

Mock Trial At Ohio State

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

The Organization Is To Be Known As The Undergraduate Mock Trial Program At The Ohio State University, Or Mock Trial At Ohio State, Hereafter Referred To As “MT@OSU,” Or “The Program.”

ARTICLE II. ORGANIZATION PURPOSE

The purpose of MT@OSU is to build the critical thinking, teamwork, advocacy, and communication skills of its members. The program will provide said members with the opportunity to compete in mock trial tournaments across the nation to build a better understanding of the practice of law and legal procedures.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

MT@OSU agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the Student Organization Registration Guidelines.

Section B. Hazing

Mt@Osu agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

Mt@Osu retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to

bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility and Timeline

All members of MT@OSU shall be undergraduate students of OSU, enrolled in the fall semester of the season, and be in good standing with the university.

Section B. Member Selection

Initial membership is based upon performance at a pre-season tryout and an interview. The MT@OSU E-Board and the program's coaches will be present at tryouts and at interviews. The final membership decisions will be made by the program's Head Coach.

Section C. Membership Timeline

Membership shall be determined on an annual basis prior to the start of the competitive season in the fall.

Section D. Member Removal

Members may be removed for failure to remain in good standing with the University, failure to pay dues as established by the E-Board, failing to represent MT@OSU or The Ohio State University in a proper way, or for conduct that is destructive to the functioning of the program. Removal requires a two-thirds (2/3) vote of the E-Board and final approval of the Head Coach.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The Advisor shall serve as the primary University contact for MT@OSU, assist the program in navigating University policies and procedures, and provide guidance to the E-Board as needed.

Section B. Advisor Term

The Advisor must be a full-time member of The Ohio State University faculty or Administrative and Professional staff. The Advisor shall serve until resignation or replacement.

Section C. Advisor Selection

The Advisor shall be selected or approved by majority vote of the E-Board, subject to the Advisor's consent unless otherwise assigned by the University.

Section D. Advisor Replacement

If the Advisor resigns or is unable to fulfill their responsibilities, the Executive Board shall promptly notify the Department of Political Science, the Office of Student Life, and any other University office designated to oversee student organizations. The Executive Board may recommend a replacement candidate, who must be a full-time member of The Ohio State University faculty or Administrative and Professional staff. Final appointment of the Advisor shall be subject to confirmation and approval by the appropriate University offices in accordance with University policy. MT@OSU shall defer to the University in all matters concerning the approval, appointment, or reassignment of the Advisor.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

Section A1. President. The President shall be the Program liaison to other university student groups and committees, to the university administration, and to AMTA. The President is responsible for handling all AMTA-related business, registering with the university, obtaining advisor approval, registering for AMTA tournaments, reserving bids, communicating with the MT@OSU faculty advisor for excuse letters, handling the lease for the team's office in the Ohio Union, distributing case information to the teams, and handling general email correspondence in a prompt and timely fashion. The President shall be the primary coordinator of recruitment in the fall, handling registration for University-sanctioned Involvement Fairs and any other avenues for recruitment. The President also has primary responsibility for E-Board duties not assigned to another E-Board member by this Constitution or a majority vote of the E-Board.

Section A2. Vice President of Finance (Treasurer). The Vice President of Finance (the Treasurer) is responsible for the management of the program's finances. The Treasurer shall maintain the bank account, reimburse individuals for organization expenses, collect dues and deposit checks. The Treasurer will also work with the Department of Political Science to acquire University funds. When necessary, the Treasurer will meet University leadership to determine the amount of support the program requires, then submit an invoice and the required legal forms to the appropriate staff members. Furthermore, the Treasurer will work with the Vice President of Travel to write a budget for the entire academic year and ensure that travel and tournament expenses do not exceed that budget. The Treasurer will also seek additional sources of funding, work with the Undergraduate Student Government to acquire funding and pursue additional fundraising ideas. The Treasurer will be responsible for keeping a copy of all financial documents and records and will also be responsible for answering emails regarding matters under their position

Section A3. Vice President of Travel. The Vice President of Travel is responsible for travel arrangements for the program, including the booking of accommodations for tournaments. The VP

of Travel will work with the Treasurer to write the travel budget for the entire academic year. The VP of Travel will be responsible for taking proactive steps to prevent foreseeable travel and accommodation problems, and respond to those problems as they occur. The VP of Travel is also responsible for printing out updated versions of the case materials for case boxes. The VP of Travel will also be responsible for answering emails regarding matters under their position.

