# TABLE OF CONTENTS

## I. CONTACT & GENERAL INFORMATION ......................................................... 1
   A. EXECUTIVE COMMITTEE ........................................................................ 1
   B. FACULTY & ADMINISTRATION CONTACTS ........................................ 1
   C. WEB PRESENCE ..................................................................................... 1
   D. NEWSLETTERS ...................................................................................... 1
   E. LOGO ..................................................................................................... 2
   F. OFFICE .................................................................................................. 2

## II. BACKGROUND .............................................................................................. 3
   A. PURPOSE ............................................................................................... 3
   B. HISTORY ................................................................................................. 3
   C. EXCLUSIVE PRIVILEGE TO REPRESENT GULC IN COMPETITIONS ........ 3

## III. ORGANIZATION & STRUCTURE ................................................................. 4
   A. OVERVIEW ............................................................................................ 4
   B. EXECUTIVE COMMITTEE STRUCTURE .............................................. 6
   C. DECISIONS COMMITTED TO THE DISCRETION OF THE ADVOCACY DIRECTORS ... 9
   D. EXECUTIVE COMMITTEE SELECTION .............................................. 10
   E. EXECUTIVE COMMITTEE MEETINGS ............................................... 12

## IV. JOINING BARRISTERS’ COUNCIL ............................................................. 13
   A. ELIGIBILITY ......................................................................................... 13
   B. TRYOUT PROCESS ............................................................................... 13
   C. OFFERS TO JOIN ................................................................................ 15
   D. ACCEPTING OFFERS TO JOIN & DEFERRAL POLICY ....................... 16
   E. COMMITMENT FORMS ........................................................................ 16
   F. STUDENT TRAVEL WAIVER .............................................................. 16

## V. MEMBERSHIP .............................................................................................. 16
   A. COMMITMENT ..................................................................................... 16
   B. GOALS ................................................................................................. 16
   C. MEMBER RESPONSIBILITIES ............................................................ 17
   D. COMMITMENT FORM ......................................................................... 17
   E. PENALTIES .......................................................................................... 18
   F. STUDENT TRAVEL WAIVER .............................................................. 18
   G. COMPETING FOR OTHER DIVISIONS .............................................. 19
   H. LIMITS ON NON-BARRISTERS’ COUNCIL MEMBERS .................... 19
   I. GENERAL BODY MEETINGS .............................................................. 19

## VI. FINANCE POLICIES ............................................................................... 20
   A. GENERALLY ....................................................................................... 20
I. CONTACT & GENERAL INFORMATION

A. Executive Committee

Executive Director: barristers.executive@gmail.com
Managing Director: barristers.managing@gmail.com
Finance Director: barristers.finance@gmail.com
Alumni & External Communications Director: barristers.communications@gmail.com
Director of Alternative Dispute Resolution: barristers adr@gmail.com
Director of Appellate Advocacy: barristers.appellate@gmail.com
Director of Trial Advocacy: barristers.trial@gmail.com

B. Faculty & Administration Contacts

1) Faculty Advisor: Maura DeMouy (mld127@georgetown.edu)
   a) Note: Current as of August, 2017.

2) Administrative Liaison: Maura Grant Hayes (mkh61@georgetown.edu)
   a) Note: Current as of August, 2017.

3) Alumni Office Liaison: Lindsey DiFazio (kld83@georgetown.edu)
   a) Note: Current as of August, 2017.

C. Web Presence

1) Website
   a) The Barristers’ Council maintains a website containing all publically relevant information about our program, including current Executive Committee members, how to join, past successes, and a method for alumni to reconnect. The website is maintained primarily by the Alumni & External Communications Director, with assistance by the Executive Director and Managing Director.

   b) The home page of the website is at https://www.law.georgetown.edu/campus-life/activities-organizations/barristers-council/

2) Facebook
   a) The Barristers’ Council also communicates with members and the rest of the GULC community through the Barrister’s Council Facebook page at www.facebook.com/gulcbc. Recent competition success, information about joining, and other announcements should be posted to the page. All members should “like” the page in order to receive relevant and vital news.

   b) The Facebook page is primarily updated by the Alumni & External Communications Director, though each Director should post important information to the page.

D. Newsletters

1) Monthly Member Newsletter
   a) The Managing Director is responsible for sending a monthly newsletter to all current Barristers’ Council members. The newsletter should include, at minimum, a
message from the Executive Director, important announcements, and updates from each of the three Divisions.

2) Alumni Newsletter

a) The Alumni & External Communications Director is responsible for coordinating with the GULC Alumni Affairs Office to send out an alumni newsletter at least once a semester. The newsletter should include recent Barristers’ Council success and information on how alumni can get involved.

E. Logo

1) Designs

a) The primary Barristers’ Council logo (pictured on the cover of this Handbook) and all variations on the logo should be saved on the Executive Committee Google Drive and provided to the Barristers’ Council administrative liaison in the Office of Student Life.

b) Any new variations of the logo should be cleared with either the Alumni & External Communications Director or the Executive Director to ensure a unified image for the program.

2) Use

a) The logo, and all approved variations, may only be used for official Barristers’ Council activities.

b) When submitting the logo to an outside vendor, the preferred submission format is a vector file.

c) Any issues with licensing of the logo, including the addition of any trademark icons, should be coordinated with the Barristers’ Council administrative liaison in the Office of Student Life. Unless GULC modifies its licensing policies, no licensing issues should exist with the current Barristers’ Council logo.

F. Office

1) Generally

a) The Barristers’ Council office is located in Hotung 1010.

b) The office should be kept clean and organized throughout the year.

c) Supplies, including printing, should only be used for Barristers’ Council purposes.

d) The Managing Director is responsible for keeping the office stocked with supplies.

2) Use by Executive Committee Members

a) Executive Committee members may use the office both for personal and Barristers’ Council work.

b) While the office space may be used for personal work, no Barristers’ Council supplies, including printing, may be used for personal reasons.
3) Use by Non-Executive Committee Members

a) Barristers’ Council members who are not on the Executive Committee may use the office for Barristers’ Council work only.

II. BACKGROUND

A. Purpose

1) The Barristers' Council is Georgetown University Law Center's intramural and interscholastic advocacy competition organization. It qualifies, coaches, and fields the teams that represent Georgetown at national and international appellate advocacy, mock trial, and alternative dispute resolution competitions.

B. History

1) The Barristers' Council is a student organization originally chartered to run the legal research and writing program at the Law Center and to represent the school at interscholastic moot court (appellate advocacy) competitions. In the early to mid-1980s, when the school created a legal research and writing department, the Council shifted its focus to fielding all of the Law Center's moot court teams. In the early 1990s, the Council responded to an increased interest in trial advocacy skills and created the trial advocacy (mock trial) division. In 2001, the Barristers' Council added a third advocacy division, the alternative dispute resolution (ADR) division, by merging with the ADR Society's Competition Board. At present, the Barristers' Council qualifies, coaches, and fields all of the Law Center's interscholastic appellate, trial, and ADR advocacy teams.

C. Exclusive Privilege to Represent GULC in Competitions

1) Exclusivity: Barristers’ Council is the only GULC student organization allowed to field interscholastic advocacy teams, in accordance with the Office of the Dean of Students’ policy,

2) Requesting Exceptions: Non-Barristers’ Council students or faculty members who wish to participate in a competition may do so as long as:

   a) Their participation is not funded by the Georgetown University Law Center,
   b) The competition is not one attended by a Barristers’ Council team,
   c) Their participation is not detrimental to the Barristers’ Council organization, and
   d) Their participation is cleared with the Executive Director of Barristers’ Council prior to competing.

3) Permanent Exceptions: When some exception requests are recurring, such as LLMs competing in LLM competitions organized by the Office of Graduate Programs, the Executive Committee may waive the requirement for future requests. In that event, Barristers’ Council will inform the Office of the Dean of Students that non-Barristers’ Council members may compete in those events in the future.
III. ORGANIZATION & STRUCTURE

A. Overview

1) Executive Committee

The Executive Committee is the governing body of the Barristers' Council. It consists
of administrative directors -- the Executive Director, the Managing Director, the Finance
Director, and the Alumni and Communications Director -- and advocacy directors -- the
Director of Alternative Dispute Resolution, the Director of Trial Advocacy, and the
Director of Appellate Advocacy. The Executive Committee sits for one year and is
selected each April by the outgoing Executive Committee and the incoming Executive
Director from interested Council members in good standing.

2) Alternative Dispute Resolution Division

Alternative Dispute Resolution (ADR) spans all fields of law and has become an
essential component of any attorney's toolkit. Negotiation, in particular, is integral to the
legal profession. This skill is not merely for corporate attorneys; the successful litigator is
also a skilled negotiator, considering the high settlement rate for contentious disputes.
Many U.S. courts have formally adopted mandatory mediation requirements and multi-door
systems, encouraging disputants to engage in good faith negotiations, facilitation, or
mediation before they can see the inside of a courtroom. Similarly, many commercial
contracts include binding pre-dispute arbitration clauses that commit parties to using ADR
for contractual disputes. Coupled with rising litigation costs, these trends have resulted in a
much smaller proportion of cases reaching trial, making the field and techniques of ADR
more relevant today than ever before.

