

MOOT COURT ASSOCIATION

BY-LAWS

The Members of the Marquette University Law School Moot Court Board (“Board”) have adopted the following By-Laws. The purpose of the Board is to ensure the development of appellate advocacy skills and abilities for all competitors in the Marquette University Law School Moot Court Program.

I. DEFINITIONS

- a. Marquette University Law School Moot Court Board: All students invited to join the Board pursuant to the By-Laws.
- b. Executive Board: The Executive Board is selected in accordance with the By-Laws from the members of the Board. The Executive Board consists of:
 - i. A Chief Justice
 - ii. Five (5) Associate Justices
- c. General Board Members: The members of the Board not selected to serve as members of the Executive Board are members of the General Board. The General Board is selected in accordance with the By-Laws.
- d. Program Faculty Advisor(s): The Dean will appoint at least one (1) faculty or staff member for each academic year to oversee the operations of the Board.
- e. Members-At-Large: The general membership shall consist of:
 - i. Executive Board Members,
 - ii. General Board Members, and
 - iii. Regional, National, or International Moot Court Competition Competitors.
- f. Quorum: A majority of the Moot Court Board members constitutes a quorum.
- g. Executive Board Decisions: Decisions requiring a majority vote of the Executive Board members.
- h. Team Members: Coaches or Competitors on a Regional, National, or International Team.
- i. Notification by Reasonable Means: Notification by reasonable means is defined as emailing, placing a notification in the mail folders, or telephoning.

- j. National Moot Court Competition Team: Any team of Marquette University Law School students competing in a Regional, National, or International Moot Court Competition.

II. MEMBERSHIP

- a. General Membership

- i. The general membership shall consist of the Members-at-Large.

- b. Recording Hours

- i. All general members are responsible for recording the number of hours worked as specified in § II(c).
 - ii. General members are responsible for submitting an electronic copy of their record of hours on the first of the month to the Associate Justice of Administration. A final, signed hardcopy is due at the close of the semester and should be submitted to the Associate Justice of Administration.

- c. Academic Credit

- i. Student Board Members who complete the requirements outlined in these By-Laws and the academic service hour component shall receive academic credit. Students who do not complete the service hour component will receive zero (0) academic credits on the Student's transcript.
 - ii. The Program Faculty Advisor(s) shall make recommendations for credit upon the successful completion of all requirements as delineated within the By-Laws, including additional reasonable requirements set forth by the Curriculum Committee, Program Faculty Advisor(s), or the Executive Board from time to time.
 - iii. The Program Faculty Advisor(s) may request recommendations from the Chief Justice and other members of the Executive Board, as he/she deems appropriate.
 - iv. *Executive Board*: Executive Board members are eligible for two (2) academic credits upon the successful completion of all requirements. These academic credits will accrue during the course of the academic year and will be awarded upon qualified academic service of a minimum of one-hundred-twenty (120) hours to the Moot Court Board (see Table 1).

- v. *Board Members:* Board Members are eligible for one (1) academic credit, upon the successful completion of all requirements as outlined within the By-Laws or as assigned by the Program Faculty Advisor(s), or the Executive Board from time to time. This academic credit will accrue during the course of the academic year and will be awarded in the spring semester upon qualified academic service of a minimum of sixty (60) hours to the Moot Court Board (see Table 1).

- vi. *National Moot Court Competition Team Competitors:* Team Members are eligible for academic credit for participating in competitions above the intramural level. Two (2) academic credits will be awarded for each National Moot Court Competition. Credit will be granted upon the successful completion of all requirements outlined within the By-Laws or as assigned by the Program Faculty Advisor(s), the coach, or the Executive Board. These academic credits will be awarded in addition to the academic credit of any Members who concurrently serve as a Member of the General Board or Executive Board. Academic credit will be awarded upon qualified academic service of a minimum of one-hundred-twenty (120) hours of competition preparation and participation (see Table 2).

- vii. *National Moot Court Competition Team Coaches:* Coaches are eligible for one (1) academic credit per academic year upon the successful completion of all requirements set forth within the By-Laws or as assigned by the Program Faculty Advisor(s), the Coach, or the Executive Board. This academic credit can be awarded in addition to the academic credit of any Member who currently serves as a Member of the General Board or Executive Board (see Table 2).

