MOOT COURT BOARD BYLAWS
Willamette University College of Law

I. ARTICLE I: Statement of Purpose
a. The purpose of the Moot Court Board (hereinafter “Board”) is to promote and supervise all designated Moot Court sponsored competitions, in accordance with the faculty resolution dated April 9, 1970, establishing Moot Court Board, and to work toward student awareness, interest, and competence in the art of dispute resolution, trial and appellate advocacy. To accomplish this purpose, the Board shall promote a close, working relationship with peers, the local bar, and the law school faculty.
b. Enabling Clause: These Bylaws shall become effective upon ratification by a majority of those members present and voting at a meeting called by the President no later than September 15, 2013.
c. Voting:
   i. A quorum shall be necessary for the conduct of all business at all meetings.
   ii. A quorum shall be 50% plus one member of the total membership of the Board.
   iii. Unless otherwise provided for in these Bylaws, all Board decisions must be decided by a majority of those present.
   iv. These Bylaws may be amended by a 2/3 majority of all members of the Board present and voting at a meeting called for such a purpose.
   v. All amendments to these Bylaws shall become effective on the date they are passed by a vote of the Board in accordance with this article.

II. ARTICLE II: Membership
a. Moot Court Board Membership Standards:
   i. The Moot Court Board shall consist of no less than ten third-year students and no less than ten second-year students prior to beginning of the academic year.
      1. As set out and defined in Article V of these Bylaws, the governing body of the Moot Court Board is the student Executive Committee.
      2. At the discretion of the Executive Committee, any deficiency in membership numbers prior to spring semester will immediately initiate invitations to re-interview those not initially chosen to comprise the Moot Court Board. The Executive Committee will conduct these interviews pursuant to the rules set forth in these Bylaws.
   ii. Each Board Member is bound by the Moot Court Bylaws and is expected to participate and invest in Moot Court, honoring the privilege that Moot Court represents to each Board Member.
      1. Each Board Member is expected to treat the Executive Committee and each Moot Court Board Member, visiting guests, and the Support Panel with respect, collegiality, and professionalism. Members must represent themselves, and by extension, the Moot Court Board in the highest standard of professionalism. Setting a superlative example as a representative of the Willamette Moot Court Board is a responsibility of membership.
      2. Members must not speak disparagingly of other Board Members, Executive Board Officers, visiting guests and Judges, Support Panel, and other non-Board Members participating in the tournaments. Speaking disparagingly of those involved with the Moot Court Board and its activities is unprofessional and a violation of these Bylaws.
      3. Moot Court Board Members are expected to resolve issues in a prompt and civil manner. Should differences arise that are temporarily irreconcilable, it is the responsibility of both parties to reach out to the Executive Committee for assistance and guidance.
   iii. Board Members are to maintain proper professional dress and demeanor appropriate for all Moot Court Board Functions.
      1. Continuous violations of appropriate dress may result in a reduction of points from tournaments.
   iv. Tenure: Students selected to the Moot Court Board shall serve continuously as governed by these Bylaws. A student shall be considered a member of the Board until the student:
      1. Withdraws from Willamette University College of Law;
      2. Withdraws from the Moot Court Board;
      3. Is placed on academic probation; or
      4. Is removed from the Moot Court Board pursuant to these Bylaws.
v. Reinstatement: If a student is removed as a member of the Moot Court Board, the following procedures apply.
   1. If a student withdraws from the Willamette University College of Law, the Moot Court Board, or is placed on academic probation, the student may petition the Executive Committee of the Moot Court Board for possible reinstatement.
   2. If a student is removed from the Moot Court Board, the student may petition the Executive Committee of the Moot Court Board, and upon a favorable finding by the officers, the matter shall be put to a majority vote of the Board at the next regularly scheduled Board meeting.

vi. Moot Court Board Membership Selection
   1. Notification of Moot Court Board Membership Application Process
      a. The elected officers of the Moot Court Board shall develop a tentative schedule of competitions and activities for the academic year by the first week of fall semester.
      b. The Executive Committee maintains discretion over how many students will be accepted onto the Moot Court Board based on a speculative determination regarding the approximate number of Moot Court Board members required to fulfill tournament positions for the upcoming year.
      c. The Executive Committee shall widely publicize the purpose, activities, tournaments, and proposed meetings during the First Year Appellate Competition within a reasonable time frame.
         i. The notice shall contain the criteria for selection; application process; notice of current bylaws; and any other relevant information.
         ii. To “widely publicize” means to inform the Willamette University College of Law about the Moot Court Board and its competitions, selection process, and the duties of its members. This includes, but is not limited to, sending an informational email via the Willamette University College of Law listserve, hosting a table in a school common area, and providing the library, Legal Research and Writing professors, or Career and Professional Development Center with descriptive brochures or packets.
   2. Additionally, the Executive Committee will maintain active contact with prospective and current Moot Court Board members to ensure each member or potential member is given ample notice of upcoming deadlines and obligations. This, however, is not to relieve members or potential members of the responsibility of organization, planning, or participating.

