

 ILSA 2011-2012

CHAPTER
MANUAL

FORWARD

In 1959, a small, dedicated group of students organized the first Philip C. Jessup International Law Moot Court Competition. The students believed that the principles of international law should be more fully understood and recognized by law students around the globe, and that a courtroom simulation grounded in international law would achieve that end. The Jessup Competition became an annual event.

Shortly after the first Jessup Competition, the idea of creating an organization to serve the needs of students interested in international law arose. In 1962, students from a number of campuses founded the Association of Students of International Law Societies. The Association evolved over the years, and in 1987, reconstituted itself as the International Law Students Association (ILSA). In May 1994, ILSA incorporated in response to its rapid expansion and development.

As an organization, ILSA seeks to promote awareness, study, and understanding of international law and related issues; encourage communication and cooperation among law students and lawyers internationally; contribute to legal education; promote social responsibility in the field of law; increase opportunities for students to learn about other cultures and legal systems worldwide; and publicize educational and career opportunities in international law.

ILSA serves as an umbrella organization for its member Chapters (commonly known as International Law Societies) at individual law schools. Chapters exist as independent entities as well as members of the larger organization. This structure allows Chapters to meet the unique needs of its members while still maintaining access to an international network of pooled academic and organizational resources.

This manual was drafted to serve as an aid to ILSA Chapters and Chapter officers. It provides a comprehensive overview of the organization, its activities, and instructions on how to effectively manage Chapter activities at your school.

Always remember that you are welcome to contact the ILSA Executive Office with any questions or comments. Four full time staff members and office interns are available to answer questions, help plan events, and connect you to resources available in the vast ILSA network. Contact the Executive Office at:

ILSA Executive Office
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STRUCTURE

The mission of the International Law Students Association is:

- To educate students and lawyers around the world in the principles and purposes of international law, international organizations and institutions, and comparative legal systems, through activities that include academic conferences, the publication of books, magazines, and other academic resources, the global coordination of student Chapter organizations, and the administration of the Philip C. Jessup International Law Moot Court Competition.
- To encourage communication among students and lawyers from different parts of the world in an effort to promote international understanding and cooperation in general, and the advancement of legal education in particular;
- To contribute to legal education, to foster mutual understanding, and to promote social responsibility of students and lawyers;
- To provide opportunities for law students and lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and international cooperation;
- To assist law students and lawyers to be internationally-minded and professionally skilled;
- To assist in and encourage the development of international career resources and opportunities for internationally-minded students and lawyers; and
- To engage in other activities related to the development and promotion of international law, study, and practice generally.

ILSA accomplishes its mission with the help of a governing Board of Directors, numerous volunteers, paid staff, and members from around the world.

BOARD OF DIRECTORS

ILSA is governed by a Board of Directors, which has eighteen seats for voting members, including three student board members. The leader of the board is the Chairman. The Executive Director also sits on the Board in an ex officio capacity. The three student board members are the ILSA Student President, the ILSA Student Vice President, and the ILSA Chief Communications Officer. These officers are elected each year at the March meeting of ILSA members, called the Spring Congress.

The full ILSA Board of Directors meets four times annual to set and discuss goals for the organization. For a list of current Board members, please visit <http://www.ilsa.org/about/board.php>.

EXECUTIVE OFFICE

The Executive Office, which is staffed by the Executive Director, the ILSA Programs Coordinator, the Jessup Competition Coordinator, and the Jessup Outreach Coordinator, is headquartered in Chicago, Illinois, USA. The Executive staff handles the day-to-day affairs of ILSA. This includes accounting and budgeting, legal relationships and contracting, member registration and services, coordination and production of all ILSA publications and events, fundraising, marketing ILSA products and services, and the global coordination of the Philip C. Jessup International Law Moot Court Competition, which entails drafting Competition materials, updating and administering

Competition rules, team registration, monitoring all Regional and National Competitions, and coordinating all aspects of the International Rounds held in Washington, DC.

The contact information for the ILSA Executive Office appears on the first page of this Manual and on the ILSA website, www.ilsa.org.

STUDENT OFFICERS

Each year, three ILSA student members are elected as student officers and work with the ILSA Board of Directors and Executive Office on academic programming and other initiatives. The three student officers who manage Chapter activities and serve as representatives for the organization are the Student President, the Student Vice President, and the Student Chief Communications Officer. These officers are voting member on the Board of Directors.

Student President: The President serves as the chief student officer of ILSA. The President, along with the Executive Director, represents ILSA in its relations with other organizations. The president also represents ILSA student Chapters by communicating member concerns to the Board of Directors. In order to fulfill this responsibility, the President must be in constant communication with local Chapter officers, other elected officers, and the Executive Office.

