chart of how to convert non-ranks to ratings).
 - Congressional Debate: **1-6** points per speech (average of panel); **1-6** points per complete hour of presiding. Maximum 24 points per calendar day; an official scorer must be present.
- Point values for **service**:
 - Limit: 200 points per school year
 - Audience Speaking Engagements: Minimum speaking time must be four minutes; audiences of at least 25 adults, outside of interscholastic competition; radio or television is allowed; PA announcements, Internet broadcasts are not
 - Value: 5 points per project; limit 4 projects per day
 - See p. 7 for Novice/Middle School Judging and Coaching points

- Coaches earn one-tenth the points of their students, and are enrolled as individual members (degree of Merit) upon earning 25 points (at least 250 student points credited to that coach).
 - A coach may transfer one-tenth of her/his points as a Association student to her/his coaching record.
- **Changes** to online points database records must be submitted by the chapter advisor of record.

Change Log

This section documents revisions made to the *Chapter Manual*. Overarching modifications are indicated by a change in the second digit (i.e., 2.1.0), while minor edits or revisions to the current document are indicated by a change in the third digit (i.e., 2.0.1). The following are updates to the original version.

Date	Version	Change Description
01/31/11	2.0.2	Addition of text on cover, referring to the new Honor Society Guide. Point recording chart for non-ranked evaluation in speech events added; chart for service point recording added; conversation of ranks vs. points in Congressional Debate added. Added graphics to clarify the individual application/enrollment process.
09/15/11	2.0.3	Release for the 2011-12 school year. District committee information updated to reflect abolishment of the alternate position, as well as online voting. Minor document formatting.
01/05/12	2.0.4	Stipulation added that candidates for district committee members must be active coaches (affiliated with a school) in the district (p. 12). Congressional Debate point recording conversation table added for when 6-pt. scoring is not used (p. 4). Reference to automatic point recording added (p. 4).
02/24/12	2.0.5	Clarified that only <u>one</u> score can be entered per round for interscholastic competition (p. 4-5). Speech ranks are averaged for panels, except for final rounds, where the overall tournament placement is used. Note added on quick reference (p. 15). Added rule prohibiting retroactive point recording for service speaking projects beyond one year prior (p. 4 [II.A.2] and p. 6 [II.D.11]). Clarified that changes to online points database records must be submitted by the National Speech & Debate Association advisor of record (p. 4 [II.A.2], and p. 15 [final bullet]). Added information about the new Student Service Citations (p. 11).
01/7/13	2.0.6	Clarified changes in Recording Merit Points, including Non-Competitive/Service Points (p. 5-7 and p. 17).
12/10/13	2.1.0	Noted change to quarterly <i>Rostrum</i> publication cycle (p. 3, 11). A minimum of four schools must be present at a tournament for Association merit points to be earned in all events (p. 5). Added new procedures for Student Website Registration Procedures (p. 8). Updated the National Qualification Levels, which replace the red, yellow, green status system previously in place (p. 13-14).