vii. Selection Process
   1. Automatic invitations for membership shall be offered to the Judges’ final round, first-ranked winner of each section of the First Year Appellate Competition and any winners of any open Moot Court Board sponsored competition that receives academic credit.
   2. Additional invitations will be extended after successful application and interview by a selection committee consisting of Executive Committee members.
   3. If an elected officer on the selection committee must be absent, an alternate must be selected by the absent officer to serve in his or her stead.
   4. Notification of selection shall be made not later than the day following the last scheduled Board meeting during spring semester.

viii. Application Process:
   1. Applications shall be accepted until a date chosen at the discretion of the Executive Committee. Preferably at a designated time on the Friday or Saturday after the completion of FYAC and before spring break.
   2. FYAC Runners-up must submit an application for formality purposes. Once an application is filled out and sent to the Executive Committee, the runner-up will be automatically invited to interview.
   3. The Moot Court Executive Board shall offer interviews to the First Year Appellate Competition runners-up and at least the top 51% of applicants.
   4. Invitations for membership to the Moot Court Board will be given to those applicants who have the highest overall points. The Moot Court Board will apply determine the value of applications using the following structure:
      a. A maximum of 20 points for the written application.
      b. A maximum of 35 points for involvement in Moot Court activities.
c. A maximum of 45 points for the interview.
5. The Executive Committee will establish a consistent standard from which they will determine Moot Court Board Membership through the application process. The standard will represent
fairness and transparency as well as be readily explainable and may contain, but is not limited to, the following:

a. Volunteer participation in Moot Court Events:
   i. An applicant to Moot Court Board will receive 5 points per night of competition for serving as witness, bailiff, or juror. An applicant to Moot Court Board will receive 3 points per night of competition for serving as greeter. An applicant can receive a maximum of 35 points for involvement in Moot Court competitions.
   ii. Applicants are responsible for tracking their own involvement, and should keep accurate records.
   iii. The applicant is bound by the University Honor Code. Any incident of claimed participation when the applicant did not participate will result in immediate disqualification from membership on Moot Court Board.
   iv. Volunteers can still actively volunteer after they have received 35 points, however, the Selection Committee will only count 35 points towards the application.

b. All applicants participating as a competitor in the open competitions will receive 5 points per night of competition. This includes participation beyond the first attorney-judged round of FYAC.

c. Potential as a Moot Court Board Member, including but not limited to:
   i. Desire to participate actively as a Moot Court Board Member through competitions, workshops, educational meetings, or any other roles.
   ii. Desire to lead or participate in other administrative roles in Moot Court
   iii. Constructive suggestions for innovation within the Moot Court Board
   iv. Potential conflicts with other law school activities
   v. Organizational skills; effective team-building skills; ability to promote Moot Court Board to the law school and external community
   vi. Professional demeanor in the interview including, but not limited to, the following: Dress; punctuality; respect for Executive Committee members and the Moot Court Board.

d. Other qualifications including, but not limited to:
   i. Good standing according to the University Honor Code, education/training, relevant undergraduate or high school experience.
   ii. Career, Professional, or other relevant employment related experience not limited to advocacy;
   iii. Other life experiences that may make the candidate a valuable member of the Moot Court Board.

e. The Executive Committee will determine the value of an applicant’s application and interview.
   i. A minimum of three (3) elected officers will read each individual application and be present during each interview to allocate points.
   ii. Each individual score by an Executive Committee member will be averaged to arrive at an overall score for the application. The Selection Committee will then add application and volunteer points to create the total value of an applicant’s overall submission.

f. Invitations will be sent to the highest scoring candidates.

g. Applicant scores will be retained through fall semester in the event that unforeseen circumstances warrant expansion of Moot Court Board Membership.

