

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Mock Trial at UC San Diego.

ARTICLE II. STATEMENT OF PURPOSE

1. The purpose of Mock Trial at UC San Diego is to prepare for competitions under the governance of the American Mock Trial Association and to promote interest in law and advocacy.
2. Membership provides opportunities to develop skills in legal analysis, public speaking, and teamwork in an educational setting.
3. The organization further seeks to contribute to the UC San Diego community by fostering civic engagement, offering experiential learning, and representing the University in intercollegiate competition.

ARTICLE III. NONPROFIT STATEMENT

Mock Trial at UC San Diego is a non-profit student organization.

ARTICLE IV. DEFINITIONS

1. Program
 - a. Mock Trial at UC San Diego as a whole.
2. Team
 - a. A subgroup of Mock Trial at UC San Diego that competes together.
3. Member
 - a. Any participant in Mock Trial at UC San Diego.
4. Head Coach
 - a. The head advisor or mentor to the Mock Trial program
 - b. The Head Coach will have the responsibility of creating initial team roles, rosters, and captains to be then approved by the Executive Board by a 2/3 vote every quarter.
 - c. The Head Coach may change or remove roles and/or program membership at their own discretion
 - d. The Head Coach may add or remove assistant coaches at their own discretion
 - e. The Head Coach is subject to reelection every two years.
 - f. The Executive Board shall vote for the Head Coach upon their first meeting following their election.
 - g. In the event that the program does not have a Head Coach, these responsibilities fall to the assistant coach(es).
5. Assistant Coach
 - a. An assistant advisor or mentor to the Mock Trial program
 - b. The assistant coach will aid the Head Coach in determining team rosters, roles, and

- c. In the event that the program does not have any assistant coaches, these responsibilities shall fall to the Executive Board.
6. Captains
 - a. The captains shall be in charge of handling the day-to-day operations of individual teams within Mock Trial at UC San Diego
 - b. 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.

ARTICLE V. REQUIREMENTS FOR MEMBERSHIP

Membership in Mock Trial at UC San Diego is open to any UC San Diego undergraduate student, consistent with the University of California Nondiscrimination Policy. To be eligible for membership, a student must:

1. UC San Diego undergraduate or have special permission from both:
 - a. Mock Trial at UC San Diego coaches
 - b. American Mock Trial Association (AMTA)
2. Less than five years of experience in collegiate Mock Trial
3. Complete the tryout process and be selected to join the Program

ARTICLE V. SECTION 1. NON-DISCRIMINATION POLICY

Mock Trial at UC San Diego is committed to fostering an inclusive and respectful environment for all participants. In accordance with applicable federal and state law, as well as university policy, our program does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (including cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.

This policy applies to all aspects of the program, including but not limited to membership, leadership opportunities, practices, competitions, events, and social activities.

ARTICLE V. SECTION 2. HAZING PREVENTION

Mock Trial at UC San Diego is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies, and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation,

an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

ARTICLE V. SECTION 3. DUTIES

1. Members shall put forth a good-faith effort to attend all team meetings and participate actively in Mock Trial at UC San Diego
 - a. These team meetings do not include Executive Board meetings
2. 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 President
 - a. Prior notice must be given at least three weeks in advance for invitational tournaments
 - b. Prior notice must be given at least four weeks in advance for regional and national tournaments
 - c. Failure to attend tournaments without proper prior notice is grounds for removal from Mock Trial at UC San Diego
 - d. If a member fails to attend a tournament without this notice, they are also held responsible for the fees associated with the tournament

ARTICLE VI. MEETINGS

1. Executive Board meetings:
 - a. The purpose of Executive Board meetings will be to determine policy, logistics, and courses of action for Mock Trial at UC San Diego
 - b. It is up to the discretion of the Executive Board to decide whether or not they would like to hold an open or closed meeting for the rest of the general club members
 - i. If non-Executive Board members are permitted to observe the meeting, they are not given a vote in any procedural matters; however, their opinions and suggestions will be taken into consideration
 - ii. 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 President(s)

