

# **BY-LAWS OF THE *UNIVERSITY OF ILLINOIS LAW REVIEW***

## **ARTICLE I: PURPOSE**

The primary purpose of the *University of Illinois Law Review* (the “*Law Review*”) is to advance knowledge in the legal community by providing a premier forum for legal scholarship, serving as a resource for scholars, practitioners, and students alike.

## **ARTICLE II: HONOR CODE**

The *Law Review* is committed to the principle of integrity in scholarship, and rejects academic dishonesty in all its forms.

### **A. Honor Code Policy for Student Work**

To ensure Member commitment to the *Law Review*’s principles, Members are expected to sign an affirmation of the Honor Code upon commencement of membership, and to submit any drafts of Member work with the following statement:

*On my honor as a member of the University of Illinois Law Review, I affirm that this draft is my own original work and that all references are properly cited.*

## **ARTICLE III: MEMBERSHIP**

### **A. Admissions**

#### **1. Writing Competition Admission Procedure**

- a. Before the beginning of the fall semester of each school year, the Editor-in-Chief shall invite the top-ranking applicants to become Members based on the criteria below.
- b. The Board of Editors (the “Board of Editors,” the “Board”) shall invite a minimum of thirty (30) participants for membership.
- c. Grade-On Invitations
  - i. Students who are ranked at the top of their class may be invited in accordance with this Section, provided that the students have made a good faith effort in the writing competition. “Good faith effort” is defined as a paper that falls within the top fifty percent (50%) of the papers submitted;
  - ii. If there are three (3) first-year sections, the top five (5) ranking applicants (based on class rank) from each first-year section shall receive invitations;

- iii. If there are four (4) first-year sections, the top four (4) ranking applicants (based on class rank) from each first-year section shall receive invitations.
- d. Writing Competition Invitations
  - i. The remaining needs of the membership shall be filled by selecting applicants with the highest scores on the writing competition who (1) have at least two (2) remaining semesters, and (2) are in good academic standing. “Good academic standing” is defined in the *University of Illinois College of Law Handbook*.
  - e. The Editor-in-Chief, in cooperation with the Executive Board, shall make all reasonable efforts to contact all invited students. Acceptance from the invited students must be received not later than one (1) week before the start of the fall semester. The “Executive Board” is composed of the Editor-in-Chief, Managing Editor, and Executive Editor.
  - f. Any student who fails to accept the invitation for just cause may petition the Executive Board for membership so long as the student has at least two (2) remaining semesters, exclusive of summer sessions. A majority vote of the Executive Board shall determine what constitutes just cause.
  - g. The writing competition shall be supervised by the Admissions Editors in consultation with the entire Board of Editors. Before the start of the competition, the Admissions Editor(s) shall inform the participants of the evaluation procedures.
  - h. At the end of the competition, the Board of Editors shall evaluate each entry and extend membership invitations to those students who have met the necessary requirements for *Law Review* membership as defined in this Article. To be eligible to participate in the competition, a student must have completed one (1) year of law school, be in good academic standing, and meet the prerequisites of the writing competition.
  - i. In an effort to encourage participation in the writing competition and to improve the quality of entries, the Board of Editors and the Admissions Editor(s) shall undertake an effort in the spring semester to prepare prospective members for the competition. This effort may include the opportunity for prospective members to participate in a mock writing competition and to receive written comments and suggestions for the improvement of their writing.

## **2. “Note On” Admission Procedure**

In addition to the writing competition admission procedure, any student who has previously participated in the writing competition or who, upon application to the

Editor-in-Chief, can show good cause for failure to participate, and who is in good academic standing, may be invited to become a Member by participating in the “Note On” option, defined herein.