Section A4. Vice President of Public Relations. The Vice President of Public Relations is responsible for managing the program's website and any social media accounts affiliated with the program, as well as outreach to potential members and high school programs. The VP of Public Relations will update the website and social media accounts with news and relevant information regarding the involvement fair, recruitment sessions, tryouts, tournament updates and information, program updates and member bios. The VP of Public Relations must update the websites and social media accounts creatively and regularly. The VP of Public Relations will also be responsible for answering emails regarding matters under their position.

Section A5. Vice President of Tournaments. The Vice President of Tournaments is responsible for organizing any tournaments MT@OSU hosts, including but not limited to the Scarlet and Gray Invitational and the Columbus Regional. Their job will involve the recruitment of judges for these tournaments, the signing up of competing teams, the reservation of the courthouse, the search for sponsors and the logistics for running these tournaments. The VP of Tournaments will also be responsible for answering emails regarding matters under their position.

Section A5a. Deputy Vice President of Tournaments. A separate election will be conducted to determine who will serve as the Deputy Vice President of Tournaments; if no candidate runs for this position, the newly-elected E-Board will appoint a person of their choosing to serve as the Deputy VP of Tournaments. Their role will be to primarily assist in judge recruitment, while also assisting the VP of Tournaments in any other responsibilities delegated to them by the constitution. Should the E-Board call a vote on any particular matter, the Deputy VP of Tournaments will also vote to prevent any ties from occurring. The Deputy VP of Tournaments will be considered a member of E-Board for the purposes of being present at tryouts and interviews, and for other general responsibilities held by the E-Board as well.

Section A6. Vice President of Diversity & Inclusion. The Vice President of Diversity & Inclusion is responsible for communicating and enforcing MT@OSU's non-discrimination policy, in conjunction with the E-Board and coaches, and subject to procedures laid out in the Anti-Harassment, Discrimination, & Bullying policy. The VP of Diversity & Inclusion will work with the President to ensure that OSU students of all identities and backgrounds are able to try out for MT@OSU. After

tryouts and interviews conclude, the VP of Diversity & Inclusion will give a presentation to teach members (new and returning) about the non-discrimination policy outlined in Article III, and will inform members throughout the year if there are any policy changes. They will investigate all allegations of members violating the non-discrimination policy, with assistance from the E-Board and coaches, and recommend action as appropriate. The VP of Diversity & Inclusion will also organize program-wide events, including: workshops, speaker series, and other events related to diversity & inclusion education/discussion (at least one event per semester); as well as social events that are accessible and engaging for all members (at least one event per semester). Additionally, they will monitor current events, and provide education and support for members as appropriate. They will also provide recommendations as needed to the E-Board, coaches, and other members about how to be more inclusive as an organization and as individuals. Finally, the VP of Diversity & Inclusion will also be responsible for answering emails regarding matters under their position.

Clause A. While the VP of Diversity & Inclusion will serve as the point person on issues of diversity and inclusion, it is the responsibility of all members - especially the E-Board and the coaches - to develop and sustain a welcoming program. Clause B. If a member wants to report an instance of discrimination or harassment, or raise any issues surrounding diversity/inclusion, they may bring these issues to the VP of Diversity & Inclusion (unless there is some reason that they cannot approach the person in this role, in which case they may contact another E-Board member or a coach).

