BY-LAWS

OF THE

BRISBANE GIRLS DEBATING ASSOCIATION

Current as of 2 November 2026

Contents

Part 1 - Definitions **3**
1 Definitions 3
Part 2 - Competition Rules **4**
2 Overall 4
3 Requirements for Participants 4
4 Capped Team Registration 6
5 Duties of Each Team 6
6 Team Membership 6
7 Substitution of Team Members 7
8 Preponements And Postponements 8
9 Byes 9
10 Forfeits 9
11 Adjudicators 10
12 Absence of An Adjudicator 11
13 Misreading The Draw 11
14 Preparation Time 12
15 Timings 13
16 Communication With Participants During The Debate 14
17 Inappropriate Behaviour 15
18 Electronic Recording of Debates 16
19 General Rules 17
20 Draw Tabulation 17
21 Qualification for Finals 19
22 Best Speaker Award 20
23 Rule Breaches 20
Part 3 - Financial Policies **20**
24 School Subsidisation Scheme 20
25 Registration Fee Schedule 22
26 Penalty Schedule 22
Part 4 - Executive Management Committee Role Descriptions **24**
27 Duties of the President 24
28 Duties of the Secretary 24
29 Duties of the Treasurer 25
30 Duties of Vice President – Adjudicators 25
31 Duties of Vice President – Welfare 26
32 Duties of Vice President – Competitions 26
33 Duties of Vice President – Schools 27
34 Duties of Vice President – Training 27
35 Duties of Vice President – Venue Coordinator 27

36 Duties of Vice President – Communications 28
37 Duties of Vice President – Sponsorship 28

Part 1 - Definitions

1 Definitions

(1) The following definitions are provided to assist in the interpretation of these rules. The Competitions VP, in consultation with the BGDA Executive, is responsible for the interpretation of these Rules, and may determine any matter not covered by these Rules (including the extent of their application in exceptional circumstances).

(2) The Monday Competition is held across five rounds, culminating in a Grand Final and Awards Ceremony where the Champion Team and Best Speaker for every year level will be announced. It is open to students from grade 7-12, competing across five different divisions (Grade 7, Grade 8, Grade 9, Grade 10 and Senior).

(3) A forfeit is as defined in Part 2 Rule 10(1)(d). A forfeit shall be deemed to have occurred when a team withdraws from a round after 5pm on the Friday before the debate. Forfeits shall be subject to the penalties outlined in Part 3 Rule 26. The awarding of a forfeit is at the discretion of the President and/or the Executive.

(4) Postponements and Preponements must be made in accordance with Part 2 Rule 8. Applications for postponements must be made before 5pm on the Friday before the debate. Failure to attend a round where an application has not been made in this manner shall be deemed a forfeit under Part 2 Rule 10(1)(d), at the discretion of the President and/or the Executive.

(5) The competition is to be divided into the following divisions:

Division	School Grade of Participant Students
Grade 7	7
Grade 8	8
Grade 9	9
Grade 10	10
Senior	11 and 12

Part 2 - Competition Rules

2 Overall

(1) Teams who participate in the Brisbane Girls Debating Association Incorporated (hereafter “the BGDA”) Competition must abide by these Rules.

(a) By registering teams for the BGDA Competition (hereafter “The Competition"), the School Debating Coordinator agrees, on the behalf of teams, to comply with these Rules as part of the nomination process.

(b) In instances where the students register individually, their individual registration constitutes an acceptance of these rules.

(2) Any issue not explicitly covered by these Rules shall fall to the BGDA Executive to interpret and determine an outcome.

(3) The BGDA Executive have discretion in investigating the occurrence of and determining the appropriate penalty for any potential violation of these rules.

(4) The President may grant a team one team point, or a win, and/or speaker points equal to the average of their other rounds if they deem it appropriate. This cannot affect any other participant. This decision is final.

(5) Any questions about these rules should be directed to the Competition Vice President.

(6) Any application for a determination of these rules must be made in writing to the President. Any advice given at rounds is advice only. The President may overrule any determination or decision made without their approval.

(7) In the event that a team has been found to have violated these rules, the President may grant the opposing team one team point, or a win, and/or speaker points equal to the average of their other rounds so far if they deem it appropriate.

3 Requirements for Participants

(1) Age limits for participating in The Competition as as follows:

Year	Age
Senior Division	20
10	18

9	17
8	16
7	15

(a) Participants eligibility is determined by their age as of 31 December of that year.

(b) If requested by the Executive, the ages of participants must be given to the BGDA.

(2) Year level limits for participating in The Competition are as follows:

Year	Age
Senior Division	Grade 12 and below
10	Grade 10 and below
9	Grade 9 and below
8	Grade 8 and below
7	Grade 7 and below

(a) Participants eligibility is determined by their grade as of 31 December of that year.