The ADR Division of Barristers' Council offers students a unique opportunity to
develop sophisticated techniques necessary for competent and ethical representation in ADR
proceedings. The ADR Division's record of success is outstanding and reflects our
exceptional commitment to training and preparation. The students in our division work
closely with an impressive network of highly regarded ADR scholars and practitioners as
they prepare to represent Georgetown at regional, national, and international competitions
focused on arbitration, mediation, client counseling, and negotiation.

Those students interested in joining the ADR Division must participate in the Leahy
Competition (held each fall, open to LL.M. and upper-class JD students) or the Bellamy
Negotiation Competition (held each spring, open to all non-graduating students). In the
Bellamy Competition, students demonstrate their skillful handling of a legal negotiation in
settlement discussions with their peers. These simulated negotiations are designed to
challenge the students' ability and skills in ethical advocacy, active listening, focusing on
interests over positions, separating the people from the problem, and inventing creative
solutions for mutual gain. Competitors who make the semi-final round, as well as
additional successful candidates as space permits, are invited to join the Barristers' Council
and to represent the Law Center on one of its interscholastic ADR teams.

Membership in the ADR Division generally requires a two-year commitment. In
addition to representing the Law Center at interscholastic competitions, each member
generally must serve on one of the several committees that comprise the ADR Division
and help with practice moots. Additionally, all members are required to help run the
qualifying competitions and any interscholastic competitions hosted by the ADR Division.

3) Appellate Advocacy Division

The Appellate Advocacy Division is the oldest and largest division of the Barristers’ Council. It is responsible for qualifying, coaching, and fielding the Law Center’s interscholastic moot court teams. Appellate Division advocates are considered to be the best moot court competitors that Georgetown has to offer.

Students join the Appellate Division by competing in one of two annual qualifying competitions. First-year law students compete in the Beaudry Cup during the spring semester, and upper-class students compete in the Leahy Competition during the fall semester. Both competitions require students to write an appellate brief and to argue at least once for both the petitioner and respondent. Competitors who advance to the quarter-final round of the Beaudry Cup or the semi-final round of the Leahy Competition are eligible for an invitation to join the Barristers' Council and represent the Law Center on one of its interscholastic moot court teams. The ultimate decision of how many offers to extend resides with the Director of Appellate Advocacy. Eligible candidates who do not receive offers to join the Appellate Division may be offered a position as an alternate. Membership in the Appellate Division generally requires a two-year commitment. In the first year, members represent the Law Center at an interscholastic moot court competition. Second-year members coach the interscholastic teams, join the Executive Committee, head a committee, and/or serve in some other leadership capacity. With few exceptions, each member serves on one of the several committees that comprise the Appellate Division. Additionally, members are required to help run the qualifying competitions and any interscholastic competitions that the Appellate Division may host.

A select number of competitions are available for members in their second year in the Appellate Division. Members who compete in their second year must do so in addition to their coaching and leadership responsibilities.

4) Trial Advocacy Division

The Trial Advocacy Division is the mock trial division of the Barristers’ Council. It is responsible for qualifying and fielding the Law Center's interscholastic mock trial teams. Trial teams are coached by experienced trial attorneys who volunteer their time to the Barristers' Council.

Students join the Trial Advocacy Division by competing in the William W. Greenhalgh intramural qualifying competition held each spring. The Greenhalgh competition is open to all J.D. students who will return for both semesters of the following school year. This includes 1Ls, 1Es, 2Ls, 2Es, and 3Es. Greenhalgh emphasizes those oral advocacy skills particular to a trial setting. There is no writing requirement in Greenhalgh. Competitors who advance to the trial rounds of Greenhalgh are invited to join the Barristers’ Council as advocates. Additional competitors may be invited to join the Barristers’ Council depending on the number of positions available and the quality of the competitors. The exact number of advocate positions varies from year to year and depends upon factors such as the number of existing trial members who plan
to compete for a second year and the number of invitations to national trial competitions that Georgetown anticipates receiving for the next school year.

Membership in the Trial Division generally requires a two-year commitment. Trial Division members must compete once while they are a member. Members also have the option of competing more than once during their membership, depending on competition availability. Members may also join the Executive Committee, head a committee, or serve in some other leadership capacity. In each year of membership, members are required to help run the Greenhalgh Competition as a judge or other volunteer position as arranged with the Trial Advocacy Director and Greenhalgh Director. Members must also help run the annual National White Collar Crime Competition.

B. Executive Committee Structure

1) Administrative Directors

a) Executive Director: The Executive Director has ultimate responsibility for all of the activities of the Barristers' Council. To meet this obligation, the Executive Director calls and chairs Executive Committee meetings, allocates responsibilities among the directors, keeps the Barristers' Council advisor apprised of Council activities, and works with the Finance Director to prepare the budget. In addition, the Executive Director is ultimately responsible for enforcing the obligations of membership. The Executive Director may delegate responsibilities to any other member of the Executive Committee.

   (i) The outgoing Executive Committee chooses the Executive Director.

   (ii) The incoming Executive Director must be a rising 3L, 3E, or 4E.

   (iii) The incoming Executive Director must be planning to attend school for the entire term of the Executive Committee.

b) Managing Director: The Managing Director is responsible for the efficient administration of the Barristers' Council. In consultation with the Executive Director, and in addition to other duties, the Managing Director regularly communicates information from the Executive Committee to Council members, keeps track of Council membership and the fulfillment of membership obligations including Commitment Forms, and ensures that the Council office is fully operational. In addition, the Managing Director creates the schedule and registration system for the tryout competitions, and oversees the smooth operation of the tryout process.

   (i) The incoming and outgoing Executive Directors, as well as the outgoing Managing Director, choose the Managing Director.

   (ii) The incoming Managing Director must be a rising 2L, 2E, 3L, 3E, or 4E.

   (iii) The incoming Managing Director must be planning to attend school for the entire term of the Executive Committee.

c) Finance Director: The Finance Director is responsible for the fiscal health of the Barristers' Council. The Finance Director prepares the Barristers' Council budget for the following academic year with input and consent from the Executive
Director, following receipt of budget requests from each Division. The Finance Director also tracks and controls expenditures, alerts the Executive Committee to potential deficits in a timely manner, develops policies and procedures to minimize costs, ensures Division Directors and Division Treasurers stay on top of the financial aspects of their programs, including by ensuring timely purchase of travel arrangements, meets with the Division Treasurers, and ensures timely reimbursement of eligible expenses.

(i) The incoming and outgoing Executive Directors, as well as the outgoing Director of Finance, choose the Finance Director.

(ii) The incoming Finance Director must be a rising 2L, 2E, 3L, 3E, or 4E.

(iii) The incoming Finance Director must be planning to attend school for the entire term of the Executive Committee.

d) Alumni & External Communications Director: The Alumni & External Communications Director is a liaison between the current members of Barristers’ Council and Barristers’ alumni and other external contacts. The Alumni & External Communications Director fosters alumni involvement by maintaining and updating the Past Seasons Database and Alumni Database, coordinating with the Office of Alumni Affairs and other on-campus groups to put on the Alumni Weekend event, organizing informal social and networking events, communicating through e-newsletters the progress of the groups, and inviting alumni practitioners to coach or judge current members. The Alumni & External Communications Director also updates the Barristers’ Council website, assists in publicity on social media, maintains and updates the External Database, and sends out calls for coaches and judges to other external contacts.

(i) The incoming and outgoing Executive Directors, as well as the outgoing Alumni & External Communications Director, choose the Alumni & External Communications Director.

(ii) The incoming Alumni & External Communications Director must be a rising 2L, 2E, 3L, 3E, or 4E.

(iii) The incoming Alumni & External Communications Director must be planning to attend school for the entire term of the Executive Committee.

2) Division Directors

a) Director of Alternative Dispute Resolution: The Director of ADR runs the ADR Division. In consultation with the Executive Director, and in addition to other duties, the Director of ADR administers the division's qualifying competition: the Everett Bellamy negotiation competition (held in the spring semester and open to all non-graduating students) and the William E. Leahy competition, which is coordinated with the Director of Appellate Advocacy (held in the fall semester and open to 2Ls, 2Es, 3Es and LLMs). The Director also selects and prepares teams for interscholastic competitions and hosts any interscholastic ADR competitions. Additionally, the Director of ADR is responsible for ensuring that division members fulfill their administrative obligations, for tracking this information, and for communicating it in a timely and regular fashion to the Managing Director.
Finally, the Director of ADR prepares and submits a budget request to the Finance Director each year by the deadline set by the Finance Director. The ADR Director may delegate responsibilities to other division members.

(i) The incoming and outgoing Executive Directors, as well as the outgoing Director of ADR, choose the Director of ADR.

(ii) The incoming ADR Director must be a rising 3L, 3E, or 4E.

