

Constitution of “UTM Mock Trial Club”

1. Name

The official name of this recognized campus group is “UTM Mock Trial Club”

The acronym or abbreviation of this group is: UTM MTC

2. Purpose and Objectives

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

- UTM Mock Trial Club is to help students gain experience in mock trials virtually, and eventually in person as well. This is a difficult time for everyone, but this club will provide opportunities and support, which works great in this situation. This club will provide law-related services and opportunities, where everyone can network with each other.
- Students will gain experience in mock trials and be provided with knowledge about how they work while networking with other students. There will be two trials happening throughout the academic year. Our first trial will take place in the Fall semester, and the second trial will take place in the Winter semester. We will also be hosting various events throughout the year regarding mock trials. The mock trials training and competition will be happening in person. There will be detailed training provided to each participant. There will also be networking events and resources available for all students.

Club goals

- Give students the experience of a Mock Trial in person and virtually when necessary.
- Giving participants an in-depth knowledge about Mock Trials and how it's done (Instructions)
- This club is beneficial for future law students in determining what a Mock Trial is and what they might be doing as a lawyer.
- Providing experience for beginners so that they are equipped with useful skills as they work towards their career goals
- Provide opportunities for students to network and ask questions to qualified individuals

- Create a friendly environment for students to be able to work together and engage in exciting events.

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year. (TBD)

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTMSU members. The group must also maintain recognition from the Centre for Student Engagement. These requirements are subject to change and should be checked with UTMSU annually to ensure qualifications are met.

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.

- President: Maya Fawzy
- Vice - President: Jannat Zahid and Andrew Park
- VP Internal: Fareeha Siddiqui
- VP External: Daniel Ripoll
- VP Marketing: Rania Majid
- VP Marketing: Ibrahim Shahid
- Mock Trial Director: Taahna Zubery

- Mock Trial Director: Angelina Siew
- Mock Trial Director: Aaron Legrove
- Mock Trial Director: Mahlaka Hassan
- Mock Trial Director: Esha Sarfraz
- VP Finance: Hasan Mobin
- General Director: Sajan Khosa

President:

- Oversees the operation of the entire club
- Primary source of contact for any problems or questions.
- Responsible for Mock Trial instructions and rules from the Ontario province rules.
- Oversees the Executive Members and chief of decision making.
- Set up bi-weekly club meetings with team
- Recruiting volunteers, associates, and Executive members
- Set up weekly duties and tasks for each Executive
- Works closely with the team to plan all events
- Responsible for yearly calendar of events
- Assists the Vice President in making the information documents and PowerPoint presentations about the mock trials.
- Oversee interviews for executive applications
- Responsible for the club approved status by the Ulife and the UTMSU, updating the club's constitution.
- Guide and mentor new Executive members and participants
- Provide direction for the club vision
- Ensure that all tasks and goals are being completed effectively
- Responsible for creating Mock Trial Rulebook for all participants

Vice - Presidents:

- Works together with President to oversee operations of the club
- Secondary contact for all issues and questions
- Responsible for Mock Trial instructions and rules from the Ontario province rules
- Oversees the Executive Members and chief of decision making
- Set up bi-weekly meetings with team
- Recruiting volunteers, executive members, and associates
- Sets up weekly duties and tasks for each Executive
- Responsible for yearly calendar of events
- Oversee interviews for executive applications

- Works together with executives in making the information documents and PowerPoint presentations
- Responsible for creating Mock Trial Rulebook for all participants

VP Internal

- Handle the student memberships (Adding new club members and their details, sending out emails about the events), and assigning of the teams.
- To maintain internal communication with the students and Executives
- Responsible for internal communications in the club; answering questions and responding to emails
- Chief of human resources- conducting future applicant interviews and discussing with president and co-president
- Sending out upcoming events via email to all the club members
- Responsible for fixing meeting times with the vice-president (Use doodle or any equivalent)
- Writes all email communications and all official correspondence for the club
- In charge of all CCR duties
 - Acquiring a CCR validator for the executive members of the club
 - Making CCR available to participants and associates

VP External:

- Works closely with the President and Co-President to build relationships with other campus groups and external organizations
- Assists with acquiring guest speakers and judges for mock trial competitions
- Researching off-campus opportunities that are relevant to our club members
- Getting in touch with other organizations to potentially organize a competition amongst other UofT campuses.

Marketing Executives:

- Handle the social media page with posts and engaging stories.
 - I.e. our Exec members post, events, news, and other helpful resources.
- Be creative with the social media posts about our events.
- Acts as a spokesperson for the club, if necessary.
- Manage emails with the VP Internal about internal and external communication, if needed

VP Events

- Plans and makes critical decisions related to the club events.
- Responsible for making sure all events are run smoothly.
- Works closely with President and Vice-President(s) in making the yearly calendar
- Reach out to general club members for feedback on events and find out which events they would like to participate in
- Research and acquire guest speakers, vendors, and venues (with VP external)
- Providing event reports to the President
 - Brief description of the event, number of participants, feedback from members, changes for next year (If any)
- Works closely with all Executive members
- Make detailed proposals for events to present to the rest of the Executive
- Works closely with VP External to reach out to other UTM clubs and external organizations
- Booking rooms for events

Mock Trial Directors

- Attend mock trial training sessions (2 meetings with the President and Co-president, as well as previous Mock Trial Directors)
- Must be present at the Mock Trial session event to go through the training slideshows with all the participants including any fun activities planned
- The primary source of contact about anything related to mock trial details.
- Will be team trainers for the mock trials
- In charge of hosting Information sessions and other session regarding mock trials

VP Finance

- Keeps record of all monetary transactions
- Responsible for creating detailed budgets for each event
- Maintains a budget of income and expenses along with receipts
- Submits financial statements and bank records to the UTMSU
- Responsible for giveaways

General Director

- Establish Partnerships
- Contact small businesses and influencers to come and sponsor our events
- Help the marketing team develop content to promote sponsors
- Monitor Outreach efforts

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

Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club 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 neglect member can be subject to immediate termination by the President and Vice - President. Actions including but not limited to: Inflammatory conduct, gross misconduct, neglect behavior, inappropriate behavior 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 two-thirds majority of the executive team will be required to proceed with the termination.

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

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 to the group.

The decision to bring up a vote in regards to termination of membership will be made by the President and Vice - President which must have mutual agreement.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general members on the committee to conduct and hold elections in March. All members of the Elections Committee shall be unbiased 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 that 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 three months prior to the nomination period, and have competed in at least one mock trial at the university level. Past executives do not have to have mock trial experience. 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 elections dates and must fall on weekdays.

The SEO shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the SEO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the SEO shall count the ballots. 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.

In addition to the election process, all those wanting to apply to the position of President or Vice - President must present themselves to the current President and Vice President for an interview. The position of President, Vice President must have at least two semesters of MTC executive experience. The positions of Mock Trial Directors must have at least 1 semester of MTC executive experience.

Only U of T members who have paid any 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 Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

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, or 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 general meetings at least twice per 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, financial health 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 date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

UTM MockTrial Club meeting

- There will be a Club Executive meeting twice a month.
- A club meeting- open to all club members will be held twice in a year. One in fall and one in winter.

8. Amendments

Amendments made to the constitution must be done by the President and Vice President upon mutual agreement. In addition, another executive member 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 U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by general members.