(b) If requested by the Executive, the year levels of participants must be given to the BGDA.

(3) Any team in breach of s3(2) will be deemed ineligible for the Final.

(4) The President has discretion in determining whether to grant such an exemption and will make this decision with regard to the criteria listed above and overall consideration for the smooth-running of the Competition.

4 Capped Team Registration

(1) Each individual school is limited to registering a maximum of four (4) teams per division.

(2) A school may apply to register additional teams into the competition by emailing their application to the President. Applications should outline the number of additional teams the school wishes to register.

(3) The success of the application procedure in 4(2) will be at the discretion of the Executive.

(4) The determination of the Executive at 4(3) will include consideration of the host venue's capacity to host additional teams with an included aim of attempting to evenly distribute additional celebrity spots between application schools.

(5) For every division over the team cap, a $40 fee will apply; see s 25 herein.

5 Duties of Each Team

(1) It is the duty of each team to read the Draw accurately.

(2) Affirmative teams must provide a Chairperson and negative teams must provide a Timekeeper and a bell.

6 Team Membership

(1) Teams must contain a minimum of four and a maximum of six participants.

(a) Teams with 3 or greater than 6 members may be allowed at the discretion of the Executive.

(2) Only four team members may be allowed in the short preparation room at any one round

(3) No participants may debate more than once in the same grade and in the same round.

(4) During registration, the participants in each team must be declared.

(5) A change in the participants of a team may only be authorised by the President in writing or by email.

(6) Applications must include:

(a) The team's school, year level, and team number;

(b) The name and telephone number of the applicant;

(c) Where applicable, the participants being removed or added to the team; and

(d) Reason(s) for why the change in the participants of a team is necessary.

(7) New participants must comply with s3.

(8) Only participants who have debated with a team twice in the preliminary rounds may debate with that team in the Final.

7 **Substitution of Team Members**

(1) When required, a maximum of two substitute participants may be used per debate.

(2) Each team may have substitutions in a maximum of two rounds in the competition.

(a) Teams may use substitute participants in more than two rounds only by application to the President in writing or by email.

(b) Applications must include:

(i) The team's school, year level, and team number;

(ii) The name and telephone number of the applicant;

(iii) Reasons for the needed substitutes; and

(iv) Reason(s) why a change in team membership is not appropriate.

(3) Teams may not use a substitute during the Final.

(4) Substitute participants may be:

(a) Registered participants in a lower grade in The Competition; or

(b) Unregistered participants meeting the requirements of s3(1-2).

(5) Participants not meeting these qualifications may not be used.

(6) Where possible, schools should inform the Competition Vice President either before the round in writing, or if necessary at the round, of substitutions.

(a) The Competition Vice President may check whether any substitution is in breach of s7(4).

(b) Any determination by the Competition Vice President is not final and may be overruled by the President.

(c) It is the ultimate responsibility of teams to comply with s7(4).

(7) Where this rule is breached, the team in breach will be deemed to have forfeited the debate (receiving zero Team Points and zero Speaker Points) regardless of the direction of the Competition Vice President. The team debating against a team in breach of this rule will be accredited one Team Point, or a win, and Speaker Points equal to the average of their other rounds.

(8) The President will determine whether or not a team is held to have breached this rule. This specifically includes determining whether given circumstances constitute a legitimate requirement for substitution.

(a) Until the President has made a determination on the matter, debates shall proceed normally. The President will give a determination shortly after the debate.

(9) Substitutions may not be made after the Chairperson has declared the debate open. If a participant is unable to present a speech after that time, the participant's team will be deemed to have lost the debate. The opposing team will be accredited one team point, or a win, and a win margin equal to the average of their other rounds.

8 Preponements And Postponements

(1) Applications for preponements or postponements must be made to the President by email or in writing before 5pm on the Friday prior to a scheduled round.

(2) Applications must include:

(a) The team's school, year level, and team number;

(b) The name and telephone number of the applicant;

(c) The round in issue;

(d) Detailed reasons for the postponement or preponement.

(3) Preponement and postponement is at the discretion of the President.

(4) In exceptional circumstances, The President may prepone or postpone a debate when notice was received after 10am on the day of a scheduled round.

(5) When an application for postponement is granted, the teams participating in the preponed or postponed debate must, in consultation with the Executive, determine a time and venue for the preponed or postponed debate. Schools must act reasonably when approached to make arrangements for the preponement or postponement of a debate.

(6) Debates can only be preponed or postponed within the time between the round before the round of the conflict and the round after the conflict. Debates will not be preponed or postponed beyond this period except at the discretion of the Competitions Vice President.

(7) In the circumstance where no team other than the team that has been granted the postponement can reschedule the debate, the team that seeks a preponement or postponement shall either receive an awarded bye or shall have deemed to have forfeited the round based on appropriate factors including, but not limited to:

(a) Whether adequate notice has been given based on the circumstances at hand.

