MOOT COURT BOARD CONSTITUTION

Article I - Name

The organization shall be known as the Moot Court Board of The Dickinson School of Law of The Pennsylvania State University (hereafter, “the Board”). It may alternatively be referred to as the “Penn State Moot Court Board” or simply the “Moot Court Board.”

Article II - Purpose

The purpose of the Moot Court Board is to 1) select, train, and send exceptional teams to national and international Moot Court competitions; 2) provide students with additional training and experience in written and oral advocacy; and 3) foster and promote a culture of advocacy excellence within The Dickinson School of Law of The Pennsylvania State University.

Article III – Powers and Authority

The Board shall have the authority to take all actions necessary and proper to advance the purposes of the organization as denoted in Article II. Specifically, the Board shall authorize and make all provisions necessary for its members to attend and participate in Moot Court competitions. The Board shall have the authority to regulate its membership and make recommendations about the award of academic credit as provided for in the Bylaws.

Article IV – Governance and Leadership

Governance of the Board shall be vested in its Officers, consisting of the Chair, Executive Vice-Chairs, Coaches, and others. The Officers shall be selected in the manner provided in the Bylaws of the Moot Court Board, and their titles and respective duties shall be as described in the Bylaws.

Article V – Membership

The Board shall consist of second and third-year law students. LLM students may only become members of the board through participation in LLM specific competitions through a separate selection process. Invitations to join the Moot Court Board shall be offered to students through a uniform, competitive and merit-based process provided for in the Bylaws. In order to foster a culture of excellence, the Board shall not extend an invitation to any student charged with a violation of the Honor Code or any other academic violation. However, any non-academic violation shall be reviewed on a case-by-case basis by the Officers, who shall have the authority to waive this provision based upon the severity of the offense.

Article VI – Faculty Advisor

There shall be a Faculty Advisor appointed to the Moot Court Board by the Dean. This individual shall be a Faculty member of the law school and serve in an advisory capacity to the members of the Board. The Faculty Advisor shall provide guidance to the Board and mediate any disputes that arise between members of the Board, or the Officers, which
cannot be resolved by this Constitution or the Bylaws. The Faculty Advisor shall review amendments to this Constitution and the Bylaws, review recommendations made by the Chair regarding the award of academic credit to members of the Board, and submit those recommendations to the Registrar’s Office.

**Article VII – Academic Credit**

At the conclusion of each semester, academic credit shall be awarded to members of the Moot Court Board for their work on behalf of the Board. The requirements and process for the award of such credit shall be provided for in the Bylaws.

**Article VIII – Meetings**

The Board shall hold at least one (1) general meeting within thirty (30) days of the beginning of each academic semester. The purpose of this meeting shall be to discuss all pertinent issues affecting the Board and its composite competition teams. Additional general meetings shall be held when deemed necessary by the Officers. All such meetings of the Board shall be mandatory, with notice given at least seven days in advance. At general meetings, a quorum shall consist of a majority of the membership present. Those members that have informed the Chair of a valid reason why they cannot attend shall be excused and shall have twenty-four (24) hours to dissent or, like all unexcused members, shall be considered to have voted in favor of all matters. If a majority of total members dissent within the twenty-four hour period, the proposal shall be voided.

**Article IX – Finances**

All disbursements in the name of the Board shall be made as provided for in the Bylaws. A record shall be kept of all disbursements, with no disbursement made to the expenses of any individual member unless 1) in furtherance of the business of the Moot Court Board and 2) pursuant to valid, dated receipts to the extent required by the law school.

**Article X – Acknowledgement of Duties**

In furtherance of the purposes of this Constitution and the Bylaws of the organization, all members shall sign and date an agreement that they have received and read the Constitution and Bylaws of the Moot Court Board and understand the duties imposed upon them under these documents and further understand that failure to fulfill these duties are grounds for removal from the Moot Court Board and/or prosecution under the Honor Code. Moreover, upon taking office all Officers shall initial and sign copies of the Constitution and Bylaws acknowledging their duties for the coming year.