(iii) The incoming ADR Director must be planning to attend school for the entire term of the Executive Committee.

b) Director of Trial Advocacy: The Director of Trial Advocacy runs the Trial Advocacy Division. In consultation with the Executive Director, and in addition to other duties, the Director of Trial Advocacy administers the division’s qualifying competition: the William W. Greenhalgh mock trial competition. The Director also assigns and prepares teams for interscholastic competitions, and hosts the annual National White Collar Crime Mock Trial Invitational. Additionally, the Director of Trial Advocacy is responsible for ensuring that division members fulfill their administrative obligations, for tracking this information, and for communicating it in a timely and regular fashion to the Managing Director. Finally, the Trial Advocacy Director prepares and submits a budget request to the Finance Director each year by the deadline set by the Finance Director. The Trial Advocacy Director may delegate responsibilities to other division members.

(i) The incoming and outgoing Executive Directors, as well as the outgoing Director of Trial Advocacy, choose the Director of Trial Advocacy.

(ii) The incoming Trial Advocacy Director must be a rising 3L, 3E, or 4E.

(iii) The incoming Trial Advocacy Director must be planning to attend school for the entire term of the Executive Committee.

c) Director of Appellate Advocacy: The Director of Appellate Advocacy runs the Appellate Advocacy Division. In consultation with the Executive Director, and, in addition to other duties, the Director of Appellate Advocacy administers the division's qualifying competitions: the Robert J. Beaudry moot court competition (held in the spring semester and open to 1Ls and 1Es) and the William E. Leahy competition, which is coordinated with the Director of ADR (held in the fall semester and open to 2Ls, 2Es, 3Es and LLMs). The Director also selects and prepares teams for interscholastic competitions and hosts the annual Space Law moot court competition. Additionally, the Director of Appellate Advocacy is responsible for ensuring that division members fulfill their administrative obligations, for tracking this information, and for communicating it in a timely and regular fashion to the Managing Director. Finally, the Appellate Advocacy Director prepares and submits a budget request to the Finance Director each year by the deadline set by the Finance Director. The Appellate Advocacy Director may delegate responsibilities to other division members.

(i) The Director of Appellate Advocacy is chosen by the incoming Executive Director and the outgoing Director of Appellate Advocacy.
(ii) The incoming Appellate Advocacy Director must be a rising 3L, 3E, or 4E.

(iii) The incoming Appellate Advocacy Director must be planning to attend school for the entire term of the Executive Committee.

C. Decisions Committed to the Discretion of the Advocacy Directors

1) General Policy: In order to ensure the efficient operations of the Advocacy Divisions and provide Advocacy Directors with the ability to make the best decisions about competitions possible, certain decisions are committed to the discretion of the Advocacy Directors and are not generally subject to review or modification under Section VIII of this Handbook.

2) Decisions Committed to the Discretion of Advocacy Directors: The following types of decisions are committed to the discretion of the Advocacy Directors:

   a) Decisions about which competitions to attend;
   b) Decisions about whether to host interscholastic competitions;
   c) Decisions about the composition of teams, including the assignment of specific roles on a team;
   d) Decisions about which individuals or teams will attend which competitions;
   e) Decisions about who will run Division-sponsored competitions;
   f) Decision about the leadership or organizational structure of the Division, except:
      (i) The limitations put in place regarding Division Treasurers in Section VI(B), and
      (ii) An Executive Committee member cannot be appointed to a leadership position within a Division if the responsibilities of the leadership position conflict with the responsibilities of the Executive Committee position. For example, the Finance Director cannot also be a Division Treasurer;
   g) Decision about membership in Barristers’ Council that result from the equal application of a scoring system during an intra-school competition.

3) Limited Review of Decisions Committed to Discretion: Decisions committed to the discretion of the Advocacy Directors are not subject to review under the Dispute Resolution Policy (Section VIII) unless the decision results in the complete exclusion of a current Barristers’ Council member from competition (e.g. an Appellate Division member who is willing and able to compete is not assigned to any competitions in her first year of membership), is in direct violation of this Handbook, or is the result of intentional discrimination on the basis of race, gender, gender-identity, religion, sexual orientation, disability, national origin, veteran-status, political affiliation, or any other protected classification.


**D. Executive Committee Selection**

1) Generally

   a) The incoming Executive Committee must be selected prior to the end of the Spring semester.

   b) All candidates for Executive Committee positions must submit an application to the outgoing Executive Director. The application, interview, and selection schedule are set by the outgoing Executive Director. The application is created and distributed to all eligible members by the outgoing Executive Director.

   c) The outgoing Executive Committee must first select the incoming Executive Director. Once the incoming Executive Director is selected, interviews for all other Executive Committee positions are held. The other Executive Committee positions are selected by a combination of the incoming Executive Director, outgoing Executive Director, and the outgoing Director whose position is being selected, pursuant to the policies set out in this Section.

   d) If the application period ends and no candidates have applied for a Director position, the Executive Director may extend the deadline for applications for that position until an application is received.

   e) While in person interviews are preferred, the Executive Director may organize digital interviews if determined to be in the best interest of Barristers’ Council.

   f) When a Director must give advice and consent, in accordance with this Section, strong weight should be given to the incoming Executive Director’s choices of Administrative Directors, and to the outgoing Division Directors’ choices of incoming Division Directors.

2) Selection of Executive Director

   a) The outgoing Executive Director will distribute all applications for Executive Director to the Executive Committee for review.

   b) The outgoing Executive Director will schedule interviews with all Executive Director candidates.

   c) All Executive Director interviews must be attended by, at minimum, the outgoing Executive Director and outgoing Managing Director, and all interviews must be open to all Executive Committee members.

   d) No outgoing Director, including the outgoing Managing Director, who is a candidate for incoming Executive Director can attend any Executive Director interviews besides his/her own.

   e) After all Executive Director candidates are interviewed, the outgoing Executive Director will call a meeting of the Executive Committee to vote on selecting the incoming Executive Director.
3) Selection of Administrative Directors Other Than Executive Director

a) All candidates for Administrative Director positions must be interviewed by at least the incoming Executive Director, with interviews open to all outgoing Executive Committee members.

b) After interviewing all candidates for an Administrative Director position, the incoming Executive Director will select his/her choice for the position and submit it to the outgoing Director of that position for advice and consent.

c) Once the incoming Executive Director has selected the entire incoming Executive Committee, the incoming Executive Director will submit the entire Committee to the outgoing Executive Director for advice and consent.

d) If advice and consent is not given at any point in the selection process, the incoming Executive Director, outgoing Executive Director, and outgoing Director of that position must meet to discuss the candidates. The three Directors will then vote, with a majority deciding which candidate receives the position.

   (i) In event the outgoing Director of that position must recuse him/herself or is also the incoming Executive Director, the vote of the incoming Executive Director will determine which candidate receives the position.

4) Selection of Division Directors

a) All candidates for Director of a Division must be interviewed by the outgoing Division Director, with interviews open to all outgoing Executive Committee members.

b) After interviewing all candidates for Director of a Division, the outgoing Division Director will select his/her choice for the position and submit it to the incoming Executive Director for advice and consent.

c) Once the incoming Executive Director has selected the entire incoming Executive Committee, the incoming Executive Director will submit the entire Committee to the outgoing Executive Director for advice and consent.

d) If advice and consent is not given at any point in the selection process, the incoming Executive Director, outgoing Executive Director, and outgoing Division Director must meet to discuss the candidates. The three Directors will then vote, with a majority deciding which candidate receives the position.

5) Co-Directors

a) Co-Directors are only allowed for Division Directors. Administrative Director positions cannot be filled by Co-Directors.

b) There can only be two members filling a Director role. There can never be three or more Co-Directors for a position.

c) The incoming Executive Director, prior to submitting the incoming Executive Committee to the outgoing Executive Director for advice and consent, must establish with each Co-Director:

   (i) That each Co-Director voluntarily chooses to be a Co-Director,
(ii) How the Co-Directors plan to divide up their responsibilities, and
(iii) Which Co-Director will have the vote in the Executive Committee

d) If the Co-Director with the Executive Committee vote must recuse him/herself from a vote, the other Co-Director does not get to vote. Instead, the Director position will not vote due to recusal.

6) Vacancy

a) Except when regarding a Co-Director, in the event an Executive Committee position becomes vacant during the term of the Executive Committee, the Executive Director (or the Managing Director if the Executive Director position is vacant) will create an application schedule and open applications to all eligible members. The new Director will be selected by a vote of the Executive Committee.

b) In the event a Co-Director resigns during the term of the Executive Committee, the remaining Division Director can choose whether to fill the vacancy or continue the term alone. If the Division Director wants a Co-Director, the Executive Director will create an application schedule and open applications to all eligible members. The new Director will be selected by a vote of the Division Director, Executive Director, and Managing Director, with deference given to the Division Director. The Executive Director must ensure that all requirements under the Co-Director Section of this Handbook (Section III(D)(5)) are satisfied.

c) A solo Division Director may request during the term of the Executive Committee that the position be turned into a Co-Director position. Upon the Division Director notifying the Executive Director, the Executive Director will create an application schedule and open applications to all eligible members. The new Director will be selected by a vote of the Division Director, Executive Director, and Managing Director, with deference given to the Division Director. The Executive Director must ensure that all requirements under the Co-Director Section of this Handbook (Section III(D)(5)) are satisfied.

