

University of Baltimore School of Law  
Board of Advocates  
Bylaws  
Drafted July 2020

**I. NAME OF ORGANIZATION.**

The name of the competitive advocacy team program at the University of Baltimore School of Law will be the University of Baltimore School of Law Byron L. Warnken Board of Advocates.

**II. SCOPE AND PURPOSE OF ORGANIZATION.**

It is the School of Law's goal to support the co-curricular activity of student advocacy teams. Accordingly, the Board of Advocates ("BOA") will operate its program as an official student activity of the Law School in which academic credit is awarded. The BOA will field teams in a variety of competitions each academic year, primarily mock trial and appellate advocacy competitions.

**III. PROGRAM ADMINISTRATION.**

The Advocacy Team program ("Program") shall be overseen by a group of Program Administrators consisting of the Faculty liaison and the Assistant Dean for Advocacy and Writing Support. The Program will be operated by the student Executive Board subject to oversight and supervision by the Program Administrators. The Executive Board will also receive support and supervision on logistical matters (e.g., authorized travel, reimbursement of expenses, etc.) from the Student Affairs Coordinator. The Student Affairs Coordinator will set forth criteria and procedures for the handling and expenditures of funds in connection with all BOA activity. The Selection Process for advocacy team members shall be administered by the Executive Board and supervised by the Program Administrators, who will have the right to modify the selection process as necessary.

The teams will be assigned by the Executive Board in consultation with the Program Administrators. Teams will be supervised by their assigned coaches, who are members of the bar with expertise and interest, with the assistance of the Executive Board and the Program Administrators. Coaching assignments must be approved by the Program Administrators.

**IV. SELECTION OF STUDENT PARTICIPANTS FOR TEAM COMPETITIONS AND THE EXECUTIVE BOARD.**

**A. Student Participation Selection Generally.**

The BOA will consist of an Executive Board of four to six students and the team members who are participating in interscholastic competitions in any given academic year. The size of the Executive Board and the number of team competitors comprising the BOA may be adjusted in any given year as determined by the Program Administrators in consultation with the Executive Board.

Each academic year, students will primarily be selected by a tryout process for appellate advocacy teams or by a tryout process for trial teams. These processes apply to all students, including students seeking to compete in additional years. Additional selection processes, if necessary, may be approved by the Program Administrators in consultation with the Executive Board. Students who seek placement on a team must comply with eligibility requirements in Section VI of these Bylaws.

## **B. Advocacy Team Selection**

### **1. Appellate Advocacy Teams.**

Students for appellate advocacy teams will be selected based on their performance in the Byron Warnken Moot Court Competition, which includes both a brief writing and oral argument component based on a fictional problem. The brief writing component of the Warnken Competition may be completed in one of two ways. First, students selected from their respective ITA sections (“Invitees”) will not have to draft a brief for submission and will only participate in the oral argument component of the competition. Second, all other students (“Applicants”) must submit a written brief based on a fictional problem. These briefs will then be graded based on a rubric, created by the BOA, where the highest scoring Applicants will then be selected to participate in oral arguments. The oral argument component of the competition requires both Invitees and Applicants to participate in oral arguments where they will argue a fictional case before a panel of judges. Students’ final competition score, used for the purpose of selecting teams, will be based on a uniform rubric that gives a percentage weight to various components including written brief, if applicable, and oral argument. The rubric, if necessary, may be revised in any particular year at the recommendation of the Executive Board and subject to approval from the Program Administrators.

Offers of membership will be extended until the desired number of students are selected with an aspirational ratio of two-thirds from the day program and one-third from the evening program.

In the event that the Byron Warnken Moot Court Competition must be canceled for any reason, the Program Administrators may elect to select members based solely on the students’ final brief and oral argument grades in ITA.

### **2. Trial Teams.**

Students for trial team competitions will primarily be selected based on their performance in an internal tryout process run by one or more of the coaches for each particular trial team. A uniform rubric will be used to assess performance and students will ultimately be selected based on performance in the internal competition. The tryout process will usually include an opening or closing statement based on a fictitious fact pattern; coaches, however, have discretion to redesign the tryout to best fit their team.

### 3. Other Advocacy Teams

Additional teams may be fielded, if fiscally prudent and logistically feasible, in other advocacy competitions that focus on client counseling, negotiation, mediation, and alternative dispute resolution. The BOA may select team members using a selection process, approved by the Executive Board and Program Administrators, that is advertised and accessible to all eligible law students. Students may receive academic credit.