In addition to other duties, the president oversees all student-led projects and activities. The President works closely with the Executive Office to recruit ILSA Chapters, coordinate and promote ILSA programming, plan the ILSA Spring Conference, and plan regional activity. The President also leads the Fall and Spring Congresses, the two annual meetings of ILSA Chapters. The President must attend the Congresses, all ILSA conferences, and represent ILSA at other international law events throughout the academic year.

Student Vice President: The responsibility of the Student Vice President is to assist the president in fulfilling his/her duties and to assume the role of chief student officer in the President's absence. The vice president also works with the President to coordinate ILSA events, particularly in the area of career development and publications. In this pursuit, frequent communication with the other officers and the Executive Office is imperative.

The Vice President also supervises the registration process at the Congresses and, in conjunction with the student chief communications officer, assists in recruiting and overseeing regional representatives. Information about regional representatives is detailed below.

Chief Communications Officer: The Student Chief Communications Officer (CCO) manages all communications among ILSA Chapters. The CCO informs members of ILSA activities, publicizes Chapter events, and passes information between student officers, the Board of Directors, and the Executive Office. The CCO also works closely with regional representatives and monitors regional activities. Constant communication between the CCO, the other student officers, and the Executive Office is imperative. Computer skills are a must for anyone interested in obtaining this position.

The three student officers are also tasked with planning the annual ILSA Spring Conference, held each year during the International Rounds of the Jessup Competition in Washington, DC. The students undertake and complete all aspects of the conference planning process, including fundraising, setting the conference theme, and choosing and inviting speakers.

STUDENT OFFICER ELECTIONS

Any current student-member of an ILSA Chapter or any individual member of ILSA may run for election as a student officer. Elections are held each year at the ILSA Spring Congress meeting, a gathering of ILSA members that occurs at the annual ILSA Spring Conference in Washington, DC.

A student may declare his or her candidacy for ILSA student officer by submitting a Declaration of Candidacy Form and Statement of Intent to the ILSA Executive Office. The Declaration of Candidacy Form is available on the ILSA website each January. The Statement of Intent is written by the student-candidate and describes his background, affiliation with ILSA, and reasons for running for an elected office. There is no set format for the Statement of Intent.

All ILSA Chapters and individual members may vote at the Student Officer Elections. Voting will take place both before (via email) and at the Spring Congress meeting. The Statements of Intent will be circulated to all ILSA Chapter members by email. Although students may run for an election position without attending the ILSA Spring Congress where voting will also occur, all candidates are strongly encouraged to attend the ILSA Congress and ILSA Spring Conference in Washington DC, as the winners of the election will be able to meet the ILSA staff and the outgoing ILSA student officers, who will be able to impart important information to the new officers. These in-person meetings are very important, as the work of the new student officers begins immediately upon the outcome of the election. Moreover, candidates that attend the ILSA Congress and Spring Conference will be able to meet many ILSA student members. This is also very important, as the elected student officers will represent these and all other ILSA members at Board Meetings and at international law events.

REGIONAL REPRESENTATIVES

ILSA members may volunteer to represent ILSA in a certain geographical area as a regional representative. ILSA believes regional leadership helps to establish smaller cooperative networks in which local Chapters can collaborate and provide more opportunities for their members. Job fairs, regional symposia and large social events are coordinated annually in each Region.

Regional representatives also assist the student officers in carrying out the business of the organization, including communicating with ILSA Chapters, representing ILSA at various events, and participating in ILSA activities. Often, regional representatives serve as the voice of the student officers by informing Chapters in their region of ILSA events and news. It is important for regional representatives to frequently communicate with the student officers and Executive Office.

Regional representatives are appointed by the student officers. There is no nomination requirement for this position.

CHAPTER OFFICERS/CHAPTER PRESIDENT

ILSA serves as an umbrella and support organization for ILSA Chapters at universities around the world. Chapters exist as independent entities and as members of the larger Association. This structure grants autonomy to Chapters to meet their unique needs locally while making available to them an international network of pooled academic and organizational resources.

Local ILSA Chapters have found that working under the scope of a larger organization has allowed them to enhance the quality of their local programming and to tap the larger network of global

resources. ILSA supports student international law journals, advises students on opportunities in international law, and provides other general educational programs and support.

Local Chapter officers are responsible for running the day-to-day affairs of the ILSA Chapter at their university, planning and organizing Chapter events, delegating responsibilities to Chapter members, and communicating with Chapter members. Local Chapter officers are also responsible for paying ILSA Chapter dues, sending a membership list (including member contacts) to the Executive Office, and notifying Chapter members about ILSA events.

