

**LOYOLA UNIVERSITY NEW ORLEANS COLLEGE
OF LAW**

TRIAL ADVOCACY

CONSTITUTION

ARTICLE 1 – NAME

The name of this organization shall be “Loyola University New Orleans College of Law Trial Advocacy Program.”

ARTICLE 2 - OBJECTIVES

The purpose of Trial Advocacy is to facilitate the development of students’ trial skills by providing opportunities for students to compete in intramural and national trial competitions. Trial Advocacy provides a way for students to obtain contacts and leadership skills to help them with future employment and career success.

ARTICLE 3 – TRIAL ADVOCACY COMPOSITION

Trial Advocacy shall be composed of an Executive Board and a pool of Advocates. The Trial Advocacy Executive Board shall be selected from the pool of Advocates each spring by the sitting Executive Board as described below. Advocates shall be chosen through an argue-on process, and shall be governed by the Trial Advocacy Executive Board consisting of seven (7) members. Trial Advocacy competition teams shall be chosen from the pool of Advocates and Executive Board as described below. In addition, Trial Advocacy shall consist of a functioning American Association of Justice (AAJ) chapter for the purpose of fielding teams for the annual AAJ Student Trial Advocacy Competition. The Trial Advocacy Executive Board shall govern the AAJ Chapter.

ARTICLE 4 – TRIAL ADVOCACY EXECUTIVE BOARD

SECTION 1 - GENERAL AUTHORITY

The Trial Advocacy Executive Board shall have the authority to establish all policies and procedures of the Trial Advocacy program not in conflict with this Constitution, and to preside over any situation not covered by this Constitution.

SECTION 2 - VOTING

The Trial Advocacy Executive Board shall employ a unanimous, 7-0 vote for the following actions:

- (1) Any Constitutional changes;
- (2) Removal of any Advocate from the program.
- (3) Selection of Advocates for the Pool of Advocates

The Trial Advocacy Executive Board shall employ at least a 6-1 vote for the following actions:

- (1) Selection of new Executive Board Members;
- (2) Removal of any team member from their competition team.

The Trial Advocacy Executive Board shall employ a 6-0 vote for removal of any Executive Board Member.

For any decisions not explicitly addressed in this document, the Trial Advocacy Executive Board shall employ a 4-3 vote.

SECTION 3- ELIGIBILITY

The respective Executive Board members must be either a 3L Day, 3L Evening, or 4L advocate. An Executive Board Member is permitted to participate in extracurricular activities (i.e. clerkship, law clinic, etc.) provided those activities do not interfere with their duties as an Executive Board Member. A Board member shall not participate in activities that would hinder active execution of their duties. Finally, a Board Member may not compete for another program.

SECTION 4- ATTENDANCE

The Executive Board Members shall attend, with exceptions under approved circumstances, all Board Meetings, as well as the follow:

- Required Events for Fall:
- Argue-on Social/Mixer
 - Argue-on
 - Intramurals
 - General Member Meetings
 - All national team send offs

Required Events for Spring:
Selection/Election of incumbent board
General member meetings
All national team send offs

SECTION 4-COMPOSITION

The Executive Board shall be comprised of the following seven (7) positions:

- (1) President,
- (2) Vice President,
- (3) Secretary/Alumni Chair,
- (4) Treasurer/Events Chair,
- (5) National Fall/Spring Coach,
- (6) National Fall/Spring Coach, and
- (7) Chief of Staff.

SECTION 5 – PRESIDENT

The President is the Chief Executive Officer and shall preside over all meetings of the Executive Board and Advocates. Furthermore, The President is the general manager and agenda setter of Trial Advocacy, and any task or duty not specifically delineated to another Board Member is the responsibility of the President. The President can delegate to any other Executive Board Member additional responsibilities as he or she sees fit. The President shall be responsible for supervising the budget for the Trial Advocacy Program, as well as signing off on checks requests. Furthermore, the President is responsible for the University Credit Card. This includes but is not limited to, its safekeeping, administration, and monthly reconciliation. The President is required to maintain the credit card and its documentation in conjunction with the organization advisor and the school administration. The President is to ensure the balance is paid timely and supply the Appendix A to this Constitution lists the policies and procedures for the credit card. Additionally, the President is the primary liaison between the Trial Advocacy program and the Dean's Office, as well as the Faculty

Advisor and the Board

SECTION 6 – VICE- PRESIDENT

The Vice President shall perform such duties as are delegated by the President. The Vice President shall preside at meetings in the absence of the President. The Vice President shall be responsible for organizing two competitions: (1) the annual Argue-On Competition (for new candidates to tryout in front of the Trial Ad Board in an effort to be selected by the board to for membership in Trial Advocacy); & (2) the Intramural Competition (for newly selected Trial Ad Members to compete against each other); For both competitions the Vice President's duties shall include but are not limited to procuring rooms, selecting the competition problem, creating the score sheet, and creating the competition schedule. The Vice-President is also responsible for supervising, enforcing and monitoring the completion of all members' requisite service hours.