- c. No other members of the public shall be allowed to attend Executive Board meetings
 - d. Executive Board meetings shall be held weekly throughout Fall and Winter Quarters
 - e. These times shall accommodate, as best as possible, the schedules of all Executive Board members
 - f. Upon the intake of a new coach into the program, the Executive Board must hold an introductory meeting with that coach. After that, the Executive Board votes to accept the coach.
 - i. Assistant coaches are decided by a 2/3 vote, and Head Coaches are decided by a 3/4 vote
 - g. General Rules
 - i. All meetings will follow parliamentary procedure as outlined in the most recent version of Robert's Rules of Order
 - 1. These rules shall be enforced by the Secretary
 - ii. The President(s) have the authority to eject any disorderly person from the meeting at any time
 - h. Voting and Discussion
 - i. Only Executive Board members may vote
2. General meetings:
- a. General meetings shall be attended by all members
 - b. Captains shall determine the frequency of these meetings
 - c. Meetings will be scheduled to aid Mock Trial at UC San Diego as much as possible in competitions under the American Mock Trial Association or competitions in preparation for those competitions
 - d. Captains shall establish times and locations for general meetings for their teams
 - i. Captains shall notify the Executive Board of all meeting times and locations
 - e. General meetings are mandatory for all members of that team
 - i. Each individual is allowed five absences per quarter
 - ii. If any member misses more than five general meetings in any quarter, they are subject to removal from Mock Trial at UC San Diego
 - 1. Members may submit an appeal to the Executive Board
 - a. Executive Board will determine if there was a sufficient excuse to miss more than five meetings
 - iii. Attendance is taken and tracked by the captains
 - f. In Fall Quarter, new members will be mandated to attend a new member education course during all-team practices
 - i. This will be organized and managed by whoever the Vice President delegates the task of running the course to

3. Emergency Meetings:
 - a. Emergency Executive Board Meetings
 - i. Any member of the Executive Board may call an executive emergency meeting at any time
 - ii. All Executive board members must be notified at least six hours before the meeting may take place
 - b. General Emergency Meetings
 - i. Any member may call an emergency general meeting
 1. A member must get approval from their captain
 2. The meeting topic must be about practicing and/or preparing for competitions
 - ii. All members must be notified at least six hours before the meeting may take place

ARTICLE VII. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

1. The Executive Board
 - a. The Executive Board shall consist of the President, Vice President (or co-Presidents), Secretary, Treasurer, Tournament Director(s), Logistics Director, External Fundraiser, and External Relations Liaison
 - i. If one President runs on their own, they must be a prior member of the Executive Board. If two co-Presidents run together, at least one President must have previously been a member of the Executive Board.
 - ii. If fewer than two members would qualify to run as President due to the above requirements, then any member with at least two quarters of experience on the team can run as President.
 - iii. Vice Presidents run individually for office and will be elected separately from the President role.
 - b. Duties of the Executive Board as a whole include:
 - i. Executing any and all legislation
 - ii. Determining organizational policy
 - iii. Approving team roster decisions made by Head Coach by a 2/3rds vote
 - iv. 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 not have a coach (or coaches), team rosters will be determined by the Executive Board
 - v. Publicizing, planning, and hosting informational meetings and recruitment events, and organizing/running tryouts

1. Tryouts
 - a. Tryouts are an audition to become a member of Mock Trial at UC San Diego
 - b. The content of tryouts shall be determined by the President(s)
 - 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
- vi. Having the discretion to remove the Head Coach by voting with a 3/4 majority
 1. If the ratio of board member votes needed for majority doesn't equate exactly to the 3/4 fraction standard, use rounding rules to determine whether or not to round the vote ratio up or down
- vii. Meeting with the incoming Executive Board members in person/online to discuss requirements of their respective positions
- viii. Any unanticipated requirements not stated in this document will be determined with a simple majority of all Executive Board members

ARTICLE VII. SECTION 1. OFFICER DUTIES

The terms of all Officers on the Executive Board are one academic school year.

1. Duties of the President(s) are:
 - a. Preside over Executive Board and general meetings
 - b. Re-register the organization with The American Mock Trial Association annually
 - c. Sign and approve any and all payments of Mock Trial at UC San Diego with the Treasurer
 - d. Interpret the Constitution
 - e. Decide what tournaments to attend and have the ultimate decision in all matters regarding attending tournaments
 - i. Register all teams for all tournaments
 - f. Assist coaches in naming captains
 - g. Act as the liaison between the students and the coaches
 - h. Communicate with other Mock Trial Organizations
 - i. Be responsible for the maintenance of the Mock Trial at UC San Diego Constitution
 - j. Oversee the actions of all other members of the Executive Board, and delegate additional tasks and projects accordingly
 - k. If elected, two Presidents are allowed to serve at one time as co-Presidents
2. Duties of the Vice President are:

