



JOURNAL OF BUSINESS & SECURITIES LAW

BYLAWS

Article I: PURPOSE

The JOURNAL OF BUSINESS & SECURITIES LAW ("*Journal*" or "*JBSL*") is a student run organization. The primary purpose of the *Journal* is to provide insight into legal issues surrounding the business community through legal analysis and other types of publications such as articles, personal narratives, and commentary. In furthering this purpose, the *Journal* accepts submissions written by active members of the legal community, faculty of established law schools, and other members of the legal profession. Additionally, the *Journal* accepts student contributions, including selected submissions from its Editorial Board and general members. The *Journal* anticipates a wide scope of topics on legal business issues such as corporate litigation, commercial transactions, employment, ecommerce, securities regulation, and any other topic focusing on the intersection of law and business.

Article II: WRITE-ON COMPETITION

A. General

A Write-on Competition shall be held for purpose of determining general membership. The Write-on Competition shall be held during the following periods:

1. Between the end of the Spring Semester and the beginning of the following Fall Semester;
2. At the beginning of the Fall Semester as needed to accommodate transfer students and to add general members.

An orientation meeting shall be held during the Spring Semester to explain the structure of the Write-on Competition and recruit applicants. Write-on packets shall be distributed via email or in person to all write-on candidates. Deadlines, guidelines, and submission procedures shall be outlined in the packets. As much as practical, the deadlines, guidelines, and submission procedures shall be the same as the other secondary journals.

The Editorial Board retains authority to hold additional Write-on Competitions as needed.

B. Write-on Requirement

If the grade-on requirements have not been met, potential candidates must submit a write-on submission in order to be considered for *Journal* membership.

C. Deadlines and Drafts

The Editorial Board shall set the submission deadline, which shall be stated in the write-on packet. The final draft shall be due by a specific time on the respective due date as indicated in the packet.

D. Content of Write-On Submission

The topic of the write-on submission shall be determined by the Editorial Board, which may include a collaborative effort with other Michigan State University College of Law Journals. The length of the write-on submission shall be no shorter than five pages and no longer than seven pages, exclusive of endnotes or footnotes. The submission format must be in Microsoft Word, with one inch margins. Font shall be Times New Roman and twelve-point size. All paragraphs shall be single-spaced. All citations must comply with the Bluebook: A Uniform System of Citation (20th Ed.).

These write-on requirements may be altered during the Transfer Student and/or Journal Membership competitions, if approved by a majority vote of the Senior Editorial Board.

E. Grading Criteria

Each submission shall be anonymously evaluated by Editorial Board members in accordance with the following criteria: substance, organization, writing style, grammar, proper Bluebook form, proper headings and titles, and analysis of research, including the presence of the required endnotes.

F. Publication

A write-on submission shall not be considered for publication.

G. Membership Determinations

Membership determinations based on the Write-on Competition shall be made by a special committee, which shall be composed of the Editor-in-Chief, the Managing Editors of Publication and any other interested Senior Editorial Board members. All decisions of the special committee shall be final. Membership shall be determined on the basis of the Grading Criteria set forth in Article II, Section E. In no case shall membership be denied on the basis of age, color, disabled status, gender, height, marital status, national origin, political persuasion, race, religion, sexual orientation, gender identity, veteran status, or weight.

H. Class Status

1. A student must have completed a minimum of 29 credits by the competition deadline to participate in the Write-on Competition.
2. Students must also have successfully completed Research, Writing, and Analysis and Advocacy.
3. These requirements may be waived by a majority vote of the Editorial Board on an individual basis per request, such as accommodating a transfer student.

I. GPA Requirements

A student must hold a minimum cumulative GPA of 2.75 to participate in the Write-on Competition.

J. Appeals

In the event that a student does not meet the criteria set forth in Article II, Sections H and/or I, the student may appeal by submitting a written petition to the *Journal's* official email address, addressed to the Editor-in-Chief. The appeal shall be no longer than one page in length and should detail any extenuating circumstances that caused the student to fall short of the criteria and why he or she will be an asset to the *Journal*.

