

# ***Loyola University Chicago Law Journal By-Laws***

(Current through March 14, 2021)

## **Article I. Name and Purpose**

### **A. Name**

The publication shall be called the Loyola University Chicago Law Journal (the “Law Journal”).

### **B. Statement of Purpose**

The Law Journal shall be a student-edited and student-managed national law journal, published by the Loyola University Chicago School of Law (the “School of Law”). The purpose of the Law Journal shall be:

1. To participate actively in the constructive growth of the law through the publication of scholarly legal works and original empirical studies that have current and future relevance.
2. To develop the self-discipline, thorough research, writing, and legal analysis skills of participating students.
3. To provide an opportunity for the intellectual development and expression of students of the School of Law.
4. To establish a reputation of professional excellence for the Law Journal and the School of Law.

## **Article II. Membership Selection**

Law Journal membership is initially attained by invitation, which is extended to qualified students who participate in the writing competition as described below. In any event, a student will not be selected for membership unless he or she is in good academic standing and has attained a cumulative grade point average (“GPA”) of 2.75 or better.

**A. Definitions**

1. “Petitioner” means a student who is eligible to petition for Law Journal membership, as described in Article II(D)(1), and who submits for consideration the writing competition exercises described in Article II(D).

**B. Class Rank**

1. Full-Time Students. After completion of the entire first-year curriculum established by the School of Law for full-time students, Petitioners who rank in the top five percent (5%) of the entire first year full-time class shall be invited to become Members of the Law Journal.
2. Weekend Students. After completion of the entire first-year curriculum established by the School of Law for full-time students, Petitioners who rank in the top five percent (5%) of the weekend class as determined at the end of the second weekend year shall be invited to become Members of the Law Journal. In the event that a weekend student transfers to the full-time division, that student’s eligibility will be determined at the same time and in the same manner as if that student had remained in the weekend division. In either case, only grades from courses that are part of the curriculum established by the School of Law for first year full-time students shall be considered in calculating the top five percent (5%) of the weekend class.

**C. Section Rank**

1. Full-Time Sections. The Petitioner with the highest grade point average from each full-time section shall be invited to become a Member of the Law Journal if that individual is not also in the top five percent (5%) of the entire full-time class.
2. Weekend Sections. In the event that the weekend class is divided into sections with at least 50 students in each section, the Board shall invite the Petitioner with the highest grade point average from each weekend section if that individual is not also in the top five percent (5%) of the weekend class.

**D. Writing Competition**

The Law Journal shall conduct an anonymous writing competition immediately following the completion of the Spring Semester each year. The competition schedule will, when possible, avoid conflicting with Loyola summer programs. At the Board’s sole discretion, the Board may conduct additional writing competitions at any time it deems appropriate.

This may include a staggered time schedule to accommodate students participating in academic programs, such as Intensive Trial Practice or a study abroad program.

The writing competition will consist of completing a closed-research Note or Comment and a Bluebook exercise. At the sole discretion of the Executive Board, the Bluebook exercise portion may be eliminated completely or in favor of an alternative editing exercise.

1. Eligibility. Students shall be eligible to petition for Law Journal membership only once and only after completing the entire first-year curriculum established by the School of Law for full-time students, except as provided in Article II.D.1.c.
  - a. Full-time students are eligible to petition for Law Journal membership only once and only after completing the entire first-year curriculum established by the School of Law for full-time students. This will typically occur at the end of the students' first spring semester.
  - b. Weekend students are eligible to petition for Law Journal membership only once and only after completing the entire first-year curriculum established by the School of Law for full-time students. This will typically occur at the end of the students' second spring semester.
  - c. Notwithstanding the requirements of Article II.D.1.b., weekend students who elect to transfer to the full-time division at the end of the first year are eligible to petition for membership on the Law Journal by participating in the writing competition at the end of the first year in the part-time division.
  - d. In no event shall a student be eligible to participate in more than one writing competition.
2. Scoring.
  - a. **Writing Score.** The writing competition Note or Comment will be graded on a 40-point scale based on substantive merit, which includes legal analysis, style, tone, organization, citation format, use of sources, and any other factor deemed important by the Board.
  - b. **Editing Score.** The writing competition Bluebook exercise will be graded on a 20-point scale based on the identification and editing of deliberately-inserted mistakes in a piece of scholarly writing, or any other factor deemed important by the Board.