Registration and Membership Lists: Chapters must register with the Executive Office each spring. Chapter dues are paid the following fall. A complete list of Chapter members must be sent to the Executive Office with the dues payment. This is important; ILSA needs to understand the makeup of the organization in order to better serve its members. The membership list should contain the names and contact information of each member. If membership changes throughout the year, send an updated contact list to the Executive Office.

Keeping Chapter Members Informed: It is very important that the local Chapter officers notify members of ILSA events and opportunities. All ILSA correspondence will be directed to Chapter officers for distribution or announcement to the rest of the Chapter. If the Chapter officers do not fulfill this duty, the entire membership suffers.

Communicate with the Executive Office and Student Officers: The Chapter officers must also communicate member concerns, questions and ideas to the student officers and ILSA Executive Office. The Executive Office and student officers welcome feedback; please feel free to contact the Executive Office staff at ilsa@ilsa.org.

CHAPTER MEMBERS AND INDIVIDUAL MEMBERS

ILSA members are students from schools around the world that have a demonstrated interest in international law and want to partner with other students and the global legal community to explore and understand international law issues. Students become members of ILSA by joining an established ILSA Chapter at their school or by registering with ILSA as an individual member.

ILSA Chapters, commonly called International Law Societies (ILS), are student-run organizations that promote the study and understanding of international law at their school and in their greater legal community. ILSA does not regulate how an ILSA Chapter is established or how Chapter membership is determined; all decisions regarding the functioning of ILSA Chapters are left to the officers and members of that Chapter. More information about ILSA Chapters can be found on the next page of this Manual.

Individuals who are not associated with an ILSA Chapter may join ILSA as individual members. Law professors, LLM students, undergraduate students, and law students who do not wish to join a university Chapter may be individual members of ILSA. Individual members can be very active in ILSA activities, and do not have to affiliate with a Chapter in order to receive all of the benefits that ILSA offers.

ILSA CHAPTERS

ILSA achieves its purpose of promoting the awareness and understanding of international law by registering student-run Chapters, commonly known as International Law Societies (ILS), at universities around the world. The ILSA Executive Office then facilitates communication and cooperation among Chapters by organizing conferences, publishing student-edited journals and magazines, and providing networking opportunities for students.

REGISTERING A CHAPTER

Registering an ILSA Chapter is easy. Because Chapter members determine the amount of activity and responsibility the Chapter will assume, a few dedicated students can form a dynamic and successful society.

ILSA registration materials are available in the spring. To register an ILSA Chapter, complete and sign the Registration Form and send it to the ILSA Executive Office by mail, fax or email. The Registration Form can be found online at <http://www.ilsa.org/members/Chapters.php>.

Membership dues must be paid to ILSA by the following fall. A complete list of Chapter members, including email contacts, must be sent to the Executive Office at this time. It is important to provide ILSA with this list, as email is the primary method by which ILSA communicates information to its members. Also, ILSA needs this list to understand the makeup of the organization, so as to better serve its members. If your membership increases throughout the year, please send the Executive Office the contact information for the new members.

BENEFITS OF MEMBERSHIP

Local ILSA Chapters have found that the quality of their International Law Society improves after joining ILSA. Working under the scope of a larger organization has allowed Chapters to enhance the quality of their local programming and to tap the larger network of global resources. The ILSA Executive Office provides Chapters with contacts to internationally recognized speakers, supports student international law journals, advises students on opportunities in international law, and advertises Chapter activities to other ILSA members. In addition, Chapters receive the following benefits:

- Discounted Jessup Registration Fee;
- Free subscription to the *ILSA Quarterly* magazine and the opportunity for Chapter members to have their articles published in the *Quarterly*;
- An option to subscribe to the *ILSA Journal of International & Comparative Law* at a substantial discount;
- Discounted registration at ILSA international law conferences;
- Opportunity to petition ILSA for funding to host international law events;
- Information about Study Abroad and LL.M. Programs and other international law opportunities;
- Information about current events in the international legal community; and
- Access to an international network of professionals, law students, materials, and resources related to the field of international law.

ORGANIZING A NEW CHAPTER

After the procedural requirements of establishing and registering a Chapter are met, it is important to determine the purpose and goals of the Chapter, as well as the local resources that are available to finance and support Chapter activities. Chapters that have existed for many years may have already taken some the steps outlined below. However, incoming Chapter officers should read this section in its entirety to familiarize themselves with the processes related to Chapter management. New Chapters should follow the recommended steps carefully, and leave a record of these undertakings so that students in later years will not have to reorganize the Chapter, but can continue Chapter activities.

