UNIVERSITY OF RICHMOND SCHOOL OF LAW
ALTERNATIVE DISPUTE RESOLUTION SOCIETY
CONSTITUTION

PREAMBLE: We the members of the University of Richmond School of Law Alternative Dispute Resolution Society (“ADR” or “the Society”) agree to act in accordance with the Constitution established here and in accordance with the rules and policies of the American Bar Association.

NOTICE: The University of Richmond School of Law (“UR Law”) Alternative Dispute Resolution Society (“ADR”) has agreed to host the American Bar Association (“ABA”) Advocacy in Mediation Regional Competitions (“Regional Competition”) as often as the ADR is selected to host the event and the executive board approves. ADR understands the dedication and commitment that goes into the planning and execution of the Regional Competition. THEREFORE, the ADR Executive Committee hereby agrees to undertake the task of working closely with the UR Law Administration, the ABA, and the local ADR Professional Community to ensure that Regional Competitions are conducted in a professional manner that positively reflects on both the ADR and the University of Richmond School of Law.

ARTICLE I
NAME AND PURPOSE

Section I. NAME: The name of the association shall be the University of Richmond School of Law Alternative Dispute Resolution Society (“ADR” or “the Society” or “the ADR Society”).

Section II. PURPOSE: The purpose of the ADR shall be to create and promote educational and practical opportunities for the students of the University of Richmond School of Law and the interested legal community. ADR is dedicated to building relationships between students and professionals in the disciplines of arbitration, mediation, collaborative law, and other forms of alternative dispute resolution, as well as providing a forum for the students to develop skills in those fields, and introducing the community to the growing importance of alternative means of resolving disputes.

ARTICLE II
MEMBERSHIP

Section I. BOARD MEMBERSHIP:

A. DEFINITION
   A member of the ADR is referred to as a board member or a society member.

B. GENERAL
   Board Membership will be available to students who display extraordinary skills during the Internal Competition. Board Membership will be extended by the existing Board before the final round of the internal competition.

C. RESPONSIBILITIES
ADR Board members will be the support and foundation of the ADR Board. As such, all board members will be expected to assist in all functions of the ADR as the Executive Board members see necessary to achieve the goals of the ADR.

D. EXPULSION (Three Strike Rule)
ADR members can have their membership revoked for one honor code violation or if they fail to be present for one event over a student’s entire law school career. Events will be sign-in and, in the occasion that one is missed, the Secretary will issue an official warning. If an additional event is missed, the Executive Committee will conduct a membership review where a 2/3 vote will result in revocation of their membership. The Fall Symposium and The Internal Competition, including the Final Round, are mandatory for all ADR members unless otherwise approved by 2/3 of the Executive Committee. Upon appeal, membership can be renewed by a 2/3 vote of the Executive Committee.

Section II. EXECUTIVE BOARD MEMBERSHIP

A. GENERAL
All persons with Board Membership will be eligible to be elected to an Officer position. See Article III for descriptions of each of these positions. The Executive Board will be comprised of these Officer positions.

B. RESPONSIBILITIES
All Executive Board Members are expected to attend Executive Board meetings, and provide guidance to ADR Board members to achieve the goals of the ADR. Further, Executive Board members are required to take part in all ADR events.

C. ELECTIONS
Elections are held once a year at the end of the Spring Semester. Elections are organized and run by the Executive Board. All positions are up for election except those which state differently in Article III. All members will have one vote each.

D. TERM OF OFFICE
The term of office for all Officers shall be approximately one calendar year from April to April.

ARTICLE III
OFFICERS

Section I. EXECUTIVE BOARD OFFICERS

A. BOARD POSITIONS
The Executive Board of the ADR shall consist of the President, Vice-President, Treasurer, Secretary, Internal Competition Co-Chairs, External Competition Co-Chairs, Events Co-Chairs.

B. CREATION OR MODIFICATION OF POSITIONS
The creation of new or modification of existing Executive Board positions shall be subject to a two-thirds (2/3) vote of agreement by the Executive Board Members. In the event of a tie, the outgoing President will cast the tie-breaking vote. See Article V for further voting procedures.

Section II. DUTIES OF OFFICERS:

President:
The President is the foremost representative and spokesperson for the ADR and serves as the liaison between the Society and the Law School, other student organizations, the Society’s faculty advisor, and the ABA. Additionally, the President is responsible for scheduling and presiding over all general Board meetings and Executive Board Meetings. Further, the President will supervise all committees, ensure that each committee head reports to him/her, determine which competitions the Society enters (with assistance of the External Competition Co-Chairs), oversee the preparation of regional competition teams, and perform all functions necessary and proper to the Society that are not provided for herein.

Vice President:
The Vice President is responsible for assisting the President in oversight of the Executive Board’s activities, and is independently responsible for the administrative works of the ADR. These responsibilities include but are not limited to the time commitments required by the Society members, monitoring of their compliance including the three strike rule, and organizing members to contribute to the ADR initiatives. The Vice-President is responsible for assisting the other Executive Board members and general Board members in all activities. In the event that the Society hosts an ABA regional competition, the Vice-President will assume all responsibilities for the execution of the event.