- c. **Weighted Composite Score.** The Weighted Composite Score takes into account the student's cumulative GPA, score on the writing competition, and weight accounted to either factor. Cumulative GPA shall count for a maximum of 40 points ( $GPA/4.00 \times .40 \times 100$ ) and the writing competition shall count for a maximum of 60 points. The writing competition shall be split into a score for (1) the written Note or Comment, for a maximum of 40 points, and (2) the Bluebook exercise, for a maximum of 20 points. The maximum weighted composite score that a petitioner may receive is 100 points. At the Board's sole discretion, the Board may use an alternative system.
    - d. **Anonymous List.** After the deadline for accepting completed petitions has passed, the Executive Editor, Research and Marketing, shall submit to the Registrar a list of the students who completed petitions. The list shall identify the students anonymously; for example, by exam number or other anonymous identifier. The Registrar shall annotate the list with each student's GPA as soon as the GPA becomes available and forward the list to the Law Journal. In addition, the Executive Editor, Research and Marketing, shall request that the Registrar identify those students who are also in the top five percent (5%) of the class or section as provide in Article II.B and C above.
3. **Member Selection.** Member Selection based on the writing competition shall follow the process outlined below:
  - a. **Class and Section Rank.** The Board shall extend membership invitations to Petitioners in the top five percent (5%) of the class and the top Petitioner from each section. These individuals shall be offered membership without regard to their composite score on the writing competition.
  - b. **Top Writing Scores.** The Board shall extend membership invitations to the two Petitioners who receive the highest Note or Comment score on the writing competition, without regard to GPA, provided the petitioner has attained at least a 2.75 cumulative GPA, as verified by the Registrar.
  - c. **Composite Scores.** The Board shall extend the remaining membership invitations based on the Petitioner's Composite Score. The Board shall not establish a minimum or maximum number of students that may be accepted for membership. Instead, the Board shall select as many students as are deserving.
4. **Member Identification and Invitation.**

- a. Upon selecting all Members based on the above criteria, the Executive Editor, Research and Marketing, shall submit to the Registrar a list containing the selected students' anonymous identifiers and shall request that the Registrar provide the names and contact information of those students.

The Board shall issue invitations by email and will make all reasonable efforts to contact any student not reached through email invitation. Acceptance of the invitation must be communicated by email to the Editor in Chief no later than two weeks after the date on which the invitation was emailed.

## **E. Transfer Students**

A student who transfers from another law school to Loyola University Chicago School of Law, and who has completed at least one year at his or her previous school, may become a member of the Law Journal only through participation in a writing competition conducted by the Law Journal under Article II.D above.

Transfer students may participate in the writing competition in the Summer before they attend Loyola, in the Summer following completion of their first year at Loyola, or the Board may, at its sole discretion and upon request by the transfer student, hold an additional writing competition upon that student's admission to Loyola. In no event may a transfer student participate in more than one writing competition.

Transfer students may petition for membership on the Law Journal upon acceptance by the School of Law during the summer prior to attendance at the School of Law. All transfer students petitioning for membership on the Law Journal must complete the closed-research Note or Comment required of petitioners in the writing competition of the same year. Those students who attain at least the minimum score required to attain membership in the writing competition may be invited to join the Law Journal. The score will be computed as set forth below.

The Board shall offer transfer students membership on the Law Journal based solely on the writing competition score. Grades will not be considered except that no transfer student will be selected for membership unless he or she is in good academic standing and has attained a cumulative GPA of 2.75 or better at their previous school, or at Loyola, depending on when the student participates in the writing competition. If the student participates in the competition prior to the completion of one academic semester at Loyola, the grade point average verification will be based on the student's average at his or her previous school. If the student participates in the competition after the completion of one academic semester at Loyola, the GPA verification will be based on the student's average at the School of Law only.

## **F. Joint Degree Students**

Students who are concurrently enrolled in the School of Law and a separate Loyola University Chicago graduate program in pursuit of a joint degree (e.g., School of Social Work or School of Business Administration), and as a result will not be enrolled in School of Law courses during their second year of study, may participate in the writing competition only once. That participation must occur after the student has completed the full-time first year curriculum established by the School of Law but before the student has begun any additional School of Law courses.

## **Article III. Membership Requirements**

The Law Journal is composed of three types of members: Members, Senior Members and Board of Editor members.

### **A. Members**

Once a membership invitation is accepted, a student is a Member. Only by satisfying the requirements listed below can a Member maintain his or her membership and achieve Senior Member status.

1. Writing Requirement. Each Member is required to complete a Note or Comment of Publishable Quality (as defined in Article III.A.1.a below) during the first two semesters of Law Journal membership, provided, however, that the Board may allow additional time for Members for good cause. This is not a strict calendar year but rather is governed by the publication deadlines established by the Board.

The Editor in Chief may at all times, in his or her discretion, substitute another major assignment in place of the writing requirement when circumstances so dictate.

