

# 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 in person. This club will provide opportunities and support for aspiring law students. Additionally, this club will host law-related events and mock trials, where students can network with each other and other legal professionals.
- Students will gain experience in mock trials and be educated in this field, gaining a platform to network with other students. Two competitions will be conducted throughout the academic school year. The 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 that pertain to the law and mock trials. All events will be hosted in person, with the exception of unique circumstances which include but are not limited to COVID. There will be detailed training provided to each participant.

### Club goals

- Give students the experience of a mock trial in person and virtually when necessary.
- Giving participants in depth training on mock trials with instructions.
- This club is beneficial for future law students in determining what a Mock Trial is and what is expected of a lawyer or individual in the law field.
- 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.

- Allowing students to gain valuable skills, including public speaking, leadership, collaboration, communication, etc.

### **3. Membership**

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

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 UofT email address.

The membership fee will be \$0 per year.

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: Jannat Zahid
- Vice - President: Mahlaka Hassan and Hasan Mobin
- VP Internal: Fareeha Siddiqui
- VP External: Ayma Raheel
- VP Marketing: YASMINE BENABDERRAHMANE
- VP Events: Neshmia Khan

- Mock Trial Director: RIDHI KHURANA
- Mock Trial Director: Nomuunzul Batbold
- Mock Trial Director: Meral Hjouj
- Mock Trial Director:
- Mock Trial Director:
- VP Finance: TBD
- General Director: Sajan Khosa
- Events Associates: TBD
- External Associates: TBD
- President's Associate: TBD

#### 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 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 - President:

- 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 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 and associates:

- Works closely with the President and Vice-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.

#### VP Marketing and associates:

- Responsible for building a monthly schedule of the posts/videos to be uploaded.
- Works closely with the President and Vice-President to manage social media accounts and platforms.
  - LinkedIn
  - Instagram
  - TikTok

- YouTube
- Building content for the social media platform that reflects the mission of the club.
- Promote/advertise the club to the university and other universities, while handling all forms of contact on social media.

#### VP Events and associates

- Plans and makes critical decisions related to the club events.
- Responsible for making sure all events are organized.
- 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 team
- 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 Vice-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.
- Train their respective teams, including but not limited to
  - Weekly meetings (zoom or in-person)
  - Kahoots and Powerpoints for weekly meetings
  - External research (OJEN videos)
    - Trained in opening and closing statements, direct and cross examination, witness preparation
- 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
- Help the marketing team develop content to promote sponsors
- Monitor Outreach efforts

### VP Sponsorship

- Contact businesses and influencers to come and sponsor our events
- Acquire sponsors for events and trials

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: Disorderly conduct, gross misconduct, neglect behavior, inappropriate behavior with other members, failure to uphold 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) Chief Returning Officer (CRO) from the general members of 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 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 30<sup>th</sup> 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 CRO shall provide each U of T member with access to the ballot on the voting dates and ask the member to submit their ballot with their UofT login.

In preparation for a tie, the CRO 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 CRO shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO 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 for an interview. The position of President, Vice President must have at least two semesters of MTC executive experience. The CRO and current president must unanimously agree that the candidate is in good standing after the interview.

Individuals interested in becoming Mock Trial Directors (4) and Lead Director (1) must submit their application during the nomination period. The interviews will be held after the Election period with the Current President and Newly Elected President.

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.

Terms 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.