9 Byes

(1) In the event of an odd number of teams registering in a division, one team will be awarded a bye each round where required.

(2) Teams will only be awarded one bye throughout the competition.

(3) Teams who have requested a postponement for that round will be prioritised in the allocation of a bye.

(4) Teams will be required to give formal notice in writing to The President if they intend to receive a training workshop, or if they instead will not be attending the round.

10 Forfeits

(1) Circumstances for a forfeit include:

(a) A team who does not attend the round without formally requesting a postponement pursuant to s8(2);

(b) A team who fails to present within 15 minutes of topic release;

(c) A team who otherwise violates the competition rules, even if the debate occurred.

(d) From 5pm on the Friday before a scheduled round, up to 10am on the day of a scheduled round, schools may request a forfeit and the team will automatically be forfeited, but there will be no financial penalty on the team.

(e) A team who fails to attend a debate without having provided written notice before 5pm on the Friday prior to the debate shall be deemed to have

forfeited with a financial penalty. This is at the discretion of the President and/or the Executive.

(2) Teams who forfeit a debate will be awarded points and a win margin in alignment with s20(1)(b)(iii) herein.

(3) Teams who forfeit two debates will not be eligible for the Final.

(4) Schools will be fined in accordance with the Fines Schedule for their forfeiting teams.

(5) The Executive, at their discretion, may waive fines or exclusions from the Finals.

(6) Teams or schools forfeiting on a regular basis, with or without notice, will incur a warning. Failure to act in accordance with this warning will result in penalisation at the discretion of the Executive. Penalties include, but are not limited to, excluding the school from registering teams in The Competition in the following year.

11 Adjudicators

(1) A representative of a team that is dissatisfied with an adjudication may request the name of the adjudicator and seek further justification for the decision.

(2) The abuse of adjudicators will not be tolerated:

(a) Abuse of an adjudicator will result in penalties at the discretion of the President.

(b) An initial instance of abuse will ordinarily incur only a warning. However, an initial instance of abuse may incur a more serious penalty in extraordinary circumstances. This will be determined at the discretion of the President.

(3) Complaints regarding adjudication must be forwarded to the President and meet the following requirements:

(a) Be sent from the school's debating coordinator;

(b) Be in writing or by email;

(c) Be submitted within four days of the making of the decision to which the complaint relates.

(4) Complaints must state the following:

(a) The date, topic, and grade of the debate;

(b) The teams debating;

(c) The name of the adjudicator;

(d) The basis of the complaint;

(e) The name and telephone number of the complainant.

(5) Discretion to review an adjudicator's decision lies with the President.

(6) Complaints lacking sufficient detail may be rejected at the discretion of the President.

(7) Teams or schools regularly submitting complaints that are not upheld will incur a warning. Further submissions of unsubstantiated complaints will be dealt with at the President's discretion. This may involve a decision to cease investigating complaints made by that team or school.

12 Absence of An Adjudicator

(1) If no adjudicator is present at the time scheduled for the commencement of a debate, the teams involved in the debate must contact the Competition Vice President.

(2) The BGDA may allocate a substitute adjudicator in the place of the original allocated adjudicator. Where this occurs, the debate will proceed as scheduled, subject to the provisions below.

(3) If no adjudicator is present within 20 minutes of the time scheduled for the commencement of the debate, both teams will be accredited one team point, or a win, and speaker points equal to the average of the teams' other rounds.

(4) In the case of a dispute over the time of the adjudicator's arrival, the President will determine the outcome.

(5) If no adjudicator is present within 20 minutes of the time scheduled for the commencement of the debate, the teams may debate nonetheless. If somebody adjudicates that debate (including the original adjudicator, having arrived later than 20 minutes after the scheduled debate), s12(3) still applies.

(6) For the purposes of this section, the President, in consultation with the Adjudicators' Vice President, may rule that a replacement adjudicator was not adequately qualified and therefore apply s12(3).

13 Misreading The Draw

(1) It is the duty of teams to correctly interpret the draw.

(2) A team that arrives after the commencement of preparation time will not receive any extra time.

(3) Where a team prepares the wrong side of a debate, the debate may be postponed for 15 minutes during which time the team in error may prepare the correct side of the topic.

(4) Where there is disagreement as to whether or not a team has misread the draw, the teams in disagreement should contact the Competitions Vice President. In such a situation, the determination of the Competitions Vice President is final.

14 Preparation Time

(1) Subject to s12, it is the responsibility of teams to be present at the venue to receive topics 60 minutes prior to the commencement of the debate.

(2) Teams must not attempt to receive prior notification of the content of topics. Any attempt to do so may, subject to the discretion of the President, result in that team being deemed to have forfeited the debate.