Publicize the Formation of the Chapter: Publicize the formation of the Chapter and any upcoming Chapter events. Place an article in a school newsletter, place flyers on bulletin boards, or place flyers in student lockers. If your university has an “orientation day” or something similar, inquire about setting up an information table and have a sign-up sheet available for interested persons to provide their contact information. Implement any other ideas that you may have to generate interest in your ILSA Chapter. If more people are involved in planning the Chapter at its inception, you will have a stronger Chapter.

Draft a Statement of Purpose: New Chapters should draft a one sentence “statement of purpose” briefly outlining the goals and intentions of the organization. A typical statement may read: “The purpose of this ILS is to promote the study of international law on campus and to foster the growth of educational and career opportunities for students interested in international law.” The statement of purpose should be designed only to summarize Chapter efforts in the initial organizational stages - save the long-term goals for your institutional documents, the constitution and bylaws.

Establish Chapter Goals: Establish a list of realistic goals designed to highlight the types of achievements the Chapter should work toward during the academic year. List only those things that are truly feasible during this period. These goals may include planning seminars or conferences, soliciting speakers to lecture at your university, or other means designed to enhance the exposure to international law locally. On a separate list, establish long-term goals, such as increasing Chapter membership, improving the international law curriculum at your university, fundraising for future events, creating an international law journal, or developing an educational exchange program.

Determine Chapter Structure and Leadership: It is important to determine the leadership structure of the Chapter. Most Chapters elect or appoint a president, vice president, secretary, and treasurer. Many Chapters also elect or appoint members to chair committees. A Chapter may have a fundraising committee, a membership committee, a conference committee, and a social committee, among others. It is important to describe all elected and appointed positions in writing. The document should outline all officer and chairperson responsibilities, and state the purpose of each committee. This document will then serve future Chapter members who may be unfamiliar with the Chapter and its organization.

It is also important for a Chapter to draft a constitution and a basic set of bylaws to guide Chapter members. This should be done prior to the first formal meeting. Make sure these documents include your statement of purpose and general goals, decisions made regarding structure and organization, officer appointments/elections, provisions governing membership and dues, and other items that should be memorialized in writing. Distribute the constitution and by-laws for comment at your first meeting, and ask new members to complete the final versions of these documents.

Officer Elections: By the end of your second or third meeting, new Chapters should have the Constitution and by-laws completed, and should be ready to hold formal elections for leadership positions. By creating the opportunity for members to get involved early, some members will stand out and be ready to assume long-term responsibility.

Adhere to the election procedures set forth in the Chapter by-laws. These procedures should include regulations detailing eligibility requirements, nomination procedures, and guidelines on campaigning. A detailed description of officer positions and duties should be circulated among Chapter members and others who may be interested in campaigning for an office. More information about elections is contained below, in Section 8, "Transitioning to a New Year."

Recruit a Faculty Advisor: Recruit a faculty member to serve as an advisor to the organization. The faculty member will act as a liaison between the Chapter and the law school administration. International law faculty, including professors and deans, are usually eager to give time and guidance to ISLA Chapters.

Determine Chapter Resources: Determine whether office space, website server space, mailboxes and bulletin boards are available. The Dean of Administration at your law school may have this information. Also determine whether your university will fund Chapter operations and activities. In the beginning, the society will require some sort of basic finances to ensure that money is available for simple publicity and other necessary administrative costs. While you may later engage in fundraising to cover the costs of larger programming, some funds will be necessary at all times to cover your basic administration such as postage, posters, newsletters, membership drives, and ILSA dues.

Universities often allow student organizations to apply for and receive funding for basic operations. Seek out this funding and financial support, as it will enable Chapter members to attend ILSA Conferences or other regional events and may pay for Jessup team expenses. Do keep in mind that your university may restrict the use of allocated funds. Research how the university allocates money to student organizations, and keep a record of that process in the Chapter files.

CHAPTER PROGRAMMING

At the beginning of each year, refer back to the list of goals that was drafted when the Chapter was formed or draft a new set of programming goals. Decide which activities the Chapter will organize that year. Below is a non-exclusive list of popular Chapter activities.

Conferences

Many Chapters organize international law conferences each year. This is a large undertaking, and is most successfully done if the Chapter partners with other ILSA Chapters in the region, with other organizations, or with area law firms.

Panel Discussions

Another popular Chapter event is panel discussions concerning a contested international law issue. Professors at your university and local practitioners are often eager to serve as panelists. This type of event costs little to no money, and is usually well-attended by students. Be sure to publicize the date and location of the discussion, and place a sign-up sheet at the discussion so you can contact potential members at a later date.

Fielding a Jessup Team

The Philip C. Jessup International Law Moot Court Competition is a mooting competition involving more than 550 universities worldwide. Students present arguments before a mock International Court of Justice, and advance in the Competition based on their advocacy skills.

