

**THE CONSTITUTION  
OF THE  
PACIFIC SOUTHWEST COLLEGIATE FORENSIC ASSOCIATION**

**ARTICLE I. NAME**

The name of this organization shall be The Pacific Southwest Collegiate Forensic Association

**ARTICLE II. PURPOSE**

The purpose of this association is to create, maintain and administer a program of inter-collegiate forensics in the Pacific Southwest area; to develop the field of speech communication through cooperation between the member colleges and universities; to constantly evaluate and improve the function of the events of forensics and to also evaluate the educational goals to which competitive speech communication is dedicated; to provide all students with an orientation in speech communication which will enable them to better order their own affairs; to extend forensics to all participants regardless of race, age, gender, sexual orientation, and/or disability; to provide means of education for directors of forensics by discussion of the problems of common professional interest; and in general to maintain and advance the ideals and standards of the speech communication profession.

**ARTICLE III. MISSION AND ETHICS STATEMENT**

PSCFA endorses the American Forensic Association's mission and ethics statements. It reads: This organization believes that forensics programs and tournaments ought to provide environments where students can become effective, competent, and responsible advocates and communicators. This organization believes in equality, integrity, honesty, mutual respect, diversity, cooperation, and fair play in all forensics competition. This organization further believes that forensics practitioners behavior should be consistent with these values in spirit as they are operationally defined in this handbook.

We value and encourage all forms of debate through

1. Public and professional communication delivery style,
2. Critical thinking and impromptu argumentation skills, and
3. Educational goals and assessment,
4. Presented in a diverse, creative and ethical environment

**ARTICLE IV. MEMBERSHIP**

Colleges and universities, or natural clusters thereof, within the Pacific Southwest and related areas shall be eligible for membership. Forensics shall include those events listed in the PSCFA Rules and Procedures Handbook.

## ARTICLE V. OFFICERS

### Section 1. Authority

The authority of this organization shall be administered by the Pacific Southwest Collegiate Forensic Association Executive Committee.

### Section 2. Executive Committee

The executive committee of this organization shall be comprised of the: President, Vice-President, Executive Secretary, Treasurer and the immediate Past President. These officers shall be elected by the association at the Spring Meeting in each year for a term of one year, except the Executive Secretary and Treasurer who shall be elected for three years.

### Section 3. Nomination

Interested parties will contact the President. The President will compile and present an objective list of candidates. There shall be an opportunity for nominations from the floor for names of additional nominees prior to the election of officers. Newly elected officers shall assume office July 1, and shall hold office until June 30 of the following year.

## ARTICLE VI. DUTIES OF THE EXECUTIVE COMMITTEE

### Section 1. The President

It shall be the duty of the President to:

1. Preside over the Fall and Spring meetings and any other special meetings called for under the rules established by parliamentary law.
2. Determine the agenda for each meeting with the help of other members of the executive committee and members of the association. In no case shall the proposed agenda be final in the sense of excluding motions from the floor not otherwise prohibited by this Constitution or by the rules of procedure.
3. Be in charge of administering the Speech and Debate Scholars Award.
4. Appoint a Wyman/Howe Award Committee and shall present or designate an appropriate person to present the Wyman/Howe Award.
5. The President shall be an ex-officio member of all standing and special committees.
6. Appoint members of a standing research committee, as needed .
7. The PSCFA President shall be an ex-officio member of the tabroom. The President will be present at league tournaments, and be available to the Director of Judges as a back-up judge for any round that has a shortage.
8. President-elect Handbook can be found on PSCFA.org.