**Article XI – Constitutional Amendments**

Proposals for amendments may be made by the members of the Board or the faculty of the law school. Members of the Board may propose an amendment by a two-thirds affirmative vote of the membership, given either orally or in writing, provided that notice setting forth the proposed amendment shall have been given at least ten (10) days prior to the general meeting in which it is considered. The faculty may amend this Constitution.
Article XII – Bylaws

Bylaws will be created by a majority affirmative vote of all members, taken at a general meeting. Once created, bylaws will be amended by a majority affirmative vote of all members, taken at a general meeting and in accordance with the procedure set forth in the existing Bylaws. All amendments which are approved shall be submitted to the Faculty Advisor for review, and shall be effective unless rejected. Any amendments which are rejected must begin the process anew. Any bylaws or amendments submitted to the Faculty Advisor and not expressly disapproved within ten (10) days shall be deemed approved.
BYLAWS OF THE MOOT COURT BOARD

BYLAW ONE

Officers

A. Members. The Officers of the Moot Court Board shall be the following:
   1. Chair
   2. Executive Vice Chair for University Park Campus
   3. Executive Vice Chair for Carlisle Campus
   4. Vice Chair for Recruitment
   5. Vice Chair for Training
   6. A student Coach for each competition team
   7. Secretary
   8. Treasurer

B. Duties
   1. The Chair shall:
      i. Oversee all activities of the Board.
      ii. Represent the Board to and liaise with the faculty, administration, and alumni of the law school.
      iii. Determine, subject to approval of the other Officers, the duties of each member of the Board for each semester pursuant to these bylaws.
      iv. Coordinate the efforts of other Officers, the competition teams, the members of the Board, and participants in the Internal and Selection Moot Court Competitions.
      v. Convene and preside over all meetings of the Officers and of the general membership of the Board.
      vi. Submit to the Faculty Advisor, for abuse of discretion review only, names of members whom the Officers have designated to receive credit. This document shall include a formal explanation for the Officers’ action with regard to members not designated to receive credit.
      vii. Submit to the Faculty Advisor, for abuse of discretion only, briefs drafted by competition teams if the Officers have opted to penalize the team or withdraw from the competition after the brief was submitted. The Chair shall write an opinion on behalf of the Board specifically stating the reasons why these steps are being taken.
      viii. Attend and participate in practice Moots in advance of competitions.
      ix. At the conclusion of each semester and with the assistance of the Officers, prepare and submit to the Faculty Advisor and Dean of Academic Affairs a report of the performance of the Moot Court Board and the competition teams.
   2. The Executive Vice-Chair for University Park Campus shall:
i. Serve as the principal assistant to the Chair with regard to the administrative functions of the Moot Court Board where University Park matters are concerned.

ii. Approve final briefs before submission by each competition team, and shall act as the final authority on all rules regarding the brief-writing process. Whenever a procedural question is addressed by the Executive Vice Chair, the question and its response shall be circulated to all of the other competition teams. The Executive Vice Chair may only review a brief before submission if review is permitted by the rules of the respective competition. The Executive Vice Chair shall not provide substantive feedback upon review of briefs. The final brief review should only ensure that the brief will be submitted timely and will accurately reflect the Board’s purpose as stated in Article II of the Moot Court Board Constitution.

iii. Assume the functions of the Chair in his or her absence.

iv. Assist the Vice President for Recruitment in the administration of the Selection Competition when necessary.

v. At the request of the Chair, assist the other Officers in the performance of their duties.

vi. Attend and participate in practice Moots in advance of competitions.

vii. Serve as the principal officer in supporting the executive board in preparing the University Park campus Moot Court Board to function independently after the campuses split.

3. The Executive Vice-Chair for the Carlisle Campus shall:

i. Serve as the principal assistant to the Chair with regard to the administrative functions of the Moot Court Board where Carlisle Campus matters are concerned.

ii. Approve final briefs before submission by each competition team, and shall act as the final authority on all rules regarding the brief-writing process. Whenever a procedural question is addressed by the Executive Vice Chair, the question and its response shall be circulated to all of the other competition teams. The Executive Vice Chair may only review a brief before submission if review is permitted by the rules of the respective competition. The Executive Vice Chair shall not provide substantive feedback upon review of briefs. The final brief review should only ensure that the brief will be submitted timely and will accurately reflect the Board’s purpose as stated in Article II of the Moot Court Board Constitution.

iii. Assume the functions of the Chair in his or her absence.

iv. Assist the Vice President for Recruitment in the administration of the Selection Competition when necessary.

v. At the request of the Chair, assist the other Officers in the performance of their duties.
vi. Attend and participate in practice Moots in advance of competitions.

vii. Serve as the principal officer in supporting the executive board in preparing the Carlisle campus Moot Court Board to function independently after the campuses split.