K. Bluebook Examination

In addition to satisfying the above criteria, write-on candidates must also earn a satisfactory score on the Bluebook Examination, as determined by the Special Committee, as described in section G of this Article. Failure to achieve a satisfactory score on this examination shall render the candidate ineligible for membership consideration.

No appeals to or waivers of any score on the Bluebook examination shall be accepted or considered.

Article III: GRADE-ON REQUIREMENTS

A. General

A student may be eligible for *Journal* membership without competing in the Write-on Competition if he or she:

1. Earns a satisfactory score on the Bluebook examination; and
2. Holds a minimum cumulative GPA of 3.6 after completion of at least 29 credits.

B. Class Status

A student must meet the same class status requirements as specified in Article II, Sections H & I. In no case shall membership status be denied on the basis of age, color, disabled status, gender, height, marital status, national origin, political persuasion, race, religion, sexual orientation, gender identity, veteran status, or weight.

C. Appeals

Appeals will not be considered in regards to the grade-on requirements.

Article IV: MEMBERSHIP

A. GPA Requirements

A minimum cumulative GPA of 2.75 must be maintained by all members. However, this requirement is subject to the discretion of the Editorial Board.

B. Participation in Other Organizations

Journal members may participate in other school activities and organizations. However, all members are prohibited from concurrently serving as a member of another journal or law review.

C. Assignments

Cite-checking assignments will be distributed each semester on an as-needed basis. Members are required to undertake each assignment in a responsible manner.

1. Footnotes or endnotes shall be checked to conform to proper Bluebook form. Quotations in the submission shall be compared with the language of the original document to ensure that the wording in the submission is exactly as it appears in the original document.
2. Each assigned member shall read each publication submission in its entirety and make suggested editorial changes to their assigned portion. Failure to properly complete a cite-checking assignment by the specified date will result in disciplinary action.

D. Assignment Waiver

1. **General.** Notwithstanding the requirements of subsection D, assignments distributed to any *Journal* member may be waived for good cause.
2. **Procedure.** A member seeking a waiver shall submit a written petition, no longer than one page in length, to the Editor-in-Chief and Managing Editors of Publication. The petition shall describe the extenuating circumstances warranting a waiver of the member's assignment. Waivers may be granted upon unanimous approval by both the Editor-in-Chief and the Managing Editors of Publication and at their sole discretion.

E. Participation

All members are required to:

1. Complete assignments promptly;
2. Attend general meetings;
3. Attend MSLI;
4. Attend the Spring Symposium; and
5. Attend *Journal* events as often as possible.

Participation is mandatory. If a member fails to participate in *Journal* activities, the Editorial Board has discretion to distribute additional assignments to that member or terminate membership in accordance with Article VII.

F. Editorial Board Participation

Requirements for members of the Editorial Board include those stated in Sections A, B, C, and F, of this Article, as applicable to their position, as well as all individual duties set forth in Article XII. Additionally, Editorial Board members must attend Editorial Board meetings.

If an Editorial Board member fails to make satisfactory academic progress as outlined by the College of Law, then that member will be removed from office.

Article V: PUBLICATION

A. Evaluation

1. Prior to publication, the Managing Editor of Articles shall evaluate all submissions. Approval of a submission shall be based on substance, organization, writing style, grammar, proper Bluebook form, proper headings and titles and analysis of research, including the presence of required endnotes.
2. Recommendation by the Managing Editor of Articles and approval by the Editor in Chief shall determine which writings will be published. Writings may be deemed publishable based on the above-mentioned criteria and, if necessary, the recommendations of expert readers.
3. No submission is guaranteed publication and the Editorial Board reserves the right to remove a submission from publication at any time. A submission that is denied publication is not precluded from publication eligibility in subsequent issues.

