

# Article II Officers

## **Section 1: General Provisions**

- A) There shall be five officers in whom shall be vested all of the administrative authority of UIMT.
- B) These five shall be:
  - 1. The President
  - 2. The Vice-President
  - 3. The Secretary of Administration
  - 4. The Secretary of the Treasury
  - 5. The Secretary of Public Relations
- C) No member of UIMT may hold more than one office
- D) The responsibilities of each office shall include but not be limited to those responsibilities contained within this Article.
- E) Any officer may resign from his or her office at any time by a letter of resignation presented to the Executive Council during the course of a formal meeting.
- F) All of the officers together shall comprise the UIMT Executive Council
- G) All of the officers shall be responsible for fulfilling office hours as required by UISG or other University of Iowa governing bodies.

## **Section 2: The Office of the President**

- A) Any person who is a member of UIMT shall be eligible to run for the office of the President.
- B) The President shall be vested with the power of Chief Executive of UIMT, and as such:
  - 1. Shall convene meetings of the Executive Council and of the General Assembly, and shall chair those meetings.
    - a. The President shall be responsible for planning an agenda for any such meetings and for providing copies of that agenda for all members of UIMT upon its completion.
    - b. The President shall convene no less than one (1) meeting of the Executive Council per competitive month.
    - c. The President shall convene no less than two (2) meetings of the Executive Council during the summer months between competitive seasons.

2. Shall serve as chief contact with and primary spokesperson to the UISG and to the Coaching Staff.
  3. Shall delegate untended responsibilities to the officers of the Executive Council; all responsibilities shall be distributed evenly and in good faith.
  4. Shall have the power to veto any decision made in a committee of UIMT
    - a. A Presidential veto cannot be issued against any decision made by the Office of the Independent Council.
    - b. A Presidential veto cannot be issued against any decision made by an ad hoc disciplinary committee created by the Executive Council.
    - c. A Presidential veto must be issued at a formal meeting of the Executive Council.
  5. Shall have the power to fill an office of the Executive Council that has been vacated before the fulfillment of its term by making a Presidential Appointment.
    - a. A person may decline to accept a Presidential Appointment.
    - b. A Presidential Appointment must be submitted to the Executive Council for affirmation.
    - c. A Presidential Appointment shall last for not longer than four weeks before a Special Election shall be held to fill the office that was vacated before the completion of its term.
- C) The President shall serve as the chair of the Office of the Independent Counsel.
- D) The President shall be removed from office on Impeachment for, and Conviction of, any Constitutional violations, violation of any bylaws passed by the Executive Council, or incompetence in the execution of the duties of the office of the President.
- E) The President shall be removed from office if he or she has an inability or incapacity to execute the duties of that office for at least ten (10) days.
- F) At no time shall the office of the President be vacant.

### **Section 3: The Office of the Vice-President**

- A) Any person who is a member of UIMT shall be eligible to run for the office of the Vice-President.
- B) The Vice-President shall convene and chair any meetings of the Executive Council or the General Assembly in the absence of the President.
- C) The Vice-President shall serve as the chair of the Committee on Formal Recruitment.
- D) The Vice-President shall serve as chief liaison between the members of UIMT at-large and the Executive Council.
- E) The Vice-President shall be responsible for consulting with the official UIMT webmaster regarding any substantive updates for the official web site.

- F) The Vice-President shall be responsible for responding to all incoming information requests contained in the official UIMT e-mail account during the competitive season and during the summer months when school is not in session.
- G) The Vice-President shall be responsible for compiling, updating, and otherwise maintaining a complete membership roster for UIMT.
  - 1. This roster shall be made available to any member of UIMT or the Coaching Staff upon request.
- H) The Vice-President shall be responsible for compiling, updating, and otherwise maintaining a complete and accurate e-mail list or listserv for UIMT.
- I) The Vice-President shall be responsible for the acquisition of all practice spaces, and of all rooms to be used for UIMT scrimmages between other UIMT teams and inter-school squads held on the University of Iowa campus.
- J) The Vice-President shall assume the full power and responsibility of the office of the President upon the resignation or removal of any person holding that office, or upon the President's inability or incapacity to properly execute the duties of that office for at least ten (10) days.
  - 1. Upon assuming that responsibility, the office of Vice-President must be filled immediately by a Presidential Appointment pending a Special Election as per Article II, §2.b.5 of the UIMT Constitution.
  - 2. Such an appointment may be offered to a member who is already an officer of UIMT but that individual must resign from his or her elected office to accept the appointment.
- K) The Vice-President shall be removed from office on Impeachment for, and Conviction of, any Constitutional violations, violation of any bylaws passed by the Executive Council, or incompetence in the execution of the duties of the office of the Vice-President.
- L) The Vice-President shall be removed from office if he or she has an inability or incapacity to execute the duties of that office for at least ten (10) days.
- M) At no time shall the office of the Vice-President be vacant.