SECTION 7 - SECRETARY / ALUMNI CHAIR

The Secretary shall keep the minutes of all Trial Advocacy meetings, shall be the official custodian of all Trial Advocacy records, shall direct all official mailings of notices, Shall control the master email list, and shall keep an accurate census of membership, shall follow membership requirements in accordance with the Vice President's requests, provide the catering and room requests for meetings and send offs, Organize, maintain and post the weekly and semester schedules. The secretary shall keep a roster of the intramural teams and national teams, as well as their coaches, and submit these names for certificates for the members. Finally the secretary shall be in charge of the official letterhead and stationary, and see that Thank You notes are provided.

Further, as the Alumni and Public Relations Chair shall coordinate the Alumni-based social functions and keep in contact with the Loyola University New Orleans College of Law Alumni Association and its Members. This involves maintaining a list of all Alumni and identifying those Alumni who wish to be active with the Program and are willing to work with competition teams. In addition, the Alumni and Public Relations Chair should prepare a newsletter to Alumni each semester detailing pertinent news. The Alumni and Public Relations Chair shall work with the Vice President to contact, secure, and schedule all necessary Judges and Jurors for the Fall Intramural Competition. In addition, the Alumni and

Public Relations Chair will promote the Program within the Greater New Orleans legal community by engaging with members of the Louisiana State Bar Association, the New Orleans Bar Association, and various other entities such as but not limited to Young Leadership Council, 504Ward, and Toast Masters. The Alumni and Public Relations Chair shall be responsible for updating and maintaining the Trial Advocacy website, the Trial Advocacy link on the law school's website, and any other informational postings regarding Trial Advocacy.

SECTION 8 - TREASURER / EVENTS CHAIR

The Treasurer shall compile a budget of expenditures one month prior to commencement of each semester, and shall keep a running budget of all expenditures throughout the semester. The Treasurer shall collect all Trial Advocacy dues and monies, keeping records thereof. The Treasurer shall receive, disburse, and invest the funds in the manner directed by the Executive Board. The Treasurer shall sign off on all check requests and shall collect and file all corresponding documentation, including but not limited to receipts, tax forms, and employment contracts.

Further, as the Events Chair shall be responsible for organizing the annual fundraiser event, as well as any and all public events and social gatherings. The planning for the fundraiser if in the fall, shall occur at the start of the semester, and if in the spring, shall occur by the end of the first semester.

SECTION 9 – CHIEF OF STAFF

The Chief of Staff will be considered as the Head Coach for the Trial Advocacy program, and shall be responsible for supervising all competition teams to ensure quality control of coaching and commonality of Executive Board objectives. The Chief of Staff shall act as a liaison between all teams and the Executive Board. The Chief of Staff shall also work with all coaches to approve Travel Logistics at the inception of the teams.

SECTION 10 – NATIONAL FALL/SPRING COACH

The National Fall/Spring Coaches shall be the primary coaches for the national teams in both the Fall and Spring semesters. This position shall work in conjunction with the Chief of Staff and the Executive Board in team selection, competition procedure, and team development. The National

Fall/Spring Coach shall prepare each of his/her teams for their respective competitions. This include, but is not limited to, setting deadlines, research and writing assistance, one on one coaching, scheduling practices, arranging for judges, and maintaining team harmony. In addition, these coaches will be the first named coaches for national teams and will serve in support roles wherever needed and as needed by the Trial Advocacy Program.

SECTION 11 - EXECUTIVE BOARD DUTIES

The Executive Board shall be the managing body of Trial Advocacy, and shall direct its affairs. The Executive Board shall allocate all funds as it sees fit to effectively manage the organization. The Executive Board shall be solely responsible for selecting Advocates for placement on competition teams. The Executive Board shall meet at least six times during the school year, with notification of such meetings going to all Members of the Board.

The board shall request the Faculty Advisor's input as to his available schedule prior to determining the schedule of the Board meetings.

Requirement that board request the Faculty Adviser's input as his available schedule prior to determining time/date/location of board meeting; the Board shall meet with the Advisor once a month.

SECTION 12 – SELECTION OF THE EXECUTIVE BOARD

At the end of each Spring Semester the current Trial Advocacy Executive Board shall select

The Trial Advocacy Executive Board for the upcoming year. The selection of the new Executive Board shall be a four-step process:

1. The Executive Board will accept Applications in the form of (1) a Letter of Intent and (2) a Resume. The Letter of Intent shall include the position the Staff Member is seeking, why he/she is seeking that position, and why he/she is qualified to earn such position.
2. The Executive Board shall conduct interviews with all potential and eligible candidates.
3. The Executive Board shall deliberate to decide who will be given the privilege of serving on the following year's Executive Board.
4. The Executive Board shall offer each position to the designated

candidates.

Immediately following acceptance by all candidates, the executive Board shall notify all candidates who did not receive a position. This notification shall inform Advocates of the Executive Board's decision not to offer them a position and thank all Advocates for their participation in the Trial Advocacy Program.