Article VI: STUDENT NOTE & COURSE CREDIT

A. Award of Credit

1. Any *Journal* member who successfully completes a note under Section C may receive course credit:
 - a. Any *Journal* member who successfully completes and submits a note under Section C during the first semester of that member's 3L year, shall receive two (2) hours of course credit upon successful completion of their duties in accordance with Article IV.
 - b. Any Senior Editorial Board member who successfully completes and submits a note under Section C during the first semester of that member's 3L year, shall receive three (3) hours of course credit upon successful completion of their duties in accordance with Articles IV and XI.
 - c. The Editor in Chief, upon successful completion and submission of a note under Section C during the first semester of their 3L year, shall receive four (4) hours of course credit upon successful completion of their duties in accordance with Articles IV and XI.

B. Procedure

1. During the first semester of the member's 3L year, the member shall send a copy of their note completed under Section C to the Editor in Chief and the Faculty Advisor.

2. The deadline for submissions for credit shall be the beginning of finals during the Fall Semester. A request for an extension must be sent by email to the Editor In Chief at least one week before the deadline for submissions. An extension may be granted upon approval from the Editor in Chief and the Faculty Advisor.
3. Upon approval by both the Editor in Chief and the Faculty Advisor, the Faculty Advisor will send the request to the Registrar's Office for credit. This credit will be applied to and appear in the Spring Semester. The member does not need to enroll in any course to receive the credit; it will appear on the transcript after final approval from the Registrar's Office.

C. Requirements

1. The note must be written on a topic relevant to business and/or securities law, and may be completed through one of the following forums:
 - a) **Enrollment in a directed study course.** The student is responsible for obtaining a faculty advisor, filing the necessary paper work with the Registrar's Office, and completing all necessary requirements in order to receive credit for a UWLR paper or note. Consistent with directed study guidelines, a student may elect to complete the paper for one, two, or three course credits;
 - b) **Enrollment in an academic course.** The course may be one that permits the completion of a paper in place of a final exam for ULWR credit. The student is responsible for registering for the course and completing all course requirements;
2. The note must be a member's original, individual work product.
3. The note may not be completed using a paper that is the collaborative work of two or more students.

D. ULWR Credit

1. A note submitted in accordance with this C (1)(a) or C (1)(b) may be used to satisfy the Upper Level Writing Requirement (ULWR) only if the student member is enrolled in a ULWR class or Directed Study, necessary ULWR requirements required by the College of Law have been met, and the appropriate paperwork has been filed with the Registrar's Office. The member bears the sole responsibility in ensuring all ULWR requirements are satisfied.

Article VII: DISCIPLINARY ACTION AND APPEALS

A. Termination for failure to meet deadlines or for turning in incomplete work.

The Editorial Board shall, following a majority vote, terminate any member for failing to meet deadlines or for turning in substandard work in accordance with the following procedure:

1. **First Warning:** If a member misses one writing or production deadline without requesting an extension in a timely manner, turns in an incomplete assignment pursuant to the assignment guidelines, or fails to meet a committee deadline, the Managing Editors of Publication, in conjunction with the Editor-in-Chief, shall place the member on probation and warn the member (by written notification in conspicuous language) of the risk of termination.

2. **Termination:** A probationary member who misses a second deadline or submits an incomplete production assignment shall be terminated. Notification of termination shall be in written form following a majority vote of the Editorial Board approving the termination.

B. Termination for cause

1. The Editorial Board may, by a majority vote, terminate any member for just cause, in accordance with the procedure set forth in Article VII, Section B, Subsection 2. Just cause includes, but is not limited to:

- a. Flagrant and irresponsible disregard for writing production or editorial/directorial duties;
- b. Abuse of *Journal* privileges;
- c. Failure to participate in events for which the member has accepted responsibility;
- d. Repeated substandard work;
- e. Excessive tardiness in attending meetings and fulfilling deadlines;
- f. Repeated absence at meetings and events hosted by the *Journal*;
- g. Actions that may be construed as violent, hostile, or defamatory;
- h. Failure to abide by *Journal* bylaws, rules, or procedures, including the failure to maintain good academic standing;
- i. Violations of Michigan State University or Michigan State University College of Law rules, policies, or honor codes, as well as all state and federal laws.

