

# Constitution of the UTM Advocacy and Litigation Team 2025/2026



**President and Primary Signing Officer:** Maria Murphy  
[maria.murphy@mail.utoronto.ca](mailto:maria.murphy@mail.utoronto.ca)

## Table of Contents:

Article One: Name, purpose, and program stream.....	pg.2
Article Two: Membership and membership Fee.....	pg.2
Article Three: Rights of members and Accessibility.....	pg.2-3
Article Four: Executive committee.....	pg.3
Article Five: Executive committee composition and duties.....	pg.3-6
Article Six: Elections.....	pg.6-7
Article Seven Finances.....	pg.7
Article Eight: Meetings.....	pg.7
Article Nine: Termination of Membership.....	pg.7-8
Article Ten: Platforms that will be used for association operations.....	pg.8
Article Eleven: Amendments.....	pg.8

## **1. Article One – Name and Purpose**

- 1.1. The official name of the recognized student group is “The Advocacy and Litigation Team”
- 1.2. The official acronym or abbreviation of the group is “ALT”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to provide dedicated students with the opportunity to compete in Mock Trial competitions.
- 1.4. Through the *General Program Stream*, registered general members will have access to invaluable opportunities to learn about Canada’s Justice system and careers in law through a guest speaker panel, and visits to law firms and courthouses.
- 1.5. Through the *Competitive Mock Trial Team Stream*, students will complete training, attend practices and compete in Mock Trial Competitions throughout the school year.

## **2. Article Two – Membership and Membership Fee**

- 2.1. The group shall maintain a list of group members.
- 2.2. There is a \$25 membership fee for those selected for the competitive mock trial team. Fees are used to pay for competition registration fees.
- 2.3. Voting membership is open only to registered students of the University of Toronto who have actively participated within the club for a minimum of three months prior to voting events.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. There is no membership fee.

## **3. Article Three – Rights of Members**

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.
- 3.7. All members of the UTM Advocacy and Litigation Team have a right to accessible programming. The UTM Advocacy and Litigation Team is committed to working with students to identify and provide appropriate accommodations.

#### **4. Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be comprised of **four (4)** voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

#### **5. Article Five - Executive Committee Composition and Duties**

##### **President:**

1. Oversees the operation of the entire team
2. Primary signing-officer
3. The primary source of contact for any issues or questions.
4. Oversees the Executive Members and chief of decision-making.
5. Organizes meetings with the executive team.
6. Recruiting associates, and executive members
7. Set up weekly duties and tasks for each executive.
8. Assists the Vice President in making the information documents and PowerPoint presentations about the mock trials.
9. Oversees interviews for executive applications.
10. Oversees auditions for general team members.
11. Responsible for the club-approved status by the Centre for Student Engagement and the UTMSU
12. Responsible for updating the team's constitution.
13. Guide and mentor/new executive members and team members.

14. Provide direction for the team vision.
15. Ensure that all tasks and goals are being completed effectively.
16. Responsible for providing members with terms of conditions document prior to becoming a member.

**Vice President:**

1. Works together with the President to oversee the operations of the club
2. Assume duties of the President in their absence,
3. Secondary contact for all issues and questions.
4. Second signing-officer .
5. Oversees the executive members and secondary chief of decision-making.
6. Sets up meetings with the team.
7. Recruiting executive members, and associates
8. Assists with interviews for executive applications.
9. Assists with auditions for general team members.
10. Responsible for providing members with terms of conditions document prior to becoming a member.

**Presidential Assistant**

1. Manage all club room bookings
2. Assist in managing internal and external communication via emails
3. Oversee the LSAT Library Resource Initiative

**Team Captains:**

1. Providing team members with excellent and professional training for mock trial competitions.
2. Helping students build a case theory for mock trial cases.
3. Must be present at all the mock trial competitions team members attend (unless discussed otherwise).
4. The primary source of contact regarding mock trials competition preparation.
5. Reviewing members' work prior to competitions, if needed.
6. Providing feedback for member improvement after competitions
7. Hosting meetings with team members for training purposes, if needed.
8. Must attend auditions for prospective team members.