Table 1

| Moot Court Board | |
|--------------------------------|--------------------------------|
| | Spring Semester Credits |
| Executive Board Members | 2 |
| General Board Members | 1 |

Table 2

| National Moot Court Competitions | | |
|---|--|------------------------|
| | Competitors receive 2 Credits in: | |
| | Coaches receive 1 credit in: | |
| Competition Name | Fall Semester | Spring Semester |
| Evan A. Evans Constitutional Law Moot Court Competition | | X |
| Giles Sutherland Rich Memorial Moot Court Competition | | X |
| Mardi Gras Sports Law Competition | | X |
| National Appellate Advocacy Competition | | X |
| National Criminal Procedure Tournament | X | |
| National Entertainment Law Moot Court Competition | X | |
| National Health Law Moot Court Competition | X | |
| National Environmental Law Moot Court Competition | X | |
| National Moot Court Competition | | X |
| Phillip C. Jessup International Law Moot Court Competition | | X |
| Robert F. Wagner National Labor & Employment Law Moot Court Competition | | X |
| Ruby R. Vale Interschool Corporate Moot Court Competition | | X |

III. GOVERNMENT: EXECUTIVE BOARD

- a. Structure of the Executive Board: The Board shall be headed by an Executive Board. The Executive Board shall consist of the following officers:
 - i. A Chief Justice;
 - ii. An Associate Justice of Administration;
 - iii. An Associate Justice of Education;
 - iv. An Associate Justice of National Competitions;
 - v. An Associate Justice of Intramural Competitions; and
 - vi. An Associate Justice of the National Moot Court Competition.

- b. Eligibility for Executive Board:
 - i. To be eligible for a position on the Executive Board a student shall:
 1. Have competed in the Jenkins Honors Moot Court Competition or any other competition approved by the Program Faculty Advisor(s);
 2. Be in good academic standing, as of the date nominated for a position, and maintain that good standing throughout the term of office; and
 3. Not permit other commitments and responsibilities to impair their duties as an Executive Board Member.

 - ii. All candidates for the Executive Board shall:
 1. Submit a statement stating qualifications and interest (including which positions they are interested in);
 2. Be interviewed by the outgoing Moot Court Executive Board;
 3. Be interviewed by the Program Faculty Advisor(s); and
 4. Fulfill any other criteria determined by the outgoing Executive Board in consultation with the Program Faculty Advisor(s).

- c. Nominations for Chief Justice
 - i. Within a week after the completion of the Jenkins Honors Moot Court Competition, the outgoing Chief Justice shall administer the nominations for the following year's Chief Justice in accordance with the following guidelines:

1. Following all candidate interviews, the Executive Board Members and Program Faculty Advisor(s) shall nominate a minimum of two (2) people for the position of Chief Justice by a majority vote; and
 2. Executive Board Members can vote once for each candidate (e.g., if there are five qualified candidates an Executive Board Member can vote to nominate all 5 candidates).
- ii. Individual Executive Board Members and Program Faculty Advisor(s) are prohibited from endorsing a particular nominee.
 - iii. After the nomination period is closed, the outgoing Chief Justice shall post a list of those who have been nominated one week prior to elections.
 - iv. If anyone declines a nomination, the outgoing Chief Justice shall remove his/her name from the list.
 - v. If, after this process, no member who meets the qualifications to serve as Chief Justice has accepted a nomination, the outgoing Executive Board in consultation with the Program Faculty Advisor(s) shall determine a reasonable method of selecting a new Chief Justice.
 - vi. The outgoing Executive Board will hold an election meeting where individuals running for the position of Chief Justice will provide an oral statement as to why they should be elected.

d. Election of the Chief Justice

- i. The Chief Justice shall be elected from those nominated for the position of Chief Justice.
- ii. The Chief Justice shall be elected by a majority vote of the General Board and Jenkins Honors Moot Court Competitors.
- iii. At least five (5) school days prior to the election (or some other reasonable period of time), the outgoing Chief Justice shall notify all General Board Members and Jenkins Honors Moot Court Competitors when the election will occur.
- iv. The outgoing Executive Board shall administer the election process.
- v. If, at the conclusion of the balloting, no single nominee has received the necessary majority, a run-off election shall be held between the two nominees receiving the most votes.