#### C. Executive Board Selection.

Team members selected for competitive teams, who successfully complete their competitions, will be given the opportunity to apply to the BOA Executive Board in the following academic year. The Executive Board will consist of approximately four to six students responsible for administering the program, its participation in competitions, and administering the internal selection competitions. Members may apply for the Executive Board in their second year in the Board of Advocates. In limited circumstances, the Executive Board members may, subject to prior approval from the Program Administrators, participate in a competition while serving on the BOA. Executive Board Member positions and duties, subject to being revised as necessary, are:

1. **President.** The President is responsible for all Program operations. Specifically, the President must:
  - a. Direct and oversee all operations of the Board of Advocacy;
  - b. Formulate and promote policy necessary to meet the goals of the Program;
  - c. Represent the Executive Board before the School's administration and faculty;
  - d. Revise and edit the Warnken Competition Packet for completeness and accuracy;
  - e. Facilitate the successful execution of the Warnken Competition;
  - f. Create and maintain the Warnken Competition TWEN page;
  - g. Assist the Trial Team Liaison in facilitating the successful execution of the various Trial Team tryouts;
  - h. Coordinate with the Vice President of Education and Training to plan and execute training for the competing members of the Board of Advocates;
  - i. Faithfully enforce the provisions of these Bylaws;
  - j. Upon amendment of these Bylaws, take action necessary to ensure the enactment of said amendments; and
  - k. Take any additional actions necessary to achieve the purpose of the Program.
  
2. **Vice President of Policy and Logistics.** The Vice President of Policy and Logistics will assist the President in directing and overseeing all operations of the Executive Board. Specifically, the Vice President of Policy and Logistics will:
  - a. Stand in for the President when the President is unavailable;
  - b. Revise and edit the Warnken Competition Packet for completeness and accuracy;

- c. Ensure that all teams maintain their compliance with all obligations of the Program and its respective competition;
  - d. Coordinate with the Law School's Student Affairs Coordinator to ensure that all travel, lodging, room reservations, competition registration, and overall logistics, for the competing teams are secured;
  - e. Assist the various teams and their coaches in securing volunteer judges for practice moots;
  - f. Assist the various teams in creating a schedule that encompasses all relevant dates for a competition, internal dates of brief drafting completion, team meeting dates, and practice moot dates;
  - g. Create and facilitate the branding and outreach plan of the Program; and
  - h. Perform other tasks as needed by the President.
- 3. Vice President of Education and Training.** The Vice President of Education and Training will assist the President in directing and overseeing all operations of the Executive Board. Specifically, the Vice President of Education and Training will:
- a. Stand in for the President/Vice President of Policy and Logistics when either is unavailable;
  - b. Revise and edit the Warnken Competition Packet for completeness and accuracy;
  - c. Create and disseminate educational materials for the Warnken Competition competitors;
  - d. Create a plan for proactive training of the team members;
  - e. Create and disseminate educational materials pertaining to the competition, oral arguments and brief composition; and
  - f. Perform other tasks as needed by the President.
- 4. Trial Team Liaison.** The Trial Team Liaison oversees all trial teams. Specifically, the Trial Team Liaison will:
- a. Serve as the communicative officer between the various trial teams and the Executive Board;
  - b. Represent the interests and needs of various trial teams;
  - c. Ensure sufficient tryouts are held to field sufficient members for both the National Trial Team and the Constance Baker Motley Trial Team;
  - d. Coordinate with the different coaches from the trial teams to assist with organizing try-outs and communicating that information to the student body.
  - e. Coordinate and lead informational sessions to ask any questions from the student body.
  - f. Collaborate with the Program Administrators in seeking different competitions that the trial teams may register and participate in; and
  - g. Perform other tasks as necessary by the President.
- 5. Secretary.** The Secretary oversees the organization of the Program. Specifically, the Secretary will:

- a. Maintain the Board of Advocacy internal TWEN page and post meeting minutes on the TWEN page;
- b. Ensure team members submit the practice problem in a timely manner;
- c. Maintain the Program's email account;
- d. Create a calendar for the Warnken Competition;
- e. Host informational sessions regarding all advocacy opportunities presented by the Board of Advocates;
- f. Reserve necessary space for any related events;
- g. Maintain and update any online presence of the Program, including but not limited to, websites, online pages, and social media accounts;
- h. Ensure that students are logging their hours on the time tracking software, Clockify;
- i. Promote any events organized by the Board of Advocates; and
- j. Perform other related tasks as needed by the President.

Executive Board members receive academic credit of one credit per semester for 60 hours of logged academic activity.

The current Executive Board selects the next year's Executive Board subject to approval from the Program Administrators. Current members of the Board of Advocates are eligible to apply for an Executive Board position for the following year. The current Executive Board will inform all members of the Board of Advocates that the application for the following year's Executive Board has opened. The application process requires students to submit a statement of interest, resume, and executive board position ranking. Following the submission of the application materials, the Executive Board will interview all applicants. The interviewees will be graded on a rubric created by the Executive Board. The current Executive Board must then vote on, and select the new Executive Board members within one week after the final interviews are conducted.

## **V. ACADEMIC CREDIT.**

Students who participate in competitions sponsored by the Board of Advocates and approved by the Program Administrators will receive academic credit based on evaluation of their oral and written work in connection with their competition, their attendance at practice arguments and at the competition, and any other requirements set forth by their Coaches in consultation with the Program Administrators.

Students who are on the Executive Board will receive academic credit based on the creation, revision, and grading, of the Warnken Competition Problem and Practice Problem submissions by competitors and team members, respectively. The Executive Board will also be available to the team members for practice moots. Additionally, the Executive Board will create and maintain educational material regarding all advocacy opportunities to better prepare the various team members.

