



Mock Trial

ARTICLE I - ESTABLISHMENT

We, the students, faculty, and staff of the University of Rochester hereby establish the Mock Trial organization of the University of Rochester (URMT) and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

The purpose of Mock Trial is to participate in mock trial competitions and tournaments, as well as foster an introductory education of trial techniques and strategies. Mock Trial provides an opportunity for students to gain experience in a legal setting through the enactment of a trial.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership. All members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Active Member - an active member shall be a College SA member who attends all regular team meetings as scheduled by the team captain, attends all tournaments with their team, and completes a non-selective tryout each academic year. Members may miss occasional practices or tournaments and remain active, but are expected to provide prior notice to excuse their absence: a member who misses any tournament unexcused, or more than 25% of practices in any semester unexcused, shall be inactive unless extenuating circumstances exist.
- C. Associate Member - All UR faculty, staff, graduate, and Eastman SA students shall be eligible for associate membership. Associate members shall not be eligible to hold

officer positions on the executive board. Graduate students, faculty, and staff may not compete, perform, nor travel as part of Mock Trial, but may assist in coaching the teams or organizing events. Eastman Associate Members shall not be eligible to hold executive offices or vote in elections, but may compete with Mock Trial and participate in all events provided they meet the same membership requirements as active members. All students of the College or Eastman may also maintain inactive associate membership if they wish to participate with Mock Trial but do not meet full membership requirements.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. An executive board meeting shall be valid if a quorum is present. Quorum is defined as five or more executive board members.
- B. An organizational meeting, including executive board elections, shall be valid if a quorum is present. Quorum is defined as a simple majority of active members.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Voting Procedure
 - a. All decisions at executive board meetings shall be arrived at by five member majority using a hand vote, unless otherwise specified by the presiding officer or this constitution.
 - b. All decisions at organizational meetings shall be arrived at by a simple majority, unless otherwise specified by this constitution.
- D. In any vote regarding an individual member's placement on the Executive Board, Team placement, or status as a Team captain or as a member of any Committee, that individual member themselves shall abstain. All members of the Executive Board may vote on general proposals, even if they themselves are included within the proposal, provided that the member not advocate for their own individual placement during deliberations beyond the opportunities given to all members of the Organization.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. The Executive Board of Mock Trial consists of a President, Vice President, Business Manager, Yellowjacket Tournament Director, External Tournament Director, Director of Education, Director of Publicity, Director of Fundraising, and Secretary.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution and all by-laws of the organization.

- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. All officers shall attend all meetings and functions to the best of their abilities.
- F. All officers shall attempt to carry out their responsibilities and duties (delegated and otherwise) to the best of their ability and in a timely fashion.
- G. The President shall:
 - a. act as a primary point of contact for Mock Trial, the University of Rochester, the American Mock Trial Association (AMTA), and other mock trial organizations.
 - b. interact as needed with Wilson Common Student Activities Advisors, the Students' Association Administrative & Review Committee, and AMTA to complete all necessary paperwork, registration, and reports needed for the organization to compete.
 - c. officiate elections and tryouts.
 - d. manage all documents and tasks not needed to fulfill any other executive board member's duties.
 - e. preside over Executive Board and Captains' meetings and maintain organization within the club.
 - f. make proposals regarding the season's tournament schedule, captain selections procedure, stacking strategy, and new or updated team placements. These proposals must be voted on and approved by the Executive Board before they are implemented.
 - g. communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
- H. The Vice President Shall:
 - a. aid the president in all duties as required.
 - b. function in the president's place at executive board and other meetings should the president be unable to attend (this does not give the vice president the president's organizational decision making power).
 - c. assist in officiating elections and tryouts.
 - d. perform the duties delegated to them by the president.
- I. The Business Manager shall:
 - a. serve as the primary point of contact between the organization and SOFO.
 - b. manage all financial transactions for the competitive season including payments for registration, transportation, accommodations, and other travel expenditures.
 - c. deposit collections in the form of dues from members, tournament fees from the Yellowjacket Invitational, and any other incoming funds.

- d. prepare a budget each year that accurately reflects the needs of the organization.
 - e. purchase all goods necessary for the functioning of the organization.
 - f. update all executive members on the financial standing of the organization as needed.
 - g. be responsible for maintaining all finances and keep detailed records of all transactions.
- J. The Yellowjacket Tournament Director shall:
- a. plan and manage all tasks related to the Yellowjacket Invitational. This includes but is not limited to recruiting teams and judges, distributing invoices to registered teams, and ensuring the availability of proper facilities.
 - b. delegate tasks to other members of the executive board as needed in both the planning and execution of the tournament.
- K. The External Tournament Director shall:
- a. communicate with other mock trial organizations and manage the external tournaments in which URMT teams compete during the invitational season, including but not limited to receiving and keeping track of invitations to external tournaments, replying to invitations, and registering for invitational tournaments.
 - b. plan and manage logistical tasks related to all external tournaments and scrimmages at which URMT teams are scheduled to attend. This includes but is not limited to organizing materials and supplies necessary for external tournaments, assigning arrangements for transportation and living. The External Tournament Director shall have the power to delegate tasks to other members of the executive board in addition to designated team captains and co-captains as needed.
 - c. plan and manage tasks necessary to facilitate scrimmages held on the University of Rochester River Campus. This includes internal organizational scrimmages in addition to scrimmages in conjunction with local Mock Trial teams that will be held at the University of Rochester.
- L. The Director of Education shall:
- a. preside over the Committee for Member Education and Training (CMET) meetings and activities, ensuring the fulfillment of the duties and goals of CMET
 - b. organize with CMET a minimum of 3 organization wide educational events per semester
 - c. manage the calendar of CMET workshops
 - d. attend and co-facilitate with the President all captains meetings

