

**Phi Rho Pi**

**Leadership Handbook**

# PHI RHO PI

## PURPOSE

**The specific purposes of Phi Rho Pi** shall be:

- A. To promote educational forensic programs in individual Junior and Community Colleges throughout the United States.
- B. To promote educational regional forensic associations to foster the growth, development, and participation of forensics in that area.
- C. To promote an educational national association to foster the growth, development, and participation of all member Junior and Community Colleges in the forensic arts; to promote educational services to the membership; to provide national conventions and tournaments; to provide a national Honorary Society; and to promote competitive forensic activities, and educational, professional, and leadership experience in the field of forensics.

## PRESIDENT

### Duties as delineated in the bylaws

- Shall be the Executive head of Phi Rho Pi and preside at all meetings of the National Convention/Tournament and of the Executive Board and shall bear responsibility for coordination and implementation of all activities of the association.
- Shall represent Phi Rho Pi as a goodwill ambassador in all activities concerning the association.
- Shall, after consultation with the Executive Board, appoint all members of the Executive Committee not otherwise selected.
- Shall, after consultation with the Vice-President for Association and Vice President for Tournament, appoint all Standing Committees and assignments for the National Tournament.
- Shall appoint additional Standing Committees and Special Committees not specifically selected or elected in convention.
- Shall assign all officers and committee chairmen their duties and responsibilities.
- Shall replace all vacancies in the Executive Board, the Executive Committee, appointive officers, and Standing and Special Committees.

### Appointments

One of the first duties to be completed and announced by the President is to appoint committee members where necessary.

*The Standing Committees appointed by the President are:*

- Awards
- Constitution
- Diversity, Inclusion, Equity and Ethics
- Inter-Organizational
- Interpretation
- Nominations
- Publications
- Public Speaking
- Rules
- Site
- Tournament Evaluation

These committees continue in their function from year to year. The committee membership is usually on a rotating basis. No member may be appointed to more than one standing committee except by unanimous consent of the Executive Committee.

*Ad Hoc Committees.* The function of the ad hoc committees is to accomplish a single task. That task may often be accomplished in the first year of appointment, however, if the work of the committee is not completed, the next President may reassign the committee membership. Once the objective of the ad hoc committee is accomplished the committee is dissolved. The size and composition of each ad hoc committee depends upon the nature of the task assigned to the committee.

*Parliamentarian.* The President shall appoint a parliamentarian to serve at the annual convention and as requested by the President or the membership during the year. The duties of the parliamentarian are delineated in another section of the handbook.

### **Communication**

It is vital that the President communicates effectively with members of the Executive Committee, Executive Council, and the membership of Phi Rho Pi. It is helpful that the President copies all correspondence to the other officers and committee chairpersons if information pertains to their committee. Electronic mail should be used as an effective means of sharing information with these members.

### **Presiding**

The President presides over all meetings of the Executive Committee, the Executive Council, General Sessions, and Business Meetings of Phi Rho Pi. An agenda should be prepared and distributed in advance of each meeting. It is recommended that the President consult with the Executive Secretary and Parliamentarian in preparation of these agendas. The minutes of the previous committee, council, session, and business meetings are useful in preparing agendas for subsequent meetings. The parliamentarian may assist in preparing for items that will require a vote by the whole assembly.

## **VICE-PRESIDENT FOR ASSOCIATION**

### **Duties as delineated in the bylaws**

- Shall act as an Executive Officer of Phi Rho Pi.
- Shall assume the duties of the President in cases of absence, resignation, or vacancy.
- Shall perform such duties as assigned by the President and the membership.
- Shall coordinate the efforts and duties of the Regional Governors.
- Shall assist the President in the selection of Standing and Special Committees for Association.
- Shall plan and supervise programs and/or workshops for the National Convention/Tournament to provide learning experiences for the membership.
- Shall help facilitate inter-organizational activities.
- Plan Phi Rho Pi participation in the National Communication Association (NCA).
- Encourage and promote Phi Rho Pi participation in other professional organizations and activities.
- Shall chair the Site Selection Committee.

## **VICE-PRESIDENT – FOR TOURNAMENT**

### **Duties as delineated in the bylaws**

- Shall act as an Executive Officer of Phi Rho Pi.
- Shall assume the duties of the President in the absence of the President and the Vice-President for Association.
- Shall perform such duties as assigned by the President and the membership.
- Shall coordinate the efforts of all individuals and committees connected with the National Tournament.
- Shall assist the President in the selection of Standing and Special Committees for Tournament.
- Shall, after consideration with the Executive Board and the Tournament Host, prepare the Tournament Brochure.
- Shall, if advised, visit the Tournament site; shall make certain that all materials, awards, equipment, and personnel are arranged.
- Shall supervise, direct, and manage the Phi Rho Pi National Tournament.

