

Constitution of Mock Trial at UCSD

A. Name

- a. The name of this organization is Mock Trial at UCSD.

B. Purpose

- a. The purpose of Mock Trial at UCSD is to prepare for Mock Trial competitions under the governing body of The American Mock Trial Association.
- b. The purpose of Mock Trial at UCSD is also to encourage interest in law advocacy.
- c. Mock Trial at UCSD is a non-profit student organization.

C. Definitions

- a. Program
 - i. Mock Trial at UCSD as a whole.
- b. Team
 - i. A subgroup of Mock Trial at UCSD that competes together.
- c. Member
 - i. Any participant in Mock Trial at UCSD.
- d. Head Coach
 - i. The head advisor or mentor to the Mock Trial program
 - ii. The head coach will have final say in determining team rosters, roles, and captains
 - iii. The head coach may change or remove roles and/or program membership at their own discretion
 - iv. The head coach may add or remove assistant coaches at their own discretion
 - v. In the event that the program does not have a head coach, these responsibilities fall to the assistant coach(es).
- e. Assistant Coach
 - i. An assistant advisor or mentor to the Mock Trial program
 - ii. The assistant coach will aid the head coach in determining teams rosters, roles, and
 - iii. In the event that the program does not have any assistant coaches, these responsibilities shall fall to the Executive Board.
- f. Captains
 - i. The captains shall be in charge of handling the day to day operations of individual teams within Mock Trial at UCSD
 - ii. The captains create their team's practice schedule, print out necessary materials, get needed funding for their team from the Executive Board, and record team attendance.

D. Minimum Requirements for Membership

- a. UCSD undergraduate or have special permission from both:
 - i. Mock Trial at UCSD coaches

- ii. American Mock Trial Association (AMTA)
 - b. Less than five years experience in collegiate Mock Trial
- E. Government
 - a. The Executive Board
 - i. The Executive Board shall consist of the Co-Presidents, Secretary, Treasurer, Tournament Director, Logistics Director, and External Fundraiser
 - ii. Only registered UCSD students may hold office in the organization. Only registered UCSD students and program members may vote in elections for the selection of the organization's officer.
 - b. Duties of the Executive Board as a whole include:
 - i. Execute any and all legislation
 - ii. Determine organizational policy
 - iii. In the event that no coach is present the Executive Board will determine the team rosters as a collective group
 - 1. In the event that the program does have a coach (or coaches), team rosters will be determined by the coach(es)
 - iv. Any unanticipated requirements not stated in this document will be determined with a simple majority of all executive board members
- F. Officer Roles
 - a. Duties of the Co-Presidents are:
 - i. The term(s) of the President(s) are one academic school year
 - ii. Preside over Executive Board and general meetings
 - iii. Re- register the organization with The American Mock Trial Association annually
 - iv. Sign and approve any and all payments of Mock Trial at UCSD with the Treasurer
 - v. Interpret the constitution
 - vi. Publicize, plan, and host informational meetings and recruitment events, and organize and run tryouts
 - 1. Tryouts
 - a. Tryouts are an audition toward becoming a member of Mock Trial at UCSD
 - b. The content of tryouts shall be determined by the Co-Presidents
 - c. Tryouts shall occur no later than the end of the second week of fall quarter
 - d. All returning members must try out for the program each year
 - vii. Decide what tournaments to attend and have ultimate decision in all matters regarding attending tournaments

1. Register all teams for all tournaments
- viii. Assist coaches in naming captains
- ix. Act as the liaison between the students and the coaches
- x. Communicate with other Mock Trial Organizations
- xi. Be responsible for the maintenance of the Mock Trial at UCSD Constitution
- xii. Oversee the actions of all other members of the Executive Board, and delegate additional tasks and projects accordingly
- b. Duties of the Tournament Director are:
 - i. The term of the Tournament Director is one academic school year
 - ii. Plan and host any and all tournaments
 - iii. Mock Trial at UCSD must host at least one tournament per year
 1. Must host Regionals and/or the Wlodarczyk Invitational
 - a. Recruit judges
 - b. Reserve all space for tournaments to take place
 - c. Arrange for all trophies, food items, and ballots required
 - iv. Disseminate information regarding aforementioned tournaments to visiting teams
 1. Write and send invitations
 2. Keep track of responses to invitations
 3. Make and distribute tournament packets
 4. Ensure all registration fees are paid in a timely manner
- c. Duties of the Logistics Director are:
 - i. The term of the Logistics Coordinator is one academic school year
 - ii. Organize travel to and from tournaments
 - iii. Organize accommodations for tournaments
 - iv. Assist the Tournament Director in all areas of tournament preparation including but not limited to the duties listed above
- d. Duties of the Treasurer are:
 - i. The term of the Treasurer is one academic school year
 - ii. Set a budget for the year with the Co-Presidents
 1. This budget shall be approved by 2/3rds of the executive board
 2. This budget is to include:
 - a. Tournaments
 - b. Travel
 - c. Advertising
 - d. Case Materials
 - e. Other/Miscellaneous
 - iii. Balance Mock Trial at UCSD accounts
 - iv. Act as the liaison between Mock Trial at UCSD and UCSD Associated Students with regards to funding