- a. Assist the President with all duties
 - b. Take over the presidency in case of resignation, impeachment, unsatisfactory performance, etc.
 - c. Arrange regular board meetings
 - d. Manage summer bootcamp and new member education
3. Duties of the Tournament Director(s) are:
- a. Plan and host any and all tournaments
 - i. The Tournament Director(s) have primary say on when they want tournaments to be held
 - b. Mock Trial at UC San Diego must host at least one tournament per year
 - i. Must host the Wlodarczyk Invitational and/or AMTA Regionals
 1. Coordinate with the External Relations Liaison to recruit judges
 2. Reserve all space for tournaments to take place
 3. Arrange for all trophies, food items, and ballots required
 - c. Disseminate information regarding aforementioned tournaments to visiting teams
 - i. Write and send invitations
 - ii. Keep track of responses to invitations
 - iii. Make and distribute tournament packets
 - iv. Ensure all registration fees are paid in a timely manner
 1. Work with Treasurer to approve all registration fees
 - d. Two Tournament Directors are allowed to serve at one time as Co-Tournament Directors
 - e. The Tournament Director(s) is/are allowed to assemble a Tournament Committee to aid the tournament directors in planning the Wlodarczyk Invitational and/or any regional tournament sanctioned by the American Mock Trial Association
 - i. The Tournament Committee will be assembled of returning members and/or new members.
 1. This may be assembled as soon as new members are introduced into the program.
 2. New members can apply to be on the Tournament Committee.
 - ii. A separate Google account may be established to facilitate the activities of the Tournament Committee
 - iii. The jobs of the Tournament Committee are to be determined by the Tournament Director(s).
4. Duties of the Logistics Director are:
- a. Organize travel to and from tournaments

- b. Organize accommodations for tournaments
- c. Assist the Tournament Director in all areas of tournament preparation, including but not limited to the duties listed above
- 5. Duties of the Treasurer are:
 - a. The term of the Treasurer is one academic school year
 - b. Set a budget for the year with the President
 - c. This budget shall be approved by 2/3rds of the Executive Board
 - i. This budget is to include:
 - 1. Tournaments
 - 2. Travel
 - 3. Advertising
 - 4. Case Materials
 - 5. Other/Miscellaneous
 - d. Communicate with the general program about the use of collected dues
 - e. Communicate with program members about potential challenges in paying their dues
 - f. Balance Mock Trial at UC San Diego accounts
 - g. Assist the external fundraiser with funding
 - h. Document all finances in a spreadsheet that will be updated every time a transaction is made
 - i. This spreadsheet shall be available to all Executive Board members
 - i. Sign and approve any and all payments of Mock Trial at UC San Diego with the President
- 6. Duties of the Secretary are:
 - a. Maintain the Mock Trial at UC San Diego website
 - b. Maintain any and all Mock Trial at UC San Diego social media
 - c. Take minutes at Executive Board meetings
 - d. Take and maintain attendance at Executive Board meetings
 - e. Record attendance at all teams' practices (with help from captains)
 - f. Publicize all Mock Trial at UC San Diego events/informational meetings with the President
 - i. Informational meetings:
 - 1. Are to occur before and during Week 1 and 2 of Fall Quarter
 - 2. The purpose of these informational meetings is to distribute information about Mock trial at UC San Diego and recruit new members
 - g. The Secretary is allowed to form a Creative Committee to facilitate their creative projects

7. Duties of the External Fundraiser are:
 - a. Coordinate with the External Relations Liaison to reach out to the local community for fundraising opportunities
 - b. Assist the External Relations Liaison with communication from parties outside the university
 - c. Coordinate off-campus fundraisers
 - d. Assist the treasurer with fundraising efforts
 - e. Act as the liaison between Mock Trial at UC San Diego and UC San Diego Associated Students with regards to funding
 - f. Can assemble a Fundraising Committee to assist the duties of their position
8. Duties of the External Relations Liaison are:
 - a. Connect and communicate with Mock Trial at UC San Diego alumni
 - i. Compile and keep an updated list of Mock Trial at UC San Diego alumni
 - ii. Send out a quarterly newsletter to interested alumni, updating them about current members, events, and competitions
 - iii. Reach out to alumni to ask for funding, judging, or other resources (printing, donation of materials, etc.)
 - iv. Act as a liaison between alumni and members
 1. Set up meetings between members and alumni for coaching or similar assistance
 - b. Coordinate with and act as a liaison between local law firms/businesses and Mock Trial at UC San Diego to secure sponsorship or other fundraising
 - i. Coordinate with the Secretary to provide incentives for law firms and businesses (i.e. advertising)
 - c. Coordinate with the Tournament Director to secure judges for tournaments
 - d. Network with local mock trial programs
 - i. Connect and collaborate with nearby high school mock trial programs
 - ii. Coordinate and maintain relationships with other West Coast college mock trial programs
 - e. Coordinate internal bonding activities such as coffee chats between general members and the big-little system
 - i. May appoint a committee to help with coordinating internal bonding activities