- a. Publishable Quality Reading/Reviewing Committees. The Executive Editor, Student Articles, will organize a Reading Committee to evaluate the student articles submitted for consideration within a reasonable time period after the deadline for Members to submit an article of publishable quality. Reading Committee members will consider comprehensive research, insightful legal analysis, clarity of style and organization, grammar, the degree of scholarship, citation format, use of sources, and adherence to set deadlines in determining articles of publishable quality. The Editor in Chief, Executive Editor, Student Articles, and the Student Article Editor who edited the article under consideration do not vote on publishable quality consideration.

If a Member's article achieves publishable quality, it will next be considered for publication in the Law Journal by the Publication Reviewing Committee. The Executive Editor, Student Articles, will organize a Publication Reviewing Committee to evaluate the student articles submitted for consideration within a reasonable time period after the Reading Committees make decisions on publishable quality. The Publication Reviewing Committee shall be composed of members of the Board. The Editor in Chief may provide the tie-breaking vote in all situations.

- b. Resubmissions. Pursuant to the discretion of the Editor in Chief, Members may resubmit publishable quality articles for publication consideration within the first year of membership via a resubmission process. The Executive Editor, Student Articles, will organize a Publication Reviewing Committee to evaluate the resubmitted student articles. The Publication Reviewing Committee shall be composed of members of the Board. Further, members of the Publication Reviewing Committee are not eligible to resubmit an article for publication consideration.
  - c. Selected Articles. If a Member's article is selected for publication, the Member will be required to assist the Board in finalizing the article for publication. Failure to provide this assistance may result in the article's withdrawal from publication.
2. Editing. Members hold primary responsibility for all cite checking, cite sourcing, page proofing, and general proofreading assignments. In addition, Members may be required to aid in the selection of topics, prepare memos on selected issues, and perform any other duties that would lead to the timely publication of the Law Journal. The Editor in Chief or other members of the Board acting under the Editor in Chief's direction may assign Members other tasks. In all cases, the Board will seek an equitable distribution of labor and will avoid unduly hindering a Member from performing his or her task of producing a paper of publishable quality.
3. Law Journal Conference. Members will be required to support the Law Journal's annual conference. As a result, Members will be expected to attend the annual conference, assist in conference preparation, and perform other tasks related to developing the conference.
4. Law Journal Training Orientation. All Members must complete the Law Journal Training Orientation (the "Orientation"). This Orientation may be organized by the Board, by the School of Law, or both.
5. Academic Credit. In order to obtain School of Law academic credit for Member status, Members must complete all requirements outlined in this

Article III.A. If a Member fails to complete these requirements, the Board may, in its discretion, recommend denial or withdrawal of academic credit to the Faculty Advisory Committee as provided in Article V.

## **B. Senior Members**

Senior Member status may be granted according to the process outlined below. If Senior Member status is granted, the Senior Member must satisfy additional requirements in order to maintain Law Journal membership.

### 1. Attaining Senior Member Status.

- a. Writing Requirement. In order to become a Senior Member, a Member must first complete a Note or Comment of publishable quality as outlined above in Article III.A.
- b. Board Vote. After a Member has satisfied the Writing Requirement, a majority vote of the Board consisting of at least a quorum of the Board will then vote to grant or deny Senior Member status. In determining whether a Member should be granted Senior Member Status, the Board will consider the Member's written work, the quality and timeliness of the Member's other assignments, Law Journal Orientation completion, and overall willingness to assist and cooperate with the Board. The Editor in Chief will have discretion regarding when members will be considered for Senior Member status, but a vote must be taken on eligible Members before the application deadline for the election of next year's Board.

The denial of Senior Member Status to a Member will result in the termination of the Member's Law Journal affiliation under Article V.C. A Member has the right to appeal this denial under Article V.C.4.

### 2. Senior Member Responsibilities.

- a. Continuing Member Responsibilities. Senior Members must first complete any and all remaining Member responsibilities at the time Senior Member status is obtained. After completing all remaining Member responsibilities, Senior Members are then responsible for a variety of tasks related to Law Journal operations and must complete those responsibilities in order to maintain Senior Member status.
- b. Editing. Senior Members have responsibility, along with Members, for page-proofing and book-proofing assignments. Senior Members may also be assigned cite checking, cite sourcing, page-proofing, book-proofing, and general proofreading responsibilities. In

addition, Senior Members may be required to aid in the selection of topics, prepare memos on selected issues, and perform any other duties that would lead to the timely publication of the Law Journal.

- c. Reading Committees. Senior Members are required to participate in at least one Reading Committee and may be required to serve on more committees as required by the Board.
- d. Law Journal Conference. Senior Members will be required to support the Law Journal's annual conference. As a result, Senior Members will be expected to attend the annual conference, assist in conference preparation, and perform other tasks related to developing the conference.

- 3. Academic Credit. In order to obtain School of Law academic credit for Senior Member status, Senior Members must complete all requirements outlined in this Part III.B. If a Senior Member fails to complete these requirements, the Board may, in its discretion, recommend denial or withdrawal of academic credit to the Faculty Advisory Committee as provided in Article V.B.