- v. Document of all finances in a spreadsheet that will be updated every time a transaction is made
 - 1. Available to all Executive Board members
 - vi. Sign and approve any and all payments of Mock Trial at UCSD with the Co-Presidents
- e. Duties of the Secretary are:
- i. The term of the Secretary is one academic school year
 - ii. Maintain the Mock Trial at UCSD website
 - iii. Maintain any and all Mock Trial at UCSD social medias
 - iv. Take minutes at Executive Board meetings
 - v. Take and maintain attendance at Executive board meetings
 - vi. Record attendance at all teams' practices (with help from captains)
 - vii. Publicize all Mock Trial at UCSD events/informational meetings with the Co-Presidents
 - 1. Informational meetings:
 - a. Are to occur before and during week 1 and 2 of fall quarter
 - b. There are to be at least 3 sessions
 - c. The purpose of these informational meetings is to distribute information about Mock trial at UCSD and recruit new members
- f. Duties of the External Fundraiser are:
- i. Reach out to the local community for fundraising opportunities
 - ii. Assist the secretary with communication from parties outside the university
 - iii. Coordinate off-campus fundraisers
 - iv. Assist the treasurer with fundraising efforts
 - v. Assist treasurer with AS funding

G. Members

- a. Members shall put forth a good faith effort to attend all team meetings and participate actively in Mock Trial at UCSD
 - i. These team meetings do not include executive board meetings
- b. Members shall attend all invitational, regional and national tournaments that their assigned team is participating in unless prior notice is given to their captains as well as to the Co-Presidents
 - i. Prior notice must be given at least 3 weeks in advance for invitational tournaments
 - ii. Prior notice must be given at least 4 weeks in advance for regional and national tournaments
 - iii. Failure to attend tournaments without proper prior notice is grounds for removal from Mock Trial at UCSD
 - iv. If a member fails to attend a tournament without this notice, they are also held responsible for the fees associated with the tournament

H. Elections

- a. Executive Board members shall be elected annually
- b. Executive Board election process shall be as follows:
 - i. Nominations for officers shall be held when the mock trial season ends during Spring quarter
 1. All members are eligible to run
 2. All active members shall have a vote
 3. Votes shall be anonymous
 - a. The Co-Presidents shall tabulate the votes and be the only person to see the votes cast
 - b. In the case that the Co-Presidents has accepted a nomination for any position another non biased member or coach of Mock Trial at UCSD shall tabulate the votes and be the only person to see the votes cast
 4. Members can run for multiple offices
 - a. In the event that one person wins multiple offices they may select the position they wish to take
 - b. In this event the runner up to that position takes said position
 - i. In the instance that no runner up is available the newly elected Co-Presidents shall appoint a member to that position
 - ii. Elections may be conducted entirely online:
 1. The nomination period will run during the 4th week of Spring Quarter
 2. The nominations must be sent via email by the end of the 4th week of spring quarter
 3. Members have the choice to accept or reject any nomination
 4. A member may also nominate him or herself for a position
 5. The online electoral period will be during the 5th week of spring quarter
 - iii. The Executive Board may decide to host a meeting at which candidates will make speeches and answer questions
 - iv. The transition between the old Executive Board and new Executive Board shall take place the week after elections
 - v. The Voting is as follows:
 1. The elections will follow an Alternative Voting system
 2. A ballot will be provided to each member with the names of all the candidates for each position
 3. On this ballot, voters will rank by preference the multiple candidates for each office

