**Constitution of the**

**United Asian Debating Union**

**1. Citation and Commencement**

1.1. This document should be cited as “The Constitution of the United Asian Debating

Union 2010” or “The Constitution”.

1.2. This Constitution will commence from 17 May 2010 upon ratification by a majority of the Union in the Union Meeting of 2010.

**2. Definitions**

**“Championship”** refers to the United Asian Debating Championships, the flagship tournament of the Union.

**“composite team”** a team of participants from more than one institution. The composition of the team is stable for the duration of the tournament.

**“contingent”** means all the participants registered at a tournament from one institution.

**“Disputes Tribunal”** is the body, which hears complaints regarding the conduct of participants at Union Championships.

**"Executive Committee"** is the body appointed at the Union Meeting to represent the Union and is the body authorized to discharge actions on behalf of the Union over the course of the year.

**“host institution”** means the institution which has been endorsed by the Union to host the Championship.

**“institution”** shall be defined as a single body awarding degrees (or their equivalent) and governed by a single administrative body headed by a chancellor and/ or Vice- chancellor (or similar). Individual faculty, colleges, schools, and/or campuses which do not have individually awarded degrees or separate administrative system may not participate as separate institution.

**“swing team”** means a team formed by the host institution to create an even number of teams in the draw. The composition of this team is not stable.

**“tournament accreditation”** means a process by which the Executive Committee assesses tournaments with respect to compliance with a number of key procedures.

**“Union”** refers to the United Asian Debating Union.

**“Union Meeting”** is the annual meeting of the Union and is the peak body which governs the operation of the United Asian Debating Championship.

**“Union Session”** refers to virtual (on-line) sessions of the Union convened to address

matters that arise in between Championships.

**3. Purposes and Objectives of the Union**

3.1. The purpose of the Union is to provide a platform for Asian institutions to engage in a fair, transparent and representative debating competition to identify an annual Asian debating champion.

3.2. The objectives of the Union are to:-

3.2.1. enhance the quality of Asian debating and adjudication;

3.2.2. provide a platform for discussion of topics pertinent to the general interest of the community and promote a free exchange of ideas on these topics;

3.2.3. provide a platform for interaction between Asian institutions;

3.2.4. promote debating interest in Asia; and,

3.2.5. assist and monitor the host institution of the Championship.

**4. Membership of the Union**

4.1. The debating association of any tertiary education institution in Asia is eligible and has the right to be a member of the union and to participate in the championships, provided the institution has paid the Union membership fee

4.2. There will only be one debating association recognized from each institution. If more than one association seeks membership, the Union will decide on the eligibility to accord member status.

4.3. Membership for a particular year commences from the date the institution pays the membership fees and expires on the last date the membership fees for the following year is due.

4.4. The annual Union membership fee will be set by the Executive Committee on the basis of its budget, which will be presented to the Union for ratification.

4.5. With respect to the fees in Article 4.4, it will be collected by the Treasurer upon ratification by the union.

4.6. Any institution that pays the membership fee has the right to vote in Union meetings and Union sessions for the duration of the membership, regardless of whether they have attended or plan to attend the Championship or any other Union accredited tournament.

4.7. Institutions, which have paid membership fees and participated in two consecutive Championships of the immediate past (which includes the Championship for the current year) with at least 2 teams in both years, will be granted Charter A status. A Charter A status institution will have three votes.

4.8. Institutions, which have paid membership fees and participated in two consecutive Championships of the immediate past (which includes the Championship for the current year) with at least 1 team in both years, will be granted Charter B status. A Charter B status institution will have two votes.

4.9. All other registered institutions shall be granted Charter C status. A Charter C status institution will have 1 vote.

4.10.Hosts institutions shall be granted Charter A status in the year leading up to and concluding with their hosting of the tournament.

4.11.The Executive Committee shall provide the following year’s Union budget 2 weeks before the Union Meeting. Taking into consideration the number of Institutions and their charter statuses, a fee structure with two sets of registration fees shall be proposed. Charter A institutions will be required to pay twice as much as Charter B and Charter C institutions. Upon endorsement of the fee structure with a simple majority by the Union, fees shall be collected from members who will be accorded charter status upon payment.

*(Illustration*

*1) An Institution, which attended the Championship in 2004 and is attending the Championship in 2005 with at least 2 teams in each Championship is conferred Charter A Status for the year*

*2005*

*2) An institution, which attended the Championship In 2004, missed the Championship In 2005 and attends the Championship in 2006 is conferred Charter C Status in 2006 regardless of the number of teams sent for both Championships as the two Championships attended are not consecutive*

*3) An institution which attended the Championships In 2004 and 2005, misses the championship in 2006 and attends the Championship In 2007 is conferred Charter C status in 2007 regardless of the number of teams sent for the Championships as although the attendance of the Championships in 2004 and 2005 are consecutive but such attendance does not amount to being in the immediate past by the year 2007 since such institution missed the Championship in 2006.)*

**5. Meetings of the Union**

5.1. The Union will comprise all registered member institutions participating at the

Championship.

