



2022 Changes to AMTA Rule 2.3

Summary of Major Changes

- Schools are no longer required to include language indicating “assumption of responsibility for the conduct of the school’s mock trial program and its participants.” Instead, different language is required. *See* 2.3(2)(d)
- All signature blocks must include the signer’s position and/or title within the school. *See* 2.3(2)(e)
- The deadline to submit letters was clarified. *See* 2.3(5)
- The proper method of submission of the letter depends on the type of signature used. If the letter contains an electronic signature of any kind, then the letter can only be submitted to AMTA from the email account of the signer. Non-electronic signatures can be submitted to AMTA by mail, facsimile, or by sending a scanned copy of the original via email. *See* 2.3(7).

For all other changes, see the redlined version below.

Updated Version of Rule 2.3 (clean version)

Rule 2.3 School authorization letter required.

(1) REQUIREMENT. Each school shall have on file an authorization letter as described in this rule. A new letter of authorization is required for each academic year.

(2) CONTENT AND FORM OF LETTER. The letter shall:

- (a) Be printed on the letterhead of the school;
- (b) Indicate the school’s authorization for mock trial team(s) to register with AMTA and participate in sanctioned tournaments;
- (c) Indicate the signer’s willingness to serve as a point of contact for major violations, grievances, or emergencies involving the school’s mock trial program;
- (d) Indicate the school’s acknowledgement that AMTA may impose fees, penalties, or sanctions upon the registered team or program and that if such fees, penalties or sanctions are imposed then AMTA will not allow students from that institution to participate in future years until those fees, penalties, or sanctions have been paid or otherwise complied with;
- (e) Have a handwritten or electronic signature of the signer with a signature block that indicates the signer’s position or title; and
- (f) Have a date indicating when the letter was signed, which must be within 30 days of receipt by AMTA.

(3) PERSONS WHO MAY SIGN LETTER. The letter shall be signed by a person holding any of the following positions or titles:

- (a) An administrator of the school or an academic unit or office thereof, including but not limited to titles of president, vice president, chancellor, provost, dean, department chair, and assistants and deputies thereof;
- (b) A full-time faculty member of the school;
- (c) A pre-law advisor of the school;
- (d) A professional staff member of a school’s student affairs or student organization

office;

- (e) An employee of the school holding a position or title substantially equivalent to any of subs. (a) through (d).

(4) PERSONS WHO MAY NOT SIGN LETTER. A school authorization letter is not sufficiently signed by any of the following:

- (a) A person holding the title or rank of part-time faculty, adjunct faculty, or other equivalent titles;
- (b) A person not employed by the school or not permitted by the school to act on behalf of the school;
- (c) A person who is an undergraduate student or law student at the school and does not meet any of the credentials in sub. (3).

(5) FILING DEADLINE, DURATION. Each school shall annually file its letter with the AMTA office. A new letter of authorization is required for each academic year. A school's registration as a member school is not complete until the letter is submitted. All letters should be submitted no later than October 15. If a school is registering after the October 15 deadline, then the letter is due as soon as possible, but no later than January 15. Submission of the letter is a required step for registration and a school will not be assigned to a regional tournament until the letter is received per Rule 2.8.

(6) INTERPRETATION. AMTA's Executive Committee is empowered to interpret and determine compliance with the provisions of this rule and grant such relief as it may deem necessary.

(7) LETTER SUBMISSION. The letter must be submitted to the AMTA office by mail, facsimile, or by sending a scanned copy of the original via email. If the letter is electronically signed, then the letter must be submitted to the AMTA office via email directly from the email account of the letter's signer. A letter with an electronic signature will not be accepted if sent via mail, facsimile, or from the email account of anyone who is not the signer.

Changes Made to Rule 2.3 Shown in Redline

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- (b) ~~indicate~~ Indicate the school's authorization for mock trial team(s) to register with AMTA and participate in sanctioned tournaments; ~~The letter shall~~
- (c) ~~I~~ndicate the signer's willingness to serve as a point of contact for major violations, ~~or~~ grievances, or emergencies involving the school's mock trial program; ~~The letter shall~~
- (d) ~~The letter shall i~~ndicate the school's assumption of responsibility for the conduct of the school's mock trial program and its participants, including any fees and penalties incurred acknowledgement that AMTA may impose fees, penalties, or sanctions upon the registered team or program and that if such fees, penalties or sanctions are imposed then AMTA will not allow students from that institution to participate in future years until those fees, penalties, or sanctions have been paid or otherwise complied with;
- (e) ~~The letter shall h~~ave a handwritten or electronic signature of the signer with a

~~signature block that indicates the signer's position or title, and an electronic signature shall not be accepted (a scanned copy of a letter with a handwritten signature is acceptable); and~~

~~(8)(f)~~ (8)(f) The letter shall have a date indicating when the letter was signed, which must be within 30 days of receipt by AMTA.

~~(2)(3)~~ (3)(3) **PERSONS WHO MAY SIGN LETTER.** The letter shall be signed by a person holding any of the following positions or titles:

- (f) An administrator of the school or an academic unit or office thereof, including but not limited to titles of president, vice president, chancellor, provost, dean, department chair, and assistants and deputies thereof;
- (g) A full-time faculty member of the school;
- (h) A pre-law advisor of the school;
- (i) A professional staff member of a school's student affairs or student organization office;
- (j) An employee of the school holding a position or title substantially equivalent to any of subs. (a) through (d).

~~(3)(4)~~ (3)(4) **PERSONS WHO MAY NOT SIGN LETTER.** A school authorization letter is not sufficiently signed by any of the following:

- (d) A person holding the title or rank of part-time faculty, adjunct faculty, ~~instructor, lecturer,~~ or other equivalent titles;
- (e) A person not employed by the school or not permitted by the school to act on behalf of the school;
- (f) A person who is an undergraduate student or law student at the school and does not meet any of the credentials in sub. (3).

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(6) **INTERPRETATION.** AMTA's Executive Committee is empowered to interpret and determine compliance with the provisions of this rule and grant such relief as it may deem necessary.

~~(5)(7)~~ (5)(7) **LETTER SUBMISSION.** The letter must be submitted to the AMTA office by mail, facsimile, or by sending a scanned copy of the original via email. If the letter is electronically signed, then the letter must be submitted to the AMTA office via email directly from the email account of the letter's signer. A letter with an electronic signature will not be accepted if sent via mail, facsimile, or from the email account of anyone who is not the signer.