4. The Vice Chair for Recruitment shall:
   i. Supervise and administer the annual Selection Competition for membership on the Moot Court Board.
   ii. Attend and participate in practice Moots in advance of competitions.
   iii. At the request of the Chair, assist the other Officers in the performance of their duties.

5. The Vice Chair for Training shall:
   i. Organize a variety of mandatory opportunities for members of the Moot Court Board to learn and develop skills in written and oral advocacy.
   ii. Solicit and schedule faculty, practitioners, and alumni to participate in practice Moots with the competition teams.
   iii. Attend and participate in at least one practice Moot with each team in advance of their competition.
   iv. At the request of the Chair, assist the other Officers in the performance of their duties.

6. The Coaches shall:
   i. Exercise primary responsibility for supervising, managing, and preparing their team for their competition.
   ii. Create and submit to the Executive Vice Chair in advance of the Fall semester a plan identifying the following:
      1. All deadlines for the brief and oral argument, to the extent known and practicable.
      2. The Coach’s defined and specific plans for improving the team’s performance over last year.
      3. A list of faculty whose expertise corresponds to the subject area of the competition, and the Coach’s plan to solicit their assistance.
      4. A list of Senior Advocates who have previously participated in that competition, and the Coach’s plan to solicit their assistance.
      5. A list of alumni and outside practitioners who may able to help the team.
   iii. Schedule and organize regular team meetings and practices.
   iv. Attempt to facilitate face-to-face meetings with their team to improve team communication and preparation.
   v. Maintain primary responsibility for the brief writing process and submission deadlines.
vi. Supervise the team’s brief submission and provide substantive assistance as the team drafts the brief, to the extent allowed by the rules of each competition.

vii. Ensure that the Executive Vice Chair is provided with a copy of a final brief before submission, and shall not direct submission until approval is granted by the Executive Vice Chair or the Chair. This provision shall be voided if the rules of any particular competition forbid outside review or approval.

viii. Attend, supervise, and provide feedback to their team at all regularly scheduled practice Moots in advance of the competition.

ix. To the greatest extent possible, travel with their team to all competitions.

7. The Secretary shall:
   i. Be responsible for managing membership and attendance records for the Moot Court Board.
   ii. Maintain a database of Board alumni, including their contact information, area of practice and other relevant information.
   iii. Keep and maintain copies of past and current Moot problems, briefs, and score sheets.
   iv. Gather and organize additional competitions in which the Board may wish to participate.
   v. Take, keep and maintain notes and minutes of meetings.
   vi. Be responsible for advertising Moot Court Board meetings, events, and competitions.
   vii. Oversee and manage travel and lodging arrangements for all competition teams.
   viii. Attend and participate in practice Moots in advance of competitions.
   ix. At the request of the Chair, assist the other Officers in the performance of their duties.

8. The Treasurer shall:
   i. Be responsible for managing and recording all finances and expenditures of the Moot Court Board.
   ii. Create and maintain a budget for the Board.
   iii. Organize periodic social gatherings of the Board, including a year-end banquet.
   iv. Attend and participate in practice Moots in advance of competitions.
   v. At the request of the Chair, assist the other Officers in the performance of their duties.

C. Strategic Plan
   1. At the conclusion of Spring semester, the new Officers shall meet with their predecessors and discuss goals for the following one, two, and three years.
2. At the first general meeting of the Fall semester, the Officers shall formalize these goals in writing with the membership of the Board and establish specific means to achieve them.

3. These goals shall be revised and updated annually by each successive group of Officers.

D. Meetings

1. The Officers shall meet at least once every two to three weeks during each semester, notwithstanding school holidays and exam periods.
2. Officers shall meet, either by telephone or in person, at least once per month during the summer and winter holidays.
3. After their selection but before taking office, the Officers-elect shall arrange to meet and debrief their predecessor.

