



CONSTITUTION OF “UTM ADVOCACY AND LITIGATION TEAM”

Founded by Jasmine Abbas

Co-founded by

Yasmine Boutafi & Faris Hassouna

1. Name

The official name of this recognized campus group is “UTM Advocacy and Litigation Team”

The acronym or abbreviation of this group is: UTM ALT

Our official team logo is attached to the top of this document.

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of the organization are outlined here:

- UTM ALT is a mock trial team divided into two subteams of experienced competitors from the University of Toronto, made to provide students with opportunities to participate in mock trial competitions across Canada.
- Students aim to receive professional training from award-winning competitors to help strengthen their analysis, public speaking and organizational skills.
- UTM ALT aims to provide these students with networking opportunities with like-minded students from different universities, as well as professionals in the legal field.

Team goals

- Providing students with opportunities to network with other students and professionals in the legal field.
- Providing students with professional and exclusive mock trial training from our experienced team captains.

- UTM ALT is beneficial for students interested in a career in the legal field, allowing them to improve their public speaking, analysis, networking and organizational skills.
- Providing opportunities to participate in extensive mock trial competitions across the province.
- Provide opportunities for students to network and ask questions to qualified individuals.

3. **Membership**

- Membership in the group is open to all the University of Toronto students.
- UTM ALT members are permitted to run, and apply for positions on the team, and once hired, may make constitutional amendments.
- Members must undergo an audition with the Principal and Deputy Director and the two team captains to become a member of the team.
 - A copy of their resume is required, including, but not limited to, their previous experience in mock trials.
- The membership fee will be \$5 per student, per school year and must be e-transferred by October 31st, 2023.
 - E-transfers are required to be sent to: utm.alt@outlook.com
 - This fee will help support the maintenance of the team, travel costs and registration to competition costs.
- In the case that any member of the team wishes to withdraw from UTM ALT, they may apply for a refund within 30 days of the date they paid the membership fee. No refunds are permitted 30 days after they are enrolled in the team.

4. Executive List and Duties

The executive committee shall be composed of elected officers. These include:

It should be noted that the list of executive officers is not completed as hiring needs to be further conducted and completed.

- Principal Director: Jasmine Abbas
- Deputy Director: Yasmine Boutafi
- Team Captains (2): Faris Hassouna and Dhairya Patankar
- Administrative Coordinator: Yasmine Boutafi
- Marketing Coordinator
- Logistics Coordinator
- Financial Coordinator

Principal Director:

- Oversees the operation of the entire team
- Primary signing-officer
- The primary source of contact for any issues or questions.
- Responsible for Mock Trial instructions and rules from the Ontario province rules.
- Oversees the Executive Members and chief of decision-making.
- Organizes meetings with the executive team.
- Recruiting associates, and executive members
- Set up weekly duties and tasks for each executive.
- Assists the Deputy Director in making the information documents and PowerPoint presentations about the mock trials.
- Oversees interviews for executive applications.
- Oversees auditions for general team members.

- Responsible for the club-approved status by the Centre for Student Engagement and updating the team's constitution.
- Guide and mentor new executive members and team members.
- Provide direction for the team vision.
- Ensure that all tasks and goals are being completed effectively.
- Responsible for providing members with terms of conditions document prior to becoming a member.

Deputy Director:

- Works together with the Principal Director to oversee the operations of the club
- Secondary contact for all issues and questions.
- Second signing-officer
- Responsible for mock trial instructions and rules from the Ontario province rules.
- Oversees the executive members and secondary chief of decision-making.
- Sets up meetings with the team.
- Recruiting executive members, and associates
- Sets up weekly duties and tasks for each executive
- Oversee interviews for executive applications.
- Oversees auditions for general team members.
- Works together with executives in making information documents and PowerPoint presentations.
- Responsible for providing members with terms of conditions document prior to becoming a member.

Team Captains:

- Providing team members with excellent and professional training for mock trial competitions.
- Helping students build a case theory for mock trial cases.

- Must be present at all the mock trial competitions team members attend (unless discussed otherwise).
- The primary source of contact regarding mock trials.
- Reviewing members' work prior to competitions, if needed.
- Hosting meetings with team members for training purposes, if needed.
- Must attend auditions for prospective team members.