2. Procedure for removal of a member

a) Any Editorial Board member may present a written recommendation for termination of a member to the Senior Editorial Board for investigation and vote. Any Editorial Board member who is a party to the action shall not be entitled to vote in any proceeding regarding this dispute.

b) A member recommended for termination may, within 7 days of receiving notice of pending termination, submit any relevant information for the Senior Editorial Board's consideration.

c) If a majority of the Senior Editorial Board votes for the termination, the member shall be notified of said determination, and has 7 days for which to submit a written notice of appeal to the Editorial Board.

d) If appeal is granted, the Editor-in-Chief shall schedule a hearing for the member in front of the entire Editorial Board and Faculty Advisor. The Editorial Board and Faculty Advisor shall make a final determination by majority vote.

e) The decision of the Senior Editorial Board shall be final if no timely appeal is submitted.

C. Notification to Editorial Board

The written notification of termination for cause shall be copied to the Faculty Advisor, filed with the *Journal*, and acknowledged in the agenda of the next Editorial Board meeting.

Article VIII: FACULTY ADVISOR

A. Choosing Faculty Advisor(s)

1. Selection/Removal: The decision to select or remove a particular faculty member(s) as Faculty Advisor(s) shall be made by the Editorial Board.

2. Eligible persons: Faculty Advisor(s) must be a member of the faculty of Michigan State University College of Law.

3. Responsibilities: Faculty Advisor(s) shall act as the final arbiter in any disputes between *Journal* members that cannot be reasonably resolved without the Advisor's aid. A meeting shall be scheduled with the Advisor(s) to discuss the problem. The attendance of all involved parties is mandatory. The Advisor(s) shall be presented with all sides of the issue and shall make a decision accordingly. This decision must be reported to the Editorial Board within seven days of the hearing and must be in writing.

B. Duties of Faculty Advisor(s)

1. Duties of Faculty Advisor(s) may include, but are not limited to:

- a) Serving as a resource for *Journal* members;
- b) Attending and participating in board meetings as requested by the Editorial Board or the Editor-in-Chief.

2. Faculty Advisor(s) shall not have a vote of any matters before or under consideration by the Editorial Board except as to the procedure provided in Article VII, Section B (2) and Article VIII, Section A (3).

C. Vacancy

1. Faculty Advisor(s) shall be asked each academic year if he or she would like to continue as a Faculty Advisor.

2. Should a Faculty Advisor choose not to continue, a new Faculty Advisor shall be selected by a majority vote of the Editorial Board.

Article IX: CONDUCT OF MEETINGS

A. Editorial Board Meeting

1. Meetings shall be held at least once a month throughout the academic school year.
2. The Editor-in-Chief shall conduct each meeting.
3. Each member of the Editorial Board is required and expected to conduct him or herself in a professional manner.
4. Attendance is mandatory unless excused by the Editor-in-Chief.
5. Notice of all meetings shall be given at least one week in advance via email or other written notification.

B. General Meetings

1. Meetings shall be conducted at least once a semester during the academic school year.
2. All members are required and expected to conduct themselves professionally.
3. The Editor-in-Chief shall conduct general meetings.
4. General meetings are mandatory and attendance may be excused only by the Editor-in-Chief.
5. If a member misses two meetings without prior excusal, the member shall be subjected to disciplinary steps set forth in Article VII.
6. Notice of all meetings shall be given at least one week in advance via email or written notice.

C. Special Meetings

1. A Special Meeting can only be called by the Editor-in-Chief, at the request of any member, to address an important issue that must be dealt with before the next regularly scheduled meeting.
2. These meetings are mandatory unless excused by the Editor-in-Chief.
3. Nothing in this Article shall bar the Editorial Board from meeting in emergency session in the event of a *severe* threat or harm when two-thirds of the members of the Editorial Board serving decide that delay would be detrimental to the *Journal*.

Article X: AMENDMENTS

A. Power of Amendment

The Editorial Board shall have the power to amend any Article set forth in these Bylaws by a majority vote of the Editorial Board.