#### **C. Joint Degree Students**

Students who are concurrently enrolled in Loyola School of Law and a separate Loyola University Chicago graduate program in pursuit of a joint degree (e.g., School of Social Work or School of Business Administration), and as a result are enrolled in the School of Law in excess of three (3) total years, upon fulfilling their Member obligations may serve only one year on the Board of Editors and may otherwise serve as a Senior Member. The single year of Board membership may immediately follow the year of Membership, or may come after a year of serving as a Senior Member.

#### **D. Board of Editors**

Discussed in Article IV below.

### **Article IV. Board of Editors**

#### **A. Board Structure**

The Law Journal shall be managed by a Board of Editors (the "Board"). This Board will consist of Executive Editors (the "Executive Board") as follows: Editor in Chief; Managing Editor; Executive Editor, Publications; Executive Editor, Lead Articles; Executive Editor, Student Articles; Executive Editor, Illinois Symposium; Executive Editor, Online Articles; Executive Editor, Special Symposium; Conference Editor; Executive Editor, Research and Marketing; and Editor at Large. The Board will also consist of Lead Articles Editors and Student Articles Editors.

## **B. Board Responsibilities**

The Board will be collectively responsible for planning and producing one volume of the Law Journal, publishing timely issues of the Law Journal, developing professional-quality student written contributions to the Law Journal, selecting and training the successor Board during the Board transition period, and performing all tasks necessary to fulfill the purposes of the Law Journal.

Board members are expected to work diligently to achieve the goals of the Law Journal. Each member of the Board must work until all of his or her assigned issues of the Law Journal are published. All Board members must follow the schedule developed by the Editor in Chief. Board members are not only responsible for the duties associated with their position, but are also responsible for any other task necessary to ensure timely publication of the Law Journal, as deemed necessary by the Editor in Chief. Accommodation may be made under certain circumstances, but in no event will absence from campus excuse Board members from fulfilling assigned duties or tasks. Failure of a Board member to satisfactorily complete assigned tasks may be cause for removal or sanction as described in Article V below.

## **C. Board Qualifications and Selection**

The Board will be selected from eligible Members on the basis of writing ability, editorial skills, leadership qualities, and proven dedication to the purposes of the Law Journal. Except for the position of Online Articles Editor, and otherwise except in extraordinary circumstances, all positions must be occupied by students who will be able to complete one full calendar year in office prior to graduation. The Board will be elected as follows:

1. Application Process. Each interested Member will submit an application indicating the positions he or she is interested in. The Executive Board will review the applications and the Executive Board will conduct interviews. Board members may provide input to the Executive Board regarding applicants' qualifications. Candidates are eligible to seek more than one office. Candidates not elected to one office may be considered for others.
2. Editor in Chief. The election of the Editor in Chief will be conducted first. The candidate who receives a majority of incumbent Executive Board votes will be declared elected. In the event that no candidate receives a majority, a run-off election will be held between the two candidates receiving the most votes.
3. Other Board Positions. The incumbent Executive Board, depending on the number of Members seeking each position, will determine the order of election of the other Board positions.

All incoming Executive Editors will be elected by a simple majority with a run-off if no candidate receives a majority of the vote.

The incumbent Executive Board will determine the number of Lead Articles Editors and Student Articles Editors. These positions will be filled by a simple majority, with candidates receiving a majority of votes being elected.

4. Board Vacancies. If a Board vacancy occurs outside the regular election period, the incumbent Editor in Chief shall nominate an eligible Member for the position. The nominee will need a majority of votes at a duly constituted Executive Board meeting in order to be appointed to the position.

#### **D. Individual Board Responsibilities and Duties**

All Board members are required, unless expressly stated otherwise below, to attend at least one Reading Committee and to provide incoming Board members with complete and accurate operational records for their respective positions.

1. Editor in Chief. The Editor in Chief will be ultimately responsible for compiling, editing, publishing, and distributing the Law Journal. He or she will be responsible for supervising and controlling the Board and Journal staff, setting deadlines, approving work schedules, and coordinating other projects in conjunction with the other Editors. The Editor in Chief will ensure strict application of quality control in the production of the Law Journal, will make publication decisions regarding lead articles in conjunction with the Executive Editor, Lead Articles, will edit every article in every issue, will perform final editorial review of articles prior to publication, will attend every Reading Committee, will ensure that Law Journal resources are expended so as to reach and benefit the greatest number of students in the School of Law, will coordinate with the Managing Editor as to budgetary matters, and will ensure that the Law Journal is operated in accordance with the by-laws. The Editor in Chief will also be responsible for providing the incoming Editor in Chief with accurate records pertaining to the operation of the Law Journal and the functions of the Editor in Chief position.
2. Managing Editor. The Managing Editor will be responsible for the scheduling and functioning of Law Journal activities, will control and allocate specific work assignments among Members, Senior Members, and Board members, including cite check schedules and editorial reviews, will maintain records of work performed and quality and timeliness of performance, will attend at least one Reading Committee, and will establish deadlines for work assignments. The Managing Editor will supervise all internal office functions including maintenance of office equipment and coordination with other school law journals, will obtain copyrights when

