

Article III. Officers

Section 1. General Provisions

- A. There shall be six (6) officers in whom shall be vested all of the executive authority of Mock Trial at the University of Iowa.
- B. These six officers shall be:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary of Administration
 - e. Director of Public Relations
 - f. Director of Fundraising and Development
- C. Officers shall serve for a term of one (1) academic year.
- D. At no time shall any office be vacant.

Section 2. The Office of the President

- A. The President shall be vested with the duties and powers of chief executive officer of MT@UI.
- B. The duties of the President shall include, but shall not be limited to:
 - a. Convening and chairing meetings of the Executive Board.
 - i. Planning an agenda for any such meetings and providing a copy of that agenda to the General Assembly of MT@UI upon its completion.
 - ii. Guidelines for meetings of the Executive Board are defined and outlined in §9 of this Article.
 - b. Serving as chief contact with and primary spokesperson to USG and to the Coaching Staff.
 - c. When such a committee exists, serving as chairperson of the Office of the Independent Counsel.
- C. The powers of the President shall include:
 - a. Delegating untended responsibilities to the officers of the Executive Board.
 - i. All responsibilities shall be distributed evenly and in good faith.
 - b. Vetoing any decision made in a meeting or committee of MT@UI that the President determines to be contrary to the interests of the organization or done in bad faith.
 - c. Filling an office of the Executive Board that has been vacated before the fulfillment of its term by making a presidential appointment.
 - i. A person may decline to accept a presidential appointment.

- ii. A presidential appointment must be submitted to the Executive Board for affirmation.
- iii. A presidential appointment may last for up to four (4) weeks. By the end of this four-week period, a Special Election shall be held to fill the vacated office.

Section 3. The Office of the Vice President

- A. The duties of the Vice President shall include, but shall not be limited to:
 - a. Serving as chief liaison between the Executive Board and the General Assembly.
 - b. When such a committee exists, serving as chairperson of the Committee on Formal Recruitment.
 - c. During the recruitment period, responding to requests for information about the organization.
 - d. Reserving rooms on the University of Iowa campus for meetings, scrimmages, competitions, or other purposes as needed.
 - e. Compiling, updating, and otherwise maintaining a complete membership roster.
 - i. This roster shall be made available to any member of MT@UI or to the Coaching Staff upon request.
 - f. In the absence of the President, convening and chairing meetings of the Executive Board.
- B. Upon the resignation or removal of the President, or upon the inability or incapacity of the President to properly execute their duties and powers for at least ten (10) days, the Vice President shall assume the full duties and powers of the office of the President.

Section 4. The Office of the Treasury

- A. The Treasurer shall be vested with the duties and powers of chief financial officer of MT@UI.
- B. The duties of the Treasurer shall include, but shall not be limited to:
 - a. Serving as chief liaison between the Executive Board and any institution, organization, donor, member, or coach in regards to the finances of MT@UI.
 - b. Maintaining and balancing all MT@UI financial accounts.
 - c. Updating the Executive Board on the financial status of MT@UI at every meeting of the Executive Board.
 - d. Collecting all membership dues.
 - e. Requesting, acquiring, and handling funds from USG.
 - f. Handling any revenues appropriated from MT@UI fundraising efforts or any other source.
 - g. Depositing all funds received by MT@UI properly and expeditiously.

- h. When such a committee exists, serving as co-chairperson of the Committee on Finance, along with the Director of Fundraising and Development.

Section 5. The Office of Administration

- A. The Secretary of Administration shall be vested with the duties and powers of chief administrative officer of MT@UI.
- B. The duties of the Secretary shall include, but shall not be limited to:
 - a. Ensuring all administrative tasks for tournaments are processed properly and expediently.
 - i. Administrative tasks for tournaments include, but are not limited to: hotel reservations, roster submissions, tournament registration, and transportation procurement.
 - b. Providing directions to tournaments and off-campus scrimmages to all competing teams and interested parties.
 - c. Acquiring transportation to tournaments and off-campus scrimmages to all members of MT@UI who require it.
 - i. In cases of limited transportation, transportation shall be limited to members of MT@UI who are competing in the tournament or scrimmage.
 - d. Recording the minutes of meetings of the Executive Board.
 - i. Those minutes shall be available to any member of MT@UI upon request.
 - e. When such a committee exists, serving as chairperson of the Committee on Program Administration.
 - f. In the absence of the President and the Vice President, convening and chairing meetings of the Executive Board.
- C. Upon the resignation or removal of both the President and Vice President, or upon the inability or incapacity of both the President and Vice President to properly execute their duties and powers for at least ten (10) days, the Secretary of Administration shall assume the full duties and powers of the office of the President.