ix. Transfer Students may be invited to join the Board provided that:
   1. The student is at least in the equivalent of the Law School’s second year day program
   2. The student was a member of the transferring law school’s Moot Court Board or its equivalent
   3. Inquiry is made into the means of how Moot Court Board membership was acquired at the transferring law school; and
   4. The invitation to join is based on two-thirds vote of the full Executive Board.
b. Member Duties and Responsibilities:
   i. Pursuant to subsection “a” of this Article, selection and membership on the Moot Court Board is an honor and is highly selective. All members are expected to participate fully as described below and failure to abide by these Bylaws incurs consequences as also set out below.
   ii. Member Benefits:
       1. Moot Court Board members are entitled to voluntary participation in any Moot Court sponsored competitions or activities.
       2. For each semester of participation, Moot Court Board members will receive recognition on their law school transcripts.
   iii. Member Responsibilities:
       1. Abide by all requirements and responsibilities of these Bylaws.
       2. Participate in at least one (1) Moot Court Board sponsored competition per academic year.
       3. Attend Board meetings in accordance with the Attendance Policy.
       4. Active participation in at least one (1) Moot Court Competition Committee during the academic year.
          a. “Active participation” means performing all committee and organizational duties as assigned by the competition chair or the Executive Committee.
       5. Abide by the Member Code of Conduct.
       6. Active participation as the Executive Committee and Support Panel deem proper in order to account for year-to-year changes (e.g., if the Board and Willamette University College of Law host a regional or national moot court competition).
   iv. Member Code of Conduct: Members should
       1. Promptly attend all Moot Court Board Meetings;
       2. Demonstrate appropriate respect for all speakers at all educational and Board meetings;
       3. Maintain the highest level of professionalism in both appearance and conduct during all Moot Court activities in which the Board Member participates;
       4. Provide an example to other law students through appropriate conduct in competitions
       5. Donate time and energy to promote Moot Court activities;
       6. Diligently participate as a member of the Competition Committee; and
       7. Attempt to resolve disputes or conflicts professionally and civilly prior to invoking the grievance procedures described below.
   v. Acknowledgement of Member Code of Conduct:
       1. All new members must read the Bylaws and the Member Code of Conduct and acknowledge by signature to agree to be bound by these Bylaws.
       2. Current members who have not yet agreed to be bound by the Bylaws shall do so at or before the first general meeting of the academic year.
       3. Any member who opts not to be bound by the Bylaws is ineligible for Moot Court Board membership.
   vi. Attendance Policy:
       1. Members should regularly attend Moot Court Board meetings. Members must attend 80% of mandatory meetings in one academic year or the member is removed from the Board by notification from the Vice President
       2. Excused absences for good cause may be obtained from the Secretary prior to a meeting. A member is not considered absent from a meeting if he/she has a serious illness or family emergency, e.g. death in the family; has a regularly scheduled class or makeup class during the meeting; or if he/she is competing in a Moot Court Board sponsored competition.
       3. A member may make up an absence by attending any of the optional workshops provided to the Moot Court Board membership.
       4. Members can be removed by two-thirds vote for violating the attendance policy. Removed members may appeal within two weeks after the removal date to the Executive Board to be reinstated on the Board.
   vii. Reasons for Board Member Removal includes, but are not limited to:
       1. Failure to participate in at least one sponsored competition during an academic year;
       2. Failure to assist with the Committee duties as assigned by a Competition Committee chair or Executive Committee officer;
       3. Failure to abide by the Member Code of Conduct;
       4. Commit an act that reflects poorly on the member’s honesty, trustworthiness, or fitness as a
5. Engage in conduct involving dishonesty, fraud, deceit, or misrepresentation;
6. Engage in conduct that seriously interferes with the Executive Board’s ability to responsibly administer Board activities, including, but not limited to, Moot Court competitions;
7. State or imply an ability to improperly influence Board members involved in administering or judging Moot Court competitions;
8. Knowingly assist any Board member in conduct that is a violation of these Bylaws;

viii. Notice of removal shall be given to the member and an opportunity to appeal the decision of the Executive Committee shall be given before final disposition. Upon final disposition, notice of removal will be sent to the Career Development Office, the Assistant Dean of Student Affairs, and the Associate Dean for Administrative Affairs.
   1. The removed member shall eliminate any notation of Moot Court Board membership from his/her resume and/or cover letters to employers.
   2. Once a member has been removed from the Board, that former member may not be invited to rejoin the Board by qualifying through a subsequent open competition except by a majority vote of the Executive Committee.