necessary, will prepare the budget for the next academic year, will account for receipts and disbursements, will control subscriptions and advertising, and will mail and bill for back issues and reprints. In addition, the Managing Editor may be assigned editorial responsibilities for lead or student articles at the discretion of the Editor in Chief. He or she will be responsible to the Editor in Chief for the technical accuracy of all materials published. The Managing Editor will work with the Editor in Chief to formulate policies and procedures. The Managing Editor will also be responsible for providing the incoming Managing Editor with accurate and complete records concerning the position's responsibilities and tasks.

3. Executive Editor, Publications. The Executive Editor, Publications, will be responsible for establishing and maintaining the technical requirements of all lead articles prior to their submission to the publisher. He or she will perform the final technical edit on all articles to be published, ensuring that the articles are grammatically and technically accurate and that the citations are correct and in accordance with the Bluebook. The Executive Editor, Publications will work with the Board to resolve any differing interpretations of the Bluebook regarding proper citation. The Executive Editor, Publications will coordinate all efforts with the publisher including lay-outs, publication schedules, and all miscellaneous matters necessary to the timely publication of the Law Journal and will attend at least one Reading Committee. The Executive Editor, Publications will manage proofing and final executive edits. The Executive Editor, Publications will also be responsible for providing the incoming Executive Editor, Publications with accurate and complete records concerning the position's responsibilities and tasks.
  
4. Executive Editor, Lead Articles. The Executive Editor, Lead Articles, will assist the Editor in Chief in supervising the operation of the Law Journal as it pertains to lead articles, will be responsible for soliciting and reviewing articles from authors for publication, will make publication decisions in conjunction with the Editor in Chief, will be responsible for conducting several substantive edits of lead articles, will monitor the edits of articles carried out by the Lead Articles Editors, will coordinate with the Managing Editor regarding the assignment to Members, Senior Members, and Board members of special work assignments pertaining to lead articles, will maintain contact with the lead articles authors, will be responsible along with the Executive Editor, Publications for the proofing of all lead articles, will attend at least one Reading Committee, and will assure that lead articles are ready for publication prior to submission to the Editor in Chief. The Executive Editor, Lead Articles will also be responsible for providing the incoming Executive Editor, Lead Articles with accurate and complete records concerning the position's responsibilities and tasks.

5. Executive Editor, Student Articles. The Executive Editor, Student Articles, will assist the Editor in Chief in supervising the operation of the Law Journal as it pertains to student articles, will administer the Members' research and writing program, will assign a Student Articles Editor to each Member and coordinate the Student Articles Editors' work, will ensure that student articles are ready for publication prior to submission to the Board, will preside over meetings where the Board votes on the publishable quality of student articles, will be responsible along with the Executive Editor, Publications for the proofing of all student articles and will assist the Editor in Chief with other miscellaneous matters necessary to the timely publication of the Law Journal. The Executive Editor, Student Articles shall organize Reading Committees within a reasonable time period after the Law Journal deadline for Members to submit an article of publishable quality and shall attend each Reading Committee. The Executive Editor, Student Articles will also be responsible for providing the incoming Executive Editor, Student Articles with accurate and complete records concerning the position's responsibilities and tasks.
6. Executive Editor, Conference Articles. The Executive Editor, Conference Articles, will be responsible for the structure, composition, organization, and publication of the conference issue. He or she will conduct several substantive edits for each lead article in the conference issue, will coordinate the work of the Lead Articles Editors on each lead article in the conference issue with the Managing Editor, will assure that lead articles are ready for publication prior to submission to the Editor in Chief, will be responsible along with the Executive Editor, Publications for the proofing of all lead articles in the conference issue, will attend at least one Reading Committee, and will maintain constant contact with each of the lead articles authors in the conference issue. The Executive Editor, Conference Articles will also be responsible for providing the incoming Executive Editor, Conference Articles with accurate and complete records concerning the position's responsibilities and tasks.
7. Executive Editor, Illinois Articles. The Executive Editor, Illinois Articles, will manage the Illinois issue. He or she will solicit articles from judges, professors, and attorneys on Illinois topics and select articles for publication, in conjunction with the Editor in Chief. He or she will conduct several edits on each lead article in the Illinois issue, will coordinate with the Lead Articles Editors on preliminary edits, will assure that lead articles are ready for publication prior to submission to the Editor in Chief, will be responsible along with the Executive Editor, Publications for the proofing of all lead articles in the Illinois issue, will attend at least one Reading Committee, and will serve as the Law Journal's liaison to the authors of the lead articles in the Illinois issue. The Executive Editor, Illinois Articles will also be responsible for providing the incoming Executive Editor, Illinois

Articles with accurate and complete records concerning the position's responsibilities and tasks.