B. Procedure

1. Notice of a Special Meeting, setting forth a proposed Amendment, shall be given to all members. The discussion and vote may also occur at any regularly scheduled meeting.
2. At the Special Meeting, or regularly scheduled meeting, a discussion of the Amendment shall be had, and then vote shall be taken on the proposed Amendment. The proposed Amendment shall be adopted upon receipt of a majority vote by the Editorial Board.

C. Voting

Each vote may be cast either orally or in writing. Each member of the Editorial Board is entitled to one vote. In order to vote, the member of the Editorial Board must be fully advised of the Amendment.

D. Execution of Amendments

All proposed Amendments that receive a majority of votes at the Special Meeting become effective immediately upon adjournment of the Special Meeting. Effective Amendments must be added to the Bylaws within two weeks following the Special Meeting. Revised copies of the Bylaws must be made available to all *Journal* members.

Article XI: EDITORIAL BOARD

A. Composition:

The Editorial Board shall be composed of the following members:

1. Editor-in-Chief
2. Executive Editor
3. Managing Editor of Publication (2)
4. Managing Editor of Articles
5. Managing Editor of Business
6. Assistant Editor of Articles
7. Assistant Editors of Publication (4)

The Senior Editorial Board shall consist of the following members:

1. Editor-in-Chief
2. Executive Editor
3. Managing Editor of Publication
4. Managing Editor of Publication
5. Managing Editor of Articles

B. Elections of the Senior Editorial Board:

1. Elections shall be held by special meeting of the sitting Senior Editorial Board.
2. Each member of the sitting Senior Editorial Board shall have one vote.
3. Eligibility/procedure:
 - a) A member who is a current student in good standing is eligible to run for a Senior Editorial Board position.
 - b) Any member interested in running for a Senior Editorial Board position shall notify the Editor-in-Chief of their interest in writing by the deadline set by the Editor-in-Chief. In no event shall the deadline be prior to January 7th nor later than March 31.
 - c) The statements of interest shall be reviewed by the Senior Editorial Board and all candidates shall be interviewed by the Editor-in-Chief, the Senior Editorial Board Member currently holding the position, and any other interested Senior Editorial Board Member.
 - d) An interview period shall be set after the deadline for the statements of interest are due and had time to be reviewed. After interviews, the current Senior Editorial Board shall deliberate and select the Senior Editorial Board for the coming term.

- e) The applicant member receiving a majority of the Senior Editorial Board shall be selected for the position.
- f) In the event of a tie, the tiebreaker shall be determined by a vote of the Editor-in-Chief.

C. Election of Editorial Board

1. The non-Senior Editorial Board members shall be elected by the Senior Editorial Board at a special meeting, to be held no later than the fourth week of the Fall Semester.
2. The Senior Editorial Board members shall have one vote each.
3. In the event of a tie, the tiebreaker shall be determined by the Editor-in-Chief.
4. Eligibility/procedure:
 - a. All members in good standing with at least two academic semesters remaining at MSU-Law are eligible to run for an Editorial Board position.
 - i. Prospective Editorial Board members must be physically present at MSU Law to be eligible to serve because the position is tenured for the whole academic year.
 - b. Any member interested in running for an Editorial Board position shall notify the Editor-in-Chief of their interest in writing by the deadline set by the Editor-in-Chief.
 - c. The statements of interest shall be reviewed by the Senior Editorial Board and all candidates shall be interviewed by the Editor-in-Chief, the Senior Editorial Board Member currently holding the position, and any other interested Senior Editorial Board Member.
 - d. An interview period shall be set after the deadline for the statements of interest are due and had time to be reviewed. After interviews, the current Senior Editorial Board shall deliberate and select the Editorial Board for the coming term.
 - e. The applicant member receiving a majority of the Senior Editorial Board shall be selected for the position.
 - f. In the event of a tie, the tiebreaker shall be determined by a vote of the Editor-in-Chief.

D. Term Served

1. Any member may run for any open position.
2. All Editorial Board positions are tenured.
3. The term of the incoming Editorial Board shall begin on the day after the date of the last final exam of the Spring Semester and expires on the last day of the last final exam of the next Spring Semester.
4. Any Editorial Board member who chooses to spend a semester in D.C. or to study at a different law school in a semester that falls during the tenure of serving on the Editorial Board must resign their position.