## Secretary-Treasurer

### Duties as delineated in the bylaws:

- Shall act as an Executive Officer of Phi Rho Pi
- Shall perform such duties as assigned by the President and the membership.
- Shall be responsible for collecting all chapter fees and membership dues.
  - Chapter and membership applications shall be sent to all current members as well as prospective Junior and Community Colleges.
  - All chapter and membership records will be kept current.
  - Chapter and membership certificates will be delivered upon payment of fees and dues.
- Shall collect all fees for the National Convention/Tournament.
- Shall purchase needed supplies and materials for the proper functioning of the association and shall keep complete records and receipts of all transactions.
- Shall pay all authorized charges and bills of the association and shall keep complete records and receipts of all transactions.
- Shall deposit Phi Rho Pi funds in an interest-bearing checking account, with access by the Secretary-Treasurer and at least one other Executive officer.
- Shall make the following financial reports:
  - Shall present the financial records to the Comptroller at least once a year for audit.
  - Shall present a financial report to the membership at the National Convention/Tournament and to the Executive Board upon request.
  - Shall supply the Comptroller with an annual fiscal report of receipts and expenditures as of June 30th, within two months of that date, for the IRS report.
- Shall retain all current official records of the organization, shall transfer all records either to the Comptroller or the newly-elected Secretary-Treasurer at the end of the term of office.

### **Bank Account**

- The Bank used by PRP is Wells Fargo. The only authorized signatory on the account are the President, Comptroller and Secretary-Treasurer.

### The Treasurer shall:

- Monitor account on a regular basis
- Download Monthly Bank Statements and save as PDF files.
- Download transaction history for the fiscal year into a financial software of their choosing.

## **RECORDING SECRETARY**

### **Duties as delineated in the Bylaws**

- Shall act as an Executive Officer of Phi Rho Pi.
- Shall perform such duties as assigned by the President and the membership.
- Shall keep records of all association meetings, of the business Meetings of the National Convention/Tournament, including the Awards Program, and make them available to the membership.
- Shall keep records of the Executive meetings and make them available to the membership
- Shall maintain a current roster of chapters and sponsors.
- Shall supply information about the association to prospective members and answer all Phi Rho Pi correspondence.
- Shall keep all records in a permanent form and, at the end of the period as Recording Secretary, give the records to the new Recording Secretary or to the Archivist.

## **COMPTROLLER**

### **Duties as delineated in the Bylaws**

- Shall act as an Executive Officer of Phi Rho Pi.
- Shall perform such duties as assigned by the President and the membership.
- Shall act as the financial officer of the association.
- Shall audit all financial records.
- Shall deposit and invest available Phi Rho Pi monies in interest-bearing accounts and shall supervise them with access by the Comptroller and at least one other Executive Officer.
- Shall collect all financial records of the association for the fiscal year July 1 to June 30 and complete and submit the annual IRS report for Tax Exempt Organizations. (Form 990 and appropriate schedules).
- Shall present a financial statement to the membership at the National Convention/Tournament, and to the Executive Board upon request.
- Shall keep all records in a permanent form and, at the end of the period as Comptroller, give the records to the new Comptroller or the Archivist.

## **PARLIAMENTARIAN**

### **Parliamentarian Appointment**

- The Parliamentarian is appointed by the President.
- The Parliamentarian should possess a thorough understanding of parliamentary procedure.

### **Duties of the Parliamentarian**

- The Parliamentarian should have a thorough knowledge of the bylaws and general workings of Phi Rho Pi.
- Attend the national tournament's business meeting.
- Work with the President and Executive Secretary as needed in preparation of the agenda and other matters that will insure a smooth and well-run meeting.
- Be seated beside the presiding officer (normally, the President) in order to expedite any communication that may be necessary.

At times the Parliamentarian also serves as consultant to the membership regarding such matters as how to get an item on the agenda or which committees to approach to get a task accomplished, such as amending the bylaws. It is not uncommon for a Parliamentarian to serve many different Phi Rho Pi Presidents and thus may be a valuable resource for recalling protocol, past precedents or actions of the association and so forth.

## **STANDING COMMITTEE CHAIRS**

### **Duties of Chairpersons of Standing Committees**

- Preside over all meetings in accordance with good parliamentary procedure; keep accurate records of all meetings.
- Present formal resolutions and motions to the membership at large during the business meeting as needed.
- Report and make recommendations to the membership in business sessions as needed.
- Provide the Recording Secretary with written copies of all formal motions and resolutions for recordkeeping.