E. Executive Committee Meetings

1) Calling Meetings and Votes

a) The Executive Director calls and chairs all Executive Committee meetings, unless the Managing Director must chair and call a meeting following a dispute involving the Executive Director under Section VIII or a vacancy in the Executive Director position.

b) Every meeting or vote of the Executive Committee must have quorum. Quorum is a majority of all Executive Committee members who are eligible to attend the meeting or vote

2) Votes

a) Unless noted otherwise in this handbook, all Executive Committee votes require a majority of eligible voting members to pass

b) In the event of a tie, the meeting’s chair shall cast the tiebreaking vote
c) Each Director position listed in Section I(A) is entitled to only one vote in the Executive Committee, regardless of whether or not the position is filled by Co-Directors

3) Recusal

a) Directors must recuse themselves from all votes that materially affect them as members of the organization. The meeting’s chair will automatically recuse any Executive Committee member from a vote involving:

   i) Incoming Director positions where a current Director is a candidate

   ii) Dispute Resolution votes where a Director has either brought the dispute or is the target of the dispute, except for an Investigation initiated by either the Executive Director or Managing Director under Section VIII(B)(3).

   iii) Involuntary recusal of a Director

b) In other, non-automatic situations, if a Director does not voluntarily recuse him/herself from a vote, the meeting’s chair may call a vote of the Executive Committee to require the Director to recuse him/herself. The vote requires a two-thirds majority to pass.

4) Meetings Held Via Email

a) Executive Committee meetings may be held via email so long as the meeting’s chair provides sufficient time – at least 24 hours – for votes to be submitted. No meetings involving Section VIII can be held via email.

IV. JOINING BARRISTERS’ COUNCIL

A. Eligibility

1) J.D. Students: Students currently enrolled in the J.D. program at the Law Center are eligible to compete in the qualifying competitions and, if invited, to join the Barristers’ Council, as long as they will not be graduating in the same semester that they tryout.

2) LLM Students: LLMs may compete in a non-graduating semester for a chance to participate in the appellate advocacy or ADR division if Georgetown is invited to attend competitions that allow LLM participation.

3) GPA Requirement: There is no GPA requirement to join Barristers’ Council.

B. Tryout Process

1) Generally

   a) Offers to join Barristers' Council are only available to students who compete in one of the four annual qualifying competitions.

   b) Each qualifying competition requires a $30 registration fee. If all three spring semester qualifying competitions are registered for at the same time, the total fee is reduced to $75.

   c) Except in very limited and serious situations, as decided upon by the Executive Director and Managing Director, no refunds for registration fees are permitted.
d) No current Barristers’ Council member may compete in a qualifying competition.

2) Showcase

   a) The Managing Director will organize a showcase at the beginning of the spring semester and prior to any qualifying competition registrations closing

   b) The showcase is open to all members of the student body and includes information and demonstrations from each Division, and information on the registration and tryout process.

   c) Attendance at the showcase is not required in order to tryout and join Barristers’ Council.

3) Qualifying Competitions

   a) William E. Leahy Moot Court Competition
      
      (i) The Leahy competition occurs in the fall semester

      (ii) It is a qualifying competition for both the Appellate Advocacy and ADR Divisions.

      (iii) It is open to 2Ls, 2Es, 3Ls, 3Es, 4Es, and LLMs.

   b) William W. Greenhalgh Mock Trial Competition
      
      (i) The Greenhalgh competition occurs in the spring semester.

      (ii) It is a qualifying competition for the Trial Advocacy Division.

      (iii) It is open to 1Ls, 1Es, 2Ls, 2Es, and 3Es.

   c) Robert J. Beaudry moot court competition
      
      (i) The Beaudry competition occurs in the spring semester.

      (ii) It is a qualifying competition for the Appellate Advocacy Division.

      (iii) It is open to 1Ls, and 1Es.

   d) Everett Bellamy ADR Negotiation competition
      
      (i) The Bellamy competition occurs in the spring semester.

      (ii) It is a qualifying competition for the ADR Division.

      (iii) It is open to 1Ls, 1Es, 2Ls, 2Es, and 3Es.

4) Tryout Process Schedule

   a) The schedule for the tryout process is set by the Managing Director, in coordination with the Division Directors.

   b) The schedule must allow for adequate time for registration, showcase, decisions to be made by Divisions on offers, decisions to be made by participants on whether to accept an offer, and for the selection process of the new Executive Committee following the acceptance of offers.
c) Competition dates should not overlap with other competitions.

   (i) While every effort should be made to allow for all students to tryout for all
spring competitions, if the Managing Director cannot schedule the
competitions without overlap, the Executive Director may waive this
requirement.

d) Conflicts regarding the schedule arising between Divisions, or between a
Division Director and the Managing Director, will be resolved by the Executive
Director.

5) Tryout Registration

   a) The registration process for all tryouts is set by the Managing Director, in
   coordination with the Division Directors.

   b) The registration process in the spring is a unified system for all three spring
   qualifying competitions.

C. Offers to Join

1) Generally

   a) Invitations to join the Barristers' Council are extended to competitors based
   solely on their skills in oral and written advocacy as demonstrated during the
   qualifying competition.

   b) Grades are not considered.

2) Schedule

   a) While Divisions are free to inform their qualifying competition’s competitors of
   their intent to give them an offer, the official offer to join Barristers’ Council is sent
   by the Executive Director.

   b) Offers will be issued only once all qualifying competitions held in that semester
   are complete, and all offers have been submitted to the Executive Director by each
   Division.

3) Alternates

   a) Divisions may select some competitors as alternates, in the event individuals
   decline their offers to join the Division.

   b) Division Directors must notify the Executive Director and Managing Director of
   their selection of alternates.

   c) Division Directors must notify all competitors selected as alternates that they are
   alternates prior to the Executive Director sending out initial offers.

   d) Division Directors must notify the outgoing and incoming Executive Directors
   and Managing Directors prior to the end of the school year whether they want to
   issue offers to any alternates.

   e) The outgoing Executive Director will issue any offers to alternates.
D. Accepting Offers to Join & Deferral Policy

1) Schedule
   a) Individuals invited to join the Barristers’ Council in any division must accept within the time and manner specified in the offer sent by the Executive Director.
   b) Except for offers to alternates, the deadline to accept must be prior to the opening of Executive Committee applications for the following year.

2) Restrictions
   a) Individuals may only join one Division of Barristers’ Council. If an individual receives offers from multiple divisions, the individual must decide which one offer to accept.
   b) If an individual accepts an offer from a Division, that individual cannot also be an alternate for another Division.
   c) In the interest of fairness to others and to Division Directors, acceptance of one offer over another is final with no exceptions.

3) Deferrals
   a) Individuals may not defer an offer to join Barristers’ Council to another semester.

E. Commitment Forms

1) Requirement
   a) All new members must complete a Commitment Form prior to competing and in accordance with the timeline set in Section V(D).

F. Student Travel Waiver

1) Requirement
   a) All new members must complete a Student Travel Waiver prior to competing and in accordance with the timeline set in Section V(F).

V. MEMBERSHIP

A. Commitment

1) Membership in Barristers’ Council is for the entirety of a member’s GULC career.
   a) This commitment helps ensure that Barristers' Council – an entirely student-run organization – continues to produce excellent advocates and succeed in competitions.

B. Goals

1) The Council recognizes that it must run excellent qualifying competitions to find those advocates with the greatest potential.
2) It must train and coach its new members so they can represent Georgetown to the best of their abilities.
3) To be successful, the Council must be administratively effective and efficient.
4) In order to meet these significant goals, the dedication and hard work of every member is required.

5) In short, membership in the Barristers' Council is a privilege premised on the satisfactory fulfillment of certain responsibilities and obligations.

C. Member Responsibilities

1) Members must compete on an interscholastic team as an alternate or an advocate at least once during their membership.

2) During all years of membership:
   a) Members must assist with qualifying competition that their Division runs;
   b) Members must assist with all interscholastic competitions that their Division hosts;
   c) Members must comply with all division-specific requirements laid out by their Division Director;
   d) Members are encouraged to take a staff position (either within their Division or on the Executive Committee);
   e) Members must attend every General Body meeting;
   f) Members must abide by all policies listed in this Handbook.

D. Commitment Form

1) Generally
   a) The Managing Director is responsible for tracking which members have signed a Commitment Form, and is responsible for maintaining all signed Commitment Forms.
   b) This handbook and the Commitment Form detail the obligations of Barristers’ Council members.
   c) Failure to abide by the policies described in this handbook may result in disciplinary actions as describe in Section VIII, up to and including loss of one’s membership in Barristers’ Council.

2) Requirement
   a) In recognition of every member’s responsibilities and obligations, every new member of the Barristers’ Council must sign a Commitment Form prior to competing at any competition;
      (i) All new members who join through the Leahy qualifying competition must sign a Commitment Form by the beginning of the Spring Semester;
      (ii) All new members who join through a spring semester qualifying competition must sign a Commitment Form by the first General Body meeting of the year, as scheduled pursuant to Section V(I).
   b) If significant changes are made to the Commitment Form, or if the Executive Director believes it is in the best interest of Barristers’ Council, the Executive
Director may require current members to sign new forms, and no member may compete until the new form is signed and submitted.