I. Impeachment/Removal

- a. Process for removal of Executive Board members:
 - i. Any Executive Board member can make a motion for impeachment of another officer
 - 1. The Executive Board member facing impeachment may deliver a defense to all members of Mock Trial at UCSD
 - 2. The vote of impeachment shall take place the week following the motion
 - 3. Impeachment requires a 3/4 vote of all executive board members
 - 4. No proxy votes shall be accepted
 - 5. An Executive Board member removed from the Executive Board shall still be allowed to participate in tournaments and be a general member of Mock Trial at UCSD
- b. Process for removal of Captains:
 - i. Any Executive Board member or Captain can make a motion for impeachment of a captain
 - 1. The Captain facing impeachment may deliver a defense to the all members of Mock Trial at UCSD
 - 2. The vote of impeachment shall take place the week following the motion
 - 3. Impeachment requires a 3/4 votes of all members
 - 4. No proxy votes shall be accepted
 - 5. A Captain shall still be allowed to participate in tournaments and be a general member of Mock Trial at UCSD after impeachment
- c. Process for removal of general members:
 - i. A captain of the member facing removal can make a motion for removal
 - 1. The member facing removal may deliver a defense to the Executive Board and the coaches
 - 2. Removal from the program shall be determined by the coaches, with input from the Executive Board
- d. Replacement of impeached Executive Board member or captain
 - i. Replacement of Executive Board members shall be appointed by the Co-Presidents and approved by the board with a 2/3rds vote
 - ii. Replacement of captains shall be appointed by the Co-Presidents and approved by the board with a 2/3rds vote
 - 1. Coaches must approve this choice

J. Meetings

- a. Executive Board meetings
 - i. The purpose of Executive Board meetings will be to determine policy, logistics, and courses of action for Mock Trial at UCSD

- ii. Executive Board meetings shall be open to all members of Mock Trial at UCSD, coaches, and captains
 1. Non executive board members are not given a vote, but their opinions and suggestions will be taken into consideration
 2. In the event that Executive board members require a closed meeting, non Executive Board members will be asked to leave the meeting, and return when instructed by the Co-Presidents
- iii. No other members of the public shall be allowed to attend Executive Board meetings
- iv. Executive Board meetings shall be held weekly throughout fall and winter quarters
- v. These times shall accommodate, as best as possible, the schedules of all Executive Board members
- vi. The order of regularly scheduled meetings shall be:
 1. Call to order
 2. Roll Call
 3. Officer Reports
 - a. The order of these reports shall be:
 - i. Tournament Director
 - ii. Logistics Director
 - iii. Treasurer
 - iv. External Fundraiser
 - v. Secretary
 - vi. Co-Presidents
 4. Old Business
 5. New Business
 6. Loose Ends
 7. Adjournment
- vii. General Rules
 1. All meetings will follow parliamentary procedure as outlined in the most recent version of Robert's Rules of Order
 - a. These rules shall be enforced by the Secretary
 2. All meetings are mandatory for all Executive Board members
 - a. Unless reason provided at least 3 days in advanced
 3. The Co-Presidents has the authority to eject any disorderly person from the meeting at any time
- viii. Voting and Discussion
 1. A quorum of a simple majority of the Executive Board must be present before any business may be discussed
 2. Only Executive Board members may vote
 3. All proxy votes must be in the individual's own handwriting in a signed and sealed envelope
 - a. Along with the vote there must be an excuse

- i. The provided excuse will be determined sufficient and valid by the president
 - b. General meetings
 - i. General meetings shall be attended by all members
 - ii. Captains shall determine the frequency of these meetings
 - iii. Meetings will be scheduled to aid Mock Trial at UCSD as much as possible in competitions under The American Mock Trial Association or competitions in preparation for those competitions
 - iv. Captains shall establish times and locations for general meetings for their teams
 - 1. Captains shall notify the Secretary of all meeting times and locations
 - v. General meetings are mandatory for all members of that team
 - 1. Each individual is allowed five absences per quarter
 - 2. If any member misses more than five general meetings in any quarter they are subject for removal from Mock Trial at UCSD
 - a. Members may submit an appeal to the Executive Board
 - i. Executive Board will determine if missing there was a sufficient excuse to miss more than five meetings
 - 3. Attendance is taken and kept track of by the captains
- c. Emergency Meetings
 - i. Emergency Executive Board Meetings
 - 1. Any member of the Executive Board may call an executive emergency meeting at any time
 - 2. All Executive board members must be notified at least six hours before the meeting may take place
 - ii. General Emergencies meetings
 - 1. Any member may call an emergency general meeting
 - a. A member must get approval from their captain
 - b. The meeting topic must be about practicing and/or preparing for competitions
 - 2. All member must be notified at least six hours before the meeting may take place

K. Funding

- a. All funding requests must be brought to the executive board by a board member, a captain, or a member
- b. The member sponsoring the funding request must present a proposal with an explanation for what the funding is for as well as a budget
- c. All funding must be approved by a simple majority of the executive board
- d. Items funded must be purchased and receipts must be submitted within 2 weeks of approval in order to be reimbursed

- e. Any unused funding will be returned to the program

L. Amendments

- a. All amendments to the Constitution of Mock Trial at UCSD must be approved by 2/3 of the Executive Board as a whole

M. Risk Management

- a. Mock Trial at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.
- b. Mock Trial at UCSD understands that the University does not assume legal liability for the actions of the organization.