- a. The Notes and Comments Board shall accept and evaluate notes submitted by all students in good standing, regardless of *Law Review* membership, under the standards prescribed by Article IV.A.6. All students in good standing shall have equal opportunity to have their submissions evaluated without prejudice under the blind grading scheme established by the Board of Editors to review note submissions, and shall be allowed to submit a note for evaluation at any time the Board of Editors accepts submissions from *Law Review* Members.
- b. Should the Board decide to publish a note written by a student eligible as defined herein who is not already a member of the *Law Review*, the announcement of the student’s selection for publication shall be accompanied by an invitation for the student to join the *Law Review* as a member beginning at the start of the subsequent academic semester.
- c. The *Law Review* shall accept no more than two “Note On” submissions per Volume.
- d. A member of the Board shall recuse him or herself from voting on the “Note On” submission if anonymity was not preserved.
- e. Selected “Note On” pieces shall be in addition to the Incoming Board’s recommended minimum of total notes to be published in the next volume (e.g., if the Incoming Executive Board requests 15-18 notes, at least 15 must be selected from the membership).
- f. Without affecting any student’s right to submit a note for the Board’s consideration, no first year student at the College of Law shall be eligible to receive an invitation for membership under this “Note On” procedure.
- g. Any student invited under this provision shall become a Member only upon that student’s acceptance of the invitation in compliance with *Law Review* procedures.
- h. Any Member invited under this provision shall, upon becoming a Member, assume all privileges and obligations of membership as defined in these By-Laws and under the *Law Review* Member’s Packet.

## **B. Terms of Membership**

### **1. Obligations of Membership**

- a. The Student Note

- i. Each Member shall complete one note of publishable quality during the first school year of his or her membership.
- ii. Each Member may write on a topic of his or her choice, selected in coordination with his or her assigned Notes and Comments Editor, the Topics Editor, and, if need be, the Editor-in-Chief.
- iii. All note topics must be of a scholarly nature and be approved by the Topics Editor.
- iv. The Board shall render publication decisions for all notes in the manner prescribed by Article IV.A.6.
- v. If, however, in the determination of a Member's Notes and Comments Editor, that Member's note should be submitted to the Board of Editors for an earlier publication decision, the Board of Editors may render an accelerated publication decision on such note. If the Board of Editors elects to publish such early-submitted note, the Member's writing obligation shall end upon completion of a satisfactory final edit.

b. Other Obligations of Membership

- i. The Executive Board may require Members and Associate Editors to cite check, proofread, and edit the pieces selected for publication in the *Law Review*.
- ii. The Editor-in-Chief, or other members of the Executive Board acting in his or her stead, may assign Members and Associate Editors other tasks. In all cases, the Executive Board shall seek an equitable distribution of labor and shall ensure that Associate Editors assume duties commensurate with the credit awarded.
- iii. The following shall not affect the obligations of a Member:
  1. being elected to the Board of Editors,
  2. being appointed to a position listed in Article V, or
  3. being promoted to Associate Editor.

**2. Privileges of Membership**

- i. In each issue, the names of the Board of Editors, of every individual appointed to a position listed in Article V, of every Associate Editor, and of every Member shall appear on the Masthead of the *Law Review*.

- j. Subject to the rules established by the Board of Editors, each Member is entitled to use the *Law Review* offices.
- k. Each Member is entitled to vote at all *Law Review* meetings.
- l. A Member whose note has been accepted for publication retains the option to decline publication. This decision shall not affect the Member's continued status as a Member or the Member's academic credit for *Law Review*. Offers of publication shall be contingent upon the student author submitting an acceptable prepublication draft.

#### **ARTICLE IV. THE BOARD OF EDITORS**

##### **A. The Board of Editors**

1. The Board of Editors shall consist of no more than eighteen (18) editors elected as provided in Part C of this Article. Each Board shall, in keeping with the provision at Article IV.A.2 below and based on the perceived needs of the next volume, constitute the offices of the subsequent Board under the following guidelines: There shall be one Editor-in-Chief, one Managing Editor, one Executive Editor, one Managing Articles Editor, one Managing Notes and Comments Editor, one Managing Internet and Symposium Editor, from four to six Articles Editors, from four to six Notes and Comments Editors, and up to four Internet and Symposium Editors.
2. Each Board of Editors should make the determination setting the next board's composition by majority vote at the earliest possible date, but under no circumstances shall the announcement of the subsequent board's composition and a posting of all available offices for candidate declaration occur less than two weeks prior to the cutoff for candidate declaration set forth in Article IV.C.3. In the event that a Board of Editors for any reason fails to comply with these requirements for setting the composition of the subsequent board, no changes to the composition of the Board of Editors shall occur in that year.
3. The relationship amongst the Board of Editors is that of equals. Final authority and responsibility for producing the *Law Review* rests with the Board of Editors as a whole.
4. A vote of the Managing Articles Editor, Articles Editors, and Editor-in-Chief, according to the method decided upon under Article IV.B.5.b, is necessary to select lead articles for publication; provided, however, that at least a majority vote is necessary to select lead articles for publication.
5. A vote of the Managing Internet and Symposium Editor, Internet and Symposium Editors, and Editor-in-Chief, in cooperation with the Articles Board as governed by Article IV.B.5.b, is necessary to select lead articles for

publication online; provided, however, that at least a majority is necessary to select lead articles for publication online.