3) Consequences for Not Signing a Commitment Form

a) Any member who competes at a competition without completing a Commitment Form will not be reimbursed for any expenses and is subject to the Dispute Resolution Procedures in Section VIII.

b) If a member refuses to sign a Commitment Form, that member may be subject to removal under the Dispute Resolution Procedures in Section VIII.

4) Form

a) The Commitment Form is attached to this Handbook as an Addendum.

E. Penalties

1) Students who fail to satisfy their commitment or to meet the requirements listed above will be dismissed from Barristers’ Council in accordance with the Dispute Resolution Policy in Section VIII.

2) Any member dismissed from Barristers’ Council must remove Barristers’ Council from their resume as well as notify anyone who has received a previous errant resume.

3) Barristers’ Council reserves the right to notify the member’s employer or potential employer as to the removal of a Barristers’ Council member.

F. Student Travel Waiver

1) Generally

a) The Managing Director is responsible for tracking which members have signed Student Travel Waivers, and is responsible for maintaining, in conjunction with the university, all signed Student Travel Waivers.

2) Requirement

a) Every member must complete a Student Travel Waiver each year prior to traveling to any competition, pursuant to the following timeline:

   (i) All new members who join through the Leahy qualifying competition must sign a Student Travel Waiver by the beginning of the Spring Semester;

   (ii) All new members who join through a spring semester qualifying competition must sign a Student Travel Waiver by the first General Body meeting of the year, as scheduled pursuant to Section V(I).

   (iii) All returning members must complete a Student Travel Waiver by the first General Body meeting of the year, as scheduled pursuant to Section V(I).

b) If significant changes are made to the Student Travel Waiver, or if the Executive Director believes it is in the best interest of Barristers’ Council, the Executive Director may require current members to sign new forms, and no member may compete until the new form is signed and submitted.
3) Consequences for Not Signing a Student Travel Waiver
   a) Any member who competes without completing a Student Travel Waiver will not be reimbursed for any expenses and is subject to the Dispute Resolution Procedures in Section VIII.
   b) If a member refuses to sign a Student Travel Waiver, that member may be subject to removal under the Dispute Resolution Procedures in Section VIII.

4) Form
   a) The Student Travel Waiver is attached to this Handbook as an Addendum.

G. Competing for Other Divisions
   1) Generally
      a) Members may only compete for the Division that they are a member.

   2) Exceptions
      a) Members may only compete on behalf of a different Division in a substitute capacity, with express permission from the Executive Director.

H. Limits on Non-Barristers’ Council Members
   1) Non-Barristers’ Council members are permitted to attend and participate in events that are open to the full student body or to the general public.
   2) Non-Barristers’ Council members are not permitted to attend or participate in events exclusively for Barristers’ Council members.
      a) Pursuant to Section II(C), non-Barristers’ Council members are not allowed to compete at competitions on behalf of GULC.

I. General Body Meetings
   1) Generally
      a) The Executive Director may call general body meetings as deemed appropriate.

   2) One General Body Meeting Required Each Year
      a) The Executive Director is required to call at least one General Body meeting each year.
      b) The meeting must occur at the beginning of the academic year.
      c) The meeting should serve to, at minimum:
         (i) Introduce the new Executive Committee,
         (ii) Update members of any new policies or procedures,
         (iii) Inform/remind members of all financial policies,
         (iv) Ensure all new members have signed Commitment Forms, and
         (v) Ensure all members have completed a Student Travel Waiver.
VI. FINANCE POLICIES

A. Generally

1) Any questions about the following finance policies or procedures should be directed towards your respective Division Director or the Finance Director.

2) Any intentional abuse or violation of the Council’s Finance Policies can subject Council members to disciplinary actions taken by the Council and by the Law Center, including (but not limited to) Council probation or expulsion and other disciplinary charges listed in §204 of the Student Disciplinary code.

B. Annual Budget & Operating Policy

1) Generally

   a) The Finance Director shall prepare and submit a budget request to the university each year.

   b) The Finance Director, with input and consent from the Executive Director, shall, after receiving a budget allocation from the university, prepare the Barristers' Council budget for the following academic year.

      (i) The Finance Director shall create a budget that allocates funds into separate budgets for, at minimum, each of the three Divisions and the Executive Committee.

      (ii) The budget must be made with consideration to the budget requests submitted by the Divisions.

      (iii) The budget should be conservatively allocated to help reduce the chance of Barristers’ Council, as a whole, going over budget.

2) Division Submission of Budget Requests

   a) In order to track changes in Division needs and to assist the Finance Director in preparing the budget, each Division must, by the deadline set by the Finance Director, submit a detailed budget request of all anticipated expenditures for the following academic year. All expenses, including possible qualification to national tournaments, should be included in the budget request.

3) Requirement to Accurately Track Finances

   a) It is the responsibility of the Finance Director to ensure that the finances of Barristers’ Council as a whole, and any budgets allocated to the Executive Committee are properly tracked.

   b) It is the responsibility of the Division Directors to ensure that their budget is properly tracked by the Division’s Treasurer.

4) Requirement to Stay Within Budget

   a) It is the responsibility of the Division Directors to ensure that their Divisions do not exceed their budget, and it is the responsibility of the Finance Director to ensure that the finances of Barristers’ Council as a whole, and any budgets allocated to the Executive Committee are not exceeded.
5) Spending in Excess of Allowed Budget
   a) Going over budget is a serious issue for Barristers’ Council as it impacts our standing with the university and our ability to gain funding in the future.
   b) If a Division goes over its budget, the following year’s Executive Director and Finance Director, when determining the next year’s budget, will factor in a budget penalty for that Division’s budget.

6) Revenue
   a) Definitions:
      (i) Restricted Revenue: Any revenue that must be spent by the end of Georgetown Law’s fiscal year, or it will be given to Georgetown Law.
      (ii) Roll-Over Revenue: Any revenue that, pursuant to Georgetown Law financial policies, can be placed into one of our “roll-over” accounts, such as our gift account, and is not required to be spent during the current fiscal year in order for Barristers’ Council to use the funds.
   b) Any restricted revenue generated by Barristers’ Council shall be placed into the Executive Committee budget for that academic year.
   c) Any roll-over revenue generated by Barristers’ Council shall be placed in a roll-over account, pursuant to Georgetown Law financial policy, and not allocated to a specific budget.

7) Other Forms of Payment
   a) Divisions may use forms of payment other than their current year’s budget, so long as they do not conflict with this Handbook or Georgetown Law policy.
   b) Travel vouchers that have been purchased by the Barristers’ Council in a previous year may be used without impact on a Division’s current budget.
   c) Division Directors must notify the Finance Director and the Barristers’ Council administrative liaison that a voucher should be used PRIOR TO MAKING THE PURCHASE.

8) Use of Roll-Over Accounts
   a) This provision incorporates the “Roll-Over Revenue” definition from part (B)(5) of this Section.
   b) Divisions must act in good faith to operate within their budget and follow the budget request they made to the Finance Director. When operating within their budget, Divisions should factor in all expenses, including possible qualification to national tournaments.
   c) In the event of unforeseen additional expenditures, such as higher than normal airfare, that cannot be accommodated within a budget allocation, a Director may request to use roll-over revenue contained within a roll-over account.
   d) The request should be made to the Executive Director and Finance Director. The two Directors will review the request and ensure the budget has been adhered to in
good faith and likely expenses were not ignored in the budget. Upon their agreement and at their discretion, the two directors may allocate funds from a roll-over account.

e) The request for roll-over funds must be made prior to a Division going over budget and prior to the unforeseen expenditure being made.

f) The use of funds from a roll-over account will not trigger a budget penalty pursuant to part (B)(4) of this Section. However, if a Division spends over the combined amount of its original budget and any additional roll-over account funds, then a budget penalty under part (B)(4) of this Section is triggered.

g) This provision should not be viewed as a regular source of Division funds. The use of roll-over accounts is not anticipated to be an annual occurrence. This provision is only for unforeseen expenses that are needed to be made for the overall benefit of the Barristers’ Council.

C. Division Treasurer

1) Requirement for Each Division to Have a Treasurer

   a) Each division must appoint a member to be the Division’s Treasurer

2) Responsibilities of Division Treasurer

   a) Track and maintain the Division’s budget in accordance with any policies or procedures the Finance Director sets throughout the year, as well as University policies and procedures.

   b) Meet with the Finance Director at least once a month to ensure budget tracking is accurate.

   c) Keep the Division Director informed of any and all issues with the Division’s budget.

   d) Any other responsibilities that the Division Director or Finance Director assign.