- vi. The Executive Board Members, the General Board Members and Jenkins Honors Moot Court Competitors can fill out an absentee ballot if they cannot attend the election and may vote by proxy for any run-off elections that may be held.

e. Nominations for Associate Justices

- i. Following all candidate interviews, the outgoing Executive Board and Program Faculty Advisor(s) shall conduct nominations for the four Associate Justice positions following same procedures as the nomination of the Chief Justice (§ III(c)).
- ii. If anyone declines a nomination, the outgoing Chief Justice shall remove his/her name from the list.
- iii. At the election meeting, under § III(c) (vi), each nominated individual should state their interest and qualifications to the Executive Board Members, the General Board and Jenkins Honors Moot Court Competitors.
- iv. An individual may be nominated for any or all Associate Justice positions.
- v. If, after the process, fewer than five (5) members who meet the qualification to serve as Associate Justices have accepted nominations, the outgoing Executive Board in consultation with the Program Faculty Advisor(s) shall determine a reasonable method of selecting the new Associate Justices.

f. Election of Associate Justices

- i. Associate Justices shall be elected from those nominated for the positions of Associate Justices.
- ii. The Associate Justices shall be elected by a majority vote of the Executive Board Members, the General Board Members and Jenkins Honors Moot Court Competitors.
- iii. At least five (5) school days prior to the election (or some other reasonable period of time), the outgoing Chief Justice shall notify by any reasonable means all Executive Board Members, General Board Members and Jenkins Honors Moot Court Competitors when the election will occur.
- iv. The outgoing Executive Board shall vote and administer the election process.

- v. If, at the conclusion of the balloting, any of the Associate Justice positions are not filled because the nominee failed to receive the necessary majority, a run-off election shall be held between the two nominees receiving the most votes.
- vi. The Executive Board Members, the General Board Members and Jenkins Honors Moot Court Competitors can fill out an absentee ballot if they cannot attend the election and may vote by proxy for any run-off elections that may be held.

g. Term of Office

- i. Each Executive Board Member is expected to serve one (1) term, from the date of his/her election until the end of the spring semester of the following academic year.
- ii. In the event the Chief Justice is unable to complete his/her full term in office, the replacement Chief Justice shall be selected from the existing five (5) Associate Justices, by the vote of the General Board Members and Jenkins Honors Moot Court Competitors.

h. Duties of the Executive Board

- i. Duties of the Chief Justice:
 - 1. Supervise, in conjunction with the Program Faculty Advisor(s), the Associate Justices and assist them in the furtherance of their duties;
 - 2. Participate during either the fall or spring semester as a member of one of the National Moot Court Competition Teams as a competitor;
 - 3. Preside over all meetings of the Executive Board and meetings of the General Board or, in exceptional circumstances, appoint another individual to preside over such meetings;
 - 4. Assist the Associate Justices in determining, organizing, coordinating, scheduling, and hosting all Moot Court Competitions, including any intramural competitions held during the term of office;
 - 5. Serve as liaison between the Program Faculty Advisor(s), the faculty members teaching any associated courses, the Law School Administration, and the Board;

6. Attend faculty, staff, and organizational meetings as the student representative of the Board or designate a replacement when appropriate;
7. Serve as the host of all Board sponsored functions;
8. Coordinate the selection of the following year's Members-at-Large;
9. Evaluate and propose changes to the program and By-Laws in consultation with Board Members and the Program Faculty Advisor(s); and
10. Any other tasks necessary to successfully fulfill the duties and responsibilities associated with the office of Chief Justice and the Moot Court Board.

