

**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.”

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 AAJ Chapter shall be governed by the Trial Advocacy Executive Board.

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.

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.

SECTION 4 - COMPOSITION

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

- (1) President,
- (2) Vice President,
- (3) Secretary,
- (4) Treasurer,
- (5) Alumni Chair,
- (6) Parliamentarian, 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. The President shall be responsible for controlling and maintaining the budget for the Trial Advocacy program. Additionally, the President is the primary liaison between the Trial Advocacy program and the Dean's Office. 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.

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 the annual Argue-On Competition, which shall include but is not limited to procuring rooms, the competition problem, and creating the competition schedule.

SECTION 7 - SECRETARY

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, and shall keep an accurate census of membership. The Secretary shall also be responsible to submit to the AAJ Manager of Law Student Services or designee all reports on a timely basis as required by AAJ.

SECTION 8 - TREASURER

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 be responsible for attending all Student Bar Association (SBA) budget meetings, preparing all budget packets, and keeping apprised of all SBA budget rules.

SECTION 9 - ALUMNI CHAIR

The Alumni Chair position 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. The Alumni Chair shall be responsible for organizing the Summer Session. The duties attendant to that role include but are not limited to recruiting faculty, reserving rooms, setting up an

agenda, maintaining the curriculum, working with the SKILLS Coordinator, working with the CLE Coordinator, and chairing the event.

SECTION 10 - PARLIAMENTARIAN

The Parliamentarian position shall advise the presiding officers on questions of parliamentary procedure. The Parliamentarian position shall perform such other duties as may be delegated by the President and the Executive Board. The Parliamentarian 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 11 – 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 liason between all teams and the Executive Board.

SECTION 12 - 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.

SECTION 13 – 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 14 - 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 15 - 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, Secretary, Treasurer, Alumni Chair, Parliamentarian, Chief of Staff.

In the event of a vacancy in the other offices, notice of the vacancy shall be given to the Board Members which shall elect to fill the vacancy by majority vote at a meeting to be held not sooner than thirty (30) days after such notice has been given.

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
- (2) pay any periodic dues of the Trial Advocacy Program
- (3) in their first semester of 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

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, with the final meeting held at the close of the school year for the purpose of electing officers for the following school year.

SECTION 2 - NOTICE OF MEETINGS

Notification of a General meeting must be provided to all Members five (5) days prior to the meetings.

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

To the greatest extent possible, each team shall be self-governing. In the event that a significant dilemma among the team develops, the team coach may consult the Executive Board for advice. 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 approval of the 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. Additionally, any Team whose competition is within a 40 mile radius of the Loyola University School of Law shall not receive hotel accommodations.