E. Award of Credit

1. Prior to the end of each academic semester, the Officers shall convene and determine which members of the Board will receive academic credit for that semester.
2. Credit shall only be awarded to the extent that a student has complied with the requirements for membership imposed by and pursuant to these Bylaws.
3. A two-thirds vote of the Officers shall be necessary to deny a member of the Board credit for that semester. The Chair shall communicate any such denial to the Faculty Adviser as provided for by the Constitution and these Bylaws.
4. Each Coach, in consultation with the faculty Team Adviser, shall review the contributions of each competing Advocate and make credit recommendations to the Chair.
5. The Executive Vice Chair shall review the contributions of each non-competing Senior Advocate and make credit recommendations to the Chair.
6. The Chair shall review the contributions of each Officer and make credit recommendations.
7. The Chair shall submit credit recommendations for all members to the Faculty Advisor, who shall review the recommendations and raise objections, if any, with the Officers. Upon review and resolution of any objections, the Faculty Advisor shall submit credit recommendations to the Registrar’s Office.

F. Selection of Officers

1. All of the present officers will convene to select from among the Advocates those individuals who will serve as officers for the successive year.
2. All Advocates in good standing are eligible to become officers. “Good standing” is defined as having successfully completed one semester as part of the Moot Court Board, and not under any disciplinary sanction for failure to meet requirements for membership.
3. The Chair will set a date by which any Advocate interested in becoming an officer for the successive year must provide written
notification of his or her interest in a position. This notification should state the Advocate’s name, the position(s) in which he or she is interested, and a statement concerning why he or she is best suited for an Officer position. While Advocates may apply for more than one position, he or she must indicate the priority in which the Advocate wishes to be considered.

4. After the period for notification has concluded, the Chair will schedule interviews for these positions. Interviews will be conducted by the current Officers and be presided over by the Chair.

5. After all applicants for a given position have interviewed, the Officers shall select, by majority vote, the individual applicant who will fill each Officer position. The selection of the Officers is subject to the approval of the Faculty Advisor.

6. Should Advocates not run for or accept Officer positions, they shall not go unfilled. Vacant positions shall be filled either through appointment of individuals that do not hold another Board position, or Officers may assume multiple roles if they so choose. In situations where positions remain unfilled, the Chair, Executive Vice Chair, Vice Chair for Recruitment, and Vice Chair for Training shall be responsible for the duties of the unfilled Officer positions and shall divide the duties amongst themselves as they see fit. Where appropriate, the Vice Chairs, Secretary, and Treasurer may also serve as coaches.

G. Officer Terms
All Officers shall assume their responsibilities on the final day of the Spring semester.

H. Permanent Vacancy
1. Vacancy of Chair position. Should the position of Chair become vacant for any reason, the Executive Vice Chair shall assume the duties of Chair. The Officers shall appoint a Senior Advocate to fill the vacant Executive Vice Chair position that results from this process.

2. Vacancy of Officer positions. Should any other Officer position become vacant, the Chair shall immediately notify the members of the Board. In this notification, the Chair shall solicit candidates for the position. The Officers shall then vote to select a candidate to fill the vacancy; a simple majority shall constitute a quorum. The Officers shall establish any other procedures needed for selecting the candidate in accordance with these requirements.

I. Removal Procedure for Officers
1. A removal procedure for any Officer may be initiated by a petition signed by a simple majority of the Board or two-thirds of the other Officers. The petition shall contain the reasons for initiating the process.

2. Once the petition has been submitted to the Chair, he or she shall schedule a meeting with the Officers and the individual. If the
individual is the Chair, the meeting shall be scheduled and run by the Executive Vice Chair.
3. The individual shall be given the opportunity to respond to the signed petition, after which the Officers shall vote by secret ballot. A 2/3 vote is necessary for removing an Officer.
4. If removed, a former Officer will remain responsible for the duties of a Senior Advocate as described herein, unless the Officers elect to simultaneously remove the former Officer from the Board entirely.

**BYLAW TWO**

*Selection Competition*

A. General Eligibility
   1. Except as provided for in Section B of this bylaw, participation in the General Selection Competition and subsequent assignment to a competition team is the only means by which a student may become a member of the Moot Court Board.
   2. Students shall be eligible for membership on the Moot Court to the extent provided for by Article V of the Constitution.