Each university can organize one Jessup team. Each participating school selects its team through its own internal procedure. In the United States, ILSA Chapters are given the right of first refusal to field the university's Jessup team. Should the Chapter decide not to organize a team, the opportunity to do so is extended to the university at large. Each team consists of 2-5 members who are coached by a faculty advisor. Teams must register with the ILSA Executive Office in the fall of each year. For more information on the Jessup Competition and official rules, visit the ILSA website at <http://www.ilsa.org/jessup/index.php> or email jessup@ilsa.org.

CHAPTER MEETINGS

It is important to hold meetings with all Chapter members throughout the academic year to make sure that members stay involved with the Chapter's activities and informed about Chapter events. Meetings also help the Chapter achieve its programming goals.

Schedule your first meeting to announce your presence on campus and begin recruiting members. Set an agenda and give copies of the agenda to all meeting attendees. Subsequent Chapter meetings should be held on a regular basis; for example, the Chapter may meet every other Tuesday at 6:30 pm. The meetings should be set at a time that fits within most students' schedules.

Make sure you reserve a room or secure another location to hold these meetings. Some Chapters choose to have the meetings at the law school, while other Chapters meet at restaurants or coffee shops. Post information about the meeting time and location a bulletin board and/or website, and email members to remind them that a meeting is scheduled.

Combine Meeting with Social Events: Some Chapters plan some meetings in conjunction with a social event. Social events keep the Chapter work light-hearted and allow new members a chance to get to know one another. Also, social events attract more students. If your Chapter chooses to combine meetings with social events, begin the event with sort of a short summary of your efforts to date, or ask your project leaders or committee chairs to prepare short summaries that can be distributed to attendees. Use every opportunity to keep your members well informed.

Maintain a Record of Activities: A Chapter officer should record the minutes of each meeting. After the meeting, the minutes should be typed into a document and circulated to Chapter members. A copy of the meeting minutes should also be placed in a file for reference by future Chapter members.

FINANCING CHAPTER ACTIVITIES

Take the list of activities and goals set by the Chapter and determine which activities are feasible, based on the resources available to the Chapter and the amount of time Chapter members can contribute to planning each activity. As stated above, your university may fund some or all of the organization's activities. Contact the administrative office at your school about available funding, and keep a record of the procedures necessary to receive university funds.

Chapters can also raise money through membership dues. Many Chapters charge dues to support their efforts. The amount of the dues will depend upon the activity level of the Chapter and the other funding available. If your Chapter decides to collect dues, invest the money in an area that will directly benefit Chapter members, such as substantive programming and activities. In addition, the Chapter may also want to offer its members other benefits, such as discounts to publications or to events. Many businesses are willing to make such deals with student organizations. Examples include discounts on maps or books at a local bookstore, discounts at a local international restaurant, or discounted admission fees to events in your area, such as bar association conferences. Many businesses and organizations are willing to offer these benefits to Chapter members because the organizations recognize the benefits of being associated with internationally minded students.

Chapter members may also apply for ILSA Chapter Program Grants, an offering of financial and program support available to ILSA student organizations. Program Grants will assist ILSA members host programs and activities that promote international law, encourage communication and cooperation among students and lawyers internationally, and give students the opportunity to learn about other cultures and legal systems worldwide. More information about Program Grants can be found on page 15 of this manual.

RECRUITING NEW MEMBERS

The strength and success of any organization lies in its membership; an active membership allows a Chapter to maintain and expand its programming and improve the quality of services it offers its members. Anyone can be a member of an ILSA Chapter. Membership is not restricted to law students. Faculty, LL.M. students, and undergraduate students are welcome to join ILSA. The inclusivity or exclusivity of each Chapter must be determined by each Chapter at its inception. When determining the requirements of Chapter membership, remember that Chapter members are also busy students. If anyone is welcome to join the Chapter, members can be involved without being burdened with many Chapter responsibilities and duties.

When the school year begins, post general advertisements about the Chapter around the school. Also attempt place an article or advertisement in a school newsletter or in the publication of another student organization. If your university has an "orientation day" or something similar, inquire about setting up an information table and have a sign-up sheet available for interested persons to provide their contact information. This will allow you to target specific persons in addition to the general university population.

In addition, the Chapter should work to recruit new members throughout the year. Membership applications should be included with any letters or other material sent to the student body. Ask international law faculty to announce your meetings in their classes. Some schools will allow you to leave an announcement on boards throughout the law school where all the students will see them. You may also find it useful to prepare a basic fact sheet or brochure about the Chapter and place it on a table located in an active hallway or other place on campus.