3) Removal of Treasurer

   a) The Division Director may freely appoint or remove the Division’s Treasurer

   b) If the Finance Director believes that a Division’s Treasurer is not fulfilling his/her responsibilities as Treasurer, the Finance Director shall speak with the Division Director to rectify any concerns

   c) If the issue persists, the Finance Director can bring the issue to the Executive Director. Upon input from both the Finance Director and Division Director, the Executive Director can instruct the Division Director to replace the Treasurer with a different Division member if the Executive Director finds that the Treasurer is not fulfilling his/her duties

D. Travel Expenses & Reimbursement Policy

1) Generally

   a) The Council will pay for all essential travel and related charges as defined below for Council Members participating in various advocacy competitions. Airfare, hotel,
and other major charges (such as cabs, trains, and buses, but not for food, baggage, etc.) for travel arranged through the Barristers’ Council division director or division coordinator will be pre-paid. **Students who book travel on their own, without the express permission of both the Finance Director AND their Advocacy Director, will NOT be reimbursed for their expenses.**

2) **Approved Expenses.** The following costs will be covered by Barristers’ Council:

a) Costs to Attend Competitions

(i) Competitions held at GULC and Washington, D.C. area:

- Ground transportation ($25 limit per competitor for the duration of the entire competition for Uber, taxi, metro, etc.)

(ii) Competitions within 250 miles:

- Train (unless the cost of airfare is lower); or
- Rental Car (with pre-approval from the Finance Director); or
- Personal Car\(^1\) (reimbursed at the current Georgetown per-mile rate, and based on documented starting and ending mileage).

(iii) Competitions beyond 250-mile radius:

- Coach airfare\(^2\); and
- Public transit to Dulles International Airport (IAD), Baltimore/Washington International Airport (BWI), or Reagan National Airport (DCA)
- Barristers’ Council will reimburse, up to $60, ground transportation costs (Uber or taxi) to and from IAD if all competitors participate in the ride.
  - Barristers’ Council will **not** reimburse ground transportation costs to BWI.

b) Hotel Room Costs, excluding incidentals:

(i) Only room charges and taxes are reimbursed.

(ii) Incidental room costs such as room service, movies, and items from the mini-bar will **not** be reimbursed. Hotel valet parking for rental cars will **not** be reimbursed. Participants will be required to secure their own lines of credit with the hotels via credit card or cash deposit.

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\(^1\) Regarding gas purchases, Council members will only be reimbursed for gas purchased for a rental car and **not for personal car usage.** The per mile reimbursement rate for personal-car use factors in gas and vehicle wear and tear. Please provide the Reimbursement Coordinator with starting and ending locations. The Reimbursement Coordinator will calculate the mileage and reimbursement amounts.

\(^2\) The Barristers’ Council will **not** reimburse competitors for checked or overweight baggage fees. Competitors may be reimbursed for checked baggage fee if the bag contains competition specific items **only** and with the pre-approval of the Finance Director.
(iii) The Barristers’ Council will reimburse for hotel internet costs if internet access is not free and prior approval of the purchase is made by the Finance Director.

(iv) Hotel room charges will be not be reimbursed for competitions within 60 miles, without express prior Finance Director approval. Most notably, hotel rooms for competitions occurring in Baltimore will not, unless there are special extenuating circumstances, be reimbursed.

c) Ground transportation costs (Ubers, taxi fare, mass transportation, etc.) in the tournament city will be reimbursed up to $50 per team member for the entire competition (additional expenses may be reimbursed on an individualized basis).

d) Rental cars (with the pre-approval of the Finance Director)

e) Tolls and other such facility usage charges.

f) Cost of Coaches Travel:
   (i) Hotel room; and
   (ii) Airfare or train ticket costs; and
   (iii) Ground transportation costs at the tournament location (not to exceed $50 per coach for the entire duration of the competition).

3) Non-Approved Expenses: Some expenses incurred during a tournament-related trip will NOT be reimbursed by Barristers’ Council, including:

   a) Meals are not reimbursed.

   b) Tournament clothing is not reimbursed, regardless of necessity.

   c) Travel arrangements made outside of the proscribed procedures are not reimbursed.

   d) Memberships to professional organizations, regardless of their necessity, without prior approval from the Finance Director.

4) Reimbursement Process: Approved expenses may be reimbursed by submitting:

   a) Barristers’ Council reimbursement form available from the Barristers’ Council website.

   b) If the purchase to be reimbursed was made with a credit card, a credit card statement or transaction record showing the expense and the last four digits of the credit card must be included.

   c) Members are required to submit all reimbursement requests to the appropriate Division Director within two weeks of returning from competition. Once approved, the request must be placed in an envelope in the Finance Director’s mailbox in the Barristers’ Council office, Hotung 1010. It is strongly recommended that Council Members make a copy of all receipts before submitting their reimbursement requests. Reimbursements will be issued within 60 days of submission.
5) Process for Securing Travel

a) Each division’s travel coordinator will come up with an overall travel plan and submit it to the Finance Director. This plan will include the overall number of competitions requiring travel, the number of flights or other journeys needed, and an estimate of the total cost. The plan will also include a deadline for submission of all flight details to the Office of Student Life. All individuals’ requests must be submitted through a Travel Request Form to the Barristers’ Council’s administrative liaison in the Office of Student Life.

b) **Note:** OSL may choose to not book travel submitted after the below cutoff deadlines:

   (i) All Division Directors wishing to book travel to a domestic competition must submit all Travel Request Forms no less than four (4) weeks prior to the travel date. Exceptions to this requirement must be approved by the Finance Director in advance.

   (ii) All Division Directors wishing to book travel to an international competition must submit all Travel Request Forms no less than six (6) weeks prior to the travel date. Exceptions to this requirement must be approved by the Finance Director in advance.

c) The division travel coordinator should send the Travel Request Form directly to the Finance Director. Once approved, the Finance Director will forward the completed request form to the Council’s administrative liaison for disbursement and travel booking. The liaison will then forward proposed travel arrangements to the team members requesting travel.

d) Team members shall review the arrangements and notify the administrative liaison (with the Finance Director and Division Treasurer copied) of approval or proposed changes within 24 hours. If they have not responded within 72 hours, the administrative liaison will book the flight. Competitors will be expected to reimburse the Council for any tickets that competitors are not able to use.

e) If a division travel coordinator does not submit a Travel Request Form or obtain an approved extension from the Finance Director within the appropriate time period as outlined above, Barristers’ Council may make reservations that it, in its sole judgment, believes are appropriate. The individual team members shall be responsible for complying with these arrangements or making any changes at the members’ personal expense.

f) After confirming the travel arrangements, team members will **not** be allowed to change their reservations, except in emergency situations. Emergency situations do not include rescheduled classes, job interviews, clinical commitments, journal deadlines, other foreseeable academic issues, an inability to work with one’s teammate, tournament prep requiring an unexceptionally large time commitment, or the reassignment of roles or positions within a team. Please consider possible time conflicts before agreeing to a reservation. If the team member chooses to change flight reservations or other travel arrangements and such a change results in a charge to the Barristers’ Council, the team member will be required to reimburse
the Council for the cost of the change. This means that if the cost of a plane ticket was $200 and the cost of the new ticket requested by the Barristers’ member is $400, the member will reimburse Barristers’ Council $200 via check within four (4) weeks of the ticket purchase. If the initial purchase is not refundable or credited toward the new flight, the member must pay for the full amount.

g) Per Georgetown policy, all students traveling internationally must purchase travel insurance in the amount of $75. The travel coordinator will forward a list of names to the Office of Student Life, who will coordinate the purchase and the subsequent reimbursement. Members will be responsible for paying for the insurance upfront, and they will receive the credit back in May.

E. Miscellaneous Expenses & Reimbursement Policy

1) Generally

   a) The Council will pay for and reimburse all essential expenses and costs as delineated below that Council members incur in the preparation for various advocacy competitions and the administration of the Council. Any costs exceeding $20 must be pre-approved by the Council member’s Division Director or, for Executive Committee expenses, by the Executive Director; failure to secure pre-approval may result in a denial of reimbursement. Whenever possible, postage and printing services should be obtained from recognized Georgetown Law vendors. Original receipts must be submitted for reimbursement along with the reimbursement form located on the Barristers’ Council website.

2) Included Expenses: (Unless otherwise noted below, all purchases are subject to pre-approval by Division Director, in the case of a Division, or Executive Director, in the case of the Executive Committee)

   a) Photo-reproduction including enlargement, matting and binding
   b) Office Supplies & Presentation Equipment
   c) Postage & related expenses
   d) Banquet Events (subject to pre-approval by Executive Director)
      (i) This includes meals, beer & wine, entertainment, awards, presents and food for judges.
      (ii) Note: GULC expressly prohibits reimbursement for all hard-alcohol purchases. Furthermore, all events must follow [Georgetown Law’s Alcohol Policy](#).
   e) Food for Division-wide meetings (subject to pre-approval by Executive Director)

3) Misc. Expenses Reimbursement Process:

   a) Council members may purchase Included Expenses (see above) and certain travel-related expenses from non-established vendors. Council members must pay for such goods and services with their own funds and submit a request for reimbursement per the instructions below. Therefore, it is highly recommended
that Council members take advantage of the direct billing option provided. Reimbursement process for non-established vendors:

(i) Complete the Reimbursement Request Form available on the Barristers’ Council website.