B. Frederick Douglass Selection Process
   1. Due to the unique rules of the Frederick Douglass Moot Court Competition, participation on the Frederick Douglass Team shall be limited to qualifying members of the Dickinson Chapter of the National Black Law Students Association. Qualifying members are those in good standing who were BLSA members the year prior to participating in the selection process.
   2. The Dickinson Chapter of the BLSA shall administer a selection process for the Frederick Douglass Team. The selection process shall include submission of a brief and participation in an oral argument. Sections C, D, E, and F of this bylaw are not mandatory for the Frederick Douglass Selection Process.
   3. The timeline for the Frederick Douglass Selection Process shall be determined by the officers of the Dickinson Chapter of the BLSA. Offers to selected competitors will be made within one day of offers being made to competitors in the General Selection Process.
   4. Any qualifying member participating in the Frederick Douglass Selection Process may also participate in the General Selection Competition. No competitor may participate on more than one team.
   5. Upon accepting placement on the Frederick Douglass Team, competitors will be members of the Moot Court Board and subject to all obligations and benefits set forth in the Moot Court Board Constitution and Bylaws.

C. General Selection Competition
   1. The Vice Chair for Recruitment shall administer and oversee a Competition for the purpose of selecting members of the Moot Court Board.
2. The Competition will be open to second and third year students. The Vice Chair for Recruitment shall be the final authority on determining eligibility of students to compete in the Selection Competition. Students who unsuccessfully competed in the second year are not precluded from doing so in their third year, but the Vice Chair for Recruitment may suggest that the Officers limit the number of third year students that will be selected.

3. The Selection Competition shall be based upon a legal problem that is consistent for all competitors. The problem shall be “closed” in that all necessary materials shall be furnished to competitors, with outside legal research neither required nor permitted. These materials shall include cases, statutes and regulations as appropriate. The problem shall be as balanced as possible, with law and facts that support both sides.

4. Students shall select a side in the dispute, and write a brief or part of a brief based upon one or more identified issues arising out of the problem.

5. After submitting this written component, students will then argue one of the sides before a panel organized by the Moot Court Board.

D. Scheduling

1. Prior to the end of each Spring semester, the Secretary shall be responsible for advertising and scheduling at least two information sessions where the Chair and Vice Chair for Recruitment will explain the timing and schedule of the upcoming Selection Competition.

2. At these sessions, the Officers will also provide information about the Moot Court competitions in which the Board will participate in the forthcoming year.

3. Starting with the information sessions and continuing through the release of the problem, interested students may sign up to participate in the Competition.

4. At or about two calendar months in advance of the first day of classes for the Fall Semester, the Vice President of Recruitment shall send out the problem to those students who have signed up to participate. Competitors shall have approximately one month to complete and submit the brief, subject to formatting and style requirements and Competition rules provided at the time the problem is released.

5. Students will argue the brief before a panel organized by the Moot Court Board. These oral rounds shall occur the week before the first full week of classes for the Fall Semester. Oral arguments shall be evaluated based upon criteria provided at the time the brief is submitted.

6. Rising second-year members of the Board who wish to participate in the Selection Competition must notify the Vice Chair for Recruitment no later than the release of the problem. This will relieve them of all responsibilities related to drafting the problem or grading.
submissions, unless they withdraw from the competition in advance of the oral rounds.

E. Evaluation, Disqualification and Outside Help
   1. The written component will constitute 40% and the oral argument will constitute 60% of the competitor’s overall score.
   2. No student may receive any unfair advantages in either writing the brief or preparing for oral argument. “Unfair advantages” include but are not limited to: receiving assistance from faculty, alumni, practitioners, current members of the Board, or any other person. This includes any other conduct that provides a student with assistance that is not otherwise available or sanctioned by the rules of the Competition.
   3. Any student who violates the rules of the Selection Competition may, at the discretion of the Vice Chair for Recruitment, be penalized points or disqualified entirely from the Competition.

F. Selection and Assignment to Moot Court Teams
   1. When students appear for their oral arguments, they shall submit a preference form, provided by the Vice Chair for Recruitment, listing the competition teams that the Board is sponsoring that year. This form shall list the preferences of the student; students will also submit a current resume and a listing of the classes that the student has taken and will be taking in the future.
   2. At the conclusion of the oral arguments, the Officers shall meet, tabulate the scores, and select the top number of students that correspond to the number of available competitor positions.
   3. The Officers shall then assign each of these students to a competition team based upon but not limited to the following criteria:
      i. Preference
      ii. Prior and current coursework
      iii. Occupational/extracurricular experience
      iv. Ranking and performance in the Selection Competition
      v. Year in school
      vi. Prior experience in this or similar competitions

G. LLM Specific Competition Selection Process
   1. The Board may include among the competitions for any given year an LLM specific competition. In doing so the Board may absorb an existing competition not previously affiliated with the board or participate in an entirely new competition.
   2. Participation in the LLM specific competition shall only be open to LLM students.
   3. Students that participate in the LLM specific selection competition shall only be eligible to participate in that competition.
   4. Due to the academic timeline of the LLM degree track as well as the nature of the competition, the selection process may consist of only oral rounds based on a closed problem.
5. The timeline and nature of the LLM specific selection process shall be determined by the Vice Chair for Recruitment.