Section A7. The program Archivist shall be a non-voting, non-elected position who shall be appointed by the president following elections, as long as the appointee agrees to carry out the position. The Archivist shall be responsible for maintaining the program film library. This includes managing and maintaining any recording equipment, ensuring standardized recording practices are adhered to, and uploading and organizing the film in a prompt manner. The program benefits from having film accessible from the past, as well as their own film to review during the season. Therefore the Archivist should make every effort for the film from a tournament to be uploaded and viewable within a week of that tournament. The president may appoint anyone to this position, though it is strongly recommended that the position be filled by someone who is not already on the E-board, as the point of this role is to lessen the load of other E-Board members, especially in light of the considerable time and effort needed to maintain an efficient, prompt, and thorough film database accessible to the membership. As reflected in Article V section 3 of this constitution, the Archivist will not be considered a formal member of the executive board, though they hold a position of service to the program and may be invited to collaborate with the E-board if the E-board sees fit. The Archivist may be removed from the position at any time by the President, for any reason.

Section B. Officer Eligibility

Any undergraduate student with at least one season of experience as a competing member of the program is eligible to be elected to any Executive Board position.

Section C. Officer Selection Process

Organizational elections for the following academic year must take place between the end of competition for the current year and the end of the current academic year. Executive Board officers will be elected by a majority of votes cast by current program members in a fair procedure, determined in advance by the current year's Executive Board. Potential candidates must notify the Executive Board in writing, in the manner specified by the Executive Board, of their intention to run for a position, by whatever deadline is mandated by the Executive Board. A candidate may also be nominated by another member, provided the nominee accepts the nomination. Two-thirds of the program must vote for the election to take place. Members may vote in person or via absentee ballot. Each candidate shall be given an equal, predetermined amount of time to deliver a speech, followed by a question-and-answer session if required. Each Executive Board position shall be voted on separately. Members will have the opportunity to rank all candidates for that position in order of preference, and votes shall be counted through successive elimination until one candidate receives a majority. In the event of a tie between the final two candidates, graduating seniors' ballots shall be excluded, and the remaining votes tallied. If a majority is still not reached, the current year's Executive Board shall select between the two candidates. The Executive Board must notify the program of the format of the elections and applicable guidelines prior to the election.

Section D. Officer Removal

Any Executive Board member who fails to perform their duties as specified in this Constitution may be removed by a unanimous (excluding the officer in question) vote of the Executive Board and by a three-fourths ($\frac{3}{4}$) vote of all program members. Removal from the Executive Board does not necessarily entail removal from the program. This does not apply to the program Archivist, as they are non-voting, non-elected position who shall be appointed by the president following elections and whose tenure will be solely determined by the president.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

MT@OSU may be dissolved only if such action is approved by a two-thirds ($\frac{2}{3}$) vote of the program membership, following a recommendation by a majority vote of the E-Board, and with the written acknowledgment of the Faculty Advisor. Dissolution shall not be considered unless all reasonable alternatives to maintain program viability have been exhausted. Upon approval of dissolution, the Executive Board shall immediately notify the Department of Political Science, the Council on Student Affairs, and the Office of Student Life of the intent to dissolve.

Section B. Dissolution Procedures, including Assets and Debts

Upon dissolution, the E-Board shall conduct a final accounting of all program assets and debts, and ensure that all outstanding debts, contracts, and financial obligations are satisfied in accordance with

University policy. All program debts will be paid in full. Any remaining assets shall revert to the Department of Political Science at The Ohio State University or, if unavailable, to the University itself, unless otherwise directed by the University. Under no circumstances shall any part of the program's assets be distributed to individual members, officers, or alumni. All organizational records, including financial documents, rosters, and archival material, shall be transferred to the Department of Political Science or the Office of Student Life to ensure institutional continuity and compliance with University requirements.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Amendments to this Constitution may be proposed by any member of the program, subject to approval by a majority vote of the Executive Board. Amendments approved by the Executive Board must then be ratified by a two-thirds ($\frac{2}{3}$) vote of the program membership.