Administrative Coordinator:

- Works closely with the Principal Director and Deputy Director to build relationships with other university groups and external organizations for mock trials.
- Third signing-officer.
- Researching off-campus opportunities that are relevant to our team members.
- Internal and external communications via email.
- Researching sponsors.
- Maintaining team records
- Organizing meetings
- Booking rooms for practice and meetings
- Coordinating team communication between captains and general team members.

Marketing Coordinator:

- Handle the social media page with posts and engaging stories.
 - I.e. Our executive members post, events, news, and other helpful resources.
- Be creative with the social media posts about our team.
- Filming videos and taking photos at competitions of our team members.
- Maintaining and updating social media pages.
 - I.e. LinkedIn, Instagram, and Facebook.

Logistics Coordinator:

- Completing and sending applications for mock trial competitions.
- Coordinating team trips to mock trial competitions.
- Assist in the planning of the events.
- Coordinate with other student groups to collaborate with.
- Oversee sponsors

Financial Coordinator:

- Finding sponsors for our team.
- Overseeing expenses for our team.
- Sending expenses for mock trial applications.

Signing officers:

1. Principal Director and Founder: Jasmine Abbas
2. Administrative Coordinator, Deputy Director and Co-Founder: Yasmine Boutafi

The group may appoint Team Captains and Coordinators for various committees such as social committees, publicity committees, and so on; however, such positions do not hold executive decision-making authority.

5. Executive and Member Agreement of Guidelines

Termination of Executives or General Members:

Any member of the team who commits an act negatively affecting the interests of the team and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

Depending on the actions committed by the neglected member can be subject to immediate termination by the Principal Director and Deputy Director.

Actions including but not limited to:

- Inflammatory conduct
- Gross misconduct
- Neglectful behaviour
- Inappropriate behaviour with other members
- Failure to go through with responsibilities

In all other cases, the removal of a member must be conducted through the executive team where a two-thirds majority of the executive team will be required to proceed with the termination.

The member will be removed from the team's membership and lose any privileges associated with being a team member.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership in the group.

The decision to bring up a vote in regard to the termination of membership will be made by the Principal Director and Deputy Director which must have a mutual agreement. In the case that a mutual agreement cannot be made, the third signing officer must have the last vote to come to a final agreement.

The decision to bring up a vote in regard to the termination of the Principal Director or Deputy Director will be made by voting in a full team meeting including all executive

members and general team members. $\frac{2}{3}$ of the team must vote for the termination of their position in order for it to be in effect.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members of the committee to conduct and hold elections in March. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The SEO Election Officer shall accept nominations only from group members who are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of March.

Candidates have to be members in good standing and be part of the group for at least 4 months prior to the nomination period.

The SEO shall select three (3) election dates before March 30th for the voting period. These dates will be announced in a minimum of two (2) weeks prior to election dates and must fall on weekdays.

The SEO shall provide each U of T member with a link to a Google Form to vote anonymously.

After the election is over, the SEO shall count the votes. The candidate with the most votes shall be elected to the position. The SEO shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

Experience for the following positions on the team is required:

- **Executive members:** moderate to high mock trial experience (2 mock trial competitions or more)
- **Team members:** none to moderate mock trial experience

Only U of T members who have paid the applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be from May 1st to April 30th.

6. **Finances**

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. **Meetings**

A) Annual General Meetings (AGMs):

The group shall hold at least two general meetings per school year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, and financial status and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where dates and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Amendments made to the constitution must be done by the Principal Director and Deputy Director upon mutual agreement. In addition, the Administrative Coordinator must also be involved in the amendment process.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered UTM ALT members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the Centre for Student Engagement within two (2) weeks of its approval by general team members.

9. Agreement of Guidelines

Each **executive of UTM ALT** shall be given an agreement of guidelines. By signing this, they agree that they are committed to UTM ALT, understand their role and responsibilities, and have fully read the updated Constitution and guidelines for being an executive member of UTM ALT, which will be provided.

Each **team member** that has been recruited shall be given an agreement of guidelines. By signing this, they agree that they are committed to participating as a team member for UTM ALT and have read all the guidelines for being a member of UTM ALT.