ii. Duties of Associate Justices

1. The duties of the Associate Justices will be divided into five areas:
 - a. Administration;
 - b. Education;
 - c. National Moot Court Competitions;
 - d. Intramural Competitions
 - e. National Moot Court Competition.
2. Duties of the Associate Justice of Administration:
 - a. Enforcing Board obligations, including meeting attendance and competition attendance;
 - b. Ensuring each team is registered and receives competition materials for Intramural, Regional, National, or International competitions;
 - c. Organizing the general administration of the Board, including but not limited to, making sure that all obligations are paid, coordinating travel and hotel accommodations for all Teams, and emptying mailbox;
 - d. Taking minutes of meetings of the Executive Board and distributing those minutes within seven (7) days of the meeting;

- e. Assigning a Board member to take minutes at a Board meeting, and ensuring minutes are distributed within seven (7) days of the meeting should he or she be absent;
- f. Overseeing payment for purchases and maintaining an accurate accounting of Board expenditures;
- g. Maintaining an alumni list;
- h. Maintaining a list of National Moot Court Competitions in which Marquette Law School students compete and those competitions in which students have expressed interest;
- i. Notifying all competitors of their assignments to National Moot Court Competitions and updating the teams on pertinent information;
- j. Maintaining a calendar of Moot Court events and notifying the Members-at-Large of events;
- k. Maintaining and monitoring all Moot Court correspondence including regularly checking Moot Court email;
- l. Planning an end of year event for all Member-at-Large and Marquette University Law School faculty with the assistance of the Associate Justice of National Moot Court Competitions and the Associate Justice of Intramural competitions; and
- m. Any other duties as determined by the Program Faculty Advisor(s) or the Executive Board.

3. Duties of the Associate Justice of Education:

- a. Working in conjunction with professors teaching the Appellate Writing and Advocacy course;
- b. Arranging coaches for students taking the Appellate Writing and Advocacy course;
- c. Maintaining and updating all education materials distributed to the Members-at-Large or to students in the Appellate Writing and Advocacy course;
- d. Overseeing any other matters relating to the training of competitors;

- e. Developing problems for all internal Marquette University Law School competitions;
- f. Recruiting team coaches;
- g. Coordinating and supervising all coaches, scheduling practices and scheduling opportunities for Teams to practice before Competition Faculty Advisor(s), faculty members and alumni;
- h. Organizing and coordinating Moot Court informational sessions at least two weeks prior to registration for the proceeding year; and
- i. Any other duties as determined by the Faculty Adviser(s) or the Executive Board.

4. Duties of the Associate Justice of National Competitions:

- a. Acting as the Board contact for Regional, National, and International competitions as necessary, in conjunction with the Competition and Program Faculty Advisor(s);
- b. Appointing competition chair(s) as needed for other competitions;
- c. Informing the Members-at-Large of competitions and coordinating dissemination of this information to the school;
- d. Working in conjunction with the Associate Justice of Administration to forward problem packets and communications from the Competition and Program Faculty Advisor(s) and the hosting organizations and law schools;
- e. Aiding the Associate Justice of Intramural Competitions in coordinating, managing and organizing any intramural competitions;
- f. Aiding the Associate Justice of Administration in planning an end of year event for all Member-at-Large and Marquette University Law School faculty; and

- g. Any other duties as determined by the Program Faculty Advisor(s) or the Executive Board.
- 5. Duties of the Associate Justice of Intramural Competitions:
 - a. Managing Jenkins Honors Moot Court Competition Teams;
 - b. Ensuring that all Jenkins Honors Moot Court Competition Teams have members and access to all necessary resources;
 - c. Coordinating and securing judges, mediators, bailiffs, time keepers, and other necessary volunteers in conjunction with the Faculty Advisor(s);
 - d. Convening meetings with Jenkins Honors Moot Court Competitors to go over intramural competition tips, simulations and other practical preparations;
 - e. Working with the Associate Justice of Education to ensure the availability of student coaches for each competing team;
 - f. Aiding the Associate Justice of National Competitions in coordinating, managing and organizing any National competitions hosted by Marquette University Law School;
 - g. Aiding the Associate Justice of Administration in planning a Fall reception for the Members-at-Large and Marquette University Law School Faculty;
 - h. Aiding the Associate Justice of Administration in planning an end of year event for all Member-at-Large and Marquette University Law School faculty; and
 - i. Any other duties as determined by the Program Faculty Advisor(s) or the Executive Board.
- 6. Duties of the Associate Justice of the National Moot Court Competition:
 - a. Maintaining contact with the New York Bar regarding NMCC materials, teams, deadlines, and dates;
 - b. Communicating with NMCC team members and providing the NMCC materials to the teams;