### Section 2. The Vice-President

It shall be the duty of the Vice-President to:

1. Preside over any meetings in the absence of the President.
2. In the case of vacancy of the office of President, the Vice-President shall assume the duties of President for the remainder of the unexpired term.
3. Attend to duties as prescribed by the President.
4. Arrange for and direct a Fall Seminar showcasing forensic events for interested students, coaches, and tournament/event directors.
5. Administer the Carl Bovero Awards.
6. Serve as Ombuds at all PSCFA tournaments.
7. Present the D.L. Miller Award.
8. Be an ex-officio member of the tabroom at all PSCFA

- tournaments, and have his/her judging commitment covered.
9. Be responsible for the administration of the Spring Championship Naming Award
  10. Be in charge of the updating the roster of certified judges during the tournaments; and be responsible for maintaining certification electronically (FRED) between tournaments
  11. Organize Tournament hosts and directors for all PSCFA Tournament (Warm-up, Fall Championships, Spring Championships, and the Cool-Off)

### Section 3. The Executive Secretary

It shall be the duties of the Executive Secretary to:

1. Maintain complete and accurate minutes of the Fall and Spring meetings and to email copies of these minutes to all member coaches and others interested immediately after the Fall and Spring meetings. A copy of the minutes will also be emailed to the webmaster to post on the PSCFA website.
2. With the President, to set the time of the meetings and to notify all member colleges and universities.
3. Gather trophy company bids from coaches to present at the Fall coaches meeting.
4. Be in charge of updating the PSCFA Rules and Procedures Handbook, FRED Certification Handbook, and Constitution and Bylaws and posting it online.
5. Keep and maintain a list of schools and their respective sweepstakes points for the Dan Miller award.
6. Be responsible for all correspondence.
7. Secure sanctioning from CEDA, NPDA, and IPDA for all tournaments (Warm-up, Fall Champs, and Spring Champs).
8. Email all cume sheets to national and regional sweepstake organizations.
9. The Executive Secretary shall be an ex-officio member of the tabroom at all PSCFA tournaments, and have his/her judging commitment covered.
10. In the last year of the Secretary's tenure, allow a "shadow" Executive Secretary to learn the duties and processes. Ideally, the Executive Secretary and Treasurer will have staggered terms.
11. Be responsible for maintaining tournament schedule database (to be updated by Fall Coaches Conference)
12. Be trained in the duties of the treasurer in case the treasurer is unable to attend a conference or tournament.
13. The Executive Secretary shall receive from PSCFA \$250.00 annually to compensate him/her for time and supplies in completing the above stated duties.

### Section 4. Treasurer

It shall be the duties of the Treasurer to:

1. As Treasurer, to establish a non-profit organization checking account and to maintain the treasury and be in charge of all monies
2. Collect all tournament registration and membership fees, account for all expenses incurred by the tournament, and pay all hired judges.
3. Deliver to the association at the Fall Meeting a complete and detailed report of the condition of the treasury.
4. Order all trophies according to the requirements of the tournament.
5. PSCFA will hire someone to prepare PSCFA's taxes.
6. In the last year of the Treasurer's tenure, allow a "shadow" Treasurer to learn the duties and processes. Ideally, the Executive Secretary and Treasurer will have staggered terms.
7. Be trained in the duties of secretary in cases where the secretary is unable to attend a tournament or meeting
8. The Treasurer shall receive from PSCFA \$250.00 annually to compensate him/her for time and supplies in completing the above stated duties.

In the event of a tie over a decision between the four executive members, the immediate past president will act as a tie-breaking vote.

ARTICLE VII. COMMITTEES

- A. Standing research committee appointed by the President whose responsibilities may include maintaining an archive of forensics research, suggestions for possible research areas, identifying research funding opportunities, etc.
- B. As needed, shall be appointed by the President.

ARTICLE VIII. RELATIONS WITH OTHER ORGANIZATIONS

This association recognizes and supports organizations dedicated to the scholarly, creative, and competitive aspects of forensics and the field of speech communication.

#### ARTICLE IX. PUBLICATIONS

This association publishes the FRED Certification Handbook, Rules and Procedures Handbook, and the Constitution and Bylaws of the Pacific Southwest Collegiate Forensic Association on pscfa.org. This handbook is the official book of rules and regulations of the PSCFA. This book shall be revised from time to time by members of the association as the association determines by a vote of the members present at the Fall and Spring meetings.