6. The Notes and Comments Board shall decide whether to publish any student's work, in cooperation with the Executive Board.
  - a. The Incoming Executive Board shall provide a recommended range of notes (e.g., 15–18) to be published to the Board. The Board shall not guarantee publication to any student before the student's note completes the editing process. The Editor-in-Chief shall inform the Membership about the selection process at least three (3) weeks before the date on which notes are to be submitted for consideration.
  - b. For publication selection, each Notes and Comments Editor shall, unless otherwise specified and consented to by the Board of Editors, use the note grading rubric from the writing competition to evaluate student notes. No less than a majority of the Notes and Comments Editors must review each note individually prior to selection of the notes. Each note selected must receive majority approval of the Notes and Comments Board, subject to final approval by the Editor-in-Chief. The Notes and Comments Board may, by majority vote, establish further procedures for publication selection as necessary.
  - c. The Editor-in-Chief shall announce the decision of the Board not less than six (6) weeks after the date on which notes are to be submitted for consideration. Notwithstanding the previous sentence, publication decisions shall be rendered before the end of the academic year.
7. At a meeting called by the Editor-in-Chief (or by the Managing Editor if the office of the Editor-in-Chief is vacant), the Board of Editors shall by a majority vote of those members of the Board present fill the unexpired term of any position permanently vacated for any reason. Any continuing Member who will not graduate before the end of the term of office is eligible, provided that a Member holding another office in the *Law Review* must relinquish that office upon election to the vacated office.
8. At the end of their respective terms, the Editor-in-Chief; the Managing Editor; the Executive Editor; the Managing Articles Editor; the Managing Notes and Comments Editor; the Managing Internet and Symposium Editor; the Articles Editors, as a group; the Notes and Comments Editors, as a group; the Internet and Symposium Editors, as a group; shall produce a written report or guidebook. Among other things, these reports should detail the editors' goals and accomplishments, recommendations for the incoming editors, problems encountered, and a description of job procedures. These reports shall be presented to each position's successors at the end of the transition period.

9. The Board may make interpretive rulings on these By-Laws.

## **B. Division of Responsibility and Authority**

### **1. Editor-in-Chief**

The Editor-in-Chief has supervisory authority and responsibility for producing the *Law Review*. The Editor-in-Chief's responsibilities include the following:

- a. with the recommendations of other Executive Board members, appointing editors to assist the Board;
- b. establishing the overall publication schedule, and supervising the Managing Editor's implementation of that schedule;
- c. coordinating the process for selection of lead articles;
- d. extending formal offers to those articles, notes, online articles, and other works selected for publication;
- e. chairing meetings of the Board of Editors;
- f. handling *Law Review* correspondence and public relations;
- g. supervising and coordinating the activities of appointed editors;
- h. performing, along with the Managing Editor and Executive Editor, all second reads, as well as the majority of mechanical and final edits by a 2:1 ratio of the Executive Board to other editors. The Editor-in-Chief shall coordinate the second, mechanical, and final edits among the Editor-in-Chief, the Managing Editor, and the Executive Editor, with the remainder of mechanical and final edits among the Managing Articles Editor, the Managing Notes and Comments Editor, and the Managing Internet and Symposium Editor;
- i. reviewing final author page proof changes;
- j. reviewing and approving the preprinter drafts and printer's contract copies;
- k. acting as liaison with administration on any issues relevant to the *Law Review* (this does not preclude other Board or *Law Review* Members from consulting faculty and the Dean's office);
- l. acting in extraordinary situations that may arise, which are not within the provisions of these By-Laws, if the action would be distinctly beneficial to

the *Law Review*. The Board must ratify the action at the earliest opportunity;

- m. exercising the authority to break a tie vote of the Board of Editors on any matter requiring the approval of a majority of the Board. To break such a tie, the Editor-in-Chief may cast one additional vote;
- n. negotiating with prospective authors regarding the standard publication agreement and, when necessary, amending the standard agreement to procure lead articles and book reviews for publication.