- c. Providing the NMCC teams with lodging and travel information;
- d. Reserving rooms at Marquette University Law School for NMCC;
- e. Coordinating and securing judges, bailiffs, time keepers, and other necessary volunteers;
- f. Planning and overseeing the NMCC hosted at Marquette University Law School; and
- g. Any other duties as determined by the Program Faculty Advisor(s) or the Executive Board.

iii. Other duties assigned to all Associate Justices include the following:

- 1. Participating as a member of a National Moot Court Competition Team during either the fall or spring semester;
- 2. Attending all Executive Board and special meetings as required;
- 3. Assisting the Chief Justice in selecting the following year's general membership and Executive Board Members;
- 4. Providing critical evaluation to the Team members during practice sessions;
- 5. Providing written suggestions for the selection of National Competition Competitors to the Chief Justice and Program Faculty Advisor(s); and
- 6. Assisting other Executive Board Members in their respective duties as appropriate and requested;
- 7. Carrying out such other reasonable duties as assigned by the Chief Justice or by the Program Faculty Advisor(s).

i. Meetings

i. A meeting of the Board may be called by:

- 1. The Program Faculty Advisor(s);
- 2. The Chief Justice;

3. A majority of the Executive Board; or
 4. 33% of the General Board Members;
- ii. The Chief Justice shall notify all the Members-at-Large, by any reasonable means, of a meeting at least five (5) school days before the meeting;
 - iii. The Chief Justice shall establish an agenda for all meetings;
 - iv. The Chief Justice or designee of the Chief Justice shall preside over all meetings;
 - v. Votes on all matters not otherwise discussed in these By-Laws shall require a simple majority of all Members present and voting to pass; and
 - vi. In the absence of the Associate Justice of Administration, a member of the Board shall take minutes of each Board meeting and shall distribute copies of the minutes to the Members-at-Large within seven (7) days of the meeting.

j. Removal from Office

- i. A Member of the Executive Board may be dismissed from the Board for good cause. Good cause shall include, but is not limited to:
 1. Violations of the Law School Code of Ethics;
 2. Violation of these By-Laws;
 3. Refusal to participate in normal Board-sponsored Competitions;
 4. Failure to respond to written requests from the Executive Board and/or Program Faculty Advisor(s);
 5. Failure to attend regularly scheduled meetings without notification;
 6. Falsifying hours on reporting forms; and
 7. Other actions adverse to the goals of the Board.
- ii. The following procedures shall be followed to remove an Executive Board Member from office:
 1. A written petition requesting and explaining the grounds for such dismissal and documenting the reasons for such request is submitted to the Program Faculty Advisor(s) and signed by at least two (2) of the five (5) of the remaining Executive Board members;
 2. Upon receipt of the petition, the Program Faculty Advisor(s) shall call a meeting of the Executive Board for the purpose of conducting a hearing. The Program Faculty Advisor(s) may call others to the meeting as he/she feels necessary to conduct a full

investigation into the matter. The individual who is the subject of the petition is entitled to attend the meetings;

3. The Executive Board shall provide a written decision including findings of fact which shall be submitted to the Program Faculty Advisor(s) within a reasonable time after the hearing;
4. The Program Faculty Advisor(s) shall consider the views of the Executive Board, but shall have full authority to make the final decision; and
5. An individual dismissed from his/her position may request a review of the decision. After such a request, the Program Faculty Advisor(s) and the Associate Dean for Academic Affairs shall meet to consider the request. The Advisor(s) and Associate Dean shall conduct an investigation in whatever manner deemed appropriate and their decision shall be final.