5.2. All registered member institutions participating at the Championship shall select one delegate to represent their institution in the Union.

5.3. Quorum for the Union Meeting can be satisfied by the presence of:

5.3.1. Institutions representing more than half of the accumulated votes based on charter status for registered member institutions in attendance at the Championship; or,

5.3.2. By the presence of more than half of the institutions for registered member institutions in attendance at the Championship.

5.4. There will be at least two meetings of the Union at each Championship, one being prior to the preliminary rounds (hereafter referred to as the ‘preliminary meeting’) and one after the completion of the preliminary rounds and prior to the grand finals (hereafter referred to as the ‘main meeting’).

5.5. The preliminary meeting shall determine eligibility disputes or constitutional disputes

which require immediate determination.

5.6. The main meeting shall deal with matters relating to the Constitution, the election of the Executive Committee for the following year, and the selection of a host institution for the following 2 years.

5.7. Emergency meetings can also be provided for during the championship, to cater to constitutional and tournament related issues. Any participant wishing the Union to discuss an issue of significance should bring it up to the Executive Committee, who will convene an emergency meeting during a free time (defined as a time where there is no debate round) in the tournament schedule.

5.8. Motions of the Union must be passed by a simple majority of votes of the Union.

5.9. Motions which amend the tournament rules must be passed by a simple majority of votes of the Union.

5.10.Motions which amend the appendices in the constitution must be passed by a simple majority of votes of the Union.

5.11.Motions which amend the substantive portions of the Constitution must be passed by two thirds of the votes Union in the first attempt.

5.11.1. In the event that a majority but less than two-thirds of the Union vote in favour of a Constitutional amendment, a working committee is to be established which will carry out an independent study of the proposed amendment. The working committee will present their findings to the Union

for the following year and in the event a majority not amounting to two

thirds is again in favour of such constitutional amendment in the following year, the article in the constitution shall be amended.

5.12.Proxy votes must be notified to the Secretary at the beginning of the meeting.

5.13.Each delegate is limited to hold the proxy of only one other institution.

**6. Union Sessions**

6.1. The Executive Committee is responsible for acting on behalf of the Union in between Championships and ensuring that all Union member institutions are informed of the venue and location of any Union Session at least 2 weeks prior to the actual date of the session.

6.2. Sessions of the Union cannot amend the Constitution, but may amend the tournament rules and pass directives for the Executive Committee or host institution.

6.3. Online sessions could be arranged for a variety of motions or any single motion.

6.4. The official UADC mailing list [(debateasia@googlegroups.com)](mailto:debateasia@googlegroups.com) shall be used by the

Executive Committee or institutional delegates to propose motions for vote.

6.5. This will be followed by the motion being communicated to all institutions who can then participate in discussions relating to the motion for two weeks on the web-

board.

6.6. It is the responsibility of the institutions to provide current contact details of their delegate to the Executive committee.

6.7. At the end of 2 weeks, voting will be open for 1 week which will allow institutions to vote on the proposal. After voting is completed, the Executive Committee will consider the motion passed, if the session was quorate and a simple majority was obtained.

6.8. Quorum can be met by either:-

6.8.1. by the participation of at least half the registered institutions in the vote, or,

6.8.2. by the participation of institutions that collectively hold at least half of the total number of votes (conferred to all registered institutions under the charter status system)

**7. United Asian Debating Executive Committee**

7.1. The Executive shall be comprised of the officers defined in Appendix A (United Asian Debating Executive Committee). The roles and responsibilities as well as the working model for the Executive Committee shall be as defined in Appendix A.

7.2. To be eligible for election to the Executive Committee, the candidate must be enrolled as a student or employed as a member of the faculty or staff of a tertiary institution which is a member of the Union.

7.3. No one person may occupy more than one Executive position at one time.

7.4. Members of the Executive shall not sit as delegates at the Union meeting.

7.5. Casual vacancies that arise may be filled at a Union Session.

7.6. The Union will also appoint national representatives who will work in consultation with the Executive Committee

7.6.1. Each country in the union will have a representative who will be anyone with a valid email ID and deemed qualified by an internal vote by the union members of that country.

7.6.2. The Executive Committee will be required to inform by email all the business conducted by it online or in person to these representatives.

7.6.3. Where a member of Executive Committee is deemed eligible to carry the role of national representatives, it will be allowed.

**8. Tournament Accreditation**

8.1. The Executive Committee will be the peak body authorised to confer tournament accreditation to all other tournaments in the region requesting tournament accreditation by the Union. The guidelines for tournament accreditation are defined in Appendix B.