**Administrative Coordinator:**

1. Build and maintain positive relationships with other university groups and external organizations for mock trials.
2. Research and sign ALT up for intercollegiate Mock Trial Competitions

3. Register ALT for competitions and ensure all the information is in order
4. Researching off-campus opportunities that are relevant to our team members

#### **Operation Officer (secretary) -**

1. Ensure activities of the club comply with policies of the University of Toronto,
2. Record notes and motions for meetings,
3. Notify all members of general meetings and essential information.
4. Maintain a list of members, and records of member participation and attendance
5. Oversee CCR registration and tracking

#### **Marketing Coordinator:**

1. Handle the social media page with posts and engaging stories. ○ I.e. Our executive members post events, news, and other helpful resources.
2. Be creative with the social media posts about our team.
3. Filming videos and taking photos at competitions of our team members.
4. Maintaining and updating social media pages. ○ I.e. LinkedIn, Instagram, and Facebook.
5. Track the effectiveness of marketing techniques to identify areas for growth

#### **Marketing Assistant -**

1. Assist the Marketing Manager in completing marketing initiatives
2. Research different marketing strategies

#### **Events Manager**

1. Help plan and run events for general members which include courthouse visits, law firm tours, and a Q & A panel
2. Identify and form intellectual and social connections with UofT student groups for event collaborations
3. Track participation in ALT events

#### **Events Assistant**

1. Assist the events Manager in creating and running events for the general membership stream

#### **Finance Officer -**

1. Record all financial transactions of the group,
2. Hold signing and financial authority along with the President,
3. Maintain a budget of income and expenses,
4. Advise members on financial position of the group,

5. Prepare an annual budget for the group.
6. Advise the Presidents on responsible financial decisions

### **Finance Assistant**

1. Assist in finding sponsors for ALT competition teams
2. Assist in creating and running fundraising events

## **6. Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election. Thus, the overseeing of the election process is to be completed by an Election Officer
- 6.8. Elected roles that require one previous year of active participation within the Model Parliament Club are the: President, Vice President Internal, and Vice President External
- 6.9. Additional Electable Roles are the: Senior Elections Officer, Finance Officer, Operation Officer, Event's Manager, Mentorship Manger, Marketing Manager, Education Manager, and Journal Editor
- 6.10. Non-Elected Positions determined upon the completion of an application and interview are the: Directors, Marketing Assistants, and Event's Assistants
- 6.11. Students wishing to run in elections must first submit a statement of interest and obtain five endorsements signatures for other Association members before the agreed upon deadline of 1 week prior to the approved campaign period.
- 6.12. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1)
- 6.13. The role of Class Ambassadors is exempt from elections and is open to all students who are interested and put forth an application as there is an unlimited number of spots for this position.

- 6.14. The role of Executive Associates is exempt from elections and interested students may put forth an application.
- 6.15. The entire election process, from election calls to the release of official election results, is to be completed within a month (30 days).
- 6.16. The following is a list of strict election rules. No slandering and No use of club funds for advertisement. If after an investigation it has been determined that a candidate has violated the elections rules, they will be disqualified from the election and a re-vote will occur for the position they ran for.

## **7. Article Seven – Finances**

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **9. Article Nine - Termination of Membership**

- 9.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members. Actions include but are not limited to: inflammatory conduct, Gross misconduct, Neglectful behaviour, Inappropriate behaviour with other members, Failure to fulfill responsibilities

- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee within two weeks of being informed of an infringement to clubs rules.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

#### **10. Article Ten - Platforms that will be used for Association operations**

- 10.1. Excel, Google Docs, Google Forms, Google Classroom, Canva, and Microsoft Teams will be used to keep track of important information such as membership, finances, event attendance, ect
- 10.2. WhatsApp and Utoronto email will be used for communication purposes
- 10.3. Instagram will be used as the primary tool for outreach and event advertisement

#### **11. Article Eleven – Amendments**

- 11.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting on an annual basis in the month of April.
- 11.2. All voting members may propose and vote on amendments to the constitution.
- 11.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 11.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.