ix. Grievance Procedure:
   1. Any Moot Court Board member may bring a complaint against a member for violating a provision of these Bylaws.
   2. The member must present his/her complaint before the Executive Committee and state the specific reason for his/her request to remove the other member.
      a. The Executive Committee will take a vote on the merits of the complaint that will be recorded in the Executive Committee minutes. If the Executive Committee, by unanimous consent, determines that the complaint has no merit, then the complaint is ended.
      b. If the Executive Committee believes that the complaint does have merit, but that the complaint does not warrant removal, then the procedures to sanction a member will be followed pursuant to these Bylaws.
      c. If the Executive Committee believes that the complaint warrants removal of the member, then the plaintiff shall bring his/her complaint before the full Moot Court Board at the next Moot Court Board meeting, to be held within ten (10) days from when the complaint is lodged.
   3. Prior to the next meeting the plaintiff must submit a written memorandum summarizing the complaint that must be presented to the Moot Court Board members and to the defending member. The defending member, at his or her option, may submit a written memorandum on his or her behalf, which will also be presented to all Moot Court Board members.
   4. At the next meeting of the Moot Court Board, the plaintiff will have 10 minutes to present his/her argument before the full Board as to why the member in question violated the Bylaws or other Moot Court rules.
   5. The defending member will have 10 minutes to respond to the charges before the full Board.
   6. The President will act as mediator at the meeting and may direct either speaker to stop speaking prior to the end of the full 10 minutes if the President determines, in the interests of justice, to do so.
   7. The Moot Court Board will vote by written ballot.
   8. If two-thirds of the full Moot Court Board votes to remove the member then the member is removed immediately. The two-third requirement requires two-thirds of the full Board, not simply two-thirds of those present at the meeting.

x. Procedures to sanction a Moot Court Board member for violation of these Bylaws or other Moot Court rules:
   1. If the Executive Committee determines that the complaint has merit but does not warrant removal from the Board, the following process will be followed:
   2. The Executive Committee will determine whether to seek informal mediation to resolve the complaint.
   3. If the Executive Committee chooses not to seek informal mediation, then:
      a. A hearing panel will be established; the panel will consist of three members.
         i. One member will be appointed by the defending member.
         ii. One member will be appointed by the President.
         iii. One member will be an Executive Officer, but not the President.
b. The panel will establish reasonable guidelines to determine how they will conduct the hearing. The members involved in the complaint may suggest guidelines, but the panel has final determination of the guidelines.

c. The panel will hear evidence and then make the following recommendations:

i. If, by two-thirds vote, the hearing panel finds that sanctions are warranted, then they can choose the following:

1. Public reprimand with a written statement to be read at the next Moot Court Board meeting;
2. Suspension from the next two Moot Court competitions, also to be read from a written statement at the next Moot Court Board meeting;
3. If appropriate, the hearing panel may determine that a student should be denied academic credit for violating these Bylaws in any way during a competition.

ii. If the hearing panel finds that removal is warranted, then the procedures for removal of a member will be followed at the next Moot Court Board meeting, to be held no later than ten (10) days from when the hearing panel makes its determination.

xi. Procedure to remove a Moot Court Board member for violation of University of Law School Honor Code and Student Codes of conduct

1. Any violation of the University or Law School Honor Code results in immediate removal from Moot Court Board.

xii. Voting by members or officials involved as a party to the removal process

1. No member of the Executive Board shall vote on any matter regarding removal if he or she is either the plaintiff or defendant.

III. **ARTICLE III: Intra-Scholastic Competitions**

a. Benefits:

i. It is a privilege of Willamette Moot Court Board membership to represent the Board during intra-scholastic competitions.

ii. One who represents Willamette Moot Court Board to the best of his or her ability in an in-house competition shall receive one (1) credit for his or her participation and dedication. A student may participate in a specific Willamette Moot Court Board-sponsored competition more than once. However, a competitor shall receive any available academic credit only once for participating in that specific Willamette Moot Court Board competition.

b. The Moot Court Board will administer and help organize the following in-house competitions each academic year, including, but not limited to:

i. Bruce Spaulding Civil Trial Competition;
ii. Don Turner Criminal Trial Competition;
iii. National Appellate Advocacy Competition;
iv. American Association for Justice (AAJ) Civil Trial Competition;
v. Willamette University College of Law Open Appellate Advocacy Competition; and
vi. First Year Appellate Competition.

vii. The International Law Moot Court Competition is not sponsored by the Willamette Moot Court Board but is available for credit. Please see the Willamette University College of Law International Law Advisor for more information.

c. Competitor Benefits and Responsibilities include:

i. Abide by the Willamette University College of Law Honor Code, Willamette Moot Court Board Bylaws, and specific competition rules.

ii. Pursuant to Article II of these bylaws, board members must participate in at least one (1) Willamette Moot Court Board-sponsored competition per academic year.

iii. Attend the educational meeting related to the specific competition in which the member wishes to receive credit. If a competitor is unable to attend one of these meetings, an equivalent CLE course may be approved by the Executive Board to fulfill this requirement.

iv. If a competitor advances, the member must participate in that round of competition unless otherwise approved by the Competition Committee

d. Competition Committees:
i. The Competition Committee will be responsible for the duties outlined in these bylaws and this section and completing the necessary obligatory tasks to the best of their abilities.

ii. Each competition committee will be composed of:
   1. One competition Chair and Co-Chair;
   2. One Willamette Moot Court Executive Committee member;
   3. Judges Chair (At least one person), Day Chairs (1-3 people), and Volunteer Chair (At least one person); and Operations Manager(s) (1-3 people).