8. Executive Editor, Online Articles. The Executive Editor, Online Articles will assist the Editor in Chief in supervising the operation of the Law Journal as it pertains to online articles. He or she will solicit and review articles from authors for publication, will make publication decisions in conjunction with the Editor in Chief, will be responsible for conducting several substantive edits of lead articles, will monitor the edits of articles carried out by the Online Articles Editors, will coordinate with the Managing Editor regarding the assignment to Members, Senior Members and Board Members of special work assignments pertaining to online articles, will be responsible along with the Executive Editor, Publications for the proofing of all online articles, will attend at least one Reading Committee, and will assure that online articles are ready for publication prior to submission to the Editor in Chief. He or she will also coordinate with the Executive Editor, Research and Marketing, to improve the Law Journal's online presence and the stature of its online publication. The Executive Editor, Online Articles will also be responsible for providing the incoming Executive Editor, Online Articles with accurate and complete records concerning the position's responsibilities and tasks.
9. Executive Editor, Conference Management. The Executive Editor, Conference Management is responsible for planning and hosting the Law Journal's annual spring conference. The Executive Editor, Conference Management, in conjunction with the Board, will select the topic for the conference. He or she will invite speakers to participate in the conference and write for the conference issue. The Executive Editor, Conference Management will arrange all details relating to the conference, including, but not limited to, invitations, publicity, hotel accommodations and airfare, food and drink preparations, and registration. Further, the Executive Editor, Conference Management will maintain frequent contact with Conference speakers. The Executive Editor, Conference Management will also be responsible for attending at least one Reading Committee and for providing the incoming Executive Editor, Conference Management with accurate and complete records concerning the position's responsibilities and tasks.
10. Executive Editor, Research and Marketing. The Executive Editor, Research and Marketing, holds two major responsibilities. First, he or she develops a topic for the annual writing competition and coordinates and supervises the competition. This includes selecting a topic for the writing competition and creating the write-on packet of information. The Executive Editor, Research and Marketing, will coordinate write-on submissions' evaluations by the Board and communicate with the Registrar to obtain GPA information for proper scoring. Second, the Executive Editor, Research and Marketing, will be responsible for promoting articles selected for

publication in the Law Journal in order to increase the exposure in the legal community of the selected articles and the Law Journal. This will include consulting with authors to determine the most appropriate research and academic avenues to pursue, where the selected article would be most relevant and functional. Other schools' journal, conferences, symposiums and panel presentations should be consulted. The Executive Editor, Research and Marketing, will continually develop and update contact lists, both general and topic specific, that can be utilized for future article marketing efforts. Finally, he or she will also be responsible for providing accurate and complete records to the incoming Executive Editor, Research and Marketing, concerning the position's responsibilities and tasks.

11. Editor at Large. The Editor at Large will perform any work necessary to the operation and publication of the Law Journal, including, but not limited to, assisting with the final editing of the Journal, proofing lead articles for compliance with the Bluebook and grammatical accuracy, working with the Managing Editor during the cite-check process to oversee quality control, compiling lists of frequently missed citations and being in contact with the Members about potential cite checking problems that certain articles may pose, and assisting the Editor at Large in planning the All-Journal Conference. The Editor at Large will also be responsible for attending at least one Reading Committee and for providing the incoming Editor at Large with accurate and complete records concerning the position's responsibilities and tasks.
12. Lead Articles Editors. The Lead Articles Editors will be responsible for evaluating, editing, and proofing lead articles. They will conduct preliminary edits on all lead articles and are responsible for incorporating the cite-checking comments. Lead Articles Editors will work on each of the Law Journal's four issues and must attend at least one Reading Committee. Lead Articles Editors may also be responsible for meeting with Members during the Transition Period to discuss the position's responsibilities and tasks.
13. Online Articles Editors. The Online Articles Editors are responsible for soliciting, evaluating, and editing online articles submitted by members of the profession—judges, scholars, practitioners, and governmental figures—as well as student articles published in the Law Journal. Online Articles Editors work in conjunction with the Executive Editor, Online Articles, to review articles submitted for publication. They incorporate all edits made by Staff Members during the cite-checking process. Online Articles Editors may also be responsible for meeting with Members during the Transition Period to discuss the position's responsibilities and tasks.
14. Student Articles Editors. The Student Articles Editors will evaluate, edit, and proof student articles. They will also assist students in writing articles

of publishable quality. They will conduct preliminary edits on all student articles for publication and may also be responsible for incorporating cite-checking comments on each published student article. Student Articles Editors must attend all Reading Committees during the period of their Board membership unless otherwise exempted by the Editor in Chief and the Executive Editor, Student Articles. Student Articles Editors may also be responsible for meeting with Members during the Transition Period to discuss the position's responsibilities and tasks.