### **A. Requirements.**

To receive academic credit, students must complete sixty (60) hours of academically-related work, such as legal research, brief writing, practice, and participation in competition, per credit. Generally, for each competition with both a writing and advocacy component, students are eligible to receive one to two credits in the semester that their competition is held. The briefs (if applicable) submitted for competition will be evaluated by the assigned coaches and Program Administrators. In most instances, students will be eligible to receive a maximum of two credits for each competition they participate in. Grading shall be pass/fail.

All students participating on the Executive Board or in competitions are responsible for entering their time spent on various academic activities pertaining to their competition by logging their hours on the time tracking software, Clockify, which is managed by the Program Administrators. The Program Administrators will review each student's log in determining whether credit should be awarded and certifying that a student has completed the requisite number of hours. Failure to timely log or to log sufficient hours can result in a grade of fail (F) for the semester.

### **B. Credit Limits.**

Students may earn no more than 6 academic credits over a two-year period for participation on law school sponsored advocacy teams.

Two credits (equal to at least 120 hours of academic work) are awarded to each member of a school-sanctioned team for successful completion of a competition. Students may earn an additional two credits for successful completion of a national competition if eligibility is based on being a finalist at a regional competition. Students may earn an additional two credits for competing on the same team the following year if the rules of the competition permit students to be a member of the team a second time and when, in the judgment of the team's advisor, it is customary practice in the competition for teams to have members who participated the prior year in the competition and permission is provided by the Program Administrators. Students seeking to return to a team to compete in a second year must try out for the position.

Students who serve on the Executive Board will receive credit commensurate with the estimated amount of hours set forth in the position descriptions in section IV. B.

### **C. Withdrawing from a Competition.**

Once the deadline for withdrawing from a competition has passed, students will be required to show extraordinary circumstances, constituting good cause, before withdrawing from a competition. If such a showing is made, the student will be administratively withdrawn from the course with a grade of "WA." If a showing is not made, the student will receive an F in the course. Failure to timely withdraw, without good cause, will make a student ineligible to compete thereafter.

#### **D. Advancing in a Competition.**

It is expected that students are competing with the goal of placing at a competition. If a student or team advances in a competition, they must participate in the next round, unless they can show extraordinary circumstances, constituting good cause, which would prevent their participation. In the event a student or team decides to not compete in subsequent rounds of a competition, each member will be administratively withdrawn from their course and will not receive any academic credit for their participation in the competition. . Furthermore, if a student or team decides not to advance without a showing of extraordinary circumstances, that student or that team will not be eligible to compete in the following academic year.

#### **E. BOA Competition Selections.**

Subject to review each year and availability of funding, the BOA will select members for six or more moot court teams. Trial Team coaches will select members for two or more trial teams.

#### **F. Honor Code Compliance.**

All members are governed by the ethical standards enumerated by the Honor Code. Failure to meet these obligations will result in official disciplinary procedures as outlined within the Honor Code.

### **VI. ELIGIBILITY FOR MEMBERSHIP.**

All students participating in the BOA must remain in good academic standing. Participants on interscholastic teams must maintain a GPA of 2.8 or above, per Academic Policy in the Student Handbook, to be eligible for team competition. A team's coach may, with the approval of the Program Administrators, require prior or concurrent enrollment in a law school course for membership on the team. Students who are deemed ineligible to participate must petition the Associate Dean of Academic Affairs to continue their participation in the BOA.

### **VII. NON-BOA STUDENT PARTICIPATION IN ADVOCACY TEAM COMPETITIONS.**

To expand opportunities for advocacy for all UB students and to ensure transparency and excellence in these activities, students in good academic standing, who are not members of the BOA, may, after receiving approval of the Program Administrators, compete in a competition in which the BOA does not field a team. Student organizations may also petition the Program Administrators to field a team in a competition relevant to the mission of that student organization. Interested students, student organizations or a faculty advisor shall submit the petition to the Program Administrators before the deadline for the semester in which they wish to compete. These deadlines will be the first week of the Fall semester for Fall competitions, and the first week of November for Spring competitions. Academic credit will not be awarded. Petitions must include:

- A description of the desired competition, including the competition's requirements and registration deadlines;
- the names of the proposed competing students, including how these students were selected;
- a statement detailing the nature of the team members' interest in the competition (e.g., member of a particular student organization or interest in a particular substantive law topic or advocacy skill);
- a proposed practice schedule;
- the name of the University of Baltimore School of Law faculty member who has agreed to serve as the team's coach;
- a proposed budget for registration and travel and other expenses, if any, including how much of this budget is already available in the student organization's allocated or revenue accounts. If the full amount of the proposed budget is not available, the proposed budget should indicate whether supplemental funding from the law school is requested; and
- a commitment to compete in each round to which the team advances.

In granting or denying such a petition, the Program Administrators will consider such facts as the quality of the competition and any budgetary constraints, the perceived benefit of the competition, team members particular interest in the subject matter of the competition, and the students' commitment to field a strong team.

#### **VIII. ADMENDMENT OF THE BYLAWS.**

These Bylaws may be amended from time to time by a majority vote of the faculty, at the suggestion of the faculty, the Administration, the Program Administrators, or the Executive Board.