(ii) Provide an original, itemized receipt;

(iii) If the purchase was made by credit card, provide the credit card statement with the purchase to be reimbursed highlighted. Please redact all personal information.

(iv) For reimbursements in excess of $75.00:

- Reimbursements for non-Georgetown employees amounts greater than $75 will be made by check and mailed to the address provided. The processing time is approximately 60 days; these reimbursements are handled by Main Campus and the Finance Director cannot make emergency reimbursements. Conversely, members have the option for the money to be put on their GoCard, taking approximately 10-14 business days.

- Reimbursements for amounts less than $75 will be made via petty cash. The processing time is approximately 5-7 business days due to checks required with Main Campus. This option is preferred.

- Please submit all reimbursement requests (with all required attachments) to the Finance Director mailbox in the Barristers’ Council office, Hotung 1010, or directly to the Council’s administrative liaison in the Office of Student Life.

Note: If you are a GULC employee or work study, your reimbursement may be processed via the GMS system. Please notify the Finance Director that you are an employee when submitting your request. This status will significantly speed up your reimbursement.

F. Tax Exempt Status

1) Generally

a) GULC is exempt from paying the following States’ sales tax. This exemption only applies to goods purchased (e.g. paper, pens, etc.) and does not include services (e.g. meals, hotel’s occupancy tax, airline taxes, etc.). If students use their own money to purchase reimbursable expenses and incur sales tax, GULC will reimburse them. However, GULC will use a tax exempt form whenever using a GULC credit card.

<table>
<thead>
<tr>
<th>States wherein Georgetown University is not required to pay sales tax:</th>
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<tbody>
<tr>
<td>District of Columbia</td>
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<tr>
<td>Florida</td>
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<tr>
<td>Missouri</td>
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<tr>
<td>Pennsylvania</td>
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</tbody>
</table>
b) If you are competing in one of the above states, you may request a copy of Georgetown University’s sales tax exemption documents from the Finance Director in advance of your departure. Do not relinquish your copy of the certificate.

c) When making purchases on behalf of approved Council activities, you should present a copy of the certificate of exemption to the retail vendor at the time of the purchase. The vendor is required to deduct the sales tax from the cost of goods purchased.

**G. Prizes Obtained from Barristers’ Council Funded Competitions**

1) All Monetary Prizes Property of Barristers’ Council:

a) Any monetary prize awarded as a result of participation in a competition funded, in whole or in part, by Barristers’ Council or the Law Center is the property of the Barristers’ Council. Individual students may not keep any monetary prize—regardless of how it is described by the awarding entity, including but not limited to prizes designated as “scholarships” or “for the student”—awarded as the result of the participation in a Barristers’ Council funded competition; any such prize must be turned over to the Finance Director immediately after return from a competition. This rule also applies if the student winning such an award has already graduated from Georgetown Law at the time she participates in the tournament, provided Barristers’ Council or the Law Center paid for the student’s participation in whole or in part.

b) Before a competition is booked, Division Directors must inform the Finance Director and the Administrative Liaison of any competition the Division is competing in that provide a monetary prize to competitors.

2) Non-Acceptance of Instruments Payable to Individual Member:

a) No Barristers’ Council member shall accept a check or other instrument made payable to the individual member. If offered such an instrument, the member must refuse the payment and request that institution offering the prize contact the Finance Director to make arrangement to pay any prize over to Barristers’ Council. If the institution offering the prize refuses to pay the prize over to Barristers’ Council, the prize may be forfeited.

3) Non-Monetary Prizes:

a) Members may keep non-monetary prizes and mementos, such as clothing, certificates, and other commemorative items obtained as a result of Barristers’ Council funded competitions. Plaques and trophies commemorating team awards are kept by the Barristers’ Council and, to the extent possible, displayed at the Law Center. However, before keeping any non-monetary prize with a cash value of more than $250.00, a member must obtain approval from the Executive Director and Barristers’ Council faculty advisor.
VII. APPLICABILITY & ENFORCEMENT OF POLICIES

A. Generally

1) Professionalism and Responsibility Required: In addition to the specific policies set forth in this handbook, all Barristers’ Council members are expected to behave with the utmost integrity and professionalism while participating in Barristers’ Council functions.

2) Law Center Code of Conduct & Policies Incorporated: The Barristers’ Council incorporates all relevant Georgetown University Law Center policies, including the Student Disciplinary Code of Georgetown University Law Center and Georgetown Law’s Alcohol Policy, into this handbook. Members are expected to abide by the Law Center’s Student Disciplinary Code while participating in events or team practices, during travel, and at competitions.

3) Applicability of Policies: The policies and rules described in this handbook apply during all Barristers’ Council functions including, but not limited to, external and internal competitions, trainings, practices, and social functions.

4) Investigation and Resolution of Policy Violations: Any violation of the policies contained in this handbook shall be investigated and resolved pursuant to the dispute resolution policy set forth in Section VIII.

VIII. DISPUTE RESOLUTION

A. Purpose

1) The purpose of this policy is to provide for fair and efficient resolution of any disputes or conflicts that may arise in connection with Barristers’ Council activities.

B. Dispute Resolution Mechanism

1) Right to Be Heard: Any person who believes that a Barristers’ Council member has violated the policies contained in this handbook or who believes that a decision or action of a Barristers’ Council member or leader does not comport with the standards of integrity and professionalism expected of Council Members has a right to be heard by the Executive Director.

2) Disputes With the Executive Director: Any person who believes that the Executive Director has violated the policies contained in this handbook or who believes that a decision or action of the Executive Director does not comport with the standards of professionalism and integrity expected of Barristers’ Council members has a right to be heard by the Executive Committee, meeting without the Executive Director and chaired by the Managing Director.

3) Independent Initiation of Investigation: The Executive Director (or the Managing Director, in the case of a dispute with the Executive Director) may initiate a dispute resolution investigation pursuant to this Section if he or she has reasonable cause to believe that any member of Barristers’ Council has violated the standards and policies described in this handbook. Notwithstanding any other provision of this Section, an investigation initiated pursuant to this sub-part shall be subject to a hearing before the entire Executive Committee (excluding the Executive Director, if he or she is the subject of the investigation).
4) **Power to Resolve Disputes:** The Executive Director (or the Executive Committee, in the case of a dispute/investigation involving the Executive Director) may hear and decide all disputes brought pursuant to this policy and may order any appropriate remedy consistent with this Handbook and Law Center policy. However, no member shall be removed from Barristers’ Council except by a majority vote of the entire Executive Committee (excluding the Executive Director, if he or she is subject of the subject dispute/investigation) following a hearing before the Committee, pursuant to part (B)(11)(h) of this Section.

5) **Requirement for Exhaustion of Division Remedies:** Before being heard by the Executive Director (or the Executive Committee, in the case of a dispute/investigation involving the Executive Director), any person challenging the actions or decisions of Barristers’ Council related to a particular Advocacy Division must exhaust all remedies provided by that Division, including appeal to the relevant Advocacy Director. The requirement for exhaustion may be excused only upon a showing of good cause and prejudice. The requirement of exhaustion does not apply to disputes related to the operations of the Executive Committee or the Barristers’ Council generally.

6) **Notice of Dispute:** Any person wishing to have a dispute heard shall email the Executive Director (or the Managing Director, in the case of a dispute with the Executive Director) a description of the dispute, a statement describing the reasons why the person should prevail and the requested remedy, the approximate date on which the dispute occurred, and the names of the Barristers’ Council members involved. A notice of dispute must be filed during the same academic semester in which the dispute occurred, the Division Remedies were exhausted, or mediation pursuant to part (C) of this Section concluded, whichever is later. The requirement of timely filing may be excused only upon a showing of good cause and prejudice.

7) **Notice to Subject of Dispute:** Following the filing of dispute or initiation of an investigation pursuant to part (B)(3) of this Section, the Executive Director (or the Managing Director, in the case of a dispute with the Executive Director) shall notify, via email, any Barristers’ Council member named as a subject of the dispute, including a copy of the notice of dispute, within five days of receipt of the notice of dispute. The notice shall also inform the subject of the dispute of the right to reply pursuant to this policy, and of the availability and desirability of mediation in accordance with part (C)(3) of this Section.

8) **Right to Reply:** Any Barristers’ Council member who is named as the subject of a dispute shall have a right to reply to any charges made against him or her. Any reply shall be filed via email with the Executive Director (or the Managing Director, in the case of a dispute with the Executive Director) within five days of the notice provided under part (B)(7) of this Section.

9) **Hearing:** The Executive Director (or the Executive Committee, in the case of a dispute/investigation involving the Executive Director) may, in his or her discretion, hold a hearing in any manner he or she chooses in order to decide the dispute. Except when considering removal under part (B)(11)(h) of this Section, no hearing is required and any dispute may be resolved solely on the basis of the information filed by the parties. If a hearing is held, each party to the dispute shall be given notice at least five days before the
hearing is held and reasonable accommodations shall be made to ensure that all parties have the opportunity to be present.