E. Transition

In order to facilitate a smooth transition between Editorial Boards and to aid the newly elected Editorial Board, the outgoing Editorial Board shall provide training and orientation during the transition period between the election and the incoming Editorial Board's term and have the same responsibilities as elected Editorial Board members.

F. Voluntary Resignation

If an Editorial Board member needs to resign their position during an academic term then this member must submit a letter of resignation to the Editor in Chief, who will then distribute the letter to the Senior Editorial Board. This member will have the option of remaining with the *Journal* as a general member, provided the member will continue to attend classes at the law college (or in another accredited dual degree program) in East Lansing. However, if this member is resigning because of an inability to complete assignments, then the member is subject to discipline and/or removal as stated in Article VII.

G. Vacancy

Vacancies on the Editorial Board, including termination for cause and voluntary resignation, whether due to studying off campus or otherwise, shall be filled via appointments made by the Editor-in-Chief, at the advice of the Editorial Board. Once an Editorial Board member has been appointed to the Editorial Board, he or she is tenured within that position.

Article XII: DUTIES OF THE EDITORIAL BOARD

A. Editor-in-Chief

The Editor-in-Chief requires full knowledge and understanding of the *Journal's* objectives and all of the duties of the Editorial Board and general members. The Editor-in-Chief shall be responsible for overseeing all *Journal* activities and maintaining the goals set out in the Bylaws. Specific responsibilities include, but are not limited to:

1. Keeping in contact with the Faculty Advisor(s), all appropriate MSU College of Law personnel, other faculty members, and the student body when necessary;
2. Resolving all personnel matters;
3. Implementing the *Journal's* membership responsibilities and Bylaws;
4. Overseeing the selection of submissions for publication;
5. Verifying the eligibility of incoming members and assisting in the Write-on Competition;
6. Preparing and delivering the agenda for meetings;
7. Maintaining a complete file of publication agreements executed by the *Journal* along with the Managing Editor of Articles and the Managing Editors of Publication;
8. Establishing an annual budget during each Spring Semester along with the Managing Editor of Business;
9. Reviewing each set of page proofs and assembling and updating the introductory pages of the *Journal*;
10. Organizing and overseeing elections;
11. Reading and editing all Editor compilations and page proofs for accuracy;
12. Presenting new ideas for improved quality and efficiency of the production process;
13. Selecting and providing research for the Write-on Competition, along with the Executive Editor;
14. Planning the Write-on Competition, along with the Executive Editor;
15. Overseeing and administering the nomination, election, and presentment of awards as provided by Article XIII.

B. Executive Editor

Specific responsibilities include, but are not limited to:

1. Completion of all projects, as assigned by the Editor-in-Chief;
2. Provide updated content other than journal submissions for inclusion on the *Journal* website and all relevant social media sites;
3. Contacting and maintaining communications with the MSU College of Law Alumni Relations Department and the Michigan Bar Association's Business Law Section well in advance in order to generate new leads and connections for *Journal* activities and workshops;
4. Handling all event planning and execution activities including necessary printing, refreshments, invitations, and more as needed and directed;
5. Maintaining a current file of potential authors/speakers;
6. Organizing all recruitment events;
7. Organizing and directing the Write-on Competitions;
8. Create and maintain a list of *Journal* alumni and their contact information to keep former members informed of *Journal* activities and organizational growth;
9. Create and design programs for *Journal* alumni involvement in current *Journal* activities, including but not limited to:
 - a) Invitation to *Journal* workshops, conferences, and events;
 - b) Solicitation of funds for general operations or specific new activities such as writing competitions and networking events, ;
 - c) Article submissions for publication according to proposed themes, topics, or issues;
10. Devising a system at the beginning and end of each semester by which two to four members visit first and second semester (day) and third and fourth semester (evening) classes to inform them of the *Journal's* Write-on Competition and qualifications.