IV. GOVERNMENT: GENERAL BOARD

a. Eligibility Requirements for Joining the Board:

- i. General Board Members shall consist of students who competed in the Jenkins Honors Moot Court Competition who are either:
 1. Competing on a National Team; or
 2. Serving as coaches for the students in the Appellate Advocacy Course and for Jenkins Honors Moot Court Competitors during the proceeding school year.
- ii. Any other Member-at-Large is eligible for membership of the Board but must apply to be admitted. An application consisting of a letter of interest should be submitted to the Program Faculty Advisor(s). Membership for non-competing students is at the discretion of the Program Faculty Advisor(s).
- iii. The Moot Court General Board will be limited to eighteen (18) members.

b. Bona Fide Membership

- i. In order to confirm inquiries as to current membership on the Board, all Board Members will be enrolled with the Registrar of Marquette University Law School to receive credits for moot court participation.
- ii. No Member shall state orally or in writing that he/she is a current member of the Board, for purposes of completing resumes, employment applications, scholarship applications, elective course applications, or for other similar purposes, unless he/she is currently enrolled in Moot Court with the Registrar of Marquette University. TO DO OTHERWISE WILL

CONSTITUTE A VIOLATION OF THE MARQUETTE UNIVERSITY LAW SCHOOL CODE OF ETHICS and the student will be subject to all penalties associated with such a violation.

c. Duties and Obligations of Members

- i. Each Member is expected to attend and contribute at every meeting of the Board. A Member's regular failure to attend and contribute to meetings without prior approval from the Chief Justice or Program Faculty Advisor(s) may be cause for dismissal.
- ii. Participate during either the fall or spring semester as a member of a National Moot Court Competition Team. Participation shall include research, brief writing and editing, and competing or assisting in the preparations for oral argument.
 1. Former Jenkins Honors Moot Court Competitors who do not compete as part of a National Moot Court Competition team may fulfill the participation requirement by serving as a coach to students in the Appellate Writing and Advocacy course during the fall semester and as a coach to Jenkins Honors Moot Court Competition competitors during the spring semester.
- iii. Each Member is expected to participate during either the fall or spring semester and to perform assigned duties as an active member, competitor, or coach in the selected competitions or any other competition approved by the Program Faculty Advisor(s).
- iv. Members may compete in more than one competition subject to approval by the Program Faculty Advisor(s) and provided they have notified the Associate Justice of Administration and the Associate Justice of National Competitions.
- v. Each Member must perform duties assigned by the Executive Board or Program Faculty Advisor(s) to satisfy their credit hour requirements, including, but not limited to:
 1. Acting as bailiffs and assisting with other duties associated with competitions, and
 2. Serving in appropriate capacities for other Board activities, according to the Executive Board's direction.

d. Dismissal from the Board

- i. A Member of the Board may be dismissed from the Board for good cause. Good cause shall include, but is not limited to:

1. Violations of the Law School Code of Ethics;
 2. Violations of these By-Laws;
 3. Refusal to participate in normal Board-sponsored Competitions;
 4. Failure to respond to written requests from the Executive Board and/or Program Faculty Advisor(s);
 5. Failure to attend regularly scheduled meetings without notification;
 6. Falsifying hours on reporting forms; and
 7. Other actions adverse to the goals of the Board.
- ii. The removal process is triggered when a Board Member's alleged non-compliance or misconduct is reported to the Executive Board in writing.
 - iii. Prior to dismissal, the student shall be entitled to a hearing before the Executive Board and the Program Faculty Advisor(s) to discuss the reasons for the dismissal action.
 - iv. After the hearing, the Executive Board, in consultation with the Program Faculty Advisor(s), shall inform the Member in writing of its decision within two (2) weeks of the date of the hearing.
 - v. Procedures for dismissal of an Executive Board Member are outlined in Section III (j).

V. INTERSCHOLASTIC COMPETITIONS

- a. Selection of Regional, National, and International Competitions
 - i. Each fall, the Executive Board shall consult with the Faculty Advisor(s) to select the competitions for the following academic year. Selection of these competitions shall be based on the following factors:
 1. Past participation and success in the competition;
 2. Quality of the organization of the competition;
 3. Cost of preparation and attendance;
 4. Availability of faculty and attorney advisors in the area of law that is the subject of the competition;
 5. Faculty and administration input; and
 6. Applicants' preferences and qualifications available to be appointed to teams.