(3) Teams may have a maximum of four students in each preparation room.

(4) Teams must check with their opposition that their topic and side of the topic is accurate before entering their allotted preparation room.

(5) From the release of the topic until the debate is declared open by the chairperson, no communication may be conducted between the four team members and parents, coaches or other persons who are not one of the four team members entering the preparation room. For the purpose of this section, "communication" includes, but is not limited, to electronic, verbal, non-verbal and written communication.

(6) Any student who intends to participate in the preparation of the debate must be present with the rest of their team when the topic is released, and enter the preparation room with their team, subject to the following:

(a) Students arriving within 15 minutes of when the topic is released will be deemed to have complied with this section. Team members present at the time of topic release are not required to wait until the arrival of a team member utilising this provision to enter their allotted preparation room.

(b) Any student who arrives 15 minutes after their team has entered the preparation room shall not be permitted to enter or debate in that round.

(7) Team members are permitted to leave the preparation room to attend a restroom, but must remain compliant with s14(5) at all times.

(8) Items and materials that are permitted in the room are limited to:

(a) Writing materials (Pens, pencils, highlighters, rulers, whiteout, erasers);

(b) Blank paper and palm cards (These must not contain any written content including words and prompts like "caseline", "definition" and "split");

(c) One unannotated dictionary and one thesaurus per team;

(d) A stop watch or wristwatch (No other equipment capable of timing);

(e) Water bottles.

(9) All items intended to be used in the room must be in the possession of team members at the time of topic release.

(10) No other written materials or electronic equipment including, but not limited to, laptops, and mobile phones, are permitted in the room.

(11) There is to be no writing on the blackboards or whiteboard in the preparation room under any circumstance.

(12) In the event that a team member has any item that is not those permitted in s14(8), the team must not touch or engage with the material or equipment.

(13) Any alleged breach of this section should be immediately brought to the attention of the Competition Vice President.

(14) If an alleged breach is brought to the attention of the Competition Vice President, they may investigate the alleged breach and request that the accused parties stop the alleged misconduct. Regardless of the outcome of any investigation, the debate involving the accused parties will continue and be decided upon the merits of the debate, not factoring into account any alleged misconduct. Any disciplinary action shall be taken by or in accordance with the directions of the President in accordance with s23 herein.

15 Timings

(1) Warning bells are to be rung once.

(2) Final bells are to be rung twice.

(3) 30 second overtime bells are to be rung three times.

(4) Bells are to be rung as follows:

Grade	Warning Bell	Final Bell	Overtime Bell
7	3 minutes	4 minutes	4 min 30 sec

8	3 minutes	5 minutes	5 min 30 sec
9	5 minutes	6 minutes	6 min 30 sec
10	1 & 6 minutes	7 minutes	7 min 30 sec
Senior Division	1 & 7 minutes	8 minutes	8 min 30 sec
Senior Division-Reply	3 minutes	4 minutes	4 min 30 sec

(5) Bells are to be rung audibly with equal intensity and duration.

(6) A Breach of this section, such as ringing bells in a manner so as to deliberately advantage one team over another, will incur a warning. Subsequent breaches will be penalised at the discretion of the President in accordance with s23 herein.

(7) It is the duty of the adjudicator to correct any breaches of s15(1-5).

(8) Where a team suspects that this section has been breached, regardless of the actions of the adjudicator to intervene, it is the responsibility of the team alleging the breach to notify the President.

(9) Applications, which must be in writing or by email, informing of a breach of s15(1-5) must include:

(a) The team's school, year level, and team number;

(b) The name and telephone number of the applicant;

(c) The round in issue;

(d) The basis for the complaint.

(10) The President will determine, after an application has been made, whether this section has been breached and whether any penalty shall be awarded in accordance with s23 herein.

16 Communication With Participants During The Debate

(1) Neither the chairperson, the timekeeper nor the audience is permitted to communicate with any team during the debate.

(2) Communication includes verbal, visual and written communication.

(3) This rule is subject to the exception that team members speaking in the debate may speak with the chairperson inter alia:

(a) To inquire as to the correctness of the timing of the debate; or

(b) Request the chairperson make a direction as to the running of the debate. This may include, but is not limited to,:

(i) A direction that bells be rung more loudly; or

(ii) A direction that members of the audience acting in any manner intended to disturb a participant cease to act in such a manner or leave the room.

(4) Team members invoking s16(3) must speak to the chairperson at a volume able to be heard by the entire room.

(5) Where a team suspects that any provision in this section has been breached, that team must inform the adjudicator immediately after the conclusion of the debate. No discussion with the adjudicator is to be entered into during the debate.

(6) After following the procedure pursuant to s16(5), a team may choose to notify the President in writing or by email of the alleged breach.