#### ARTICLE X. RATIFICATION

This Constitution shall become effective by a two-thirds vote of the members of the Pacific Southwest Collegiate Forensic Association present at any regular meeting, provided that copies of this Constitution shall have been emailed to all members at least 30 days previous to the date of such meeting.

#### ARTICLE XI. AMENDMENTS

This Constitution may be amended by a two-thirds vote of the members of the Pacific Southwest Collegiate Forensic Association present at any meeting, provided that copies of the proposed amendment or addition to the Constitution shall have been mailed to all members at least 30 days previous to the date of the meeting or from the floor.

## BY-LAWS

### SECTION 1. Annual Dues

The annual dues shall be paid at or before the first regularly scheduled tournament of each forensic year. The annual dues entitle member schools to attend all PSCFA tournaments, and obtain PSCFA membership roster. Annual dues amount to \$50 per school per year.

### SECTION 2. Attendance at Meetings

A member school assumes the responsibility of faculty representation at the Fall and Spring meetings of the association.

### SECTION 3. Voting Right

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.

### SECTION 4. Amendments

These by-laws may be amended by a majority vote at any annual meeting.

### SECTION 5. Schedule of Tournaments

It shall be the responsibility of the association to determine tentatively at the Spring meeting and finally at the Fall meeting the schedule of tournaments.

### SECTION 6. Tournaments

The handbook shall be the authority for the administration of all PSCFA tournaments.

### SECTION 7. Rules of Procedure

The Fall and Spring meetings shall be governed in their procedure by Robert's Rules of Order.

### SECTION 8. Drug, Alcohol, and Weapon Policy

PSCFA shall discourage the use of illegal drugs, alcohol, and weapons at PSCFA events. This policy shall be consistent with university, state, and federal laws.

SECTION 9. Fall Meeting

The PSCFA Coaches Conference (held in the Fall of each school year) shall be a gathering of forensics professionals designed to facilitate professional growth, conduct the business of the PSCFA and provide forums for social interaction, training and the exchange of ideas. The President of the organization will direct a committee of Program Planners in the development of the PSCFA Coaches Conference. The schedule would be as follows:

Friday:

4:00 – 5:15	Panels/Workshops
5:30 – 6:45	Panels/Workshops
7:00	Dinner

Saturday:

9:00 – 10:15	Panels/Workshops
10:30 – 11:45	Panels/Workshops (Open Forum for New Ideas) (New Coach Orientation)
12:15 – 1:45	Lunch
1:45 – 3:45	Business Discussion Groups I
3:45 – 5:45	Business Discussion Groups II Committee Meetings
7:00	Social Gathering

Sunday:

9:00 A.M.	Voting Business Meeting
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For the PSCFA coaches conference there will be a mandatory \$50 per school registration fee.

- a. Additionally, meeting room, AV, and hospitality fees will be assessed for each bid brought forth at the spring meeting and the cost of those fees will be split among attending schools.
- b. An estimated cost of what the additional per school fee would be should be included based on the number of attending schools from the previous conference.
  - i. Ex. If the meeting room fees were \$4000 and 25 schools attended the per school fee would be \$210 ( $4000/25=160$  \$50 dollar mandatory fee + \$160 per school facilities fee= \$210)

PSCFA shall invite the AFA, NCFE and NPDA Southern California student representative to attend the PSCFA fall Coaches Conference. Students shall have voting rights at the business meeting. Student representatives may apply for financial assistance to attend said conference for up to 2 nights lodging and the representative must apply by August 1.



The PSCFA executive committee will attempt to send a representative to the NCFA coaches conference and, budget permitting, provide them with a stipend not to exceed 200 dollars.

The host school/body of the coaches conference will livestream the business meeting if it requires no additional cost to the body and the hosts have the appropriate equipment available at no cost.

Executive Committee and/or their Program Planners will program the events for the PSCFA Coaches Conference.

SECTION 10. Non-Discrimination Statement

PSCFA respects and values all persons, and does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a veteran.