## **2. Managing Editor**

The Managing Editor shall share secondary supervisory authority and responsibility for producing the *Law Review* with the Executive Editor. The Managing Editor's responsibilities include the following:

- a. executing and scheduling the day-to-day implementation of the publication schedule as established by the Editor-in-Chief;
- b. coordinating, prioritizing, and establishing deadlines for the work of the *Law Review's* Administrative Assistant, Office Support Associate;
- c. supervising and coordinating the activities of Administrative Editors;
- d. reporting to and consulting with the Editor-in-Chief on a regular basis;
- e. performing second, mechanical, and final edits, along with the Editor-in-Chief, the Executive Editor, the Managing Articles Editor, the Managing Notes and Comments Editor, and the Managing Internet and Symposium Editor in the manner prescribed by Article IV.B.1.h. The Managing Editor shall be assigned editorial duties at the discretion of the Editor-in-Chief;
- f. coordinating an equitable distribution of symposium articles for edits, in cooperation with the Managing Articles Editor and Managing Internet and Symposium Editor;
- g. coordinating the work of all Associate Editors and members;
- h. scheduling and planning all training and orientation events;
- i. chairing meetings of the Board of Editors in the absence of the Editor-in-Chief.

### **3. Executive Editor**

The Executive Editor shall share secondary supervisory authority and responsibility for producing the *Law Review* with the Managing Editor. The Executive Editor's responsibilities include the following:

- a. assigning and supervising the gathering of sources for cite check;
- b. coordinating with the assigned Editor and Members to obtain sources from other libraries and, when necessary, from authors;
- c. coordinating, when necessary, the distribution, assignment, and completion of follow-up packets with Members and Associate Editors; applying formats and styles to working edits to produce article page proofs;
- d. editing the foreword of each issue, the annual index, and tributes;
- e. coordinating with the Electronic Media Editor, Managing Internet and Symposium Editor, Managing Editor, and Editor-in-Chief to manage the *Law Review* website and online editions;
- f. performing second, mechanical, and final edits, along with the Editor-in-Chief, the Managing Editor, the Managing Articles Editor, the Managing Notes and Comments Editor, and the Managing Internet and Symposium Editor in the manner prescribed by Article IV.B.1.h. The Executive Editor shall be assigned editorial duties at the discretion of the Editor-in-Chief.

### **4. Managing Articles Editor**

The Managing Articles Editor shall have primary responsibility for the administrative duties related to the Articles Editors. In addition, the Managing Articles Editor shall share with the Articles Editors responsibility for editing articles selected for publication and shall share responsibility for the selection of articles. The Managing Articles Editor's duties shall include the following:

- a. deciding, in consultation with the Articles Editors, upon a method for assigning submitted articles to the Articles Editors for purposes of review and then, in a timely fashion, assigning submitted articles to the appropriate Articles Editor;
- b. managing the *Law Review* email inbox and responding to correspondence related to the Articles Editors and performing any other administrative tasks in a timely fashion;
- c. monitoring the article selection process and facilitating communication between the Articles Editors and the Executive Board;

- d. coordinating an equitable distribution of symposium articles for edits, in cooperation with the Managing Editor and Managing Internet and Symposium Editor;
- e. performing the responsibilities required of the Articles Editors;
- f. performing mechanical and final edits along with the Editor-in-Chief, the Managing Editor, the Executive Editor, the Managing Notes and Comments Editor, and the Managing Internet and Symposium Editor in the manner prescribed by Article IV.B.1.h;
- g. performing other tasks assigned by the Editor-in-Chief and the Managing Editor.

### **5. Articles Editors**

The Articles Editors shall have primary responsibility for the selection of lead articles. The Articles Editors' responsibilities include the following:

- a. deciding, in consultation with the Managing Articles Editor, upon a method for assigning submitted articles to the Articles Editors for purposes of review;
- b. deciding, in consultation with the outgoing Articles Editors and outgoing Managing Articles Editor, upon a method by which submitted articles shall be reviewed and selected for publication in a timely manner;
- c. during the article selection process, meeting or consulting on a regular basis to discuss pending article submissions;
- d. supervising the selection and preparation of book reviews for publication;
- e. performing the first edits on articles and book reviews as assigned by the Editor-in-Chief and according to the schedule as provided by the Managing Editor;
- f. performing other tasks assigned by the Editor-in-Chief and the Managing Editor.