SECTION 13 - TERMS OF OFFICE

The terms of office shall be one (1) year. After the selection of the new Executive Board, the outgoing Board Members shall hold a meeting in which responsibilities are explained and transferred. This meeting shall take place no later than the end of the spring semester.

SECTION 14 - VACANCY OF EXECUTIVE BOARD POSITION

In the event of a vacancy in the office of President, the duties, powers and responsibilities of President shall be assumed immediately by the next officer in the line of succession as follows: Vice President, Chief of Staff, Secretary, Treasurer, Alumni Chair, Events Chair. In the event of a vacancy in the other offices, notice of the vacancy shall be given to the remaining Board Members which shall elect to fill the vacancy by unanimous vote at a meeting to be held not later than thirty (30) days after such notice has been given of the vacancy.

If, after three votes, the Executive Board does not appoint a new Executive Officer, the Trial Advocacy Advisor shall appoint a member from the Pool of Advocates to fill the vacated position.

ARTICLE 5 – MEMBERSHIP

SECTION 1 - ELIGIBILITY

Any Loyola University New Orleans College of Law students in good standing with the University and at least a 2.50 G.P.A. is eligible for membership (Advocate) in the Trial Advocacy Program.

SECTION 2 - DUES

Trial Advocacy, through the Executive Board, may establish annual membership dues.

SECTION 3 - MEMBER IN GOOD STANDING

To be a member in good standing in Trial Advocacy, the Member must:

- (1) Be a student member in good standing at Loyola University
periodic dues of the Trial Advocacy Program
membership participate in the annual intramural competition immediately
following argue-on unless selected for a national completion team (4).
Continue to adhere to the objectives of Trial Advocacy as set by the
Executive Board. (5). Contribute at least 10 service hours per semester

- (2) pay any
- (3) in their first s

SECTION 4 – SERVICE HOURS

Service Hours shall include but are not limited to: (1) Assisting teams
prepare for competition (2) Participating in fundraising activities (3)
Attending Trial Advocacy functions

ARTICLE 6– FACULTY ADVISORS

SECTION 1 - PROFESSOR OF LAW

The Trial Advocacy Program should have a Faculty Advisor who is a
professor at the Law School.

SECTION 2 - DUTIES OF FACULTY ADVISOR

The Faculty Advisor shall provide guidance to the Executive Board and the
President as the needed relating to the activities and programs of the Trial
Advocacy Program.

ARTICLE 7 – GENERAL MEETINGS

SECTION 1 – MEETINGS

General Meetings shall be held at least four (4) times during the school
year.

SECTION 2 - NOTICE OF MEETINGS

Notification of a General meeting must be provided to all Members two
weeks before, one week before, and the day of the meeting.

SECTION 3 - ATTENDANCE

Attendance is required at meetings and a roll sheet will be passed. In the event there is an unavoidable scheduling conflict on the day of the informational meetings, Advocates are required to inform the Executive Board Secretary prior to the start of the meeting.

ARTICLE 8 – COMMITTEES

SECTION 1 - STANDING COMMITTEES

The Executive Board may create Standing Committees deemed necessary to operate the program on a continuous basis. The Executive Board will determine the terms and duration of such committees.

SECTION 2 - APPOINTMENT OF COMMITTEES

The President may appoint such other Committees at his/her discretion. The President shall appoint Members to fill these Committees and appoint the Chair of each Committee.

ARTICLE 9 – AMENDMENTS

The Trial Advocacy Executive Board, through a 7-0 vote, may amend the Constitution. The Constitution may be amended at any time during the academic year only if the absence of such amendments would result in extreme harm or extreme detrimental circumstance to the Trial Advocacy Program.

ARTICLE 10 – TRIAL ADVOCACY COMPETITION TEAMS

SECTION 1 - TEAM MEMBER SELECTION

Students will be selected for Trial Competition Teams by the Executive Board. Upon selection for a Trial Team, students will be subject to interviews for team assignments with the Executive Board.

SECTION 2 - TEAM ELIGIBILITY

First Year students will not be allowed to compete due to the necessity and time requirements of learning Legal Research and Moot Court skills during the first year. Second, Third and Fourth year students who compete in the argue-on competition will be eligible for selection to a Trial Competition

Team. All students must compete in the argue-on competition in order to be eligible for a trial team.

SECTION 3 - TEAM MANAGEMENT

Coaches should prepare a timeline for the progression of the team at the start of their formation. Coaches must submit a weekly report of the date and time of their practices to the Secretary. Coaches should work with the Chief of Staff and Treasure to ensure all travel logistics are confirmed and paid for, as well as having reimbursements submitted. Coaches must also take care of submitting the necessary forms for Class Credit at the formation of the team. Any issues with the teams must be reported to the Chief of Staff. With a 6-1 vote, the Executive Board reserves the right to remove any member from any team for good cause shown.

SECTION 4 - TEAM BUDGET

Each Coach, with the supervision of the Chief of Staff, and the approval of the Treasure and president, shall set a budget and travel plans for his/her team. In setting the budget and travel plans, the Coach shall attempt to find reasonable hotel and travel accommodations.