

Official Constitution of UTM Moot Court Team

Name

The official name of this recognized campus group is “UTM Moot Court Team”.

The acronym or abbreviation of this group is: UTM MCT.

Purpose & Objectives

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

Purpose:

The UTM Moot Court Team serves as a foundation and platform for students at the University of Toronto Mississauga who are passionate about exploring the field of law. It provides an interactive environment for UofT Mississauga students to develop advocacy skills, critical thinking, and a profound understanding of legal principles. The purpose of the UTM Moot Court Team Student Group will be too:

- Encourage all students at the University of Toronto Mississauga to gain knowledge of and experience in the field of law,
- Assist students at the University of Toronto Mississauga in preparing for legal studies,
- Offer opportunities to meet and be trained by experienced mooters and individuals in the UTM MCT Student Group,
- To prepare students to compete in moot court competitions at various levels—local, provincial, national, and international—through rigorous training and practical exposure,
- Provide opportunities for all undergraduate students at the University of Toronto Mississauga to make contacts in the field of law,
- To build confidence and proficiency in case preparation, and oral advocacy,
- To create a supportive environment where students can enhance their public speaking and analytical reasoning abilities.

Vision:

To empower and prepare UTM students with the skills and experiences necessary to excel in legal advocacy and to foster a community that champions justice, collaboration, and intellectual growth. As UTM currently does not possess a mooting team, we hope to introduce an opportunity for students to go beyond mock trials, and advance their legal skills. We also aim to strengthen and connect all three UofT moot court teams.

Mission:

UTM MCT is dedicated to cultivating future leaders in law by offering immersive training, professional mentorship, and competitive opportunities that build foundational skills essential for legal practice.

Execution to meet our vision and mission:

- Hosting regular workshops on legal writing, case analysis, and oral arguments.
- Organizing internal competitions to provide members with hands-on moot court experience

Membership:

- Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni) from any University of Toronto campus.
- Members must register with a designated executive by submitting their full name and a valid email address. Students applying to be a member must undergo an audition by the two Co-presidents. Information regarding the audition will be sent by email.
- U of T members are permitted to run, nominate, and vote in elections and constitutional amendments. The group is not open to non-U of T members.

Responsibilities of Members:

- Actively participate in training sessions, meetings, and events.
- Uphold the values and mission of UTM MCT.
- Respect peers and adhere to UTM's code of conduct.

Executive List and Duties

Every year a new executive board is formed and a new competitive team is made, composed of the best and brightest oral advocates at the University of Toronto Mississauga. The UTM MCT Executive Committee shall be composed of **four (7) elected officers**. These include a **[Co-president & director of internal affairs, Co- president & director of external affairs, administrative director, financial director, marketing direction, team captains & outreach director]**

- **Co-President & Director of Internal affairs: Focuses on administrative operations, facilitating meetings, and internal team management.**
 - Oversees all club operations ensures alignment with the club's mission and goals.
 - Represents UTM MCT in communications with external organizations and UTM administration.
 - Signs financial documents alongside the Finance director.

- Chairs executive and general meetings, sets agendas and leading discussions.
- Facilitates the transition process for incoming executives.
- Works alongside the Team captains, Finance director and Administrative director.
- **Co-President & Director of External affairs : Manages external partnerships, guest speaker arrangements, and competition logistics.**
 - Works alongside the co-president in executing club activities and initiatives.
 - Supervises the organization of training sessions and competitions.
 - Ensures compliance with UTM policies and guidelines.
 - Leads recruitment and retention efforts.
 - Coordinates partnerships with external organizations, law schools, and other moot court teams.
 - Leads efforts to secure sponsorships for the club.
 - Manages participation in external competitions, including logistics and registrations.
 - Works alongside the Outreach team, Marketing team and administrative director.
- **Administrative director**
 - Maintains a comprehensive record of meetings, including minutes, motions, and attendance.
 - Manages the club's communication channels, including email and scheduling platforms.
 - Prepares and disseminates meeting agendas, updates, and reminders.
- **Financial Director**
 - Manages all financial matters, including budgeting, bookkeeping, and reporting.
 - Oversees the collection of membership fees and monitors expenses.
 - Presents financial summaries at AGMs and executive meetings.
 - Ensures transparent and responsible use of club funds.
 - Manages the bank account
 - Addresses equity concerns
- **Marketing Director**
 - Manage social media platforms and create promotional content.
 - Design marketing materials to attract new members and promote events.
 - (Work with outreach to) Ensure consistent branding and messaging across platforms
 - Track campaign effectiveness and optimize strategies.
 - Support recruitment efforts through digital and on-campus campaigns.
- **Team captains**
 - Serve as the primary leader and motivator for team members
 - Lead training sessions on case analysis, and oral advocacy.
 - Provide individualized feedback to members on written submissions and oral arguments.

- Develop strategies and materials to improve team performance in competitions.
- Oversee the development of case briefs and arguments, ensuring they meet competition standards and deadlines.
- Offers support during events, fosters teamwork, mentors members, and evaluates team performance to implement improvements.
- **Outreach Director**
 - Networking and Relationship Building
 - Recruiting attendees, volunteers, or partners for events
 - Promotional Efforts
 - Community Engagement
 - Maintain Partnerships

Signing Officers

Co-president & Director of Internal affairs: Simona Bauk

Co-president & Director of External affairs: Christine Erhirhie

Resignation Process

- Executives who wish to resign must provide at least two weeks' written notice.
- **Replacement:** The remaining executives will appoint a suitable replacement, subject to team approval.