6. Upon accepting placement on the LLM specific team, competitors shall be members of the Moot Court Board and subject to all obligations and benefits set forth in the Moot Court Board Constitution and Bylaws with the exception of any provisions regarding senior advocates.

**BYLAW THREE**

*Membeship*

A. Roles and Responsibilities
   1. *Advocates* are members of the Moot Court Board that are competing on a competition team for the first time.
   2. *Senior Advocates* are third-year students that previously participated in a competition team and are in their second year of membership on the Moot Court Board.

B. Advocates shall:
   1. Represent the Board and the law school at Moot Court competitions.
   2. Attend at least one regular meeting each week while writing the brief, and at least two each week while practicing oral arguments.
   3. Work with their team to research, draft, and edit the brief or briefs as required by their respective competitions.
   4. Prepare and practice oral arguments as required by their respective competitions.
   5. Meet all deadlines required by the rules of each competition, the coach, and the Board.
   6. Complete a post-competition report with feedback and suggestions for future teams.
   7. Commit to assist the team and Moot Court Board in the following year as a Senior Advocate.

C. Senior Advocates
   1. Any third-year member of the Board who is not selected for an Officer position shall perform the below duties of a Senior Advocate.
   2. Students already on the Moot Court Board may choose to return to their team as competitors without participating in the selection competition. To return to a team, the student must submit a short written statement expressing the desire to compete and receive approval by a two-thirds majority vote of the Moot Court Executive Board. The Executive Board should consult with the student’s team members and coach in making this decision. Furthermore, the Executive Board shall ensure that at least one-half of the competitor positions on that team are open for students competing in the selection competition. A student returning to a team as a competitor will hold the title of Senior Advocate but retain the duties of Advocates under Bylaw Three (B).
3. Senior Advocates who do not compete in the Selection Competition shall be responsible for grading the written submissions and evaluating the oral rounds of the Selection Competition.

4. Likewise, Senior Advocates shall be responsible for working with the Vice Chair for the Internal Competition to draft a problem for and execute the Internal Moot Court Competition.

5. Senior Advocates shall assist in the drafting of a Moot problem to the extent directed by the Vice Chairs for Recruitment and Internal Competition.

6. To the greatest extent allowed by the competition rules, Senior Advocates shall advise and assist the team on which they previously competed with the brief-writing process.

7. Senior Advocates shall work with the Vice Chair for Training to help practice Moot a competition team at least once per week.

8. Senior Advocates who do not compete in the Selection Competition shall be responsible for working with the Vice Chair for Recruitment to draft a problem for the Selection Competition.

D. Discipline and Removal

1. Members of the Moot Court Board are expected to comply with all requirements imposed in and pursuant to these Bylaws.

2. Failure to comply with a requirement of membership – including failure to meet a required deadline of the Board – shall initially result in a verbal warning by the Chair on behalf of the Officers.

3. Continued failure to comply with a requirement of membership shall give the Chair the authority to place an individual on probation. The Chair shall provide the member with written notification of the same, and advise them that continued non-compliance may result in a denial of academic credit or dismissal from the Moot Court Board.

   i. If the member is an Advocate or competing Senior Advocate, the Chair, Executive Vice Chair, Coach, and Team Advisor will meet with the student and assign whatever remedial measures may be necessary to address the non-compliance.

   ii. If the member is a non-competing Senior Advocate, this same meeting will occur with the Faculty Advisor in place of the Team Advisor, and the relevant Vice Chair in place of the Coach.

   iii. While on probation, a member may not attend any social functions of the Board. If the member cites their membership for any resume or job application, they must advise any potential employers of their probationary status.