#### **E. Transition Period**

The incumbent Board will be responsible for training the newly elected Board during the spring semester, otherwise known as the Transition Period. Incoming Board members will be given records maintained by the incumbent Board to assist them in their training. New Board members may be asked to assist in the completion of the incumbent Board's volume.

#### **F. Meetings**

1. Membership Meetings. The Editor in Chief or one-fifth (1/5) of the membership may call membership meetings. Reasonable notice of all meetings must be given. The Editor in Chief may appoint a secretary at the meeting to record the minutes. The Editor in Chief will vote on all items, unless specifically provided for otherwise in these bylaws, and the Editor in Chief's vote will also serve as the tie-breaking vote in all situations.
2. Board Meetings. The Editor in Chief may call Board meetings as needed. A Board meeting may also be called upon petition of one-fifth (1/5) of the Board members. Reasonable notice of all meetings must be given. The Editor in Chief may appoint a secretary at the meeting to record the minutes. No vote shall be taken without a quorum consisting of a simple majority of the Board members. Unless otherwise stated in these by-laws, issues shall be decided based upon majority vote of the Board members present. Board members must make arrangements to attend all Board meetings. Absenteeism may be cause for removal from the Board. The Editor in Chief will vote on all items, unless specifically provided for otherwise in these bylaws, and the Editor in Chief's vote will also serve as the tie-breaking vote in all situations.
3. Executive Board Meetings. The Editor in Chief may call Executive Board meetings as needed. An Executive Board meeting may also be called upon petition of one-third (1/3) of the Executive Board members. Reasonable notice of all meetings must be given. The Editor in Chief may appoint a secretary at the meeting to record the minutes. No vote shall be taken without a quorum consisting of a simple majority of the Executive Board members. Unless otherwise stated in these by-laws, issues shall be decided based upon majority vote of those Executive Board members present.

Executive Board members must make arrangements to attend all Executive Board meetings. Absenteeism may be cause for removal from the Executive Board. The Editor in Chief will vote on all items, unless specifically provided for otherwise in these bylaws, and the Editor in Chief's vote will also serve as the tie-breaking vote in all situations.

## **Article V. Resignation, Denial of Scholastic Credit, Termination**

### **A. Resignation**

Any Member, Senior Member or Board member may resign by submitting a written statement of the reason for resignation to the Editor in Chief. The Editor in Chief may resign by submitting a written statement of the resignation to the Board. A student who has resigned may petition for reinstatement. Such student will be reinstated to his or her former position only by majority vote of members present at a duly constituted Board meeting.

### **B. Denial of Academic Credit**

The scholastic credit of any Member, Senior Member, or Board member may be denied if the person has without justification failed to abide by these by-laws or failed to fulfill the obligations of the position held. The Board may recommend the denial of scholastic credit of a member to the Faculty Advisory Committee.

### **C. Termination**

Members, Senior Members, and Board members may be removed from office or terminated from the Law Journal for good cause. Good cause includes the unjustified failure to perform in good faith any two Law Journal obligations not related to the authorship of publishable papers.

1. Board Members. A member of the Board may be removed from office only by resignation or by a two-thirds vote at a duly constituted Board meeting.
2. Senior Members. The Law Journal affiliation of a Senior Member may be terminated only by resignation or by a two-thirds vote at a duly constituted Board meeting.
3. Members. The Law Journal affiliation of a Member may be terminated only by resignation or by a two-thirds vote at a duly constituted Board meeting.
4. Denial of Senior Member status and appeal. A Member denied Senior Member status on the ground that his or her Note or Comment did not meet publishable quality will have another opportunity to resubmit the article, provided that the one year deadline has not expired and that there are still deadlines for which the student may write. A Member denied Senior

Member status on the ground that his or her Note or Comment did not meet publishable quality and whose one-year deadline has expired will be asked to resign from the Law Journal. If such a Member does not resign, the Board will conduct a vote to determine if that Member should be terminated from the Law Journal. If the Board votes to terminate, the Member has one appeal as of right to the Law Journal Faculty Advisory Committee. A Member may be denied Senior Member status on grounds, other than the quality of his or her Note or Comment, which constitute "good cause" as defined above.