**9. Union Scholarship**

9.1. The Union will be responsible for dispensing scholarships as defined in Appendix C.

**10. Eligibility**

10.1.In order to be considered eligible to debate at a Union tournament, a debater shall be enrolled in a course of study, leading to a degree, and lasting at least one academic year at the institution which he or she represents and must be attending classes, pursuing research or preparing for examinations or graduation (with the exception of incoming freshmen) at that institution on the last day of term preceding the tournament. Exchange students who fulfill this criterion in their home universities are exempted from the fulfilling the requirement for the university they are on exchange in, and may also represent their exchange universities.

10.2.Competitors shall be recognized by the University debating society or equivalent, or in the absence of such a body, by the University administration and must be able to demonstrate their bona fides if called upon to do so by a member of the host organization.

10.3.Teams from a host institution may debate throughout the tournament as long as the participants comply with 10.1 and 10.2 and in addition do not hold the following portfolios in the Championship's organising committee: -

10.3.1. Convener

10.3.2. Chief Adjudicator

10.3.3. Tournament Director

10.3.4. Assistant/Deputy Chief Adjudicator

10.3.5. Assistant/Deputy Tournament Director

10.3.6. Assistant/Deputy Convener

10.3.7. Tab Director

In principle, such individuals must have no access to tabulation data and information relating to debating motions.

**11. Bidding process for the Championships**

11.1.All union member institutions are eligible to bid for the hosting of the

Championships (hereafter referred to as ‘bidding institutions’).

11.2.Bidding institutions must indicate their interest to the Executive Committee at least two weeks before the Union Meeting of the Championship in which they intend to bid.

11.3.The bidding will be opened by the Union at the Union Meeting of a Championship for the Championship to be held in 2 years time.

11.4.Bids must contain proposed Convener, Chief Adjudicator and Adjudication Core, Tournament Director and details pertaining to every aspect of a tournament.

11.5.Union may impose conditions on bids to be made tabled and passed by simple majority in Union Meeting. The Executive Committee is responsible for ensuring compliance.

11.6.Bids shall be presented to the Union in a sequence determined by a coin toss for a duration determined by the Union at the meeting. This will be followed by a question and answer session, where Union members will be allowed to obtain further details from the host on any aspect of the bid.

11.7.Upon completion of listening to all the bids, members of the Union will :-

11.7.1. ratify each Adjudication Core for every bid by simple majority separately before proceeding to 11.7.2

11.7.2. vote to award the Championships to a single institution. This will be determined by a simple majority. If a simple majority is not obtained after a

round of voting, the member tallying the least votes will be eliminated from the bidding group, and the voting shall be performed, until there emerges one winner with a simple majority.

11.8.Any changes to agreed-upon criteria of hosting during the course of the two years need Union authorization which is to be obtained in a Union Session.

11.9.All awarded Championship bids will be subject to scrutiny at the Championship meeting immediately prior to the year of their being hosted.

11.9.1.1. The Union may reject this bid, under extraordinary circumstances, with a two thirds majority, but, only after exhausting every possible effort in

providing assistance to the host if required, and after exhausting every possible effort to reach re-conciliation on (if any) contentious issues.

11.9.1.2. Bidding will be opened for the next year to any member of the Union at that Union meeting. In the absence of any prospective bidder, prospective

institutions will be asked to contact the Executive Committee as soon as

they can with their bid details, and an online session will be held to approve the bid.

11.10. In case of non-compliance to the defined standards in this Constitution and the rule book by the host, the Union retains the power to gauge impact of the non- compliance on the participants, and, based on that assessment take punitive action. This action can range from censure of the host, to a two year ban of the host from participating at future Championships. This will require a two thirds majority vote at a Union Meeting, and will only be applicable for the Championships to be held in the immediate future and not at the Championship where the Union Meeting is convened.

**12. Debating**

12.1.All debates shall be contested between 2 teams, an affirmative and a negative, and will follow the rules identified in the tournament rulebook.

12.2.There shall be 2 tournaments

12.2.1. A Main tournament for all participants

12.2.2. A tournament for institutions that are assigned an "English as a Foreign

Language" status

12.3.There shall be 3 series of debating. A preliminary series of at least 7 rounds in which all registered teams in the tournament will be allowed to debate, and a finals series of rounds which shall comprise the top 16 ranked teams as determined by the

preliminary series. In addition at least the top 4 ranked English as Foreign Language teams, not ranked in the teams debating in the final series, will debate in an "English as a Foreign Language" finals series. The draws for each round should be formed based on guidelines provided in the tournament rulebook.

12.4.Teams ranked in the top 16 for the final series must meet the following criteria: -

12.4.1. All debating members of the team must be eligible as per Article 10.1 and the team should represent that institution. Composite and Swing teams will not be allowed to participate in, or break into, the finals series

12.4.2. No debating member must have debated in more than 5 previous

Championships

12.5.The number of breaking teams from an institution is capped to the top 3 ranking teams.