### **6. Managing Notes and Comments Editor**

The Managing Notes and Comments Editor shall have primary responsibility for the administrative duties related to the Notes and Comments Editors. In addition, the Managing Notes and Comments Editor shall share with the Notes and Comments Editors supervisory authority over the member's preparation of their student notes. The Managing Notes and Comments Editor's duties shall include the following:

- a. deciding, in consultation with the Notes and Comments Editors, upon a method for assigning incoming Members to a Notes and Comments Editor and monitoring the Notes and Comments Editors' feedback to new members throughout the note writing process;
- b. managing correspondence related to the Notes and Comments Editors and performing any other administrative tasks in a timely fashion;
- c. monitoring the notes selection process;
- d. facilitating communication between the Notes and Comments Editors and the Executive Board;
- e. performing the responsibilities required of the Notes and Comments Editors;
- f. performing mechanical and final edits along with the Editor-in-Chief, the Managing Editor, the Executive Editor, the Managing Articles Editor, and the Managing Internet and Symposium Editor in the manner prescribed by Article IV.B.1.h;
- g. performing other tasks assigned by the Editor-in-Chief and the Managing Editor.

#### **7. Notes and Comments Editors**

The Notes and Comments Editors shall have supervisory authority over the Members' preparation of their student notes. The Notes and Comments Editors' responsibilities include the following:

- a. aiding new Members in topic selection;
- b. assisting new Members in the construction of their student notes;
- c. supervising the preparation of lectures selected for publication;
- d. performing the first edits on student notes and lectures selected for publication as assigned by the Editor-in-Chief and according to the schedule as provided by the Managing Editor;
- e. performing other tasks assigned by the Editor-in-Chief and the Managing Editor.

#### **8. Managing Internet and Symposium Editor**

The Managing Internet and Symposium Editor shall have primary responsibility for the administrative duties related to the Internet and Symposium Editors. In addition,

the Managing Internet and Symposium Editor shall share with the Internet and Symposium Editors responsibility for editing articles selected for publication online, shall share responsibility for the selection of articles to be published online, and shall share responsibility for selecting symposia and preparing for symposium conferences. The Managing Internet and Symposium Editor's duties shall include the following:

- a. deciding, in consultation with the Internet and Symposium Editors, upon a method for assigning submitted articles to the Internet and Symposium Editors for purposes of review and then, in a timely fashion, assigning submitted articles to the appropriate Internet and Symposium Editor;
- b. managing, in conjunction with the Managing Articles Editor, the *Law Review* email inbox and responding to correspondence related to the Internet and Symposium Editors and performing any other administrative tasks in a timely fashion;
- c. monitoring the online article selection process and facilitating communication between the Internet and Symposium Editors and the Executive Board;
- d. coordinating with the Executive Board to review and select symposium proposals;
- e. coordinating an equitable distribution of symposium articles for edits, in cooperation with the Managing Editor and Managing Articles Editor;
- f. communicating with symposium conference sponsors and coordinating Law review participation and attendance at the conferences;
- g. performing the responsibilities required of the Internet and Symposium Editors;
- h. performing mechanical and final edits along with the Editor-in-Chief, the Managing Editor, the Executive Editor, the Managing Articles Editor, and the Managing Notes and Comments Editor in the manner prescribed by Article IV.B.1.h;
- i. performing other tasks assigned by the Editor-in-Chief and the Managing Editor.

#### **9. Internet and Symposium Editors**

The Internet and Symposium Editors shall have primary responsibility for the selection of articles for online publication, as well as supervisory authority over symposium preparations and activities. The Internet and Symposium Editors' responsibilities include the following:

- a. deciding, in consultation with the Managing Internet and Symposium Editor, upon a method for assigning submitted articles to the Internet and Symposium Editors for purposes of review;
- b. deciding, in consultation with the Managing Internet and Symposium Editor and Managing Articles Editor, upon a method by which submitted articles shall be reviewed and selected for publication online in a timely manner;
- c. during the online article selection process, meeting or consulting on a regular basis to discuss pending article submissions for online publication;
- d. supervising the acceptance and preparation of symposium articles for publication;
- e. performing, in cooperation with the Articles Editors, the first edits on symposium articles and other articles as assigned by the Editor-in-Chief and according to the schedule as provided by the Managing Editor;
- f. performing other tasks assigned by the Editor-in-Chief, the Managing Internet and Symposium Editor, and the Managing Editor.