- ii. The objective of the selection process shall be to achieve maximum exposure to skill-building opportunities for qualified Marquette University Law School 3Ls. Further, the Board Members shall seek to use the expertise of the Board and faculty and attorney advisors, to remain within budgetary guidelines and to promote the reputation of Marquette University Law School.

b. National Moot Court Competition Team Participation

- i. Members-at-Large will be assigned by the Program Faculty Advisor(s) and the Chief Justice to compete in Regional, National, and International competitions.
- ii. Members-at-Large may request to compete in competitions in which Marquette University Law School has not previously participated. Members must obtain the approval of the Program Faculty Advisor(s) and the Moot Court Board and follow all proper procedures.
- iii. In preparation for competitions hosted at Marquette University Law School and to ensure that no conflict of interest arises, members who have received approval to compete in those competitions may not assist in preparation for the competition.
- iv. Contact with Judges at Competition
 - 1. Team members should not speak with or have any communication with the judges prior to the competition.
 - 2. Team members shall not identify school name, logo, or any insignia to judges during the competition.
- v. Conflicts of Interest
 - 1. Team members or coaches that are aware of a conflict of interest regarding a judge who will score their argument or the argument of the opposing team shall report such a conflict to the competition host as soon as possible.
- vi. Team members must conduct themselves in an ethical, civil, and professional manner at all times during the competition.

c. Duties of National Moot Court Competition Team Members

- i. A student who accepts an invitation to join a Regional, National, and International Moot Court Competition Team shall:

1. Attend all meetings and practices called by the Board, the Competition and Program Faculty Advisor(s), or coach;
 2. Meet all mandatory scheduling conference and practice requirements;
 3. Complete all work by the deadlines set forth by the Executive Board, the Program Faculty Advisor(s), or coach;
 4. Complete all other requirements as outlined in the Moot Court Program Handbook.
 5. Meet any and all filing deadlines set by the host of the competition;
 6. Notify the Associate Justice of Administration of any issues arising in travel arrangements, registration, etc.;
 7. Adhere to all guidelines for travel arrangements set forth by Marquette University Law School; and
 8. Complete all post-competition work as required.
- ii. Should a National Moot Court Competition Team Member fail in his/her duties at any time during preparation and competition, the Executive Board and Program Faculty Advisor(s) shall meet to consider appropriate action. Possible actions that the Executive Board and Program Faculty Advisor(s) can take include:
1. Removal of the Member from the Competition Team;
 2. Replacement of the Member with a substitute Member;
 3. Removal of the entire Team from the Competition; and
 4. Withholding of academic credit.
- iii. The final determination shall be left to the sole discretion of the Program Faculty Advisor(s).
- d. Selection of Team Coaches
- i. In conjunction with the Program Faculty Advisor(s), the Chief Justice shall appoint students to serve as Assistant Coaches for each Team.
- e. Duties of Team Coaches

- i. Work together to establish deadlines for Teams to ensure that all competition deadlines are met;
- ii. Provide critical evaluation to the Team members regarding performance;
- iii. Know the rules of the competition and ensure that they are adhered to;
- iv. Assist Team members during initial preparation for the competition when such assistance is allowed under the rules of the competition;
- v. Schedule practices for the Team with professors and/or outside attorneys and/or students when such assistance is allowed under the rules of the competition;
- vi. Preside over all Team practices; and
- vii. Serve as liaison between the Team, the Board, and the Administration.

VI. INTRAMURAL COMPETITIONS

- a. Jenkins Honors Moot Court Competition
 - i. Each spring semester, Marquette University Law School will host the Jenkins Honors Moot Court Competition.
 - ii. Competitors in the Jenkins Honors Moot Court Competition will consist of the top students in the Appellate Writing and Advocacy course the previous fall, as determined by the Appellate Writing and Advocacy professor(s).
 - iii. All procedures and policies for the Jenkins Honors Moot Court Competition are outlined in the Jenkins Honors Moot Court Competition Handbook.
- b. Other Intramural Competitions: The Marquette University Law School Moot Court Association reserves the right to create and host other intramural moot court competitions at the discretion of the Dean, Program Faculty Advisor(s), and Executive Board.