12.6.Under the following scenario a designated "English as a Foreign language" team can be declared ineligible for the break in spite of being ranked in the top 4 (or more as defined by the host) of the "English as a Foreign language" teams: -

12.6.1. If the team broke into the finals series.

12.6.2. If there are at least 2 other higher ranked teams from the same institution ranked in the top 4 (or more) among the institutions designated "English as a Foreign language" status

12.6.3. Article 12.6.2 can be waived by the union in the event a sufficient pool cannot be formed from the number of designated "English as a Foreign language" team.

12.7.In the event of a team being declared ineligible for either of the two finals series, the next highest ranked team from the draw at the end of the preliminary series shall be pulled up to complete the group of 16 / 4 (or more for the English as a Foreign language series) in the next available slot.

12.8.The finals series shall be in the form of a knock-out as defined in the tournament rulebook, Article 14.3, and the winner shall be crowned the *United Asian Debating Champion*

12.9. The "English as a Foreign Language" series will be in the form of a knock-out as defined in the tournament rulebook, Article 14.4, and the winner shall be crowned the *United Asian - "English as a Foreign Language" Debating Champion.*

**13. Adjudication Core**

13.1.The Adjudication Core must comprise of a Chief Adjudicator and a minimum of 3 and maximum of 4 Deputy Chief Adjudicators (hereafter referred to as DCAs).

13.2.A minimum of 2 DCAs must be from countries with at least 2 Charter A status institutions.

13.3.To be eligible to be a member of the Adjudication Core, applicants:

13.3.1. must have broken in the main draw as a debater/adjudicator at the Championship, the Austalasian Intervarsity Debating Championship, or the World Universities Debating Championship within the last two years

13.3.2. must not have been a member of the Adjudication Core of the

Championship within the last two years.

13.4.Two DCAs cannot represent the same country.

13.4.1. A DCA can choose which country he/she represents as long as he/she has debated or adjudicated (at the Championship, AustralAsian Intervarsity Debating Championships, or the World Debating Championships) for an

institution (while studying in the institution) of that country, or, is currently a registered full-time student in an institution of that country.

13.5.Potential candidates can forward their names to the Chief Adjudicator of a bidding institution. The Chief Adjudicator will then present the representatives of the adjudication core as part of the bid package. This will need to be ratified by a simple majority of the Union before voting on the bid begins as stated in Article 11.7.1.

13.6.The members of the Adjudication Core may not be used to fill the N-rule requirement for any institution.

**14. Adjudication**

14.1.Adjudication accreditation, grading and tabulation rules are defined in the

Tournament Rules booklet. The key principles and methodologies are provided here.

14.2.All adjudicators will be assessed and graded before and during the preliminary rounds, and the results of this assessment will be used to determine who is ranked as an adjudicator or as a trainee during the course of the preliminary rounds.

14.2.1. An adjudicator can officially judge a round, while a trainee cannot participate

in the determination of a result of a round but can provide feedback to an adjudicator or teams on his/her evaluation of the debate.

14.3.The adjudicators will be assessed and graded on the basis of two components:-

14.3.1. An anonymous written test which will require written evaluation of a taped or live debate, as well as, set of questions relating to hypothetical debating scenarios.

14.3.2. Consolidated feedback obtained from panelists, chairs and the teams they adjudicate for each round they adjudicate

14.4.The top 24 graded adjudicators break to adjudicate the finals series. There will be no exceptions to this rule.

14.5.The next 6 adjudicators will break to adjudicate the "English as Foreign Language" finals series. They will be complemented by 4 adjudicators selected by the Adjudication Core from the cohort that broke to adjudicate the finals series. A pool of ten adjudicators will then be formed, who will then adjudicate the "English as a Foreign Language" finals series.

14.6.The adjudication core will be required to disclose the win loss standing of every team to all teams and adjudicators after every preliminary round in the interest of transparency.

**15. Responsibilities of the Host Institution**

15.1.The host institution must appoint a Convener, a Chief Adjudicator, a Tournament

Director, a Treasurer, a Participant Liaison Officer (or Participant Liaison Officers), Tournament Equity Officer and as many other officers as deemed appropriate to conduct the organisation of the Championship. The roles and responsibilities for these officials are provided in Appendix D.

**16. Conflicts of Interest**

16.1. All participants at Union accredited tournaments will comply with the following code of Conduct.

16.1.1. Conflicts are defined as, but not limited to:

16.1.1.1. adjudicating debaters from an institution in which the Adjudicator has debated or adjudicated for in the present or past;

16.1.1.2. adjudicating debaters who either is or were in a legal or otherwise intimate relationship with the adjudicator or,

16.1.1.3. adjudicating institutions with which the Adjudicator has a professional relationship. For the purposes of this policy, this is defined as being an

employee or expecting to receive/having received remuneration from the institution in the last year in any capacity, including as a lecturer, tutor, debating coach or a trainer.