Member recruitment should continue throughout the year. One Chapter member should be responsible for all recruitment efforts, and the Chapter leadership must create an atmosphere that will make other law students want to be part of the group. The following is a list of suggestions to encourage membership:

- Send letters to incoming and returning students describing the Chapter and inviting them to join;
- Advertise ILSA and Chapter activities during orientation and throughout the year;
- Organize and host a cocktail party with an international theme, such as International Beer Night, Carnival, Oktoberfest, sushi party, etc.
- Organize an International Law Weekend conference with other ILSA Chapters in your region;
- Organize a brown bag lunch series where students can listen to a panel of professors discuss a timely international law issue, such as terrorism, United Nations missions, or formulating the rule of law in developing nations; or
- Compile and distribute an introductory packet to your Chapter with various scholarly articles on international law and practice, a list of career websites and resources, as well as information about your Chapter including its past, present, and future activities.

TRANSITIONING TO A NEW YEAR

Existing Chapters should hold officer elections in the spring. Officer position descriptions should be prepared in advance and circulated to interested members. Current officers should be available to answer questions regarding their positions and responsibilities.

Following elections, the outgoing officers should familiarize the new officers with past and ongoing Chapter business. The Chapter should have accurate files on all meetings, projects, correspondence, and bank accounts. The files should be well organized and complete, and fully explained to the new officers. The outgoing officers should also prepare a timeline for the new officers, listing important dates, deadlines, and other organizational concerns. Note any other steps that must be taken by the new officer, such as changing the names on the bank accounts or notifying the university of a change in Chapter leadership.

ILSA INTERNATIONAL LAW EVENTS

In addition to overseeing international law chapters at universities around the world, ILSA promotes the study and understanding of international law by organizing conferences, publishing student-edited journals and magazines, and providing networking opportunities for students. ILSA also continues to organize the Philip C. Jessup International Moot Court Competition, in which more than 550 universities from around the world compete.

INTERNATIONAL LAW WEEKEND

Each October, the American Branch of the International Law Association and the International Law Students Association organize the annual International Law Weekend (ILW) conference in New York City, an exciting event that brings together hundreds of practitioners, members of the governmental and non-governmental sectors, and students. The two-and-a-half day conference features over 30 discussion panels and many networking events for lawyers and students. Panels address both private and public international law issues, and often topics discussed throughout the Weekend range from international arbitration to outer space law. ILW is free for all members ILSA. For more information about ILW, visit <http://www.ilsa.org/conference/ILW.php>.

At ILW, a meeting of ILSA members is also held. This meeting is called Fall Congress. At the Fall Congress, ILSA members, student officers, and individual members meet and discuss the policies and goals of the organization. All chapter members and individual members are encouraged to attend both the ILW Conference and the Fall Congress.

ILSA SPRING CONFERENCE

The Spring Conference is held in conjunction with the International Rounds of the Philip C. Jessup International Law Moot Court Competition. Unlike the International Conference which is held at a different university each year (see below), the Spring Conference is always organized by the ILSA Student Officers and held in Washington DC. The Spring Conference consists of academic panel discussions about international law issues as well as sessions designed to assist Jessup teams who did not advance in the Competition. The Spring Congress is also held at this conference. At Spring Congress, ILSA members convene to discuss the year's activities and plans for the organization. The Spring Conference is always well-attended, and is a wonderful networking opportunity for students.

Student officer elections are also held at the ILSA Spring Conference. For more information about student officer elections, see page 5 of this Manual.

ILSA INTERNATIONAL CONFERENCE

The ILSA International Conference is held each year at an institution outside of the United States. In August, ILSA asks schools with an ILSA Chapter to submit a bid to host the International Conference the following year. Please visit the ILSA website around this time for the bid proposal guidelines and other pertinent information. By October, ILSA has reviewed all submitted bids and selected a conference host. The winning Chapter is given financial and logistical support from the ILSA Executive Office to plan the event.

It is a requirement that the International Conference be held outside the United States. ILSA recognizes that its members live and study in countries all around the world, and its events should reflect the global scope of its membership. Therefore, while a U.S. school may submit a conference proposal to host the International Conference, it must partner with an institution abroad and hold the conference there. For example, a U.S. school can collaborate with a sister school that is host to its legal study abroad program, and hold the conference at that institution. Schools outside the United States are also asked to work with other schools in planning the conference to ensure that ILSA members from all over the world are part of the planning process and able to attend.

The inaugural ILSA International Conference was held at Universidade Federal de Minas Gerais in Belo Horizonte, Brazil and it was a resounding success with over four hundred students from more than thirty schools participating in conference events. The following year, in 2009, the International Conference was held in Kolkata, India, at the National University of Juridical Sciences, West Bengal, in 2010 at Bahceshir University in Istanbul, Turkey, and in 2011 at Utrecht University, Utrecht, The Netherlands.