VII. BY-LAWS

- a. Distribution
 - i. A copy of these By-Laws shall be distributed by the Executive Board to every Member of the Board, Program Faculty Advisor(s), and Program Faculty Advisor(s).

- ii. A copy of all amendments and/or revisions to these By-Laws will be distributed to every Member of the Board within a reasonable time after adoption by the Board.
- iii. A copy of the current By-Laws shall always be available in the office of the Executive Board and also on the Marquette University Law School website.

b. Adoption

- i. These By-Laws have been adopted by the Moot Court Board with the concurrence of the Program Faculty Advisor(s).
- ii. A Members Handbook of procedures has been established for efficient and consistent execution of these By-Laws with the concurrence of the Program Faculty Advisor(s). The Program Faculty Advisor(s) may modify the Handbook as necessary after consultation with the Executive Board. Should provisions in the Handbook contradict these By-Laws, the By-Laws shall control.

c. Amendments

- i. Any Member of the Board may propose an amendment to these By-Laws.
- ii. Such a proposal must be submitted in writing to the Chief Justice at least five (5) school days before an Executive Board meeting at which the proposal will be discussed.
- iii. The Chief Justice shall announce to the Executive Board at least three (3) school days before the meeting that a By-Laws amendment has been proposed, and the Chief Justice shall make copies of the proposed amendment available.
- iv. The Chief Justice shall allow reasonable debate among the Executive Board on any proposed amendment. Any such proposal shall require four (4) of the five (5) Executive Board members to send the proposal to the General Members-at-Large.
- v. The proposed amendment will become an addendum to these By-Laws upon a vote of the Quorum and approval by the Program Faculty Advisor(s).

VIII. ANNUAL AWARDS

- a. Regional, National, and International Competition Awards
 - i. The Program Faculty Advisor(s) and Executive Board may choose to honor Marquette University Law School students who excel in the various Regional, National, and International Moot Court Competitions.
 - ii. The Program Faculty Advisor(s) and Executive Board may choose to honor the top competing team of Marquette University Law School students who participated in any of the various Regional, National, and International Moot Court Competitions during the current academic year.
 - iii. The Program Faculty Advisor(s) and Executive Board may choose to honor a Marquette University Law School student who demonstrated outstanding sportsmanship in a Regional, National, or International Moot Court Competitions.

- b. Intramural Awards
 - i. The Program Faculty Advisor(s) and Executive Board will honor the winning team in the Jenkins Honors Moot Court Competition.
 - ii. The Program Faculty Advisor(s) and Executive Board will honor the second place team in the Jenkins Honors Moot Court Competition.
 - iii. The Program Faculty Advisor(s) and Executive Board will honor the Marquette University Law School student who demonstrated outstanding oral advocacy skills in the Jenkins Honors Moot Court Competition.
 - iv. The Program Faculty Advisor(s) and Executive Board will honor the Marquette University Law School students who demonstrated outstanding brief-writing skills in the Jenkins Honors Moot Court Competition.

- c. Moot Court Association Awards
 - i. The Program Faculty Adviser(s) may choose to honor Marquette University Law School students whose participation and service to the Moot Court Association was above and beyond expectations with the Howard B. Eisenberg Award.
 - ii. The Program Faculty Advisor(s) and Executive Board may choose to honor a Marquette University Law School student who demonstrated outstanding sportsmanship during the current competition season.
 - iii. The Program Faculty Advisor(s) and Executive Board may choose to honor a Marquette University Law School Competition Faculty Advisor

who served as an outstanding competition advisor during the current competition season.

d. General Information

- i. Each award shall be commemorated by a presentation of a permanent, framed certificate, plaque, or silver bowl. Funds for such Award presentations shall be derived from the budget of the Board, unless otherwise specified.
- ii. Awards for any appellate advocacy competitions sponsored by the Board shall be determined by the Executive Board and the Program Faculty Advisor(s), as appropriate.