**C. Election of the Board of Editors**

1. Only Members who have at least two (2) semesters (exclusive of summer sessions and the semester during which he or she is elected) to complete for graduation are eligible for election to the Board of Editors.
2. The Board of Editors shall be elected at a meeting(s) of the entire *Law Review* Membership, the date and time of which shall be designated by the current Editor-in-Chief. In no event shall the election be held later than the last day of classes before spring break.
3. Candidates shall be required to declare themselves at least forty-eight (48) hours prior to the election meeting and may provide a writing sample available for perusal by all Members. Candidates are eligible to seek more than one office, provided that they so declare their intentions; candidates not elected to one office may thus run again.
4. On election evening, candidates shall be allowed to present a short statement on their own behalf. The Board of Editors may augment campaign information concerning each candidate with short comments at the election meeting.
5. The election of the Executive Board shall be conducted prior to the election of all other Editorial Board Positions according to the following procedures:

- a. The election of the Editor-in-Chief is to be conducted first. The candidate who receives a majority shall be declared elected. In the event that no candidate receives a majority, a run-off election shall be held between the two candidates receiving the largest number of votes.
  - b. The election of the Managing Editor is to be conducted second. The candidate who receives a majority shall be declared elected. In the event that no candidate receives a majority, a run-off election shall be held between the two candidates receiving the largest number of votes.
  - c. The election of the Executive Editor is to be conducted third. The candidate who receives a majority shall be declared elected. In the event that no candidate receives a majority, a run-off election shall be held between the two candidates receiving the largest number of votes.
6. The election of remaining positions on the Board of Editors shall be conducted after the election of the Executive Board.
- a. Available positions shall be those established by the current Board of Editors as provided in Part A of this Article.
  - b. The Editor-in-Chief, taking into account the number of people seeking each office, shall determine the order.
  - c. If a position is to be filled by a single candidate, the candidate who receives a majority shall be declared elected. In the event that no candidate receives a majority, a run-off election shall be held between the two candidates receiving the largest number of votes.
  - d. If an editorial position is to be filled by multiple candidates, each member shall have the same number of votes as the positions available but may only vote once for a candidate (no cumulative voting). The candidates with the greatest number of votes shall be declared elected.
7. No candidate shall be elected to the Board of Editors who is not present at the election meeting unless exigent circumstances preclude their attendance.

**D. Transition Period**

1. The period between the date of the election of the new Board of Editors and April 15 of that year shall be a transition period.
2. During this period, the newly-elected Board of Editors shall begin planning for and working on the publication of its Volume, the writing competition, the selection of appointed Editors, and other activities related to its term. During this period, the outgoing Board of Editors shall continue its work to finalize its

Volume and shall train the newly-elected Board on all aspects of the publication process.

3. The newly-elected Board of Editors shall officially assume office on April 15. After that date, the newly-elected Board of Editors is required to complete all unfinished work.

## **ARTICLE V. APPOINTED POSITIONS**

### **A. Eligibility**

The Editor-in-Chief has discretion to appoint or not to appoint third-year members to the following positions: Admissions Editor, Administrative Editor, Topics Editor, Development Editor and/or Electronic Media Editor. The Editor-in-Chief is not required to fill all of the positions listed. The Editor-in-Chief has sole discretion on how many third-year members are appointed to each position. To be considered for an appointed position, a Member must satisfy the following requirements:

1. he or she must be in his or her second semester of service on the *Law Review*;
2. he or she must not have been elected to any position listed in Article IV;
3. he or she must have made satisfactory progress on his or her note; and
4. he or she must be capable of executing the work of the *Law Review*.

### **B. Appointed Positions**

#### **1. Admissions Editors**

The Admissions Editor(s) shall plan and supervise the writing competition in consultation with the entire Board of Editors. Such work requires the Admissions Editor(s) to help select a topic, research relevant issues, summarize relevant cases, and develop possible resolutions. The Admissions Editor(s) are responsible to, and shall perform other tasks assigned by the Editor-in-Chief.

#### **2. Administrative Editors**

The Administrative Editor(s) shall prepare the cite check packets, prepare the lists of sources necessary for cite check, and perform other administrative tasks as assigned. The Administrative Editor(s) are responsible to, and shall perform other tasks assigned by the Managing Editor.

#### **3. Topics Editor**

The Topics Editor shall identify potential note topics, conduct sufficient research to determine that a viable issue exists, and consult with each new Member to ensure that

the Member has selected an appropriate note topic. The Topics Editor must ensure that no two Members have selected a similar topic. If the Editor-in-Chief elects to delegate the authority to do so, the Topics Editor may approve note topics. The Topics Editor is responsible to, and shall perform other tasks assigned by the Editor-in-Chief.