iii. The Committee will actively work with the Executive Committee Judges Chairs in order to:
   1. Find at least one (1) judge for each competition round;
   2. Give a presentation to all judges informing them of their responsibilities the night of competition;
   3. Obtain the participating judges’ CLE forms and send each to the respective judges as appropriate; and
   4. Send thank you notes to each judge who participated in volunteering within a timely manner.

iv. The Competition Committee will be responsible for finding greeters, bailiffs, jurors, and judges for each competition round, including:
   1. Volunteer Judges must be a current member of a state bar.
   2. 2L and 3L students may only act as judges for the First Year Appellate Competition.

v. The Competition Committee is responsible for supplying enough food that will confidently supply the volunteering judges at each competition.

vi. The Competition Committee is responsible for making sure necessary space is reserved for the competition, tracking results, and any other duty involved with coordinating the event.

vii. The Competition Chair is responsible for communicating guidelines, deadlines, and rules as well as helping the Executive Committee plan the educational meeting.

e. Grievance Procedure:
   i. Any team participating in a Moot Court sponsored competition may bring a protest to the Executive Board that is based on a violation of the competition rules or any other action that prejudiced the outcome of a competition.
   ii. How to bring a protest:
      1. The protesting team must inform the bailiff and the opposing team that they are filing a protest and supply the bailiff with a written notice of protest. The written notice shall include:
         a. The signature of at least one member of the protesting team;
         b. The fact that they wish to protest; and
         c. The location of the room in which the round was held.
      2. If there is no bailiff for the round being protested, then a member of the protesting team must deliver a written notice of protest to a member of the Willamette Moot Court Executive Board or the respective competition’s Competition Committee prior to the judge’s critique.
      3. No protest may be brought if the written notice of protest is not delivered to a member of the Willamette Moot Court Executive Board or of the respective competition’s Competition Committee within 15 minutes of the end of the round being protested.
   iii. A protest is not official until a member of the Executive Board or Competition Committee running the current competition, receives the written, signed notice of protest.
   iv. The protesting team must inform the other team that:
      1. A protest is being made; and
      2. All members of the protested team should remain near the room that the round was held to await confirmation of a protest hearing.
   v. Moot Protests
      1. A protest is moot and shall not be considered if it is brought during a single elimination round of a competition by the team that won the round.
   vi. Protest Hearing
      1. Three (3) members of the Willamette Moot Court Executive Board or of the respective competition’s Competition Committee, who are not currently competing in the competition in which the protest is brought, must hear all protests.
      2. The preferred group that shall hear the protest will be composed of:
         a. The chair of the current competition’s Competition Committee;
         b. The co-chair of the current competition’s Competition Committee; and
a. The Willamette Moot Court Executive Board member assigned to assist with the current competition.

vii. Timing
1. If possible, any protest must be heard immediately upon the conclusion of the judge’s critique at the end of the round. If there is no judge’s critique, then the protest shall be heard as soon as possible.
2. If possible, all protests must be concluded on the same night/day that the protest is brought.

viii. Judge Participation
1. The respective judge of the protested competition is not to be informed that a protest was brought.
2. The judge is not to be asked to remain or become involved in the hearing of the protest.
   a. This section does not apply to Willamette Moot Court Board members who judge the First Year Appellate Competition. These judges are eligible to hear a protest concerning the First Year Appellate Competition.

ix. Protest General Procedures
1. No protest hearing shall last longer than sixty (60) minutes, unless at least two (2) of the Willamette Moot Court Board members hearing the protest decide otherwise.
2. Every party to a protest should have equal time to present their case. Any party to a protest may waive time to present their case.

x. Protest Deliberation
1. The three (3) Willamette Moot Court Board members who hear the protest must meet in private when discussing and deciding.
2. The three (3) Willamette Moot Court Board members shall decide, while giving consideration to this section of the Willamette Moot Court Board bylaws:
   a. Whether there is any finding of a rule violation or action that prejudiced the administration of the competition; and
   b. Whether there is any sanction that may be imposed for a rule violation or action that prejudiced the administration of the competition.

xi. Protest Ruling
1. The three (3) Willamette Moot Court Board members hearing a protest must decide by a majority vote if there was a violation of the rules of the competition.
2. If there are not at least two (2) Willamette Moot Court Board members that find a violation of the competition rules or any other action that prejudices the spirit of the competition, then the protest shall be dismissed.
3. If two (2) Willamette Moot Court Board members hearing the protest decide that a violation of the competition’s rules has occurred, then a sanction may be levied and if levied, notice of the sanction shall be given to all competitors. The sanction may be decided according to Article II (b)(ix).
4. If two (2) Willamette Moot Court Board members hearing a protest decide an action prejudiced the administration of the competition, then the application of a sanction is limited by the discretion of the Willamette Moot Court Board members hearing the protest.

