

**LOYOLA UNIVERSITY NEW ORLEANS  
COLLEGE OF LAW  
TRIAL ADVOCACY**

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**CONSTITUTION**

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**ARTICLE 1 – NAME**

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

**ARTICLE 2 - OBJECTIVES**

The purpose of the Trial Advocacy program is to encourage law students to learn about trial advocacy and what it is like to be a trial lawyer. The Trial Advocacy program provides a way for students to obtain contacts and leadership skills to help them with future employment and career success.

**ARTICLE 3 – TRIAL ADOVCACY 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 in the pool of 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 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 decisions:

- (1) Selection of new Executive Board Members;
- (2) Any Constitutional changes;

- (3) Removal of any Staff Member;
- (4) Removal of a National Team Member; and
- (5) Removal of any Team Member.

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 - COMPOSITION

The Executive Board shall be comprised of seven students, and each shall either be a 3L Day or 4L Evening Student. The seven (7) Executive Board positions include:

- (1) President,
- (2) Vice President,
- (3) Secretary,
- (4) Treasurer,
- (5) Alumni Chair,
- (6) Parliamentarian, and
- (7) Chief of Staff.

Each of these positions, with the exception of the President, has the authority to head a committee composed of Staff Members. The purpose of the committee is to assist the Executive Board Member successfully carry out his or her numerous responsibilities. The Staff Member shall select which committee to join at the first Staff meeting of each new academic year.

### SECTION 4 - ELIGIBILITY

The respective Executive Board members must be either a 3L Day or 4L Evening law student in his/her last two (2) semesters of study. An Executive Board Member is permitted to participate in one of the following extracurricular activities: clerkship, law clinic, or externship. A ten (10) hour weekly time limit is imposed on the Executive Board Member in the selected activity.

### SECTION 5 - PRESIDENT

The President is the Chief Executive Officer and shall preside over all meetings of the Executive Board and Staff Members. 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.

### 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 Student Chapter and Executive Board meetings, and shall be the official custodian of all Student Chapter records, direct all official Student Chapter mailings of notices, and 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. The Secretary 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

The Treasurer may collect all Student Chapter dues and monies, keeping records thereof. The Treasurer shall receive, disburse, and invest the funds of the Student Chapter 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.

#### SECTION 11 – CHIEF OF STAFF

The Chief of Staff position shall help assist the Executive Board in coordinating the Team Member Selection process. Duties also include overseeing the fulfillment of Team Member and Coaching positions. The Chief of Staff shall work with the President in assigning Member and Coaching positions to other Staff Members. 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 not compete on any Trial Advocacy competition team.

#### SECTION 12 - EXECUTIVE BOARD DUTIES

The Executive Board shall be the managing body of the Student Chapter, and shall direct its affairs.

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 at least ten (10) days in advance of a regularly scheduled meeting.

#### 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 deliver letters to all candidates who did not receive a position. These letters shall notify these members of the Executive Board's decision not to offer them a position and thank all Members for their participation in the Trial Advocacy Program.

#### SECTION 13 - TERMS OF OFFICE

The terms of office shall be one (1) year, which shall begin at the close of the last General Staff Meeting of each school year, and no officer may succeed himself or herself in the same office.

#### SECTION 14 - EMERGENCY MEETINGS

Emergency or special meetings of the Executive Board may be called by the President, with notification to all Members at least two (2) days in advance of the meeting.

#### 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 position (optional).

In the event of a vacancy in the other offices, notice of the vacancy shall be given to the 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.

For purposes of this Article, a vacancy arises upon the death or resignation of an

officer, or upon certification by two-thirds vote of the Executive Board that an officer is mentally or physically unable to fulfill the duties of office.

## **ARTICLE 5 – MEMBERSHIP**

### **SECTION 1 - DUES**

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

### **SECTION 2 - ELIGIBILITY**

Any law school student in good standing attending the Loyola University New Orleans School of Law is eligible for membership (Member) in the Trial Advocacy Program.

### **SECTION 3 - MEMBER IN GOOD STANDING**

To be a member in good standing in the Trial Advocacy Program, the Member must be a student member in good standing at Loyola University, and pay any periodic dues of the Trial Advocacy Program, provided, however, that the member also continues to adhere to the objectives of the Trial Advocacy Program.

## **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 8 – 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, please inform the Executive Board Secretary, of the absence.

## **ARTICLE 9 – COMMITTEES**

### SECTION 1 - STANDING COMMITTEES

The Executive Board may create Standing Committees deemed necessary to operate the Student Chapter on a continuous basis. The Executive Board shall elect Members to fill positions on Standing Committees with staggered terms so that one-third (1/3) of the terms expire each year. At the beginning of each school year, the Executive Board shall fill vacancies on each Standing Committee. The President shall appoint the Chair(s) from among the members of the Standing Committee.

### 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 10 – AMENDMENTS**

The Trial Advocacy Executive Board, through a 7-0 vote, may amend the Constitution. The Constitution shall only be amended once per academic year, and these amendments shall occur between that academic year's Spring Fundraiser and the expiration of the Trial Advocacy Executive Board's term of office. The Constitution may be amended at another 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 11 – TRIAL ADVOCACY COMPETITION TEAMS**

### SECTION 1 - TEAM MEMBER SELECTION

Students will be selected for Trial Competition Teams through the argue-on competition coordinated by the Executive Board. The Executive Board shall select the Competition Team Members. 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 two-thirds (2/3) 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.

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