10) **Notice of Decision:** The Executive Director (or the Managing Director, in the case of a dispute with the Executive Director) shall notify all parties, via email, of the resolution of any dispute, including a statement of reasons for the decision and any remedy ordered, within five days of a hearing or receipt of a reply under part (B)(8) of this Section if no hearing is held.

11) **Remedies:** In resolving disputes pursuant to this Section, the Executive Director or Executive Committee may impose any remedy not inconsistent with this Handbook, Law Center policies, and any applicable law or regulations. Remedies include, but are not limited to:

   a) Request that the member appear before the Executive Committee to explain specific failures. This procedure will be required primarily of members who drop from competitive teams.

   b) An official letter of warning of possible removal from Barristers’ Council.

   c) Requirement of remedial training.

   d) Requirement that the member provide a specified number of hours of uncompensated service to the Council, such as aiding with a Barristers’ Council competition.

   e) Repayment of funds wrongfully obtained from Barristers’ Council.

   f) Limitation of the type and location of competitions the member may participate in.

   g) Suspension from Barristers’ Council for a specified period of time.

   h) Removal from Barristers’ Council

   - A member may be removed from the Barristers’ Council following a hearing before the Executive Committee and a majority vote of the Executive Committee.

   - If a member is removed, that member must redact his or her resume to reflect that he or she is no longer in good standing with Barristers’ Council. In addition, a removed member must notify anyone who is currently in possession of his or her resume, including, but not limited to, potential employers, of the member’s change in status.

   - Barristers’ Council reserves the right to notify the member’s employer or potential employer as to the removal of a Barristers’ Council member.

C. **Mediation of Conflicts**

1) **Availability of Mediation:** The Executive Director (or Managing Director, in the case of a dispute/investigation involving the Executive Director) shall provide mediation for any dispute with a member of Barristers’ Council, even if that dispute would otherwise be exempt from review as a decision committed to the discretion of the Advocacy Director under Section III(C).
2) **Request for Mediation:** Any person may request mediation of a dispute with a Barristers’ Council member by emailing the Executive Director (or Managing Director, in the case of a dispute/investigation involving the Executive Director) with a description of the dispute, the approximate date on which the dispute occurred, and the names of the Barristers’ Council members involved. Additionally, either party to a dispute resolution proceeding commenced pursuant to part (B) of this Section may request mediation via email prior to a hearing or the issuance of a decision, if no hearing is held.

3) **Preference for Mediation:** Mediation is the preferred method of dispute resolution and the Executive Director (or Managing Director, in the case of a dispute with the Executive Director) shall notify all parties to a dispute of the availability (and desirability) of Mediation.

4) **Voluntariness of Mediation:** Participation in mediation under this Policy is voluntary and failure to participate shall not affect any rights otherwise available under this Policy.

5) **Form of Mediation:** Mediation shall take whatever form the Executive Director (or Managing Director, in the case of a dispute/investigation involving the Executive Director) deems expedient.

6) **Timing of Mediation:** Mediation pursuant to this Section shall be held as soon as possible after a request for mediation is made, generally within ten days of the request for mediation.

7) **Results of Mediation:** Results of mediation under this Policy may be binding if agreed to by all parties.

8) **Effect of Mediation on Dispute Resolution Proceedings:** Any dispute resolution proceedings shall be stayed during the pendency of mediation under this Policy.

**IX. HANDBOOK AMENDMENTS**

**A. Generally**

1) The handbook and any addendums can be amended by a two-thirds vote of the Executive Committee at a properly called meeting.

2) Amendments may only be made retroactive with the consent of the faculty advisor.

3) The Executive Director may make, without a vote of the Executive Committee, spelling, grammatical, formatting, and hyperlink corrections that do not change the meaning of this handbook.
Georgetown University Law Center
Barristers’ Council
Member Commitment Agreement

Barristers’ Council membership is an exceptional educational and professional opportunity. As current members of Barristers’ Council can attest, being part of Georgetown’s mock trial, moot court and ADR program is one of the most rewarding extracurricular activities at the Law Center. Membership will improve your already excellent advocacy skills, give you the opportunity to represent Georgetown in national competitions, and enhance your marketability with employers.

Sending well-prepared teams to competitions under each of our three divisions involves substantial commitment and hard work by each of us. Following are the obligations members agree to by joining Barristers’ Council:

- **Barristers’ Council** is a commitment for the entirety of a member’s Georgetown Law Center career.
- Each member is expected to participate in at least one competition during his or her membership. Competitors must attend team meetings, prepare adequately for the competition and ultimately partake in the competition. Members should plan for at least one intensive month of practicing prior to the competition.
- Each member must abide by the policies and procedures embedded in the Barristers’ Council handbook (including the Financial Policies).
- Each member must assist with all qualifying and interscholastic competitions that their Division runs.
- Each member must comply with division-specific requirements laid out by their Division Director.

When members fail to live up to Barristers’ Council obligations, the Executive Committee can take various disciplinary measures. The hope and expectation is that these remedial actions will not be necessary. However, if a member fails to live up to the above expectations, sanctions include, but are not limited to, the following:

1. Request that the member appear before the Executive Committee to explain specific failures. This procedure will be required primarily of members who drop from competitive teams.
3. Removal from Barristers’ Council. If a member is removed, that member must redact his or her resume to reflect that he or she is no longer in good standing with Barristers’ Council. In addition, a removed member must notify anyone who is currently in possession of his or her resume, including, but not limited to, potential employers, of the member’s change in status.
4. Barristers’ Council reserves the right to notify the member’s employer or potential employer as to the removal of a Barristers’ Council member.

Much of the above can be avoided by timely and honest communication among Barristers’ Council members. Do not hesitate to ask questions or speak with any of the Executive Committee members regarding any of these requirements.

By affixing my signature below, I agree to abide by the responsibilities stated herein.

Printed Name: ___________________________  Division (Circle):  Trial Ad  Moot  ADR

Signature: _______________________________  Date: ___________________________

EXEC. COMM. USE ONLY: #______________
Last Updated: 08/2017

-A.1-
Office of Student Life
Georgetown Law
Student Travel Waiver

Competition Name: Barristers’ Council Competitions for Academic Year

Name (First, Middle Initial, Last): __________________________________________________

Cell Phone: ___________________________ Alternate Phone: ___________________________

NetID: _______________________________ Alternate Email: _____________________________

Current Address: Division: ______________________

______________________________________________________________________________

______________________________________________________________________________

Please list any allergies:

Please list any dietary restrictions (kosher, halaal, vegetarian, vegan, etc.):

Medical Conditions – Please tell us of any medical conditionals that will be important for us to be aware of in case of emergency (this information will not be disclosed unless necessary):

Emergency Contact Information

Name: ____________________________ Relationship: ______________________

Phone Number: ___________________________ Alternate Number: ______________

Email: ____________________________ Alternate Email: ______________

EXEC. COMM. USE ONLY: #
Last Updated: 08/2017

-A.2-
Office of Student Life
Georgetown Law

Student Travel Waiver

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Program/Activity Coordinator</th>
<th>Event Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barristers’ Council Competitions</td>
<td>Division Director:</td>
<td>Academic Year: _____ - _____</td>
</tr>
</tbody>
</table>

- I will accept responsibility for my own decisions and actions.
- I will give serious consideration to my health and personal circumstances when deciding to participate in this event, and agree to notify the Program Coordinator of any circumstances that may require special accommodations.
- I certify that I am covered by a valid insurance plan for the duration of this event.
- I understand that I am obligated to comply with local law. I recognize that my conduct reflects on Georgetown University, other participants, hosts, and myself.
- I agree to follow Georgetown Law’s Code of Conduct as outlined in the Student Handbook and these Conditions of Participation.
- I acknowledge that Georgetown University reserves the right to cancel any event when deemed appropriate due to unforeseen circumstances.

By signing below, I confirm that my decision to participate in Barristers’ Council competitions through Georgetown University is entirely voluntary. I acknowledge that I am not required by Georgetown University to participate in these competitions and that my participation is not a condition of my enrollment at Georgetown University.

I give permission for the Competition Contact Person or other Georgetown University agents to use their judgment in obtaining medical services for me. I further give permission for medical professionals to render medical treatment that is deemed necessary or appropriate, including but not limited to emergency anesthesia, surgery or hospitalization. The information provided above is a complete and accurate statement of the physical factors which may affect my participation in this trip. I realize that failure to disclose such information could result in harm to myself and my fellow participants. I also agree to notify a Georgetown University agent if my health condition changes prior to or during the trip.

I understand that I bear full personal, legal, and financial responsibility for participation in the event, including responsibility for all indebtedness or other legal obligations incurred. I therefore agree for myself, my heirs, and my personal representatives, to hold harmless and forever release and discharge Georgetown, its officers, directors, employees, and agents from and against all claims, demands, actions or causes of action, deriving from damage to personal property, personal injury or death that may arise in connection with my participation in this event, except for such damages or injury as may be caused by the gross negligence or willful misconduct of the employees or agents of Georgetown.

Read, understood, and agreed:

_____________________________________________  _____________________  
Name (Printed)  Date

_____________________________________________  _____________________  
Signature  Barristers’ Council Division

Last Updated: 08/2017