C. Managing Editors of Publication

Specific responsibilities include, but are not limited to:

1. Organizing cite-checking groups and distributing cite-checking assignments to the general members with the assistant;
2. Overseeing the proper compilation of submissions before it is submitted to the Managing Editors of Publication;
3. Working with the Managing Editors of Publication and Managing Editor of Articles to assist in troubleshooting;
4. Overseeing and directing the operations of the Assistant Editors of Publication
5. Establishing a production schedule to ensure timely production of the *Journal*;
6. Ensuring that all submissions meet publication and web standards and requirements;
7. Updating website with any new submission voted on by the Editorial Board while maintaining and updating statistics of all who visit the *Journal* website;
8. Consistently tracking the progress of the *Journal* through its stages of publication;
9. Providing feedback to all members to maintain high standards in production and writing assignments;
10. Organizing training sessions for all members as needed;
11. Coordinating, distributing, and compiling production assignments;

12. Reading and editing all submission page proofs, to ensure that the issue is free from error;
13. Generating new ideas to promote quality and efficiency;
14. Keeping all members informed through memos;
15. Obtaining updated biographical information on all featured persons;
16. Providing the Managing Editor of Articles with each author's first page proofs so that the proofs are sent to the outside author in a timely manner;
17. Preparing instructional packets, which shall be distributed at the new student orientation meeting;
18. Determining the Write-on Competition timetable;
19. Editing first and second drafts after assigned editors are finished;
20. Evaluating the editing of other Editors and providing constructive feedback;
21. Assisting the Executive Editor in completion of projects and tasks, as needed.

D. Managing Editor of Articles

The Managing Editor of Articles shall solicit submissions, book reviews, and other specialized information for publication. It is the function of this Editor to obtain publishable material by actively soliciting authors to write about practical, current, and worthwhile subject matters. Specific responsibilities include, but are not limited to:

1. Soliciting submissions from professors, lawyers, and other professionals, according to proposed themes, topics, or issues;
2. Soliciting an appropriate number of submissions per issue;
3. Submissions should be solicited in time to send them through a three-month production cycle;
4. As soon as an agreement is reached with an outside author, a letter of confirmation should be sent. A letter of acceptance or rejection for unsolicited submissions, when appropriate, should be sent in a timely manner;
5. Request the appropriate materials from the author (diskette, biographic information, and hard to locate research), send the publication agreement, and send a copy of the author's first page proof;
6. Forwarding all submissions received by the Editor to the Editor-in-Chief with a recommendation of publication;
7. Primarily responsible for compilation of outside submissions and book reviews;
8. Maintaining and updating a file of potential writers;
9. Maintaining a file of all solicited writers;
10. Maintaining a separate file of the name, address, and telephone number and biographical information of each outside author for each *Journal* issue so that this Editor can send the authors' first proofs in a timely manner, and request that the proofs be returned within 7 days;
11. Providing the Managing Editors of Publication with the authors' addresses in order to send reprints;
12. Assisting the Managing Editors of Publication with preparing submissions for website publication and updates.

E. Managing Editor of Business

Specific responsibilities include, but are not limited to:

1. Mailing thank-you letters to all participants, including donors;

2. Maintaining accurate and up-to-date financials and financial records for each monthly meeting and as needed;
3. Managing all fundraising activities;
4. Assist in distributing production work, editing and compiling production submissions along with all other Editors;
5. Keeping and maintaining a calendar of all *Journal* activities and deadlines;
6. Working closely with Executive Editor to update social media, track all event guests, invitees, and donors;
7. Working with Managing Editors of Publication to provide research for Write-on Competition;
8. Organizing table and workers for activities fair at the beginning of the school year;
9. Keeping and updating a copy of the *Journal's* annual budget that will be re-worked each year with the Editor-in-Chief.

F. Assistant Editors of Publication – 4 Positions

Specific responsibilities include, but are not limited to:

1. Assisting Managing Editors of Publication as directed;
2. Assisting Editors of Publication in facilitating cite-checking;
3. Assisting Managing Editors of Publication to organize and oversee cite-checking groups and distributing cite-checking assignments to general members;
4. Overseeing the proper compilation of submissions before it is submitted to the Managing Editors of Publication;
5. Working with Managing Editors of Publication and Managing Editor of Articles to assist in troubleshooting.