(7) Applications, must include:

(a) The team's school, year level, and team number;

(b) The name and telephone number of the applicant;

(c) The round in issue;

(d) The basis for the complaint.

(8) If any provisions in this section are breached, the President may deem the team in breach to have forfeited the debate and apply a penalty in accordance with s23 herein.

17 Inappropriate Behaviour

(1) Participants must act in an appropriate manner, including appropriate use of language.

(2) Members of the audience are not permitted to act in any manner intended to disturb a participant during the debate.

(3) It is the duty of the adjudicator to call audience and team members to order as they deem necessary.

(4) Breach of this rule will be penalised at the discretion of the President. This may include deeming that the team affiliated with the audience member has forfeited the debate.

(5) Where a team suspects that this rule has been breached, regardless of the actions of the adjudicator, it is the responsibility of the team alleging the breach to notify the President.

(6) Applications, which must be in writing or by email, must include:

(a) The team's school, year level, and team number;

(b) The name and telephone number of the applicant;

(c) The round in issue;

(d) The basis for the complaint.

(7) No discussion is to be entered into with the adjudicator as to whether or not this section has been breached. The debate and adjudication will continue as normal.

(8) The President will determine whether or not a team is held to have breached this section and whether any penalty will be awarded in accordance with s23 herein.

18 Electronic Recording of Debates

(1) No recording of any description of debates will be allowed by schools, parents, teachers, coaches or any member of the general public.

(2) The BGDA may record debates when necessary for training or promotional purposes.

(3) Breach of this rule may incur a penalty up to and including the disqualification of a school and/or team from the competition. The severity of the penalty shall be at the President's discretion and it is noted that the maximum penalty for a breach of this rule is as per 18(3) herein as an exception to the penalty schedule outlined in s23 herein.

(4) Where a team believes that this rule has been breached, a representative of that team must notify the President in writing of its belief.

(5) Applications, which must be in writing or by email, must include:

(a) The team's school, year level, and team number;

(b) The name and telephone number of the applicant;

(c) The round in issue;

(d) A description of the incident.

19 General Rules

(1) The adjudicator may give general directions as to the conduct of the debate (e.g. ringing of bells, seating, names on blackboards and so forth).

(2) Adjudicators may refer any suspected breach of these rules to the President.

(3) An adjudicator must not make decisions as to breaches of these rules unless they have been expressly empowered to make such decisions under these rules or in writing from The President.

(4) The Competition Vice President or President may make such enquiries as are necessary to investigate complaints or breaches of these rules. Schools must comply with any reasonable request of the President in this regard.

20 Draw Tabulation

(1) Teams, for each round, shall be awarded:

(a) Either one team point (denoting a win) or zero team points;

(b) A margin ranging from -5 to +5 denoting the margin of victory in the debate where if:

(i) Two teams compete in a debate that is not forfeited, the margins must be equal and opposite (that is, the winning margin must be of equal magnitude to the losing margin);

(ii) A team is awarded a team point without having a debate due to a bye forfeit, or workshop, they will receive a margin of +0 (that is, they will be awarded a win for that round but with no margin); and

(iii) Where a team is absent for a round, they will receive a margin of -0 (that is, they will be awarded a loss for that round but with no margin).

(2) During the first round, the draw shall be randomised and, where possible, teams will be conflicted from debating teams from their own school.

(3) During the subsequent preliminary rounds:

(a) At the conclusion of a round, teams will be ranked in order of their aggregate team points from highest aggregate to lowest;

(b) The teams will then be divided into pools of teams with the same number of points;

(c) Teams in each pool shall be ranked from highest net margin to lowest net margin;

    (i) ‘Net margin’ refers to the sum of the margins received;

(d) If any pool (hereafter “the upper pool”) consists of an amount of teams equivalent to a number that is not divisible by two, then a team from the pool immediately below that pool (hereafter “the lower pool”) may be promoted to the upper pool, so that the upper pool consists of a number of teams that is divisible by two;

(e) The team that is pulled into the upper pool shall be the team that has the highest net margin within the lower pool;

(f) Once these pools have been created, a ‘folding’ method shall be employed, whereby the team with the highest net margin in the pool shall verse the team with the lowest net margin in the pool;

(g) Where possible, having teams placed against the same opponent shall be avoided;

    (i) It is considered ‘impossible’ to avoid if a team has placed against every other team in their pool;

(h) If a year level has an amount of teams equivalent to a number that is not divisible by two:

    (i) One team will be randomly selected from the year level to not debate another competing team, referred to as a “workshop debate”;

        (a) See s1(b)(ii) herein for relevant tabulations information.

