

## **Annexures to the Constitution of the Moot & Debating Society**

### **Annexure A**

#### **Portfolio duties**

##### **1. Marketing**

1. Compiling of an e-mail list for all law students (BComm Law, BA Law and LLB).
2. Sending out e-mails to all law students in advertising an upcoming event.
3. Making class announcements about an upcoming event at least a week prior to the information session for that event taking place.
4. Creation and administering of a Moot and Debating Society Facebook page.
5. Ensure that information sessions are held for a competition/event at least two weeks prior to the event taking place.
6. Ensure that an event and information session is advertised through posters and the plasma screens at least a week before the information session taking place.
7. Ensure that there are posters for such an event on the office door or notice board of the Moot & Debating Society.
8. Book venues for the information sessions.
9. Ensure that facilities in the booked venue are in order.
10. In advertising an information session the portfolio heads must liaise with the coach to ensure that the information displayed in advertisements is correct.
11. Ensure that the facts for each tryout or competition are made available online, at the information session and at the office of the Moot and Debating Society.

These duties will be allocated equally between the portfolio heads through agreement and each person will be held accountable for the duties allocated to him/her.

## **2. Internal Competitions**

### **2.1 *Internal moot***

1. Drafting a set of facts with the assistance of Society members overseen by one of the portfolio heads.
2. Drafting rules, mark sheets and judging guidelines as well as the policy on coaching for the competition.
  - a. This process must be overseen by a portfolio head with the assistance of Society members.
3. Presentation of workshops/seminars on drafting heads of argument and research skills.
  - a. Other workshops can also be held if the portfolio heads deem it necessary.
4. Marketing: liaising with the portfolio heads of the marketing portfolio to ensure that all the advertising necessary takes place through class announcements, posters and the plasma screens.
5. Logistics
  - a. Organising judges for the heads of argument and oral rounds of the competition.
  - b. Booking of venues for the oral rounds of the competition.
  - c. Organising bailiffs and prizes for the competition.
6. Internal moot coaching.

These duties will be allocated equally between the portfolio heads through agreement and each person will be held accountable for the duties allocated to him/her.

## **3. Secretary**

1. Take Minutes at Exco and Society meetings.
2. Distributes Minutes to all relevant parties.
3. Setting up agenda with Chairperson and sends it out to everyone who will be attending the meeting prior to meetings.
4. Assist the Marketing portfolio in the administration of the Facebook page.
5. In the event that the Marketing portfolio lacks the capacity to administer the Facebook page, the Secretary will take over that duty.

#### **4. Chairperson**

1. Chairs all Society and Exco meetings and determines when meetings will take place.
2. Drafts necessary amendments to the Constitution and Annexures.
3. Determines dates for the election of portfolio heads to take place.
4. Ensures that portfolio heads fulfill their responsibilities as set out in the Constitution and Annexures.

#### **5. Archives**

1. Responsible for ensuring that all participants in internal competitions receive certificates and that the winners receive their prizes.
2. Must ensure that the necessary engraving on all trophies takes place.
3. Must keep an archive of all competitions that UP has participated in, who the team members were in each of these competitions, the performance of UP in the competition and where possible, keep the heads of argument submitted and the score sheets received by the UP team.
4. Keep an archive of all the photos that were taken of teams at a competition.

#### **6. Fundraising**

1. Must assist the Project Coordinator in the Faculty of Law in drafting sponsorship proposals.
2. Responsible for assisting the Project Coordinator in the Faculty of Law in managing relationships with sponsors, which includes ensuring that all terms of the sponsorship agreements/arrangements are carried out.

## **Annexure B**

### **Policy regarding selection of coaches for the Kovies First Years Moot**

1. All members of the Society and the Exco will be eligible for the positions of Head Coach and Co-coach/Assistant coach for the Afrikaans and English teams respectively.
2. To be considered for one of these positions, a person must apply via e-mail to the Chairperson of the Exco, unless the Chairperson is also an applicant in which event the application must be addressed to another designated Exco member who is not an applicant.
3. All applicants will be interviewed by a panel consisting of the Exco and the Dean of the Faculty of Law.
4. During the interview, applicants will have to address the panel on what their approach will be towards coaching the respective teams (coaching philosophy).
5. Preference will be given to applicants who have participated in the Kovies First Years Moot Court Competition.

## **Annexure C**

### **Procedure to select additional persons to or to fill vacancies on the Exco**

1. The current chairperson must notify all Society members of the number of vacancies on the Exco or of the number of additional persons which will be selected.
2. Any Society member who is interested in applying to the Exco, must notify the Chairperson via e-mail.
3. Each applicant will be interviewed by a panel consisting of the Dean of the Faculty of Law, the Project Coordinator of the Faculty of Law and at least three other Exco members.