16.1.2. It is the responsibility of the Adjudicators and Teams to: s

16.1.2.1. alert the Tournament Organising Committee of any potential conflicts;

and,

16.1.2.2. remind the Adjudication Core of any conflicts which concern the institutions present at the tournament.

16.1.3. It is the responsibility of the Adjudication Core to:

16.1.3.1. be aware of conflicts as notified by the Tournament Organising

Committee or by the relevant Adjudicator; and,

16.1.3.2. not allocate debates to an Adjudicator who is likely to be compromised by a conflict with an institution.

16.1.4. It is the responsibility of the Tournament Organising Committee to:

16.1.4.1. ensure conflicts are updated on the database promptly.

16.1.4.2. provide a form to all teams and adjudicators to register conflicts of

interests prior to the commencement of the first round of debates.

**17. Code of Conduct**

17.1.All participants at Union accredited tournaments will comply with the following code of Conduct.

17.1.1. Debaters will:

17.1.1.1. treat the occasion, each other, and the adjudicators with respect;

17.1.1.2. respect the rules of the competition; and,

17.1.1.3. accept the adjudicator’s decision.

17.1.2. Debaters will not:

17.1.2.1. disrupt or distract from another debater’s speech or the adjudicator’s

comments;

17.1.2.2. use offensive language or behaviour;

17.1.2.3. make denigrating comments on the basis of age, culture, gender, race, sexuality, disability, religion, family; or

17.1.2.4. harass their opponents or the adjudicator.

17.1.3. Adjudicators will:

17.1.3.1. treat the debate in a formal and professional manner;

17.1.3.2. limit their adjudications to a reasonable length, and make constructive comments to assist the debaters; and,

17.1.3.3. be sensitive when commenting upon physical or physiological disabilities.

17.1.4. Adjudicators will not:

17.1.4.1. allow bias or personal knowledge to influence their decisions.

17.1.5. Observers will:

17.1.5.1. hear the speakers in reasonable silence;

17.1.5.2. encourage and foster a spirit of fair play and good sport; and,

17.1.5.3. request and receive permission from both teams, and the adjudicator before recording any debate in whole or part.

17.1.6. Observers will not:

17.1.6.1. harass debaters and adjudicators before, during or after the debate.

**APPENDIX A- United Asian Debating Executive Committee**

**1. Duties and Functions of the Executive Committee**

1.1. There shall be an United Asian Debating Executive Committee

1.2. The committee shall carry out administrative tasks for the United Asian Debating Union. These tasks include but are not limited to developing the Asian debating and distributing debate related information to the Union's institutions. The Executive Committee shall carry out the following duties:

1.2.1. Establish and maintain a United Asian Debating Union Website.

1.2.2. Co-ordinate and conduct the Union meetings and sessions according to the guidelines specified in the Constitution.

1.2.3. Establish the website as a center of information exchange concerning the upcoming Championships, rules of the tournament, training information, records of participation from universities and individuals at each

tournament, Constitution of the Union, minutes from Union Meetings, and

records of all important matters brought to the attention of the Executive

Committee.

1.2.4. Collect and maintain registration information, debating results, adjudicator rankings and test results from the host institution .

1.2.5. Maintain and review the rules of the tournament to ensure consistency with

the evolution of debating styles and adjudication principles.

1.2.6. Provide recommendations to the Union on significant issues based on Executive Committee meetings or discussions with members of the debating community.

1.2.7. Assist in inviting universities to the tournament and provide information and

advice to new institutions in establishing their debate societies

1.2.8. Develop the level of adjudication by involving alumni in conducting periodic adjudication seminars

1.2.9. To provide a year-end report to the Union regarding the discharge of the duties of the members of the Executive Committee as described in item 8.

**2. Decision Making Power of the Executive Committee**

2.1. The Executive Committee shall execute decisions for the Union. The Executive

Committee shall make decisions relevant to the discharge of its duties.

**3. Composition of the Executive Committee**

3.1. The executive committee shall be composed of the following office holders : -

3.1.1. Chair

3.1.2. Deputy Chair

3.1.3. Secretary

3.1.4. Treasurer

3.1.5. Equity Officer

3.1.6. Communications Officer

3.1.7. Adjudication Officer

3.1.8. Publications Officer

**4. Executive Committee Election Procedure**

4.1. The Union shall appoint a returning officer. The returning officer should not be a candidate for any position.

4.2. Candidates must be nominated for election by two delegates.

4.3. Candidates will be allowed to make an election speech of two minutes duration each.

4.4. A secret ballot shall be conducted.

4.5. Election to office shall be determined by a relative majority (person with the highest vote) where the position is contested. In the case of a tie, a coin toss conducted by the returning officer will determine the successful candidate.

