

D.

REGULATIONS of the
NOVA SCOTIA DEBATING SOCIETY
PRESCRIBED BY THE EXECUTIVE COMMITTEE

1. The **President** shall:

- (a) chair regular society meetings and meetings of the Executive Committee;
- (b) submit an outline of all proposed regional and provincial debating programmes for the forthcoming Society Year to each Annual General Meeting;
- (c) with another director perform an annual audit of the Society accounts and within 14 days file an authenticated copy of the Society financial statement signed by both auditors with the Registrar of Joint Stock Companies;
- (d) distribute information keeping all affiliates informed of developments and techniques employed throughout the province and in other parts of Canada;
- (e) serve as the liaison person between the Society and the Canadian Student Debating Federation;
- (f) provide assistance in organizing debating activities around the province.

2. The **Vice-President** shall:

- (a) perform functions delegated to him or her by the Provincial Co-ordinator;
- (b) discharge the duties of the Provincial Co-ordinator during the absence or incapacity of the latter.

3. The **Executive Director** shall carry out directions received by him or her from the Provincial Co-ordinator and the Executive Committee.

4. The **Secretary** shall:

- (a) keep and prepare minutes of all meetings of the Society and the Executive Committee and provide copies to all members and persons entitled to receive them under the Constitution;
- (b) keep the records and conduct the correspondence of the Society and Executive Committee as required by the Executive Committee from time to time;
- (c) keep a register of the names, addresses and occupations of all directors and members of the Society and the dates on which they acquire and lose membership in the Executive Committee and the Society respectively;
- (d) file with the Registrar of Joint Stock Companies an authenticated annual list of directors and notice of any change of directors or change in the location of the registered office of the Society within 14 days of such change;
- (e) file with the Registrar of Joint Stock Companies an authenticated copy of every Special Resolution of the Society within 14 days of its passage;
- (f) provide a free copy of the Society Constitution to every member upon his admission

to the Society and additional copies for \$.50 each;

- (g) prepare and distribute such other information as the Executive Committee may from time to time direct.

5. The **Treasurer** shall:

- (a) keep the accounts of the Society and report to each meeting of the Executive Committee of the Society all expenditures made from Society funds since the last such meeting;
- (b) allow an annual audit to be performed as required by the By-Laws;
- (c) prepare and propose at each Annual General Meeting a budget for the Society for the following year, to be adopted with or without amendments;
- (d) prepare budgetary guidelines for the forthcoming year's proposed Society activities for the use of debating clubs and student councils in affiliated high schools;
- (e) head all fund-raising activities and task forces of the Executive Committee.

6. The **Publicity Officer** shall:

- (a) create and direct all publicity programmes and promotional campaigns on behalf of the Executive Committee and the Society;
- (b) establish publicity outlets with the media for Executive Committee and Society activities and try to involve the media in these activities;
- (c) arrange for regular publication of a debating journal and/or news bulletin;
- (d) keep the Archives of the Executive Committee and the Society;
- (e) develop and maintain supportive links with all segments of the community.

7. A **Student Representative** shall:

- (a) solicit questions, suggestions, criticisms and complaints about programmes of the Society from student participants;
- (b) communicate student views to other members of the Executive Committee;
- (c) generally represent the interests of students on the Executive Committee.

8. A **Tournament Co-ordinator** shall:

- (a) be responsible for co-ordinating the provincial tournament schedule;
- (b) generally oversee tournament arrangements.

9. The **Policies** appended hereto shall be in force until such time as they may be amended by the Executive Committee.