#### **Section 4: The Office of the Secretary of Administration**

- A) Any person who is a member of UIMT shall be eligible to run for the office of the Secretary of Administration.
- B) The Secretary of Administration shall be vested with the power of Chief Administrator of UIMT, and as such:
  - 1. Shall responsible for ensuring all paperwork for tournaments, including hotel reservations, roster submissions, tournament registration, and transportation procurement, is properly and expediently processed.
  - 2. Shall be responsible for ensuring that all competing teams and interested parties have directions to tournaments and off-campus scrimmages.

3. Shall be responsible for ensuring that all UIMT members requiring transportation to a tournament or off-campus scrimmage are provided with such transportation.
  - a. In cases of limited transportation, UIMT members requiring transportation shall be limited to those members who are competing and are being financed by UIMT.
- C) The Secretary of Administration shall convene and chair any meeting of the Executive Council or the General Assembly in the absence of both the President and the Vice-President.
- D) The Secretary of Administration shall serve as the chair of the Committee of UIMT Affairs.
- E) The Secretary of Administration shall assume the full power and responsibility of the office of President upon the resignation or removal of any person holding that office and if the primary successor, the Vice-President, has also resigned or been removed.
  1. Upon assuming that responsibility the new President is under the same obligation described by Article II §3.f.1 and Article §3.f.2.
- F) The Secretary of Administration shall be removed from office on Impeachment for, and Conviction of, any Constitutional violations, violation of any bylaws passed by the Executive Council, or incompetence in the execution of the duties of the office of the Secretary of Administration.
- G) The Secretary of Administration shall be removed from office if he or she has an inability or incapacity to execute the duties of that office for at least ten (10) days.
- H) At no time shall the office of the Secretary of Administration be vacant.

### **Section 5: The Office of the Secretary of the Treasury**

- A) Any person who is a member of UIMT shall be eligible to run for the office of the Secretary of the Treasury.
- B) The Secretary of the Treasury shall be vested with the power of Chief Financial Officer of UIMT, and as such:
  1. Shall serve as chief liaison between the Executive Council and AMTA, UISG, the University of Iowa, donators, and any other school, organization, or institution regarding monetary matters.
  2. Shall be responsible for maintaining and balancing all UIMT financial accounts.
  3. Shall be responsible for updating the Executive Council on the financial status of UIMT at every meeting of the Executive Council.
  4. Shall be responsible for collecting all membership dues, acquiring funds from the UISG, and handling any other revenues the UIMT might appropriate.
  5. Shall be responsible for collecting and handling all tournament dues and AMTA registration costs.
  6. Shall deposit all funds received by UIMT properly and expediently.

- C) The Secretary of the Treasury shall serve as the chair of the Finance Committee.
- D) The Secretary of the Treasury shall be removed from office on Impeachment for, and Conviction of, any Constitutional violations, violation of any bylaws passed by the Executive Council, or incompetence in the execution of the duties of the office of the Secretary of the Treasury.
- E) The Secretary of the Treasury shall be removed from office if he or she has an inability or incapacity to execute the duties of that office for at least ten (10) days.
- F) At no time shall the office of the Secretary of the Treasury be vacant.

### **Section 6: The Office of the Secretary of Public Relations**

- A) Any person who is a member of UIMT shall be eligible to run for the office of the Secretary of Public Relations.
- B) The Secretary of Public Relations shall serve as the Chair of Public Relations Committee.
- C) The Secretary of Public Relations shall serve as chief liaison between UIMT and the University of Iowa student body.
- D) The Secretary of Public Relations shall submit updates to the official webmaster of the UIMT web site in order to ensure greater communication with UIMT members and all other persons.
  - 1. Updates shall be submitted on at least a monthly basis during the competitive season.
  - 2. Updates during the noncompetitive season shall be submitted promptly after Fall Semester events have been established by the Executive Council and/or Committees.
- E) The Secretary of Public Relations shall be responsible for a University of Iowa Mock Trial Newsletter.
  - 1. There shall be one newsletter distributed per competitive month to each member of UIMT via e-mail on the first day of each of those months.
  - 2. At least one newsletter shall be written and distributed during the winter and summer breaks between semesters or academic years as applicable.
  - 3. Each newsletter shall have, but is not limited to:
    - a. An agenda of those items to be discussed and/or voted on in the next meeting of the Executive Council.
    - b. A summary of items voted on in the previous meeting of the Executive Council and the results of such votes.
    - c. A schedule for upcoming scrimmages, including which teams are competing, on which side said teams will compete, the time and location of the scrimmage, and the name of the presiding judge.
    - d. At the request of a captain or a member of the Coaching Staff, a schedule of team practice schedules.

