Article I: Finances

Section 1. Assessments and Fees

A. School Assessments: All member schools shall pay a one hundred and fifty dollar yearly assessment regardless of school population.
    1. Assessment forms are available on the CHSSA website (chssa.org). Each school shall upload a copy of the signed assessment form to the CHSSA online registration portal.
    2. Schools may pay by credit card, check, or money order.
    3. All checks should be made payable to CHSSA and mailed to the Treasurer. No personal checks shall be accepted. Only school checks, money orders, or cashier's checks shall be accepted.
    4. Should a check bounce or a chargeback occur, the school will be responsible for all fees and will not be allowed to compete at the state tournament until all fees are cleared.
    5. December 1 of each year shall be the deadline for payment. A late fee of $20.00 shall be assessed for payment after December 1.
    6. No school shall be officially a member of CHSSA considered in good standing until the Treasurer records the proper assessment and form.
    7. Membership privileges include representation by elected members of the CHSSA council and status as a CHSSA member school in good standing.

B. State Tournament Fees: All fee amounts will be set by the Executive Council. Contestant schools in the CHSSA State Tournament shall pay fees as outlined below:
    1. An entry fee per person per event.
    2. A school fee per school.
    3. Schools may pay by credit card, check, or money order.
    4. Checks for entry fees shall be made payable to CHSSA and sent to the Treasurer appropriate Area Chairperson with entry forms. No personal checks shall be accepted. Only official school checks, credit card, money orders, or cashier's checks shall be acceptable.
    5. Judging Deposit:
        a. Each school entered in the State Tournament shall be required to include a $150.00 judging deposit with and in addition to entry fee payment. Schools that fail to fulfill judging obligations will be fined $150 per missed round.
        b. Failure to fulfill the school's assigned judging obligation shall result in forfeiture of the $150.00 deposit.
        c. Schools that fulfill their judging obligations will have their judging deposit applied to the CHSSA assessment fee for the following year, unless a written request for refund is submitted by their school site administrator.

C. Delinquent Payments: Schools whose fees and/or assessed penalties for the current or previous year have not been paid by the established deadline will be considered delinquent.
    1. Delinquent schools lose their status as "schools in good standing" and their students are ineligible for competition in state qualifying tournaments.
    2. CHSSA yearly assessment, including all delinquent fees, must be paid on or before two weeks prior to the first state qualifying contest that the school enters.
    3. Those schools that compete in the State Tournament and are discovered delinquent in payment of their assessments may not participate in the State Tournament the following year unless their delinquent payments are paid from the year of the

infraction plus a $50 fine. Both the delinquent payment and the fine must be paid no less than 90 days prior to the State Tournament.

4. Area Chairpersons and CHSSA State Tournament Director shall enforce the above.

D. Associate Memberships and Fees: Any individual, business, or corporation or any institution (other than a secondary school) that does not sponsor a high school speech program may obtain an associate membership. The associate member CHSSA shall pay $20.00 dues per year. (September - August) CHSSA services, including curriculum materials and publications shall be available to all associate members in good standing.
    1. Explanation of application and dues for associate membership may be obtained by contacting the CHSSA organization [see website].
    2. Associate membership application and checks shall be sent directly to the CHSSA Treasurer. No personal checks shall be accepted. Only official school or business checks, money orders, or cashier's checks shall be acceptable.
    3. The Treasurer shall record the payment and notify the President, Vice President Activities and the appropriate Area Chairperson.
    4. Associate membership fees do not count toward Area totals for allocation of State Tournament qualifiers. Associate members are not eligible for participation in state qualifying or State Tournaments.

Section 2. Financial Management

A. All fees shall be received by the CHSSA Treasurer.
B. All CHSSA funds shall be held, disbursed, and accounted for by the CHSSA Treasurer.
    1. Funds shall be disbursed according to the Board of Directors approved yearly budget.
    2. At the direction of the President, emergency or unexpected expense disbursements may be made subject to Board of Directors approval at the next regular meeting of the Board of Directors.
    3. The Treasurer shall receive budget requests until the Fall Board of Directors meeting and shall submit a budget for Board of Directors approval at the Fall meeting.
C. All CHSSA funds shall be used for the statewide activities of CHSSA, including publications, the State Tournament, and operating expenses.
D. Authorized travel on CHSSA business at the direction of the President or with approval of the Board of Directors that would be otherwise uncompensated, shall be compensated as follows:
    1. Travel by private auto shall be compensated at the IRS standard mileage rate.
    2. Travel by public transportation shall be compensated at the actual fare.
    3. Other necessary expenditures such as hotel and meal cost shall be compensated.
E. The expenses of office incurred by the President, Vice President-Activities, Vice President-Curriculum, Director-Public Relations, Editor, Treasurer, Secretary, Historian, Legal Counsel, Area Chairpersons, and Area Curriculum Representatives shall be reimbursed by the Treasurer from the general funds. These expenses include travel, lodging, meals, postage, telephone calls, printing and other incidental costs resulting from the conduct of official CHSSA business. Receipts for all expenses must be submitted to the Treasurer prior to reimbursement.
F. The expenses of the Representatives-at-Large shall be paid by the Leagues of the Areas they represent. Each League shall be assessed a proportionate amount to cover the

expenses. These expenses include travel, postage, telephone calls, printing, and other incidental costs resulting from the conduct of official CHSSA business.