G. Assistant Editor of Articles

Specific responsibilities include, but are not limited to:

1. Assisting Managing Editor of Articles in obtaining, coordinating, compiling, and selecting submissions as needed;
2. Assisting Managing Editor of Articles in contracting with authors;
3. Assisting in the production, cite-checking, and research workshops;
4. Maintaining and keeping track of submissions;
5. Making phone calls to submission authors when needed.

Article XIII: LIAISONS

A. General

The Senior Editorial Board may appoint general members to act in the capacity of liaisons to meet specific *Journal* needs, not otherwise covered by the duties of the Editorial Board, or to assist with the duties of an Editorial Board member as necessary. Any general member elected to a liaison position will not be considered a member of the Editorial Board.

Liaison positions will be formed on an as needed basis, with the title and duties of a liaison changing each semester and/or academic year depending on *Journal* need.

B. Election of Liaisons

Liaisons shall be elected by a majority vote of the Editorial Board. Interviews may be held at the discretion of the Editor-in-Chief.

C. Duration of Position

The duration of each liaison position shall depend on *Journal* need. A position may be terminated at any time during the academic year by a majority vote of the Editorial Board. Any liaison position not terminated by a vote of the Editorial Board, shall terminate naturally at the conclusion of each academic year.

Article XIV: AWARDS

A. Award Descriptions

1. Outstanding Subciter Award

This award is presented to the subciter who made the most significant contribution to the *Journal* based on factors including but not limited to overall quality of subciting assignments, the difficulty and importance of subciting assignments, and number of hours dedicated to subciting assignments.

2. Outstanding Service Award – General Member

This award is presented to the *Journal* Member who made the most significant contribution to the *Journal* based on factors including but not limited to overall dedication to and involvement in *Journal* activities and projects.

3. Outstanding Service Award – Editorial Board Member

This award is presented to the Editorial Board Member who made the most significant contribution to the *Journal* based on factors including but not limited to overall dedication to his or her Editorial Board position and involvement in *Journal* activities and projects.

4. Authority for Additional Awards

The awards listed in this Article shall not limit the ability of the Editorial Board to create and bestow additional awards or recognition as needed.

B. Voting Procedure for the Best Subciter Award

1. During the March Editorial Board meeting, the Editor-in-Chief shall call for the nomination of any eligible member for this award.
2. Award recipient shall be elected by the Editorial Board majority vote, at the advice of the Managing Editors of Publication and the Assistant Editors of Publication.
3. In the event of a tie, the tiebreaker shall be determined by a vote of the Managing Editors of Publication. If still tied, the Editor in Chief shall break the tie
4. Eligibility/procedure:
 - a. A member in good standing who has completed any subciting assignment within the current academic year is eligible to be nominated as an award recipient.
 - b. Any member may nominate any member, other than himself/herself, for the award by notifying the outgoing Editor-in-Chief of their nomination at the meeting or in writing by the appropriate deadline.
5. The Editorial Board shall take all necessary steps to announce and publicly recognize the recipient of this award.

C. Voting Procedure for the two (2) Outstanding Service Awards

1. During the March Editorial Board meeting, the Editor-in-Chief shall call for the nomination of any eligible member for this award by a set deadline.
2. Award recipients shall be elected by the outgoing Editorial Board.
3. The outgoing Editorial Board shall have one vote.
4. In the event of a tie, the tiebreaker shall be determined by a vote of the outgoing Editor-in-Chief.
5. Eligibility/procedure:
 - a. Eligible Nominees
 - i. Any member in good standing is eligible to be nominated as the Outstanding Service Award – General Member
 - ii. Any member of the Editorial Board in good standing is eligible to be nominated as the Outstanding Service Award – Editorial Board Member
 - b. Any member may nominate any member, other than himself/herself, for the award by notifying the outgoing Editor-in-Chief of their nomination in writing by the appropriate deadline.
6. The Editorial Board shall take all necessary steps to announce and publicly recognize the recipient of each award.

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