ARTICLE VII. SECTION 2. ELECTIONS

Executive Board members shall be elected annually. The Executive Board election process shall be as follows:

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

ARTICLE VII. SECTION 3. IMPEACHMENT/REMOVAL PROCESS

The removal process is to be applied consistently, and due process must be ensured. Grounds for removal must comply with university non-discrimination policies. Any member or officer facing removal must be provided with written notice that includes the reason for potential removal and the date of their hearing meeting and vote. During the hearing, the individual shall be given the opportunity to present a defense and submit counterevidence. After a vote is conducted, written notice regarding the final decision must be provided to the individual. Cases of alleged student misconduct will not be investigated within the organization; such cases will immediately be referred to the appropriate university departments.

1. Process for removal of Executive Board members:
 - a. Any Executive Board member can make a motion for the impeachment of another officer
 - i. The Executive Board member facing impeachment may deliver a defense to all members of Mock Trial at UC San Diego at their hearing
 - ii. The vote of impeachment shall take place the week following the motion
 - iii. Impeachment requires a 3/4 vote of all Executive Board members
 - iv. No proxy votes shall be accepted
 - v. 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 UC San Diego
2. Process for removal of Captains:
 - a. Any Executive Board member or Captain can make a motion for impeachment of a captain
 - i. The Captain facing impeachment may deliver a defense to the all members of Mock Trial at UC San Diego at their hearing
 - ii. The vote of impeachment shall take place the week following the motion
 - iii. Impeachment requires a 3/4 votes of all members
 - iv. No proxy votes shall be accepted
 - v. A Captain shall still be allowed to participate in tournaments and be a general member of Mock Trial at UC San Diego after impeachment
3. Process for removal of general members:
 - a. A captain of the member facing removal or any member of the Executive Board can make a motion for removal
 - b. The member facing impeachment may deliver a defense to the Executive Board and coaches at their hearing

- c. Removal from the program shall be determined by both the Executive Board and coaches
 - i. The Executive Board will first vote; removal requires a simple majority
 - ii. If a simple majority is reached, coaches will then decide whether or not to remove the member from the program
 - iii. If the coaches decide not to remove the member, the Executive Board can vote again and remove the member with a 2/3rds vote
4. Replacement of impeached Executive Board member or captain
 - a. Replacement of Executive Board members shall be appointed by the President(s) and approved by the board with a 2/3rds vote
 - b. Replacement of captains shall be appointed by the President(s) and approved by the board with a 2/3rds vote
 - i. Coaches must approve this choice

ARTICLE VIII. COMMUNITY MENTOR

The Head Coach or another individual appointed by the Head Coach with knowledge of the profession shall serve as Mock Trial at UC San Diego's Community Mentor during their term.

ARTICLE IX. RISK MANAGEMENT

Mock Trial at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Mock Trial at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

ARTICLE X. FINANCIAL MANAGEMENT

1. All funding requests must be brought to the Executive Board by a board member, a captain, or a member
2. The member sponsoring the funding request must present a proposal with an explanation for what the funding is for, as well as a budget
3. All funding must be approved by a simple majority of the Executive Board
4. Items funded must be purchased, and receipts must be submitted within 2 weeks of approval in order to be reimbursed
 - a. The President or the Treasurer shall approve funding before it is eligible for reimbursement
5. Any unused funding will be returned to the program

ARTICLE XI. AMENDMENTS

All amendments to the Constitution of Mock Trial at UC San Diego must be approved by 2/3 of the Executive Board as a whole

ARTICLE XII. CONSTITUTIONAL TRANSPARENCY

Upon entry into the club, all members will be provided a copy of the Mock Trial Constitution, where they will be expected to read it in its entirety.

ARTICLE XIII. CAPTAIN TRAINING SESSIONS

The Head Coach and the President(s) shall host a bi-annual captain training session that intends to educate new incoming captains on the duties and etiquette required for the position.

The Captain Training Sessions are to be held during summer and winter break, prior to when each captain is expected to serve in either Fall or Winter quarter.