**5. Tenure of Office**

5.1. All members in the Executive Committee shall hold office for one full year. No individual should serve more than two terms in the Executive Committee in total.

5.2. Elected members of the Executive Committee shall assume office after one week following the elections.

5.3. In cases of resignation or vacancy of office, any person nominated to assume a vacated office, following the provisions of Item 10, shall hold office only for the remaining period of the predecessor officer.

**6. Duties of the members of the Executive Committee**

6.1. The Chair will:

6.1.1. Chair the Union Meeting;

6.1.2. Chair the Disputes Tribunal;

6.1.3. Act as a representative for the Union;

6.1.4. Co-ordinate the activities of the Executive Committee;

6.1.5. Submit a report to the Union providing an overview of the activities of the

Executive Committee and the Union;

6.1.6. Be a signatory to the Union’s bank account; and,

6.1.7. Appoint a temporary Secretary among the members of the Executive Committee if the Secretary decides to vacate or is removed from office. The temporary Secretary will complete the duties as outlined in 6.3 until a

replacement is determined by the Executive Committee and confirmed by a

Union Session.

6.2. The Deputy Chair will:

6.2.1. Will assume the responsibilities of the Chair in the eventuality that the Chair is unable to discharge his/her responsibilities;

6.2.2. Co-ordinate special projects relating to debating and adjudication initiatives in the region;

6.2.3. Act as tournament liaison for the Executive Committee with the host

institution of the Championship; and,

6.2.4. Act as liaison to any other tournaments in the region seeking Union assistance.

6.3. The Secretary will:

6.3.1. Hold a current version of the Constitution and distribute it to members when requested to do so;

6.3.2. Record and hold the minutes of the Union Meetings as well as any meeting related to the Union;

6.3.3. Distribute minutes of the Union Meetings and Sessions to all Union members no later than one month after the final date of the relevant

tournament;

6.3.4. Distribute an updated copy of the Constitution within one month of any change;

6.3.5. Pass on to the next Secretary all Union records in their keeping;

6.3.6. Co-ordinate correspondence between the Executive Committee and the

Union members; and,

6.3.7. Keep a register of member institutions which contains the name and contact address of each member institution.

6.4. The Treasurer will:

6.4.1. Hold all financial records of the Union;

6.4.2. Maintain a bank account in the name of the Union and deposit all monies

received into this account;

6.4.3. Keep the accounts of the Union including registration fees paid;

6.4.4. Present a financial statement to the Union at the main Union Meeting of all revenue and expenditure of the Union including receipts and invoices;

6.4.5. Be a signatory to the Union’s bank account; and,

6.4.6. Ensure that all expenditure is authorized by the Chair.

6.5. The Equity Officer will:

6.5.1. Ensure minority groups will be able to provide input into the decision making structures of the Union;

6.5.2. Suggest and implement debate and adjudication initiatives that address

concerns and needs of minority groups;

6.5.3. Investigate issues relating to discrimination in Union activities, including the

Championship; and,

6.5.4. Be able to convene sessions to address these issues and if required, present the Union with necessary motions to sanction associated parties.

6.6. The Communications Officer will:

6.6.1. Maintain the website of the Union and administer the online forum and mailing group;

6.6.2. Will provide website support for tournaments held by any institution in the

region; and,

6.6.3. Will provide video debate support to distribute copies of debates to the member community.

6.7. The Adjudication Officer will:

6.7.1. Keep in their possession the debater and adjudicator tabulation rules and

evaluate any proposals for change;

6.7.2. Keep in their possession the definition of the adjudicator accreditation process and evaluate any proposals for change

6.7.3. Consolidate the database of all past adjudication accreditation results /

rankings obtained by all adjudicators at past Championships;

6.7.4. Provide resources for debating and adjudication initiatives in the region; and,

6.7.5. Work with adjudication representatives of other tournaments to adopt best practices where applicable.

6.8. The Publications Officer will:

6.8.1. Gather, consolidate and provide content for the online debating information database;

6.8.2. Co-ordinate the distribution of debate related hard and soft paraphernalia to institutions throughout Asia; and,

6.8.3. Solicit contributions from alumni and current participants for periodic

debate/adjudication articles.

**7. Vacancy of Office**

7.1. The Executive Committee shall be responsible for nominating to the Union a replacement for any vacant post.

7.2. Such nomination shall be based on the recommendation of the vacating member. A vacating member of the Executive Committee shall make several recommendations upon which the remaining members of the Executive Committee shall vote to determine such replacement. A vote of simple majority of all members shall determine such replacement.