5. Academic dishonesty. The School of Law and the Law Journal expect from students the highest level of integrity. Plagiarism in any form, for example, during the writing competition or completion of the required student article, is ground for refusal or termination of Law Journal membership. Allegations of plagiarism or other forms of academic dishonesty in connection with the Law Journal will be submitted to the Faculty Advisory Committee, which will address the issue in accordance with the School of Law's established procedures. Academic dishonesty may result in expulsion.

#### **D. Temporary Suspension of Law Journal Duties**

In circumstances of severe hardship, a Law Journal member may petition for a temporary suspension of duties. The Editor in Chief will determine if there is just cause for granting a temporary suspension and, upon finding just cause, will release the member from all duties for a period no longer than one semester, or for a shorter period if the circumstances so require. At the end of the suspension period, the member will be reinstated automatically as an active participant and will be assigned new duties within a reasonable time. The failure to accept new duties, without a showing of just cause, will result in the termination of membership.

#### **E. Appeals**

Any Law Journal member may appeal to the Faculty Advisory Committee regarding removal from office or termination. The Faculty Advisory Committee's decision is final.

#### **Article VI. Law Journal Faculty Advisory Committee**

A Law Journal Faculty Advisory Committee serves as a liaison between the Law Journal and the faculty and to provide guidance to the Board. The Committee consists of three faculty members, the Editor in Chief, and a Board member to be selected by the Board.

#### **Article VII. Amendment**

These by-laws or any part thereof may be amended by a two-thirds vote at a duly constituted Board meeting.

## **Article VIII Temporary Changes to Article II. Membership Selection**

*WHEREAS*, in light of the COVID-19 pandemic, Loyola University Chicago School of Law issued a decision to adopt a mandatory pass/no pass grading system for the Spring 2020 semester.

NOW, THEREFORE, this article and its foregoing amendments shall be enacted this day, Sunday, the 26th of April, 2020, for Calendar Year 2020, and shall expire at the conclusion of December of this year:

### *A. Changes to the Grade-On*

1. The automatic invitation to the top 5% of full-time law students, as established in Article II.A.1., shall be eliminated.
2. The Weekend student grade-on, established in Article II.A.2. shall be reduced from the top 5% to the top 2 Weekend students shall receive automatic invitations.
3. The automatic invitation to the student(s) with the highest grade point average in each full-time section, as established in Article II.B., shall remain unchanged.

### *B. Changes to the Grade Point Average Requirement*

1. The minimum grade point average of 2.75 for membership, established in Article II, shall still be required with the exception of students who successfully appeal this requirement, as detailed in Section B.2. below.
2. In the event that a full-time student in the class of 2022 did not achieve a 2.75 grade point average or better for the Fall of 2019, that student may make an appeal.
  - a. The appeal must be submitted in writing to the Executive Editor, Research & Marketing by Monday, May 4, 2020.
  - b. The appeal, in 300 words or less, must clearly state why the student should be granted an exception to the 2.75 minimum. This appeal may be supplemented by any Spring 2020 mid-term evaluations that have already taken place as well as by any recommendation by any of the student's first-year professors.
  - c. The appeal will be evaluated anonymously by the entire Volume 52 Executive Board and decided by a majority vote. In the event of a tie, the appeal will be granted.

## **Article IX Temporary Changes to Article II. Membership Selection**

*WHEREAS*, a continued dedication to developing a membership characterized by excellence in writing and editing, commitment to the Law Journal, and representation of the student body's full diversity demands continued attention to the respective roles of GPA and writing competition score; and

*WHEREAS*, the Editorial Board of Volume 53 intends to begin this process with an awareness of the capacity of the writing competition to test skills specifically needed for success as a Member of the Law Journal, while a student's GPA in core courses reflects types of assessment that may not substantially align with the responsibilities and expectations of the Law Journal;

NOW, THEREFORE, this Article shall be enacted this day, Sunday, the 14th of March, 2021, for Calendar Year 2021, and shall expire on December 31, 2021:

A. *Changes to the composite score for the writing competition:*

The Board exercises its discretion to use an alternative system of determining the writing competition score for Calendar Year 2021. Cumulative GPA, as defined in these By-Laws, shall count for a maximum of 25 points ( $GPA/4.00 \times .25 \times 100$ ), and the writing competition shall count for a maximum of 75 points. The maximum weighted composite score that a Petitioner shall receive is 100 points.

B. *Changes to the minimum GPA for eligibility for Law Journal membership:*

The minimum grade point average for membership, established in Article II, shall be reduced to 2.67 during Calendar Year 2021.

C. The Volume 53 Editorial Board shall collect and record information on the 2021 membership selection process, including the number of students participating in the writing competition, the number of students submitting the writing competition exercises, the GPA range of those invited to become Members, and any other information that may be relevant to the next Board as it decides on the future parameters of the membership selection process. The Volume 53 Editorial Board will also conduct research, as practicable, into other student-run law journals' use of GPA in membership selection and will convey this information to the next Board.