JESSUP INTERNATIONAL LAW MOOT COURT COMPETITION

The Philip C. Jessup International Law Moot Court Competition is an advocacy contest in which teams of students write briefs and present oral arguments before a simulated International Court of Justice, the principle judicial organ of the United Nations. The Competition was created in 1959 by Professor Richard R. Baxter at Harvard Law School, who worked with Stephen M. Schwebel (later President of the International Court of Justice) to create a courtroom simulation experience grounded in international law.

Originally named the “International Law Moot,” the Jessup Competition held its first round at Harvard University on 8 May 1960. The round, comprised only of Harvard law students, involved a team of two American students, Thomas J. Farer and William Zabel, and a team of two foreign LL.M. students, Ivan L. Head of Canada and Bernard H. Clark of New Zealand. The first Jessup Problem was titled “Cuban Agrarian Reform Case,” and was written by then Professor Schwebel. Since then, the Jessup Competition has been held annually, and student participation has increased dramatically.

Today, the Jessup Competition involves over 600 teams of students competing from more than 80 countries. It is the world's largest legal advocacy contest, treating complex and timely legal issues that are international in scope and address the greatest humanitarian concerns of our day. Throughout the competition season, students develop sophisticated research, writing and oral presentation skills that prepare them for successful careers as legal professionals. This rigorous academic contest is also a unique forum for cultural exchange, introducing hundreds of students to their counterparts in other countries, many for the first time, at the International Rounds of the Competition held each spring in Washington, DC.

From Afghanistan to Zimbabwe, former Jessup participants and judges are now entering foreign, finance and justice ministries in increasing numbers. They can also be found in the world's finest law firms, corporations, universities, parliaments, and international organizations. Jessup participants worldwide continue to contribute their efforts to the development of international legal education, as well as international law itself. More than a competition, the Jessup is a community of legal professionals, young and old, who build bonds and share an invaluable cultural and academic exchange with each other. Now in its 53rd year, the Jessup Competition has a rich

history and proven commitment to the promotion of the rule of law in the peaceful resolution of disputes.

Chapter Involvement in the Jessup Competition: In the early Fall of each year, Jessup materials and invitations are mailed to all ILSA member schools, and all other schools that have expressed an interest in participating in the Jessup Competition. Each university selects its team through its own internal procedure. In the United States, ILSA chapters are given the right of first refusal to field the university's team. If the chapter decides not to form a Jessup team, another academic division in the school can organize a team.

If you have questions about the Jessup Competition, please contact the ILSA Executive Office at jessup@ilsa.org.

ILSA PROGRAM GRANTS

ILSA invites its members to apply for ILSA Chapter Program Grants, an offering of financial and program support available to ILSA student organizations. Program Grants will assist ILSA members host programs and activities that promote international law, encourage communication and cooperation among students and lawyers internationally, and give students the opportunity to learn about other cultures and legal systems worldwide.

For years, ILSA has helped students organize and finance international law conferences in cooperation with universities and other educational and professional organizations. In 2010, ILSA decided to expand its assistance to Chapter members by providing up to \$1,000 in financial support to Chapter programs or events that promote the study and understanding of international law. Program grants will support those events that, in the determination of ILSA, address timely issues of international law, provide students with information about international legal opportunities, and/or provide students with opportunities to network with international law practitioners, academics and other law students from around the world.

Program Grants are only available to registered ILSA Chapters and can be used only to implement educational programs and activities. Note that program grants will not be awarded to support annual fundraising drives, institutional benefits, honorary functions, or similar projects; nor will grants be given to support scholarships or provide tuition assistance for undergraduate, graduate, or postgraduate studies. Grants are also not intended to pay for student travel to, from, or at international law events.

Registered ILSA Chapters are eligible to apply for a program grant. A Chapter may submit more than one but no more than five grant applications for activities to take place between August and May each year. The maximum possible award is \$1,000 per application and program. Awards will be based on the submission of well-developed program proposals that demonstrate how the program will explore important issues in international law and contribute to existing scholarship; whether the program proposal is complete, well-organized, and can be implemented by the ILSA student chapter; and whether the program will benefit a large number of students and the greater legal community, or is a collaborative effort between ILSA Chapters, schools and organizations. Chapters wishing to receive program grant funding will want to include the following information in their proposal:

- A detailed description of the program, including dates, location, parties involved, and any publicity material for the event;

- An introduction to the chapter and any past involvement with ILSA, including whether the Chapter has ever received financial assistance from ILSA;
- A financial summary and budget that breaks down all anticipated costs associated with the program, the necessity of the ILSA grant, and how the Chapter intends to pay for the additional costs (if any) not covered by the grant;
- A list of individuals who will be executing the program, including any faculty support.