xii. Protest Sanctions
1. In any single elimination round of a competition the only sanction possible for violating the rules of the competition is the loss of the round for the party being protested against.
2. In any round that is not a single elimination round, then the three (3) Willamette Moot Court Board members hearing the protest may sanction the protested team by any of the following:
   a. Deducting points from the protested team’s score.
   b. Requiring the protested team to forfeit the round.
   c. Both a and b.
   d. Dismissal of the protested team from the competition. Dismissal from the competition has the same effect on the members of the team dismissed as though they never entered the competition; including loss of recommendation for credit and/or loss of recommendation for a transcript notation.
   e. Any sanction levied against a protested team in a round that is not a single elimination round must be approved unanimously by the three (3) Willamette Moot Court Board members hearing the protest.
1. Appeal
   Any competitor that loses eligibility for academic credit as a sanction resulting from a protest may appeal the decision to the Willamette Moot Court Executive Board.

   Appeals must be brought in writing to the Willamette Moot Court Board Secretary within five (5) school days following notice of the sanction.

IV. ARTICLE IV: Inter-Scholastic Competitions

a. Benefits:
   i. It is a privilege of Willamette Moot Court Board membership to represent the College of Law at regional/national tournaments and other regional moot court activities.
   ii. One who represents the Board to the best of his or her ability in a regional/national competition shall receive one (1) credit for his or her participation and dedication.

b. Selection:
   i. Winners of Willamette Moot Court Board-sponsored intra-scholastic competitions will receive an automatic invitation to represent Willamette University College of Law in its respective feed-in interscholastic competition.
      1. Winners of the National Appellate Competition will be invited to attend the National Appellate Regional Competition.
      2. Winners of the AAJ Trial Competition will be invited to attend the AAJ Regional Competition.
   ii. Preference will be given to participants of Willamette Moot Court Board-sponsored intra-scholastic competitions to represent Willamette University College of Law in respective feed-in interscholastic competitions if a competition winner turns down his or her automatic invitation.
   iii. Any interested board member may seek to represent the Board as a participant in interscholastic moot court competitions, upon timely notice in writing to the Willamette Moot Court Board Secretary. It remains within the final discretion of the Executive Board to determine which members of the Board shall be selected to represent the Board on its competition teams.
   iv. Participation is open to all Board members.
   v. If more members are interested in participating in a given competition than there are positions available, the Executive Board shall prescribe procedures for selecting teams among the interested members. The Executive Board shall choose a procedure that is both fair and appropriate for ensuring that the most qualified members of the board are selected. The procedure used shall also be readily explainable to any inquirer.
   vi. No Executive Committee member may be selected to represent the Board in interscholastic competition without prior express approval of the majority of the members of the Executive Committee following an Executive Committee Meeting.

c. Board members who are selected to compete in regional competitions are expected to:
   i. Act professionally and in accordance with the bylaws at all times during the Willamette Moot Court Board sponsored-trip;
   ii. Actively participate in team practices, scheduling of which shall be determined by the discretion of the support staff and the competitors;
   iii. Actively record when practices took place and who participated to the Willamette Moot Court Board Secretary; and
   iv. Interact professionally with all coaches, teammates, competitors, and competition staff before, during, and after the competition.

d. Faculty and Support Panel Assistance.
   i. To the extent that judging of written and/or oral skills and the support and guidance of a mentor is necessary, panels of faculty and/or Support Panel members may be enlisted to that end.
   ii. Frequency, length and substance of meetings with coaches will be determined by the discretion of the support staff and the competitors.

e. Registration
   i. The Executive Board will have the responsibility to register all competitors for regional tournaments.
   ii. Registration shall be done in a timely matter so as to allow competitors ample time to work with each other and coaches before the tournament.

f. Travel and Expenses
   i. The Executive Committee will be responsible for maintaining and allocating funds for competitor participation in regional competitions.
ii. Additional expenses must be pre-approved in order for expenditures to be fully or partially reimbursed.