## **STANDING COMMITTEE RESPONSIBILITIES**

### **Awards**

The Inter-Organization Committee shall determine and recommend ways in which Phi Rho Pi may work cooperatively with other organizations and activities.

### **Constitution**

The Constitution and By-Laws Committee shall update, correct, and make available copies of the association's Constitution and By-Laws.

### **Debate**

The Debate Committee shall solicit and review suggested rule changes concerning any of the tournament's debate events and present them to the membership, with or without recommendations.

### **Diversity, Inclusion, Equity and Ethics**

The Diversity, Inclusion, Equity and Ethics Committee shall be called into session when a challenge of ethical conduct has been issued and the Ombudsperson determines not to hear it, or the Ombudsperson's decision is challenged. (Challenges concerning rules or procedure shall be determined by the Tournament Committee.)

### **Inter-Organizational**

The Inter-Organization Committee shall determine and recommend ways in which Phi Rho Pi may work cooperatively with other organizations and activities.

### **Interpretation**

The Interpretation Committee shall solicit and review suggested rule changes concerning any of the tournament's interpretation events and present them to the membership, with or without recommendations.

### **Nominations**

The Nominations Committee shall present to the membership a slate of officers as prescribed in Article I, C, 2 of the By-Laws.

### **Publications**

Serving as a channel for communication among Phi Rho Pi members and the Executive Board to ensure that needs and support are recognized, researched, and addressed



## **Public Speaking**

The Public Speaking Committee shall solicit and review suggested rule changes concerning any of the tournament's individual public speaking events and present them to the membership, with or without recommendations.

## **Rules**

The Rules Committee shall solicit and review suggested rule changes for any tournament concern, except those covered by the committees listed above, and present them to the membership, with or without recommendations.

## **Site**

The Site Selection Committee shall solicit bids for National Tournament sites, review them, and present them to the membership for consideration.

## **Tournament Evaluation**

The Tournament Evaluation Committee shall observe and gather information from interviews and/or questionnaires concerning all aspects of the Phi Rho Pi Convention/Tournament and report its findings to the membership so that the association may applaud its strengths and improve upon any weaknesses.

# **REGIONAL GOVERNORS**

## **Duties of Regional Governors**

- Shall act as advisors to the membership and the Executive Board.
- Shall act as regional coordinators of Phi Rho Pi activities.
  - Shall encourage 100% membership and participation of Junior and Community Colleges in their respective regions.
  - Shall promote an annual Phi Rho Pi Regional Tournament.
  - Shall encourage attendance at each National Phi Rho Pi Tournament.
- Shall perform other duties as appropriate to stimulate active interest in Phi Rho Pi.
- Regional Governors shall be elected on even-numbered years. They shall serve a term of two years and may be reelected. Each Region shall elect its Governor at a time and place it selects but must report the name of the Governor each year at the National Convention/Tournament.

## **IMMEDIATE PAST PRESIDENT**

### **Duties of Immediate Past President**

- Because of the many years of active service to Phi Rho Pi, the Immediate Past-President shall act as a general advisor to the membership, the Executive Board, and the Executive Committee.

## **NATIONAL HOST**

### **Duties of National Host**

- Shall work closely with the Vice-President for tournament and other officers and committees having to do with the National Convention/Tournament and shall attend the necessary planning meetings.
- Shall oversee all local arrangements for the National Convention/Tournament including:
  - Local judges are to be hired or arranged with the approval of the Vice-President for Tournament.
  - Provide adequate working space, materials, supplies, equipment, and personnel for both before, during and after the National Tournament.
  - Provide local information for entertainment, recreation, transportation, and/or sightseeing.
  - T-shirt design and negotiation.
  - Create tournament nametags for students, judges, coaches, and tab room staff. Arrange to within one month of the conclusion of the National Tournament.
  - Inventory remaining supplies and place packing slips in the boxes to be shipped within one month of the conclusion of the National Tournament.
  - Arrange for the use of at least one copier for the tournament.
  - Arrange for computers and other necessary technical support as deemed by the Vice-President of Tournament.
  - Assist the Vice-President for Tournament as needed.

## **OMBUDSPERSON**

### **Duties of Ombudsperson**

- Shall act as a mediator in misunderstandings, rulings, or disputes between individual members, schools, or groups and the association.
- Shall, if he/she determines not to rule on an issue or if his/her decision is challenged, call upon the Tournament Committee to rule on matters of rules and procedures or the Ethics committee for matters of ethical conduct.

## **WEBSITE ADMINISTRATOR**

### **Duties of Website Administrator**

- Shall work with the membership and the Executive Board to determine the number and types of publications to be sent to the membership.
- Shall work with other speech and forensic associations to arrange joint or shared publications.
- Shall maintain and update the Phi Rho Pi national website.