- e. A schedule of upcoming tournaments and which teams will be competing at said tournaments.
- F) The Secretary of Public Relations shall be responsible for recording the minutes of meetings of the Executive Council and of the General Assembly.
  - 1. Those minutes shall be available to any member of UIMT upon request.
- G) The Secretary of Public Relations shall be removed from office on Impeachment for, and Conviction of, any Constitutional violations, violation of any bylaws passed by the Executive Council, or incompetence in the execution of the duties of the office of the Secretary of Public Relations.
- H) The Secretary of Public Relations shall be removed from office if he or she has an inability or incapacity to execute the duties of that office for at least ten (10) days.
- I) At no time shall the office of the Secretary of Public Relations be vacant.

### **Section 7: Shared Powers of the Executive Council**

- A) The following actions may be taken by the Executive Council by a minimum of a majority vote:
  - 1. Affirm or negate budgets or expenditures not exceeding \$250.
  - 2. Affirm or negate committee member selections made by committee chairs
  - 3. Affirm or negate a Presidential Appointment to an office.
  - 4. Appoint a person to chair an election in the absence of a Head Coach
    - a. A person may decline to accept an appointment as chairperson of an election
  - 5. Appoint a person to tabulate votes in an election in the absence of an Assistant Coach.
    - a. A person may decline to accept an appointment as tab official of an election.
  - 6. Pass, amend, or abrogate bylaws governing UIMT
    - a. The Executive Council shall be empowered to pass any bylaws it deems necessary and proper to efficiently carry out the administrative duties of UIMT.
- B) The following actions may be taken by the Executive Council by a minimum of a 4/5 vote:
  - 1. Overturn any Presidential veto.
  - 2. Affirm or negate budgets or expenditures in excess of \$250.
  - 3. Pass or fail an Amendment to the Constitution.
  - 4. Appoint a person to chair an ad hoc committee.
    - a. A person may decline to accept an appointment as chairperson of an ad hoc committee.
  - 5. Remove an officer from his or her office by a Vote of No Confidence.

- a. Such a vote shall only be had when:
  - i. An officer has demonstrated an inability or incapacity to execute the duties of his or her office, OR
  - ii. The Head Coach requests such a vote after an officer has demonstrated an inability or incapacity to execute the duties of his or her office.
- b. At least four (4) officers must be physically present at the meeting during which this vote occurs for it to be considered legitimate.
- c. In lieu of a Vote of No Confidence, a Notice of Delinquency may be given to an officer of the Executive Council's or Coaching Staff's intention to call a vote of No Confidence.
  - i. Service of such Notice is at the discretion of the Executive Council or Coaching Staff.
  - ii. If such Notice is in lieu of a Vote of No Confidence, the officer in question can take steps to avoid a Vote of No Confidence by addressing the issues of concern enumerated in the Notice.
  - iii. Five (5) Notices of Delinquency during a single term of office shall constitute appropriate grounds for an immediate Vote of No Confidence.

## **Section 8: Meetings**

- A) Any meeting of the Executive Council must have at least three (3) officers physically present to officially convene a formal meeting.
- B) The Executive Council shall convene in a formal meeting not less than once per competitive month.
- C) The Executive Council shall convene in a formal meeting not less than twice during the summer months between competitive seasons.
- D) Any officer may call for a meeting of the Executive Council at any time if he or she deems such a meeting appropriate.
- E) Votes in all such meetings shall be governed by the one-person one-vote rule.
- F) If an officer is unable to be present at a meeting of the Executive Council, that officer shall be required to vote by proxy on any matter on the agenda that the Executive Council is scheduled to vote on.
  - 1. A proxy vote shall be sent to every officer of the Executive Council at any time before the actual vote is scheduled to occur.
- G) Votes taken during Executive Council meetings shall default to roll call votes.
  - 1. A vote shall be taken by Secret Ballot upon the request of any officer.
- H) All officers of the Executive Council shall at all times vote in the affirmative or the negative; no abstentions shall be allowed.