7.3. The remaining members of the Executive Committee may disregard the recommendations of the vacating member through a vote of simple majority by the remaining committee members.

7.4. Any replacement as approved by the Executive Committee shall act only in acting capacity until confirmed by the Union through an online vote.

7.5. Any replacement must be confirmed within six months following the selection made by the Executive Committee otherwise the replacement shall be deemed as confirmed.

7.6. A vote of simple majority of the Union is required for confirmation.

**8. Removal of Elected Members of the Executive Committee**

8.1. The following shall constitute as grounds for the removal of any elected officer in the Executive Committee:

8.1.1. Failure to implement the decisions made by the Union;

8.1.2. Withholding of information requested by the Union or by members of the

Executive Committee or by members of the organizing committee of the host institution wherein such information is necessary for the fulfillment of their respective duties upon which such failure proved to be detrimental to the Union;

8.1.3. Dereliction of duties as enumerated in item 6;

8.1.4. Falsification and distortion of any records held by the Executive Committee;

8.1.5. Spread of false information;

8.1.6. Misappropriation of funds, fraudulent record keeping and disbursements of

funds without the proper approval of the Executive Committee;

8.1.7. Using the name of the Executive Committee without authorization;

8.1.8. Acting or behaving in a manner likely to endanger the competition, the administration of the tournament, or host institution; and,

8.1.9. Violation of rules regarding the qualification, eligibility, decorum or preparation for a debate.

8.2. A written complaint must be filed before the Executive Committee addressed to the Chair and the Secretary of the Executive Committee, expressly stating the request for removal of the officer.

8.3. The Executive Committee shall give a written notice to the officer cited in the written complaint.

8.4. The Executive Committee shall determine the validity of the complaint by discussion and a simple majority. The complaint shall be forwarded to a Union

Session with the Executive Committee’s recommendation. The defenses of officer

cited in the written complaint must be attached to the files forwarded to the Union

Session.

8.5. All official representatives in the Union shall cast their vote under the model defined in article 6.3 of the Constitution of the Union

8.6. A vote to remove a member of the Executive Committee shall require two thirds vote of the Union.

**APPENDIX B - Accreditation of tournaments by the Union**

**1. Tournament accreditation**

1.1. Tournament Accreditation shall be measured along the following key processes:

1.1.1. Bidding for the hosting of a tournament, providing accommodation for

participants, conducting socials events during the tournament

1.1.2. Interaction of host with participants.

1.1.3. Registration processes and registration fee.

1.1.4. Selection of Adjudication Core.

1.1.5. Selection of topics/motions.

1.1.6. Tabulation processes.

1.1.7. Public post-tournament review.

1.2. Any tournament accredited by the Executive Committee must comply with a minimum of three key processes.

1.3. Tournaments will be granted a rating based on the level of compliance to key processes. In the case of five key processes being fulfilled, 5 stars will be awarded.

1.4. The Championships must comply with all seven key processes.

1.5. The Executive Committee will provide a detail of the expectations of minimum standards for each process on their website.

1.6. The tournament organisers are required to provide the Executive Committee with evidence on how the relevant processes under which they are applying for accreditation were handled in the tournament.

1.6.1. The Executive Committee can appoint an external reviewer (who is not a member of the host institution) of the tournament from among the tournament's participants to endorse this information. Upon obtaining the required information, the Executive Committee shall deem if requirements were met and award a tournament accreditation rating.

**APPENDIX C - Union Scholarships**

1. The Union, acting through the Executive Committee, will be responsible for dispensing scholarships through sponsoring the registration fees of one team from any one university for the Championships. The funds will come from the Union treasury.

2. The following criteria should be used by the Union to judge applications for sponsorship:

2.1. Priority will be given to an institution that has not attended the Championships.

2.2. At least one team member must be female.

2.3. The institution must submit a written essay to the Executive Committee outlining

their case. The application should outline how they can contribute to promote the aims and objectives of the Union in their country.

3. The Executive Committee will decide to whom the scholarship is awarded, and post the information obtained along with the justification on the online forum.

4. Upon request by members, information about other applications will be provided as well on the online forum.

**APPENDIX D - Roles and responsibilities of host organizing committee**

1. The host institution must appoint a Convener, a Chief Adjudicator, a Tournament Director, a Treasurer, a Participant Liaison Officer (or Participant Liaison Officers), Tournament Equity Officer and as many other officers as deemed appropriate to conduct the organisation of the Championship.

2. The Convener:

2.1. is the chief administrative officer of the Championship;

2.2. must ensure that all parts of this Constitution and rule are complied with in the organization and conduct of the tournament;

2.3. must attend the main Union meeting of the tournament at which he or she is the

Convener;

2.4. must submit a report to the main Union meeting of the tournament which may include recommendations for future Championships;

2.5. must provide the next host of the tournament (or any other Union tournament where specifically requested) with a list of universities which attended the

tournament and their contact details;

2.6. shall consult the Tournament Director and Tournament Equity Officer on the content of briefings and publications; and;

2.7. shall ensure that, prior to registration, all participants must acknowledge having read and agreed to abide by the Code of Conduct.