(i) At the direction of the Competitions Vice President or President, formation of the draw may be altered to accommodate for postponements, provided that there is no unfair impact on the subsequent rounds of the competition;

(j) In exceptional circumstances (ie. illness of a team member), a team may avoid a forfeit by electing another member of the team to speak twice for the round. To be eligible for finals, a team may do this no more than two times.

21 Qualification for Finals

(1) Two teams from the Grade 7, 8, 9, 10, and Senior Division shall participate in a Final.

(2) At the conclusion of the preliminary round, teams shall be ranked by:

(a) Their team points; and then by

(b) Their net margin.

(3) The team ranking highest based on s21(2) shall qualify for the Final.

(4) If the team ranking second highest represents a different school than the team ranking highest, that team then qualifies for the Final.

(5) If the team ranking second highest represent the same school as the team ranking highest, the following procedure is used:

(a) The next highest ranking team on the same number of team points that represents a different school shall qualify for the Final; but

(b) If there are no other teams on the same number of team points, or all teams tied on the number of team points represent the same school, then the team originally ranked second highest shall qualify for the Final.

(6) If two or more teams from the same school are tied for the highest ranking:

(a) If only two teams tied and the teams in question debated each other, the outcome of that debate shall determine the team that then qualifies for the Final;

(b) If s21(6)(a) cannot be enacted, then the teams whose opponents throughout the competition had the highest combined total number of team points (hereafter referred to as “Strength of Schedule”) shall rank highest.

(7) If two or more teams are tied for the second highest ranking:

(a) If all but one of the tying teams attends the same school as the team ranking first, that team that does not shall qualify;

(b) If only two teams tied, and the teams in question debated each other, the outcome of that debate shall determine the team that qualifies for the Final;

(c) If s21(7)(a-b) cannot be enacted, then the team who has the Strength of Schedule shall rank highest.

(8) A team shall be considered ineligible for Finals if registration fees for all teams entered by the associated school have not been paid one (1) week prior to the Final.

22 Best Speaker Award

(1) A “Grand Final Best Speaker” award for each division shall be awarded at the Final.

(2) The recipient of each division’s Grand Final Best Speaker award shall be determined at the discretion of that division’s adjudication panel.

23 Rule Breaches

(1) A team who commits minor rule breaches not serious enough to forfeit the debate but serious enough to need some consequence may, at the discretion of the Executive, be penalised through reduction of net margin by the following procedure:

(a) The first such occurrence for a team shall result in a subtraction of 1 point from their net margin;

(b) Each subsequent occurrence shall result in a subtraction of 1 more point:

(i) Such that the second occurrence is worth -2, the third is -3, and a team will have totalled -6 if they get punished 3 times in this fashion.

(2) Where the consequence of a team breaching the rules is forfeiture of a debate, they shall be awarded the maximum negative margin of -5:

(a) The team that wins via forfeit receives a margin between 0 and +5 at the discretion of the debate’s adjudicator.

(3) Whether the severity of a breach warrants action under (1) or (2) is at the absolute discretion of the Executive.

(4) The maximum penalty for a rule breach of s18(1) herein is an exception for the penalty schedule outlined in s18(1-3) herein whereby a school and/or team may be disqualified from the competition.

Part 3 - Financial Policies

24 School Subsidisation Scheme

(1) The Executive may allot, prior to the opening of registration for the competition, a pool of registration fees to waive and a member of the executive, or Responsible Vice President, to oversee the distribution of fee waivers.

(2) All fee waivers must be finalised prior to the closing of registration.

(3) Schools who have had fees waived are still responsible for the payment of forfeit fees, if appropriate, in keeping with the Competition Rules.

(4) Neither The Executive nor the Responsible Vice President may allocate a fee waiver where the total pool of waivers would exceed the amount agreed to by The Executive previously. If such a case occurs, The Executive must allocate more fee waivers to the pool before more waivers may be granted.

(5) The Executive have no limit on the allocation of fee waivers for each school.

(6) In order for either the Responsible Officer or The Executive to grant a fee waiver they must be satisfied that the school applying for the fee waiver would:

    (a) Benefit from participation in the competition; and

    (b) Have significant difficulty in allocating funds to register a team or teams; or

    (c) Would directly charge students who are of low socioeconomic status for the registration fee.

    (d) Be in keeping with any additional considerations that The Executive or the Responsible Officer think relevant.

(7) Schools may appeal the decision of the Responsible Officer directly to The Executive by contacting the President in writing or by email.

    (a) Applications for appeal must include:

        (i) The school's name and number of teams trying to be fee waived;

        (ii) The name and telephone number of the applicant;

        (iii) Details of why the school should be granted fee waiver status.

(8) The Executive may overrule any decision made by the Responsible Officer prior to the start of the competition. If The Executive overrules the Responsible Officer, The President must inform the school of the decision of the executive and the reasons for the decision.

(9) A decision of the Executive is final.