Section 6. The Office of Public Relations

- A. The duties of the Director of Public Relations shall include, but shall not be limited to:
 - a. Serving as chief liaison between MT@UI and the University of Iowa student body.
 - b. Ensuring the public image of MT@UI reflects the purpose and culture of the organization and of the University of Iowa.

- i. The public image of MT@UI is reflected through the organization's website, social media, merchandising, and events.
- c. When such a committee exists, serving as chairperson of the Committee on Public Relations.

Section 7. The Office of Fundraising and Development

- A. The duties of the Director of Fundraising and Development shall include, but shall not be limited to:
 - a. Serving as chief liaison between the Treasurer, the Executive Board, and MT@UI regarding fundraising matters.
 - b. Planning and executing no less than two (2) fundraising events per academic semester, totaling no less than four (4) fundraising events per academic year..
 - c. Communicating funds raised to the Treasurer and to the Executive Board.
 - d. Working with the Treasurer to oversee fundraising amounts and to ensure funds are deposited properly and expediently.
 - e. When such a committee exists, serving as co-chairperson of the Committee on Finance, along with the Treasurer.

Section 8. Shared Duties of the Executive Board

- A. The following actions may be taken by the Executive Board by a majority vote:
 - a. Affirm or negate budgets or expenditures not exceeding \$250.
 - b. Affirm or negate committee member selections made by committee chairpersons.
 - c. Affirm or negate a Presidential Appointment to an office.
 - d. Appoint a person to chair an election in the absence of the Head Coach.
 - i. A person may decline to accept an appointment as chairperson of an election.
 - e. Appoint a person to tabulate votes in an election in the absence of an Assistant Coach.
 - i. A person may decline to accept an appointment as tab official of an election.
 - f. Pass, amend, or abrogate bylaws governing MT@UI.
 - i. The Executive Board shall be empowered to pass any bylaws it deems necessary and proper to efficiently carry out the administrative duties of MT@UI.
- B. The following actions may be taken by the Executive Board by a minimum of a five-sixths ($\frac{5}{6}$) vote:
 - a. Overturn any Presidential veto.

- b. Affirm or negate budgets or expenditures in excess of \$250.
- c. Pass or fail an Amendment to the Constitution.
- d. Appoint a person to chair an ad hoc committee.
 - i. A person may decline to accept an appointment as chairperson of an ad hoc committee.
- e. Remove an officer from his or her office by a Vote of No Confidence.
 - i. Such a vote shall only be had when:
 - 1. An officer has demonstrated an inability or incapacity to execute the duties of their office, or
 - 2. The Head Coach requests such a vote after an officer has demonstrated an inability or incapacity to execute the duties of their office.
 - ii. At least four (4) officers must be physically present at the meeting during which this vote occurs for it to be considered legitimate.
 - iii. In lieu of a Vote of No Confidence, a Notice of Delinquency may be given to an officer.
 - 1. Service of such Notice is at the discretion of the Executive Board or Coaching Staff.
 - 2. 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.
 - 3. Five (5) Notices of Delinquency during a single term of office shall constitute appropriate grounds for an immediate Vote of No Confidence.

Section 9. Meetings of the Executive Board

- A. Any meeting of the Executive Board must have at least four (4) officers physically present to officially convene a formal meeting.
- B. No less than one (1) meeting of the Executive Board shall be convened per competitive month.
- C. No less than two (2) meetings of the Executive Board shall be convened during the summer months between competitive seasons.
- D. Any officer may call for a meeting of the Executive Board at any time if they deem 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 Board, that officer shall be required to vote by proxy on any matter on the agenda that the Executive Board is scheduled to vote on.

- a. A proxy vote shall be sent to every officer of the Executive Board at any time before the actual vote is scheduled to occur.
- G. Votes taken during Executive Board meetings shall default to roll call votes.
 - a. A vote shall be taken by Secret Ballot upon the request of any officer.
- H. All officers of the Executive Board shall at all times vote in the affirmative or the negative; no abstentions shall be allowed.

Section 10. Removal of Officers

- A. Any officer shall be removed from office on:
 - a. A letter of resignation, written and offered to the Executive Board.
 - b. Impeachment for, and Conviction of, any violation of this Constitution, as outlined in Article IX §2,
 - c. Any violation of bylaws passed by the Executive Board,
 - d. Any incompetence in the execution of their duties and powers, or
 - e. An inability or incapacity to execute the duties of the office for at least ten (10) days.