3. The Adjudication Core:

3.1. must provide at least one seminar which comprehensively covers the rules of debate and the guidelines for adjudication;

3.2. must conduct, grade and provide results for the adjudication test which will be based

on a taped or live debate. They need to provide guidelines for approaching the test to adjudicators before the test is conducted.

3.3. must allocate adjudicators to debate for the preliminary rounds as defined by the

tabulation rules in the tournament rule book;

3.4. must deal with any adjudication related complaints;

3.5. must set up the motions for the rounds in accordance with the guidelines provided in

the tournament rulebook;

3.6. must set up a Shadow Adjudication Core (of not more than three individuals), that adjudicators can approach to have their test grade re-evaluated.

3.6.1. The Shadow Adjudication Core, must reach consensus on whether to retain or upgrade the adjudicator's test score. The anonymity of the appeals process

should be maintained by channeling all appeals on the adjudication test through a third party, independent of the shadow adjudication core.

3.6.2. The Shadow Adjudcation Core can increase the appealing adjudicator’s test

score by up to two (2) points. Once reviewed, this new adjudication grade will be retained, and the old one cannot be reverted to.

3.6.3. The re-evaluation must occur before the third preliminary round of debate commences.

3.6.4. The Shadow Adjudication Core will be disbanded after the third round of debate,

3.6.5. The Shadow Adjudication Core must attend the main Union meeting.

3.7. The Tournament Director:

3.7.1. must ensure that the debater-adjudicator ratio prescribed in the Tournament Rules book is adhered to by all institutions. The Tournament Director shall table this information at the preliminary meeting. The Union can then gauge the

extent of participation of teams from these institutions in the finals series of the tournament.

3.7.2. must tabulate the results from all preliminary rounds in accordance with the

Tournament Rules;

3.7.3. must rank all teams after the preliminary rounds and set the finals draw in accordance with the Tournament Rules;

3.7.4. must rank speakers for the purpose of best speaker awards in accordance with the Tournament Rules;

3.7.5. must rank adjudicators according to their grades and tabulate their feedback during the preliminary rounds in order to assist the Adjudication Core with the

adjudicator allocation in accordance with the Tournament Rules;

3.7.6. must attend the main Union Meeting of the tournament at which he or she is Tournament Director and circulate a list of the top 32 teams with their total number of wins at that meeting; and,

3.7.7. must provide institutions with their results sheet after the tournament.

3.8. The Treasurer:

3.8.1. must record all income and expenditure through the issue and acquisition of receipts;

3.8.2. must provide the Executive Committee with a financial statement of income and expenditures for the Championship with 6 months of the conclusion of the

tournament;

3.8.3. must table the financial statement of income and expenditure at the following

Union Meeting of that particular tournament;

3.8.4. must ensure that all participants are required to pay the same registration amount;

3.8.5. must ensure that the surplus of the previous year’s Championship is in the

current organizing committee’s possession; and,

3.8.6. must ensure that the surplus of the current Championship (which they are

organizing) is passed on to the next Championship’s Treasurer.

3.9. The Participant Liaison Officer:

3.9.1. must be available so that participants may express any concerns that they may

have; and,

3.9.2. must bring these concerns to the attention of the Disputes Tribunal where the behavior of a participant or participants allegedly contravenes the Code of Conduct.

3.10. The Tournament Equity Officer

3.10.1. must ensure that the local laws relating to sexual harassment and sexual assault are published in the tournament handbook; and,

3.10.2. must conduct a presentation on sexual harassment and sexual assault at the first briefing of the tournament.

3.11. The host institution must submit a financial income and expenditure statement to the

Chair or Treasurer of the Union within 6 months of the completion of the tournament.

3.11.1. The financial statement should be accompanied by receipts for all expenditures.

3.11.2. The host institution should table financial statement at the following Union

Meeting of the particular tournament.

3.11.3. It is the duty of the Treasurer and Convener to ensure compliance with this requirement.

3.12. The host institution shall forward all surplus monies to the next host of the

Championship, or where a host has not been selected, to the Treasurer of the Union.

3.12.1. Officers of the Championship may be reimbursed only where they provide receipt for their expenditures or otherwise verify expenditures by statutory declaration.

3.12.2. Under no circumstances may anyone associated with the organization of the tournament receive a dividend from the Championship.

3.12.3. It is the duty of the Treasurer and Convener to ensure compliance with this requirement.

3.13. The host can cap the number of teams from an institution to a minimum of three teams per institution if required. There is no maximum limit.