(10) The Responsible Officer is responsible for overseeing the scheme. The Responsible Officer must:

    (a) Create the application process for fee waivers;

(b) Ensure all schools are aware that fee waivers exist for the competition;

(c) Ensure all schools are aware of the application procedure for fee waivers;

(d) Actively encourage schools for whom it would be appropriate to apply for fee waivers;

(e) Keep records of all correspondence with schools related to the Scheme;

(f) Submit all records to the Executive if a school appeals a Responsible Officer's decision;

(g) Inform schools of the status of their applications and any reasons for either part or whole rejection of fee waiver applications;

(h) Inform schools that they may appeal the decision of the Responsible Officer to the Executive.

25 Registration Fee Schedule

(1) The opening & closure of registrations shall be determined by the Executive.

(2) All registration fees must be paid before Round 2, after which penalties outlined in section 26 apply.

(3) Schools shall be charged a registration fee for the entry of each team, as outlined below.

(4) Teams wishing to enter after Round 1 may do so at the discretion of the executive. These teams shall pay full price unless otherwise outlined in rule 24.

(5) The Executive may not alter registration fees between the period of the opening of registrations and the close of the Competition.

Item	Cost
Grade 7-9	$140 per team
Grade 10 - Senior	$150 per team
Grade 7 - Senior (Individual)	$50 per student
Additional teams fee	$40 per division over the team cap

26 Penalty Schedule

(1) Penalties will only be incurred for infractions outlined in the below table. The President and the Executive may use discretion in enforcing these penalties.

(2) The Executive may not alter infractions or penalties between the period of the opening of registrations and the close of the Competition.

(3) Penalties will be charged to Schools at the close of the Competition.

(4) The executive, shall, through any reasonable method, ensure that coordinators are aware & reminded of payment fees & deadlines

(5) No withdrawal fees shall apply for Year 7 teams before the commencement of the competition

(6) In the instance of a withdrawal, the team shall be refunded their registration fee, and charged the relevant withdrawal fee

(7) If a team withdraws after round 2, they shall not be refunded their registration fee. Relevant late payment penalties still apply.

Item	**Penalty**
Forfeit (as defined in Part 2 Rule 10(1)(e))	$50 per team
Withdrawal Fee (in excess of one (1) week prior to round 1)	$20 per team
Withdrawal Fee (within one (1) week of round 1)	$50 per team
Withdrawal Fee (after round 1, before round 2)	$100 per team
Late payment penalty (as a percentage of original fees)	After Round 2: 10% After Round 3: 20% After Round 4: 30% After Round 5: 40% After Grand Final: 50%

Part 4 - Executive Management Committee Role Descriptions

27 Duties of the President

(1) The President, who:

(a) Is the head of the Executive, and ordinarily chair of General Meetings and meetings of the Executive Committee,

(b) Has oversight over the organisation as a whole and the Executive. The President has the responsibility to reprimand Executive members for not doing their roles satisfactorily,

(c) Has no other special powers except afforded to them in their capacity as the ordinary Chair of Meetings in this Constitution.

28 Duties of the Secretary

(1) The Secretary who:

(a) Is the Secretary of the Association as understood in the Act and accordingly has all duties and powers granted to that position under the Act,

(b) Must ensure compliance with relevant legislation of a non-financial nature including, but not limited to, the Act, the *Australian Charities and Not-for-profits Commission Act 2012* (Cth), the *Australian Charities and Not-for-profits Commission Regulation 2013* (Cth) and this Constitution;

(c) Shall call meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association;

(d) Keeping minutes of each meeting;

(e) As the official custodian of the common seal of the Association and all official documents of the Association;

(f) The Secretary must keep a register of all the members and is responsible for ensuring compliance with the membership application process as outlined in this Constitution;

(g) Must handle any other paperwork of the Association that is non-financial in nature; and

(h) Is responsible for ensuring the Association retains all records for a period of seven years.

29 Duties of the Treasurer

(1) The Treasurer, who:

(a) Is one of the three bank signatories,

(b) Is responsible for reimbursing people for legitimate expenses such as adjudication or training sessions (achieved through logging online banking payments);

(c) Is Responsible for the financial health of the Association;

(d) Must adhere to financial compliance requirements under state and federal legislation, including ACNC reporting requirements, including the amount of money earnt by executive members;

(e) Must submit to the Executive a profit and loss statement and a balance sheet for approval at least every eight weeks; and

(f) Must submit an annual profit and loss statement and balance sheet to the AGM.