V. **ARTICLE V: Executive Committee:**
   a. Function and Purpose:
      i. The Executive Committee is made up of the governing executive officers of the Moot Court Board. The officers shall work together to ensure the operation and success of the Moot Court Board as a student organization. The Executive Committee is accountable to the rest of the Moot Court Board. Additionally, the Executive Committee shall make its best effort to set the Moot Court Board up for future success.
   b. President: The President is a third-year student elected during the student’s second year, with the following duties and responsibilities:
      i. Chair the Executive Committee, act as chief executive officer of the Moot Court Board, oversee all operations of the Moot Court Board, and act as official Board representative at all university and community functions involving the Board;
      ii. Work to maintain relationships with the College of Law administration, student body, and other student organizations;
      iii. Develop long-range planning and policy subject to these bylaws;
      iv. Act as liaison between the Faculty Advisor, the Support Panel, and the Executive Board;
      v. Maintain the Moot Court Executive Board Handbook and Bylaws;
      vi. Sign, along with the Faculty Advisor, authorization of credit for participation in Moot Court Board.
      vii. The President’s final act in office shall be at the end of the academic year, assess the performance of the overall Moot Court Board and write a final report. The Final report shall be distributed to the Executive Board, the Faculty Advisor, the Support Panel, the Dean of Student Affairs, and the Dean of the Law School. The final report shall be deposited in the permanent records of the Moot Court Board.
      viii. All officers and committee chairs, unless otherwise stated in these bylaws, report to the President. The President bears the ultimate responsibility for the Moot Court Board;
   c. Vice-President: The Vice-President is a third-year student elected during the student’s second year, with the following duties and responsibilities:
      i. Work cohesively with the President to achieve the goals of the Executive Committee including any specific delegations from the President not addressed in these bylaws. The Vice-President is directly responsible to the President.
      ii. Pursuant to the procedures in Article II (b), conduct all disciplinary actions for expulsion of Moot Court Board members. In such actions, the Vice-President shall record and maintain permanent records of such proceedings. It is the responsibility of the Vice-President to follow the bylaws and maintain proper procedure for any and all disciplinary matters or grievances.
      iii. Preside over meetings of the Moot Court Board in the absence of the President.
      iv. Schedule, prepare, and preside over educational meetings and workshops.
      v. Work with the President and the Treasurer to schedule, prepare, and conduct the annual awards banquet. The outgoing Executive Committee members should conduct whatever advanced planning is necessary for a successful awards banquet. The Vice-President shall organize information and collect votes from the Executive Board for award recipients.
      vi. Prepare an orientation for new and returning Moot Court Board members.
      vii. In the result of a permanent vacancy of the Presidency, the Vice-President assumes all duties and responsibilities of President and a new Vice-President is elected.
   d. Treasurer: The Treasurer is a third-year student elected during the student’s second year, with the following duties and responsibilities:
      i. Develop the annual Moot Court Board budget to present to the Faculty Advisor, Executive Committee, and College of Law administration before the academic year begins.
      ii. Record and maintain records of all finances of the Moot Court Board and approve payment of all bills and requests for reimbursement. In the event the Treasurer needs reimbursement for an expense, the President will approve payment pursuant to administrative rules from the Student Accounts Office.
      iii. Preside over all meetings of the Moot Court Board in the absence of the President and Vice-President;
iv. Oversee the Operations Manager and act as a liaison between the Operations Manager and the Executive Board.

v. Work with the competition chair of every intra-scholastic competition to provide funding for competitions expenses;

vi. Work with the Secretary, the Moot Court Board sponsored interscholastic regional and national teams, and the assigned coaches to provide funding for food and travel expenses for all interscholastic competitions;

vii. Work with the President and perform any specific delegation not addressed in these bylaws;

e. Secretary: The Secretary is a third-year student elected during the student’s second year, with the following duties and responsibilities:

i. Record and maintain minutes of all meetings of the Moot Court Board meetings and Executive Committee sessions.

ii. Record and maintain up-to-date attendance records of all Moot Court Meetings.

iii. Oversee all teams sponsored by the Moot Court Board to interscholastic competitions as specified herein; and provide interscholastic competitors with information and services regarding interscholastic competitions.

iv. Report to the Moot Court Board within two weeks the actions and decisions of the Executive Committee with reasonable explanation and notice of actions.

v. Upon election, the Secretary will chair the competition committee for the annual First Year Appellate Competition. The outgoing Secretary shall take reasonable steps to assist the incoming Secretary in the organizations and implementation of the competition committee.

vi. Oversee, schedule, and monitor all teams sponsored by the Moot Court Board to interscholastic regional and national competitions as specified herein; while working as a liaison between the teams, the assigned coach(es), and the Executive Committee.

vii. The Secretary of the Moot Court Board shall report to the President and perform any specific delegated tasks not addressed in these bylaws.