## SPECIAL ASSOCIATION AWARDS

### I. The Carl Bovero Memorial Awards

This award was inaugurated to honor the memory of Carl Bovero, former President of the PSCFA and Director of Forensics at Pasadena City College at the time of his death. Mr. Bovero who had been recently elected National President of Phi Rho Pi, died in a freeway accident on the way home from working with some of his forensics students. Because of his commitment to working with students and to keeping students as the central focus of both this association the discipline of Forensics, these awards are presented annually in his memory.

- A. The Vice-President shall be in charge of conducting the procedures to select the Bovero Award winners.
- B. A First and Second Place Bovero Award for 2-year schools and a First and Second Place Bovero Award for 4-year schools will be presented. Honorable Mention Certificates will be awarded for other students nominated. Cash awards will be \$300 for First Place and \$200 for Second Place. Eligible students shall include Seniors at 4-year schools and Sophomores at 2-year schools.
- C. Students should be considered for nomination based on the contributions of the individual to his/her own forensic squad and to forensics in general in the Pacific Southwest. Of greater importance than success in tournaments should be the individual's interest in promoting high standards in forensic activities.
- D. By January 1st, all member institutions shall be invited by email from the Vice-President to submit their nominations. Nominations should include a letter of nomination detailing the qualifications of the nominee. Each member school is allowed four nominations (each school is allowed to nominate a maximum of two students from their school and two students from other colleges and universities). Nominations should be submitted to the Vice-President by January 31st.
- E. By February 1st, the Vice-President shall appoint a committee comprised of coaches from community colleges and 4-year colleges and universities. Membership on this committee shall be open to any coach except one representing the school of a nominee for the Bovero Award. The committee shall determine the award winners by February 8th.
- F. The Bovero Awards shall be presented at the Spring Championship Tournament.

## II. The Dan Miller Award

This award was established by the Association to honor the memory of its member, Dan Miller, who was Director of Forensics at California State Polytechnic University, Pomona at the time of his death. Mr. Miller was killed by an assailant in his home during the course of a robbery. His students and friends knew him as one who was dedicated to Forensics and people involved therein. A perpetual award is given annually to a member school of the Association which has achieved excellence in competition to honor Dan Miller's dedication to excellence.

- A. The Dan Miller Award shall consist of a trophy to be awarded to that member institution of PSCFA which accumulates the largest number of school sweepstakes points at PSCFA tournaments. Points earned from certificates at the Warm-Up tournament shall not count. All points from certificates, semi-finalists, finalists, and trophy awards in all divisions of all events at the Fall Championship, Spring Championship, and the Cool-Off shall count toward the Miller Award.
  - 1. All member schools shall participate in a single division for this award.
  - 2. A school's total points accumulate from year to year until such time as the school wins the award. At that time, its point total is reduced to zero, and it begins again to accumulate points.
  
- B. The Award shall be presented annually at the Fall Championship tournament.

### III. The Wyman/Howe Award

This award was established by the association to honor the contributions of its members, Dr. Jack Howe, former Director of Forensics at California State University Long Beach, and Jim Wyman, former Director of Forensics at Moorpark College to the PSCFA. This award recognizes coaches in the PSCFA who exhibit the outstanding traits Dr. Howe possessed. During his long and distinguished career, Dr. Howe established the Cross Examination Debate Association (CEDA), was President of PSCFA and helped to define the association as we know it today. Jim Wyman served as President, Vice-President and Executive Secretary of PSCFA. The association decided to honor one coach in the PSCFA each year with the Wyman/Howe Award.

- A. Each college or university shall be allowed to nominate up to two (2) coaches for the award. Nominations are to be delivered to the Wyman/Howe Award Committee by the Warm-up Tournament.
- B. The Executive Secretary shall distribute a list of all current coaches, with space for write in candidates to each school for nomination purposes. The list shall include the following criteria for the award:
  - Three areas should be considered when making nominations for this award.
  - 1. Contributions: provided growth and/or expansion PSCFA in a coaching and/or administrative way.
  - 2. Service: held office, tabroom experience, committee work, and/or mentoring peers.
  - 3. Commitment to the organization and to students.
- C: Results of the nomination shall be forwarded to the Wyman/Howe Award Committee (to be selected by the President).
- D: The award shall be given each year at the Fall Championship Tournament
- E. The Wyman-Howe Committee can award the Wyman/Howe Award to a deserving coach that was not nominated through a letter from a member of the body.