30 Duties of Vice President – Adjudicators

(1) The VP - Adjudicators is responsible for:

(a) The creation and maintenance of an organisational Blue Card register for all executive members, adjudicators, and trainers;

(b) The linking of each volunteer's blue card to the BGDA – using the prescribed government forms;

(c) The recruitment of suitably qualified adjudicators for each debating round of the competition, and for other events such as development days;

(d) Ensuring that all adjudicators become members, and are uploaded onto the membership register by the secretary;

(e) The training of adjudicators on BGDA adjudication policies and procedures;

(f) Provision on upskilling opportunities for junior adjudicators; and

(g) Working in conjunction with VP – Competitions to collect results from adjudicators.

31 Duties of Vice President – Welfare

(1) The VP - Welfare is responsible for;

(a) The development and routine review of relevant child safety legislation and policy, and make relevant updates to BGDA governing documentation;

(b) In conjunction with the President, the VP Welfare must create and implement risk management strategies using Blue Card Resources for all activities;

(c) Managing and monitoring incidents that directly impact the wellbeing or safety of any BGDA stakeholder. Including responding to incidents that occur during the Monday Competition;

(d) Collaborating with other executive portfolios on decision making to ensure the wellbeing and safety of stakeholders is protected;

(e) Ensuring all members of the BGDA community are educated and aware of their duties relating to working with children;

(f) In conjunction with the president, acting as nominated child safety officers and being the final escalation point for all issues where there is a potential or real threat to a child's safety; and

(g) Ultimately responsible for the BGDA's child protection and welfare strategy policy documents.

32 Duties of Vice President – Competitions

(1) The VP - Competitions is responsible for;

(a) Overseeing the organisation and tabulations of the BGDA's Monday Competition in accordance with the BGDA By-Laws;

(b) Liaising with the VP Adjudicators to ensure that results have been collected from adjudicators, and sending the draw, once finalised, so that that the VP Adjudicators may allocate adjudicators for the round;

(c) Sending the draw, once finalised, to the VP Schools so that it may be sent out to participating schools prior to the day of competition;

(d) Liaising with the VP Venue Coordinator to allocate classrooms for debate preparation and debates;

(e) In conjunction with the President, respond to breaches of the Competition rules, and instances where the draw has been mis-read; and

(f) Overseeing and delegating work to the Tabulations Officer (if elected).

33 Duties of Vice President – Schools

(1) The Schools VP is responsible for;

(a) Communicating and liaising with School Coordinators, to ensure that they receive up-to-date and accurate information regarding the BGDA's programs and upcoming events;

(b) In conjunction with the President, responding to questions and concerns of participants in the BGDA programs (including coordinators, students, and parents);

(c) Outreach to prospective schools, in order to promote the growth of the BGDA's programs;

(d) Producing the Schools Guide to be sent out schools each year;

(e) Creating and distributing the BGDA Newsletter during and leading up to the Monday Competition; and

(f) Ensuring the BGDA's Contact List is up-to-date and accurate.

34 Duties of Vice President – Training

(1) The VP - Training is responsible for;

(a) Producing educational training materials for Junior, Intermediate, and Senior Workshops held during the Monday Competitions, Development Days, and any other Programs run by the BGDA;

(b) Ensuring that training materials are up-to-date and remain relevant to the current Australian/ Queensland debating styles; and

(c) Sourcing qualified people to host workshops and train students.

35 Duties of Vice President – Venue Coordinator

(1) The Venue Coordinator VP is responsible for;

(a) Sourcing venues to host BGDA programs;

(b) Ensuring that sufficient space/ classrooms are available for use during training and debates;

(c) Liaising with VP Competitions, once the draw for each round is finalised, to allocate classrooms for team training, preparation, and debates;

(d) Providing wet-weather alternatives for training/ debate facilities, where necessary; and

(e) Directing and assisting visitors to competition venues.

36 Duties of Vice President – Communications

(1) The Communications VP is responsible for;

(a) Maintaining the BGDA's social media presence (e.g. Instagram, Facebook, LinkedIn), by ensuring that all up-coming events are sufficiently promoted in an engaging manner that complies with the BGDA Style Guide;

(b) Liasing with the Sponsorship VP to ensure that sponsorship obligations are being met; and

(c) Maintaining and updating the BGDA website to ensure that it is up-to-date and provides appropriate information for members, students, parents, coordinators, adjudicators, and members of the general public.

37 Duties of Vice President – Sponsorship

(1) The Sponsorship VP is responsible for;

(a) Sourcing and securing sponsorship for the society, to contribute to revenue for the Association by;

(i) Liaising with potential sponsors by contacting them; providing relevant information about the BGDA and its objectives; establishing a formal agreement; organising invoices for sponsorship agreements with the Treasurer; and maintaining contact with said sponsors throughout the year; and

(ii) Ensuring that all sponsorship obligations are met by communicating said obligations with the Communications VP at the beginning and throughout the year.

(b) Organising fundraising events and opportunities to contribute to revenue for the Association; and

(c) Organising and contacting the key-note speaker for Monday Competition's Grand Final.