f. Judges Chairs: The Judges Chairs are two third-year students elected during the students’ second year, with the following duties and powers:

i. Organize and maintain a database of information of potential judges and their up-to-date contact information to ensure there are an adequate number of judges for all competitions;

ii. Work with the Operations Manager to use the Moot Court Board webpage as a tool to collect, administer, and distribute information related to judging competitions;

iii. No later than the second Monday of each academic year the Judges Chairs shall review and revise all standardized Moot Court Board score sheets and the cover letter to competition judges explaining the scoring process and what is expected from the student competitors;

iv. Ensure that each volunteer judge receives the CLE credit allowed by the Oregon State Bar for volunteering;

v. Work with each competition committee to ensure there are an adequate number of judges for all competitions.

vi. Pursuant to Article III, make sure the judges have all relevant information for judging and are adequately prepared to ensure fair competition;

vii. Act as a liaison between potential Judges and the Executive Committee;

viii. The Judges Chairs are directly responsible to the President and should perform specific delegated tasks not addressed in these Bylaws;

g. Operations Manager: The Operations Manager is an appointed position chosen by the incoming Executive Committee with the following duties:

i. Work with the Executive Committee to structure and administer the elections of officers and the selection of new incoming members;

ii. Work with the Executive Committee to maintain and service the Moot Court Board webpage with the most up-to-date information, news, and administrative tools;
iii. The Operations Manager is directly responsible to the Treasurer for all communications and any other specific delegated tasks not addressed in these bylaws.

h. Elections:
   i. Elections shall take place at a regularly scheduled Board Meeting no later than March 31.
   ii. Written nominations shall be accepted by a member of the Executive Board no later than seven days prior to the election.
   iii. Each nominee may make a brief statement followed by questions from the floor.
   iv. Vote shall be by anonymous written ballot.
   v. Election to office requires a majority vote by a quorum of the Moot Court Board.
   vi. Newly elected officers shall assume their full duties at the final Moot Court Board general policy meeting of the year.

i. Grievances:
   i. Recalling Officers
      1. By petition of 25% of the total Board membership, a vote of confidence meeting may be called in regard to one or more officers.
      2. A meeting shall be called within seven calendar days.
      3. Following discussion, a vote of confidence shall be called for by the presiding officer.
      4. If 2/3 quorum of the Moot Court Board render a vote of no confidence, the officer(s) shall be removed from office.
      5. The officer(s) shall be replaced by election at the next regularly scheduled Moot Court Board meeting pursuant to regular election bylaws.

j. Vacancies:
   i. President:
      1. In the event a vacancy occurs in the office of the President, the Vice President shall succeed to the office of the President.
   ii. Vice-President, Treasurer, Secretary, and Judges Chairs:
      1. In the event a vacancy occurs in the Vice-President’s position, the Treasurer’s position, the Secretary’s position, or the Judges Chairs positions, a new election shall be held to fill that vacancy within two weeks of the creation of the vacancy.
   iii. Operations Manager:
      1. In the event a vacancy occurs in the Operations Manager position, the Executive Committee shall appoint a new Operations Manager.
   iv. Any compensation that Board officers receive shall be prorated through the last day in office. The time period shall be divided by semester. The succeeding officer shall be entitled to the remainder of the compensation due that office.

VI. ARTICLE IV: Faculty Advisor and Support Panel

a. Faculty Advisor:
   i. The Faculty Advisor is a volunteer position filled by one faculty member who may:
      1. Act as an institutional resource for the current Executive Committee as they plan and structure and implement the Moot Court Board’s goals, events, discipline, and policy.
      2. Work as a liaison between the Executive Board, the School Administration, and the Support Panel when necessary.
      3. Sign, along with the President, authorization of credit for participation in Moot Court Board.
   ii. It is the responsibility of the President and the Faculty Advisor to communicate and discuss any and all Moot Court Board activities as they progress.

b. Support Panel:
   i. Purpose and Function:
      1. The Support Panel’s purpose is to help prepare and coach teams for interscholastic regional and national competitions, act as a resource for institutional memory for the current Executive Committee, and help the Executive Board achieve the goals of the Moot Court Board.
      2. The Support Panel is made up of local volunteer attorneys and ideally includes a trial practice professor.
   ii. Interscholastic Regional/National Coaching:
      1. At the discretion of the Executive Board, the Support Panel will select a from its members one coach per team for a regional/national competition.
2. The selected coach should work with the interscholastic competitors and Executive Committee to coordinate practice times, room reservations, and travel arrangements pursuant to the procedures in these Bylaws.

iii. Workshops and Education:

1. At the discretion of the Executive Committee, the Support Panel should work with the Moot Court Board to help provide workshop material, educational presentations, and guest speakers to help the Board Members enhance their advocacy skills.

2. Reasonable notice should be provided to the Support Panel Members if they are expected to contribute at educational meetings and workshops.

August 2014 Amendments

- Article II, b. iii. 6. added.
- Provisions explaining Executive Board members’ stipends removed.