- e. work with the President to create an educational proposal that sets out teaching goals and lays out methods of implementation for both the unstacked and stacked seasons
- f. conduct interviews of potential CMET assistant director(s) and general CMET members

M. The Director of Publicity shall:

- a. be a liaison between the organization and the university press.
- b. organize and manage all recruitment events, including but not limited to the organization's participation in the activities fair and a general interest meeting.
- c. act as a liaison between the organization and the local legal community, alumni, social media, and all other forms of outreach.
- d. write and publish a newsletter each semester.
- e. keep the website and online media of the organization up-to-date.

N. The Director of Fundraising shall:

- a. seek out and manage all fundraising opportunities for the organization. This may include but is not limited to searching for and managing sponsorships with local law firms, organizing fundraising events, as well as managing the organization's relationship with any corporate sponsors.
- b. maintain contact with and disseminate fundraising materials to alumni, parents, faculty, and any members of the local legal community who have associated with the organization.
- c. create and update the organization's external contact lists.
- d. collect and record dues from members, including determining the quantity of dues to collect, sending dues emails, determining dues collection procedures, and following up with members who have not paid dues.

O. The Secretary shall:

- a. keep all attendance records at executive board meetings.
- b. tally votes at executive board meetings (double-checked by Vice President).
- c. record minutes at executive board meetings.
- d. maintain an accurate list of organization members, and designate new officers by updating the roster on the Campus Community Connections Page.
- e. schedule and reserve rooms for the executive board and organization meetings.
- f. be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.

- g. maintain a spreadsheet which includes tournament placements and individual awards at invitationals and AMTA sanctioned tournaments (Regionals, ORCS, and Nationals).

SECTION THREE - NOMINATIONS AND ELECTIONS

A. Election Procedure

- a. All members of the organization who have been active for at least one full semester shall be eligible to be a member of the Executive Board, unless no one else is qualified.
- b. Prior to elections, an organizational census of active members shall be conducted to confirm the number of active voting members.
- c. Those seeking election shall present a platform and answer questions regarding that platform. The competing candidates shall not be present for the speeches of their competitors.
- d. After this segment there shall be a deliberation and vote.
 - i. All active members of the organization present for the speeches of all candidates for a given position shall be eligible to vote.
- e. The President and Secretary shall count the votes anonymously and declare the winner. The number of votes shall not be announced.
 - i. If either the president or the secretary is amongst the candidates, the vice president shall act in their stead.
 - ii. A candidate shall win the vote if they obtain a simple majority of votes. If a majority was not obtained by any candidate, the candidate with the least votes shall be removed from the candidate pool, and a new vote shall be conducted until a majority is reached.

B. Term of Office

- a. Executive board members are typically elected for one year terms once each year.
- b. Executive board members may, however, run for single semester terms if a planned absence prevents a full year term (i.e. study abroad). If this occurs they may not run on split tickets (or endorse split tickets during the election) but rather will run independently.

C. Timing of Elections and Officer Transitions

- a. Normal elections will be held in each spring as soon as possible following the conclusion of the competitive season. Whenever possible, elections should be held at least 2 weeks before the final day of classes unless the tournament schedule prohibits this.
- b. Newly-elected officers shall meet with outgoing officers for transitional training following election. Newly-elected officers shall be provided with 1) the full Executive Board documents and meeting minutes of all past years, 2)

transition documents, and 3) the organization's educational document and video library. A joint Executive Board meeting shall be held to update newly-elected officers on the state and needs of the organization, the budget, the organizational timeline, and provide leadership advice.

- c. The newly elected Executive Board shall take over following the conclusion of the transitional period as described in Section 3 (C) (b).

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. Should any executive board member leave office for any reason before the end of their term, a special election shall be held in order to elect a replacement as soon as is feasible.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$ majority of the active membership of the organization to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The Mock Trial organization of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by Mock Trial. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

Mock Trial abides by the nondiscrimination policy of the University of Rochester.

Catherine Ramsey

3/1/2022

Signature of Confirmation

Date

Catherine Ramsey

President, Mock Trial

Last Updated: March 2022

Noah Hathaway

03/15/2022

Signature of Approval

Date

Noah Hathaway

Chair, Student Organization Administration & Review Committee