Executive Expectations

- All executives must adhere to the Terms and Conditions form and UTM's Student Code of Conduct.
- Executives are required to uphold professionalism, confidentiality, and clear communication as outlined in the Terms and Conditions.

Termination Process of Executives and mooting team members

Any team member whose actions harm the team or its members, including failing to disclose a significant or ongoing conflict of interest, may face removal. In serious cases, such as misconduct, neglect, or inappropriate behavior, the Co-Presidents may immediately terminate the member's involvement.

Examples of actions warranting removal include:

- Disrespectful or harmful behavior
- Serious misconduct
- Negligence of duties
- Inappropriate interactions with other members
- Failure to fulfill assigned responsibilities
- All executives will be **evaluated** halfway at the end of each semester by the co-presidents and their colleagues. Executives who are consistently falling below the standard and not meeting the threshold of excellence may be removed from their position. The threshold of excellence begins by being **committed to the work you do**. The threshold is not a numerical value of how many hours someone has committed, but rather is an **assessment on whether or not the work is being done and whether or not it is quality work**.

The member up for removal shall have the right to defend his/her actions. Members who are removed lose all privileges associated with being a member of the club.

In other cases, removal must be approved by a two-thirds majority vote of the executive team.

If the Co-Presidents cannot agree on a decision, the third signing officer will cast the deciding vote. The removal of a Co-President requires a two-thirds majority vote of all executives and team members during a full team meeting.

Elections

- **Eligibility to Run:**
 - Candidates must be UTM students in good standing who possess knowledge of the legal field, a strong passion for law, and a demonstrated commitment to the mission of UTM MCT.
- **Election Process:**
 - **Nomination Period:** Opens in July each year, before the fall term begins.
 - **Election Campaigns:** Candidates present their platforms to members through speeches or written statements.
 - **Voting:** Conducted anonymously online through a google form.
 - **Results:** Announced within 48 hours of voting closure.
 - **Term Duration:** September to April of the following year.

The executive committee will establish an Elections Committee and appoint one (1) Senior Election Officer (SEO) from the general membership to oversee and conduct elections in August. The Elections Committee must remain impartial throughout the process and disclose any conflicts of interest.

The SEO will accept nominations exclusively from U of T students. Candidates must:

- Be in good standing and;
- have been active members for at least one semester before the nomination period begins.

The SEO will select three (3) voting dates, which must fall on weekdays, prior to August 30. These dates will be announced at least two (2) weeks in advance. A Google Form link will be shared with eligible voters to enable anonymous voting. After voting concludes, the SEO will count the votes, and the candidate with the most votes will be elected to the position. The SEO will then present the election results to the Executive Committee and the general membership.

Proxy voting is not permitted, and only registered U of T students may nominate or vote in the elections.

Experience Requirements:

In order to be a part UTM MCT executive members must fulfil the following criteria:

- Research Skills
- Analytical thinking; legal analysis & critical thinking
- Writing skills; legal and logical reasoning
- Willingness to learn legal concepts
- Oral advocacy skills; public speaking, clarity, quick thinking and adaptability
- Collaboration skills
- A high degree of time management
- Attention to detail and precision

Executive members are elected.

Mooting competitive team members apply. Potential competitive team members will be given preference and priority if they possess moderate to high experience in mootings, mock trials, debate, model UN.

Executive terms will run from September - May.

Transition

Outgoing executives must hand over all materials and resources related to their role from the previous year to the incoming executives before leaving their position.

Outgoing executives are responsible for preparing a comprehensive report for their successors, outlining the progress of ongoing initiatives and assessing past projects and programs they managed.

Both outgoing and incoming executives are required to participate in a joint training session, to be held once new executives are elected, to ensure a smooth handover and continuity of operations.

Finances:

The finance director shall keep accurate records of all transactions, income, and expenses. They shall present the group's financial health and budget 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

Fundraising:

UTM MCT engages in fundraising initiatives to support participation in high-level competitions.

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.
- We expect executives and team members to attend all meetings, practices/training sessions, events and any competitions they signed up for unless prior notice is provided. If an event is missed, we expect the individual to take initiative to figure out the information that was missed.

B) Executive Meetings:

- The executive committee shall meet on a monthly basis to discuss operational matters and event planning.
- The quorum of executive meetings shall be 50%+1 of executives.

Amendments:

➤ Proposal Process:

Members may propose constitutional amendments by submitting a written request to the Administrative Coordinator. Proposals will be reviewed and voted on during the next AGM.

➤ Approval:

Amendments require a two-thirds majority vote of members present at the AGM.

➤ Implementation:

Approved amendments will be incorporated into the constitution and submitted to the appropriate university office within two weeks.

- Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.
- 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, etc) within two (2) weeks of its approval by general members.

Agreement of Guidelines

Each executive of UTM MCT will receive a set of guidelines outlining their responsibilities and expectations. By signing this document, they confirm their commitment to UTM MCT, acknowledge their understanding of their duties, and affirm that they have reviewed the updated constitution and executive guidelines provided.

Every recruited competitive team member will also receive an agreement outlining their role and expectations. By signing, they commit to actively participating as a team member and confirm that they have read and understood the provided membership guidelines.