Applications must be submitted six weeks prior to the date of the program by email to jshereau@ilsa.org, subject line "ILSA Program Grant Proposal." Questions may be sent to the same address.

Program grant applications will be closely reviewed by the ILSA Executive Office. If awarded a Program Grant, the recipient Chapter will be required to recognize ILSA as an event sponsor; provide planning updates to the ILSA Executive Office every week; and send advertising materials to ILSA to be dispersed to other ILSA chapters.

ILSA PUBLICATIONS

ILSA produces several publications, including the *ILSA Quarterly*, the *ILSA Journal of International & Comparative Law*, the *Jessup Compendium*, and the *FOJ Newsletter*.

ILSA QUARTERLY

The *ILSA Quarterly* is the student magazine of the ILSA organization. It is published four times per academic year. It features articles written by students, scholars and practitioners concerning timely issues of international law and related topics, as well as information on ILSA projects, study abroad programs, LL.M. programs and career opportunities in the field of international law. ILSA chapters receive free issues of the *Quarterly* each year. Each issue is addressed and sent to the chapter, not to each chapter member. Chapters wishing to purchase a subscription for each member must fill out the subscription form that can be found at <http://www.ilsa.org/pubs/quarterly.php> and return it to the ILSA Executive Office. The cost of the Chapter subscription equates to the postage cost of mailing each issue.

Submissions to the *Quarterly* by students and faculty are welcome. Students may submit seminar papers or articles written as class assignments. Articles can be sent to ILSA at quarterly@ilsa.org or through ExpressO at <http://law.bepress.com/expresso/>.

The 2011-2012 submission deadlines for the *ILSA Quarterly* are:

October 2011 Issue: August 1, 2011
December 2011 Issue (Study Abroad): September 1, 2011
February 2012 Issue (LLM): November 1, 2011
May 2012 Issue (Jessup Issue): February 1, 2012

A portion of each issue of the *ILSA Quarterly* is also dedicated to “Chapter Happenings,” stories, activities, and upcoming events of ILSA Chapters from around the world. The hope is that the shared experiences in this reoccurring column will provide other Chapters with ideas and tools to improve their programming. Student may share “Chapter Happenings” for publication in the *Quarterly* by emailing quarterly@ilsa.org.

More information about the *ILSA Quarterly* can be found at <http://www.ilsa.org/pubs/quarterly.php>.

ILSA JOURNAL OF INTERNATIONAL & COMPARATIVE LAW

The *ILSA Journal of International and Comparative Law* is an academic legal publication that is housed at Nova Southeastern Shepard Broad Law Center in Ft. Lauderdale, Florida. The *ILSA Journal* is published three times each year. The first issue is a compilation of notes, comments and essays concerning emerging topics in international law. The second issue, titled “International Practitioner's Notebook,” features articles from legal scholars and practitioners who participated in the annual International Law Weekend conference in New York City, New York. This issue is produced in cooperation with the American Branch of the International Law Association. The third

issue is published in both English and Spanish. It features scholarly articles with a regional focus on Latin America and South America.

The ILSA Journal dedicates a portion of each issue to showcasing student research in international law. The ILSA Journal gladly considers notes, comments, and essays written by law students. Electronic submission is preferred, as an email attachment in Microsoft Word v. 7.0 or above. Send electronic submissions to journal@nsu.law.nova.edu attn: Lead Articles Editor. All manuscripts must be footnoted (not endnoted), and citations must conform to the current edition of *The Bluebook: A Uniform System of Citation* (Harvard University, USA.).

JESSUP COMPENDIUM

The Jessup Compendium is a compilation of the results of the annual Competition, including judge's remarks, winning memorials, and team statistics. It is published each year. The Compendium can be purchased at www.heinonline.com.

FOJ NEWSLETTER

The FOJ Newsletter was created for the worldwide network of thousands of attorneys, judges, legal scholars and volunteers devoted to the Jessup Moot Court Competition. These individuals—affectionately referred to as *FOJ's*—offer support through monetary contributions and legal expertise, without which the success of the Competition would be impossible. The FOJ Newsletter is a way for these supporters and former participants to stay connected to and informed about the Jessup Competition.

There is no cost to receive the FOJ Newsletter. To be added to the Jessup email listserv, please email jessup@ilsa.org with your email address and other contact information.

CONCLUSION

The full advantage of ILSA membership can only be obtained if Chapter officers and members are knowledgeable about ILSA programs and utilize the network of resources available to all Chapter members. If, at any time throughout the school year, Chapter members have questions about ILSA programs, events, and resources, please contact the ILSA Executive Office.

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