#### **4. Development Editor**

The Development Editor shall organize informal social events for the *Law Review* membership and provide appropriate snacks for cite-check sessions.

The Development Editor shall function as the treasurer of the *Law Review*, and shall prepare regular updates regarding the organization's finances to share with the Executive Board.

The Development Editor is responsible to, and shall perform other tasks assigned by the Editor-in-Chief.

#### **5. Electronic Media Editor**

The Electronic Media Editor shall be responsible for planning, supervising the maintenance of, and keeping current the *Law Review's* electronic media presence, including its website and social media accounts. The Electronic Media Editor shall additionally draft and post on the website brief abstracts of each of the pieces published by the *Law Review*. The Electronic Media Editor is responsible to, and shall perform other tasks assigned by the Editor-in-Chief, the Managing Internet and Symposium Editor, and the Executive Editor.

### **ARTICLE VI. ASSOCIATE EDITORS**

#### **A. Eligibility**

All Members shall be promoted to Associate Editor upon satisfactory completion of two semesters as a Member, *provided that*

1. he or she was not elected to any position listed in Article IV or appointed to any position listed in Article V;
2. he or she made satisfactory progress on his or her note;
3. he or she is capable of and accepts responsibility for executing the work of the *Law Review*; and
4. he or she was not denied promotion by the Board of Editors under Section B.

**B. Denial of Promotion**

1. Subsequent to the election of their successors in office but before their successors take office, the current Board of Editors, by two-thirds (2/3) vote, may deny a Member promotion to Associate Editors. In determining whether promotion should be denied, the Board shall consider:
  - a. the quality of the Member's work for the *Law Review*;
  - b. the Member's cooperation with the Board of Editors; and
  - c. the Member's ability to perform satisfactorily the duties of *Law Review* membership.
2. One (1) week before the Board votes to deny promotion to any Member, the Editor-in-Chief shall notify the Member. The Member shall be permitted to submit a brief written statement to the Board on their behalf, provided the statement is submitted forty-eight (48) hours before the scheduled vote. In the event the Board votes to deny promotion, the Editor-in-Chief shall notify the Member within one (1) week of such vote.
3. Any Member ineligible to be promoted to Associate Editor under Section A, or denied promotion by the Board pursuant to this Section, shall remain a Member with all the privileges and obligations pertaining thereto.

**C. Duties**

1. Associate Editors shall perform the duties assigned to them by the Editor-in-Chief, Managing Editor, and Executive Editor. The Executive Board shall ensure that Associate Editors assume duties commensurate with the credit awarded.
2. Associate Editors may, in the discretion of the Editor-in-Chief in consultation with the Managing Editor and Executive Editor, and taking into account the needs of the *Law Review*, be required to attend cite-check sessions and participate on the same terms and conditions as Members.
3. Failure to fulfill the obligations of membership, or resignation without good cause as determined by the Board of Editors, shall result in the loss of Associate Editor status and of any academic credit for *Law Review* activities received during their third year of law school.

**ARTICLE VII. CHANGES IN *LAW REVIEW* AFFILIATION; DENIAL OF CREDIT**

**A. Resignation**

1. Any student may resign from *Law Review* by submitting a written statement of the reasons for resigning to the Editor-in-Chief. In the event that the resigning party is the Editor-in-Chief, the student shall submit a written statement of the reasons for resigning to the Managing Editor.
2. Any student submitting a resignation shall forfeit his or her *Law Review* affiliation, retroactive to the first day of class of the semester in which the student resigns.
3. Any student having resigned may be reinstated to his or her former position only by majority vote of Members present at a duly constituted *Law Review* meeting.

**B. Denial of Academic Credit**

1. By a two-thirds vote of the Board of Editors, the Board may deny the academic credit of any student if the individual has without justification failed to abide by these By-Laws or fulfill the obligations of membership.
2. No student may receive academic credit for service on the *Law Review* for the semester in which he or she resigned unless the student is reinstated during the same semester and the Board of Editors, by a two-thirds (2/3) vote, determines that the student has substantially fulfilled all the obligations of membership set forth in Article III, Article IV, or Article V, as the case may be.
3. No student may receive academic credit for service on *Law Review* for any semester during which he or she was suspended pursuant to Part D of this Article unless the Board of Editors, by a two-thirds (2/3) vote, determines that the student has substantially fulfilled all the obligations of membership set forth in Article III, Article IV, or Article V, as the case may be. This Section shall apply regardless of whether the student petitioned for suspension or was suspended by vote of the Board of Editors.