IV. Spring Championships Award

A. Spring Champs shall be named after a nominated and elected past member of PSCFA; such election to occur as follows:

1. Each year, each school may submit one nominee to the Vice President of PSCFA at the Fall Champs Tournament for the first year, then the Coaches Retreat for subsequent years. This should be completed no later than January 1<sup>st</sup>.
2. The Vice President will panel a committee to decide on the recipient; the panel will strive to balance between four-year and two-year colleges.

B. Each year, Spring Champs will be named after the selected nominee.

C. The Sweepstakes trophies will bear the recipient's name.

D. The recipient will receive a plaque of recognition and (if living) will be invited to: speak at the Award ceremony; Hand out trophies; Judge final rounds

V. The PSCFA Speech and Debate Scholars Award

A. PSCFA remains committed to the promotion of the academic excellence of our students. By January 1, the President will send out an email accepting applications for the Scholar Award.

E. Students who have participated in at least three tournaments during the academic year prior to February 1, and who have a cumulative GPA of 3.75 or better are, eligible to be named to the PSCFA All-Conference Academic Team.

C. The Director of Forensics of any PSCFA School shall provide a letter containing the names of eligible students by February 1. The letter shall list the three or more tournaments. The submission shall also include a copy of a transcript for each student verifying his or her GPA. The letter shall be sent to the President of PSCFA.

D. Awards will be presented at Spring Championships. The cost of the plaque (\$15) shall be included in the fees for the school. If the school does not attend the Spring Championship tournament, a check made payable to "PSCFA" will be sent to the Executive Secretary.

E. The PSCFA President will send a letter of commendation to institution's President and school newspaper within 30 days.

## VI. The PSCFA Forensic Research Call for Papers

A. There will be a call for papers in all PSCFA invitations and posted on the website; papers will be due June 1<sup>st</sup> of each year. There will be an undergraduate and a post-graduate division. Any undergraduate papers co-authored by a post-graduate will be entered in the post-graduate division. Up to five submissions from each division will be invited to present at the coaches conference.

B. Papers will be adjudicated by a committee appointed by the PSCFA president. Undergraduate students will be offered up to a \$100 stipend to offset the cost of the conference. The top undergraduate will be given a \$250.00 scholarship and will be invited to present their paper before awards at the PSCFA Fall Championships.

C. The Pacific Southern California Forensic Association welcomes submissions related to the instruction, practices, development, critique, and research regarding speech activities reflecting the educational vision of the PSCFA. The goal of the paper competition is to facilitate scholarly discussion among forensic educators, administrators, and students for the purpose of advancing the educational values and practices of intercollegiate forensics. The PSCFA is interested in innovative research, and thus well designed studies, thoughtful critiques, suggestions for special issues, and other forms of scholarly writing regarding speech activities are welcomed.

D. The appointed committee will consider manuscripts using any appropriate methodology. PSCFA welcomes submissions by coaches, faculty, and students. PSCFA uses a blind peer review policy. The president and appointed committee of other invited reviewers will review manuscripts.

E. Manuscripts should be typed double-spaced throughout, including block quotations, notes, and references. Manuscripts should be prepared in accordance with the guidelines set forth by any established style guide, such as the American Psychological Association (APA) Publication Manual, the Modern Language Association (MLA), Chicago, or Harvard. To insure blind review, please avoid self-references in the manuscript. Include on a separate title page, the author(s) name(s), academic titles, institutional affiliations, addresses, phone numbers, e-mail addresses, any manuscript history, and whether it is an undergraduate or post-graduate submission. The second page of the manuscript should contain an abstract of no more than 100 words. The text should begin on the third page of the manuscript and should include a title at the top of the page.

F. Authors are expected to follow the review guidelines established by their institution's research review board for studies involving human subjects.