4. Failure to comply with any requirement of membership by a member on probation shall allow the Officers to dismiss the student from the Moot Court Board pursuant to the following procedure:

   i. Any Officer may move for dismissal of a student from the Moot Court Board. After a majority vote of the Officers, the Chair shall notify the student.
ii. Alternatively, a petition signed by a majority of the Board shall also begin the removal process. Upon receipt of any such petition, the Chair shall notify the student.

iii. This notice to the student shall clearly state the membership requirements with which he or she has failed to comply.

iv. The student shall have the opportunity to present a defense to the Officers at a meeting no fewer than six calendar days after receiving notice.

v. After the student has had the opportunity to present a defense, the Officers shall vote by secret ballot. A 2/3 vote of the Officers shall be required to dismiss a student from the Moot Court Board.

5. Should the Officers choose to withdraw from a competition after the team's brief has been submitted pursuant to Bylaw Four, the members of that team shall automatically be dismissed from and receive no academic credit for the Moot Court Board for that or any future academic year.

**BYLAW FOUR**

*Competition Moot Court Teams*

A. The Officers shall have the exclusive authority to discontinue or add competition Moot Court teams, though all Faculty and members of the Board are encouraged to make suggestions or recommendations.

B. Prior to selecting new Officers in the Spring semester, the current Officers shall meet and consider which competitions to add or discontinue. The criteria in considering competitions shall include:
   1. Student interest
   2. Faculty support, interest, and expertise
   3. Topic diversity
   4. Quality of other competing schools
   5. Quality of organization
   6. Reputation of hosting entity
   7. Panel/bench quality
   8. Prior performance
   9. Expectation of success

C. Each team is responsible for writing its brief(s) pursuant to the rules of its competition. At the beginning of the semester in which the brief is to be written, the Executive Vice Chair, Coach, and team will meet and establish deadlines for completion of Brief. This may include setting deadlines for the submission of the following components to the Executive Vice Chair and Coach:
   1. Research plan
   2. Outline of arguments
   3. Draft of arguments
   4. Draft of statement of facts
   5. Draft of table of authorities and standard/scope of review (if applicable)
   6. Completed draft
   7. Completed citations
8. Final edits
9. Submission to the competition

D. There is a presumption that each team will participate in the oral arguments of the competition. Once the brief has been submitted, however, the Officers shall meet and review the quality of both the final submission and the intermediate requirements to ensure that the team has made satisfactory progress and produced a quality product. If the team has not, the Officers may elect to place the team or individual members on probation, recommend that the team members not receive academic credit for the semester, or take other remedial action as may be appropriate, including withdrawal from the competition.

E. Each team is responsible for preparing for oral argument pursuant to the rules of its competition. At the beginning of the semester in which the oral arguments are to occur, the Vice Chair for Training, Coach, and team will meet and establish regular meetings and oral argument practices.

**BYLAW FIVE**

*Role and Appointment of Team Advisors*

A. Each competition team will have at least one member of the faculty whose purpose will be to provide assistance with the substantive law underlying each competition.

B. To the extent permitted by the rules of the competition, the Team Advisor should be available to meet with the team in advance of the brief-writing process to provide assistance in unpacking and examining the legal issues associated with the problem.

C. Likewise, the Advisor should be available once a week to help and provide feedback to the team as they prepare for their oral argument.

D. Once the Officers-Elect for the forthcoming year have been selected, the Chair-Elect and Coaches-Elect shall, in consultation with the Faculty Advisor for the Board, approach faculty with relevant areas of experience and solicit their assistance pursuant to these bylaws.

**BYLAW SIX**

*Meetings*

A. The Officers shall convene meetings of the entire Board to provide periodic information about the status of various competition teams, training sessions and presentations, and any other purpose as may be appropriate.

B. All members of the Board shall attend all scheduled meetings of the Moot Court Board. A member who is unable to attend a meeting must notify the Chair, who will have the power to excuse the member. If a member of the Board is absent without being excused, he or she may be immediately placed on probation unless circumstances existed that prohibited the member from notifying the Chair.
C. All meetings must be held in accordance with the relevant provisions of the Constitution.

**BYLAW SEVEN**

*Amendments*

These Bylaws may be amended or repealed, in whole or in part, as provided by the Constitution. Quorum for voting on amendments may be achieved electronically via email. An electronic quorum shall be satisfied if a majority of Moot Court Board members respond to the proposed amendment with a vote.