## **Section 9: Hosting an Invitational Tournament Duties & Shared Powers of the Executive Council**

- A) All Executive Council members must be involved in the preparation for any tournaments hosted by UIMT during the invitational season or sanctioned by AMTA.
- B) All Executive Council members are allowed, and are encouraged, to form temporary committees comprised of members of UIMT to aid the Executive Council in their duties.
- C) All Executive Council members assume roles as a representative of UIMT to other schools, organizations, institutions, and any other entity involved with a UIMT organized tournament.
  - 1. Abuse of this role or the use of the power of this role in bad faith shall immediately remove the Executive Council member or Committee member from the tournament committee.
  - 2. All violations will be handled by the Disciplinary Committee as enumerated in Article IV of this Constitution.
  - 3. Delinquency of a committee member or Executive Council member regarding tournament hosting duties shall call an immediate Vote of No Confidence.
    - a. This vote is limited to duties pertaining to tournament hosting.
- D) All members of the tournament hosting committees shall be required to help the Tournament Director organize the tournament.
- E) The solicitation and acquisition of judges for the tournament shall be performed in good faith and with appropriate decorum by the tournament hosting committees.
- F) The Executive Council members shall be assigned, but not limited to, the following duties:
  - 1. President
    - a. The President shall chair the Committee on Judge Acquisition (CJA)
    - b. The CJA shall be in charge of contacting all possible judges via letter, phone, and/or e-mail in a timely manner.
    - c. The CJA shall send reminders to the judges at least month prior to the tournament start date and then call the judges at least two days prior to the tournament start date.
    - d. The CJA shall promptly send confirmation letters to the judges after receiving a commitment to volunteer by said judge.
    - e. The CJA shall compile and update a judge list for the Tournament director in a timely manner.
    - f. The CJA shall handle all concerns by judges in a timely manner.
      - 1. In the event that the CJA cannot answer the questions posed by the judges in good faith and with the proper decorum, all such questions shall be given to the Tournament Director promptly.



2. Vice-President
  - a. The Vice-President shall chair the Committee of Donators and Sponsors (CDS)
  - b. The CDS shall contact UIMT alumni, local businesses, organizations, and institutions about donations and/or sponsoring the tournament in a timely manner.
    1. All solicitations shall be conducted on good faith and with the proper decorum.
  - c. The CDS shall secure donations for and/or purchase all required food and beverages for the tournament judges, tab room, and any other individuals that can be financed by the tournament in a timely manner.
3. Secretary of Administration
  - a. The Secretary of Administration shall chair the Committee on Reservations (CR)
  - b. The CR shall reserve all rooms on-campus or off-campus required to host the tournament rounds, opening ceremony, and closing ceremony in a timely manner.
  - c. The CR shall reserve all rooms on-campus or off-campus required for tournament administrative duties (i.e. tabulation rooms, judge's meeting, and captain's meeting) in a timely manner.
  - d. The CR shall contact campus security regarding the unlocking and locking of campus buildings that are being used for the tournament.
  - e. The CR shall ensure that members of UIMT help construct and deconstruct all rooms used for the tournament properly and promptly.
4. Secretary of the Treasury
  - a. The Secretary of the Treasury shall chair the Committee of Monies (CM)
  - b. The CM shall handle all incoming and outgoing fees related to the tournament in a timely manner.
  - c. The CM shall generate receipts as requested.
  - d. The CM shall procure all trophies needed for the tournament in a timely manner.
  - e. The CM shall procure all ballots needed for the tournament from AMTA in a timely manner.
  - f. The CM shall procure all tabulation materials needed for the tournament from in a timely manner.
5. Secretary of Public Relations
  - a. The Secretary of Public Relations shall chair the Committee of Hospitality (CH)
  - b. The CH shall reserve all hotel blocks for visiting teams and/or judges in a timely manner.

- c. The CH shall handle any parking issues relating to the tournament.
- d. The CH shall create and distribute tournament information packets to the teams, volunteers, and judges in a timely manner.
- e. The CH shall have the responsibility of welcoming all of the teams and judges onto campus (i.e. create signs to direct persons to the appropriate buildings, greet judges and teams at sign-in, etc.)
- f. The CH shall organize and manage any volunteer effort relating to the tournament.