**C. Termination of *Law Review* Affiliation**

**1. Members of the Board**

The *Law Review* affiliation of a member of the Board may be terminated only by resignation or by a two-thirds (2/3) vote of Members present at a duly constituted *Law Review* meeting. A member of the Board may be removed from office only by resignation or by a two-thirds (2/3) vote of Members present at a duly constituted *Law Review* meeting. In no event, however, shall the *Law Review* status of any member of the Board be affected by a two-thirds (2/3) vote of those present at a duly

constituted *Law Review* if that two-thirds (2/3) does not constitute a majority of the entire membership of the *Law Review*.

## **2. Other Members**

The *Law Review* affiliation of an Appointed Editor, Associate Editor, or Member may be terminated only by resignation or, for good cause, by unanimous vote of the Board of Editors. For purpose of this subsection, “good cause” includes the unjustified failure of an Editor, Associate Editor, or Member to perform in good faith any two *Law Review* obligations not related to the authorship of publishable papers (including but not limited to proofreading, cite checking, and topic research) or any obligation related to the authorship of publishable papers. No finding of “good cause” shall be made before the individual subject to termination has been afforded the opportunity to oppose termination in a meeting with the Board of Editors. Any Appointed Editor, Associate Editor, or Member whose *Law Review* affiliation has been terminated may be reinstated by majority vote of Members present at a duly constituted *Law Review* meeting, and no individual so reinstated shall thereafter be terminated solely on the basis of conduct that occurred prior to reinstatement.

## **D. Suspension of Duties**

In circumstances of severe hardship, a Member may petition for a temporary suspension of duties. The Board of Editors shall determine if there is just cause for granting a temporary suspension and, upon a finding of just cause, the Board shall release the Member from all duties for a period of one (1) semester, or for a shorter period if the circumstances so require. At the end of the suspension period, the Member shall be reinstated automatically as an active participant and shall be assigned new duties within a reasonable time. The failure to accept new duties, without a showing of just cause, shall result in termination of membership.

If any student violates any duty of membership or engages in any other inappropriate misconduct, the Board of Editors upon a two-thirds (2/3) vote shall have the power, *sua sponte*, to suspend that Member or Editor for any time period no greater than one (1) year.

## **ARTICLE VIII. MEETINGS**

### **A. Notice**

Reasonable notice of all meetings shall be posted.

### **B. Quorum**

No business shall be transacted at a meeting unless a quorum is present. A quorum shall constitute one-half (1/2) of the *Law Review* membership present at the College of Law.

**C. Secretary**

Before each meeting, the Editor-in-Chief or the Executive Board member acting in his or her stead shall designate an individual to act as Secretary of the meeting.

**D. Resolutions**

Unless set forth elsewhere in these By-Laws, resolutions shall be adopted or business transacted by the vote of a majority of those Members present at a duly constituted meeting.

**E. Regular Meetings**

The *Law Review* shall hold at least one (1) regular meeting each semester. An additional meeting shall be held in the spring semester for election of the Board of Editors.

**F. Review Position Statements**

Any Member may present a position on any legal, political, or educational issue. On petition to the Editor-in-Chief of Members, the *Law Review* membership shall vote on the position. The vote shall be by secret ballot and shall be held within two (2) weeks of the petition. By a two-thirds (2/3) vote, the position shall become the position of the *Law Review* and shall be released to persons and press designated by the membership. Every Member shall have the right to sign dissenting statements to accompany release of the *Law Review* statement. The Editor-in-Chief has authority to supervise the balloting and to require that all statements be concise. The text of this Part shall accompany all *Law Review* statements.

**ARTICLE IX. NONDISCRIMINATION POLICY**

The *Law Review* shall not discriminate in any matter, including membership invitations or publication decisions, on the basis of race, gender, ethnicity, religion, age, physical disability, sexual orientation, or political affiliation.

**ARTICLE X. AMENDMENTS**

No amendments to these By-Laws shall be made except in writing and upon a majority vote of all Members present at a duly constituted meeting; nevertheless, any amendment to Article III.A shall be made in writing and upon a two-thirds (2/3) vote of all Members present at a duly constituted meeting. A Member may be considered among those technically present at a meeting and vote via email, proxy, or any other suitable medium that the Board permits, so long as that Member is informed of the issue in question and consents to the provided alternative means