In the event that the President resigns from his/her position or is replaced by an action of the Executive Board the Vice-President will assume all responsibilities of the President and will appoint a new Vice-President consistent with Article V. This shall be completed within 30 days of the first day of the former President’s departure.

Treasurer:
The Treasurer is responsible for the accounting and monitoring of the ADR’s budgetary position and cash balance. This will be accomplished through regular tracking of all expenses and ongoing forecasting of expected inflows and outflows. The Treasurer is also responsible for reviewing and approving all monies spent and for authorizing any check requests for ADR funds. The Treasurer will keep the Executive Board apprised of the ADR’s financial position through regular reports to the Board. Also, the Treasurer acts as the liaison between the ADR and the Business Manager in the Dean’s Office. Lastly, the Treasurer will be heavily involved in all budgetary discussions and will be responsible for drafting of the ADR’s request to SBA or the Deans office for yearly funds allocation.

Secretary:
The Secretary is responsible, with the Vice-President, for taking attendance and minutes at ADR meetings. The Secretary will also be responsible for keeping track of all ADR records and making sure that all records are turned over to the new administration after elections. Further, the Secretary is charged with the following duties: sending ADR-related emails to organizations and the University; receiving and responding to all correspondence received on behalf of ADR. Furthermore, the Secretary will create and post announcements on law school bulletin boards, websites, and other forms of electronic communication. The Secretary will also maintain these forms of communications. Upon request from the President, the Secretary will schedule ADR meetings and Executive Board meetings.

**Internal Competition Co-Chairs:**
Each year, the ADR will host an internal school-wide competition for Board membership. This competition must be held before the external competition. The winners of the internal competition will be appointed to serve as the Internal Competition Co-Chairs for the following year’s internal competition. This appointment shall not preclude the Internal Competition Co-Chairs from holding additional Executive Board positions.

The Internal Competition Co-Chairs responsibilities shall include, but are not limited to, the following:
1. Securing rooms on campus
2. Setting a date for the internal competition
3. Procuring judges
4. Locating a problem, which must be approved by the President
5. Distributing material and holding an information session
6. Arranging a reception, for judges and participants
7. Communicating the results to the participants
8. Presenting awards to winners

The chair may form a committee comprised of ADR members to assist in carrying out the above responsibilities.

**External Competition Co-Chairs**
Each year the ADR will provide teams to attend external competitions following the guidelines set in Article VII. The runners-up of the internal competition will be appointed to serve as the External Competition Co-Chairs for the following years external competition. This appointment shall not preclude the External Competition Co-Chairs from holding additional Executive Board positions.

The External Co-Chairs’ responsibilities shall include, but are not limited to, the following
1. Securing the University of Richmond spot in the external competition
2. Preparing the University of Richmond teams with information about the event
3. Procuring coaches
4. Making travel arrangements
5. Communicating the results to the ADR
The chair may form a committee comprised of ADR members to assist in carrying out the above responsibilities.

**Events Chair (Co-Chairs):**

The chair or chairs are responsible for logistics of the non-competition events. There may be more than one Event Chair if the Executive Board requires more than one.

It is the responsibility of the chairs to secure room space, food, speakers, and advertising the event. Ultimate format decisions, however, shall be up to the discretion of the chairs, in consultation with the President and executive board.

The Events Chair should maintain contact with the President and Executive Board during the planning of an event in order to ensure support for the project from the ADR Board. The Executive Board should help the Community Service/Events Chair get members to participate in a project or event.

The Events Chair should plan at least one major social, networking, training, or community service event per year for the ADR. This may include events that have already been created by another group or foundation, and would simply require the presence of a significant of Society members. In this case, the Events Chair should offer to assist the group that created the event project and promote the event to ADR members.

**ARTICLE IV**

**REMOVAL OF OFFICERS**

Section I  
In the event that an Executive Board Officer has acted in a manner that is directly contradictory to the Purpose of ADR or this Constitution, or has acted in a manner unfitting of a University of Richmond School of Law student, the remaining Executive Board members have the right to remove that member. Removal requires a two-thirds (2/3) vote of agreement. In the event an Executive Board member is removed from office, his or her position shall be filled pursuant to Article V.

**ARTICLE V**

**OFFICER VACANCIES**

Section I  
If for any reason an Executive Board Officer position becomes vacant during the person's term, the replacement will be appointed by the President and subject to a majority vote of agreement by the Executive Board Members.

**ARTICLE VI**

**VOTING**

Section I  
In all matters, each member of the Executive Board will have one vote even if one member holds multiple positions.

**ARTICLE VII**

**EXTERNAL COMPETITIONS**

Section I  
If the ADR has only one spot available for the external competition the team that won the internal competition of that same academic year will fill the spot. If the ADR has two spots available for the external competition, they will be filled by the winners and runners up of the internal competition from that same academic
year. Any other spots available for the external competition, whether from a vacancy, or an extra spot, or for any other reason, will be filled by volunteers from the ADR Board members. If more than one team is vying for a single spot, the External Co-Chairs will advise and a majority vote of the Executive Board will make the decision.

ARTICLE VIII
AMENDMENTS TO THE CONSTITUTION

Section I  Any amendments to this Constitution requires a two-thirds (2/3) vote of agreement by the Executive Board Members.