

**THE UNIVERSITY OF AKRON SCHOOL OF LAW**  
**AKRON LAW REVIEW BYLAWS**

**PREAMBLE**

Law is the child of history. Without the written word, the heritage of our law would be lost. Those who write about our law today crystallize the law of our present and benefit the practice of law in the future. The Editorial Board and Staff of the *Akron Law Review* welcome this challenge and dedicate themselves to the furtherance of this legal heritage through the publications of the *Akron Law Review*.

**PURPOSE**

The *Akron Law Review* is a legal periodical that publishes at least four times a year, including a Symposium Issue in each year that the School holds a Symposium in conjunction with the Law Review. The *Akron Law Review* also publishes at least one issue of the *Akron Tax Journal* each academic year. Through these publications, the Board and Staff of the *Akron Law Review* give expression to legal scholarship while serving the legal profession under the general supervision of faculty advisors. The student Editorial Board, members of which are selected on the basis of scholarship and evidence of superior aptitude for legal research and writing, guides the progress and shaping of the publication process for the *Akron Law Review* and the *Akron Tax Journal* (collectively referred to as the “Law Review”).

**ARTICLE I**

**Editorial Policy and Process, Deadlines, Meetings, and Web Committee**

1) Editorial Policy

(a) The Law Review strives to attract and acquire high quality articles for publication from law professors, judges, legal professionals, and members of the Law Review. Each issue of the Law Review should include more articles by law professors, judges, and other legal professionals than articles authored by Law Review members.

(b) While the Law Review strives to publish a lead article authored by a law professor, the Editor-in-Chief and the Board may, in their discretion, choose to publish any high quality article as a lead article in each issue.

(c) While articles co-authored with an outside law student may be considered for publication, the co-authors must stipulate that the professional co-author’s name(s) be listed as the first author(s) and that the article is not primarily a student work.

(d) Student articles will not be considered for a lead article.

(e) Each regular issue of the Law Review shall contain not less than three professional and/or outside student articles, with no more than one of these articles being an outside student article, and not more than two student articles by members of the Law Review.

(f) Articles should include appropriate footnotes, citations, and parentheticals. The Law Review follows the most current edition of the Bluebook for citation format. Footnote material should comprise about one-half of each page of the submission whose text is double-spaced and in twelve-point font for non Law Review member submissions. Law Review member Notes shall conform to format guidelines determined each year by the Law Review Board.

2) Editorial Process. The editorial process shall generally be as follows:

(a) The Articles Editors review each submission and extend offers of publication to qualified authors. Articles Editors must read the footnotes of a submission and note any serious difficulty with footnotes. Submissions with problematic footnotes should generally be rejected. If an offer is made and a publication agreement sent, then the author should sign the agreement and return the agreement for the signature of the EIC and appropriate University representatives.

(b) The Executive Editor logs all necessary information, and coordinates with the Publication & Subscription Manager to run software macros on the accepted articles. The Publication & Subscription

Manager shall provide sufficient copies for the Executive Editor to assign to a Citations Editor and a Text & Research Editor.

(c) The Executive Editor shall coordinate with the assigned Citations Editor and Text & Research Editor to distribute the article to Assistant Editors who shall perform the first citation check and text check of the article. When the assigned Citations Editor and Text & Research Editor have reviewed and approved the Assistant Editors' work, the edits are incorporated into a redline version by the Publication & Subscription Manager.

(d) The Executive Editor sends a redline version via expeditious delivery with prepaid return (e.g. FedEx) to the author. Once returned, the author's acceptance or rejection of edits is made final, and the edits are incorporated into the document by the Publication & Subscription Manager. The Publication & Subscription Manager shall provide the Executive Editor with sufficient copies of the article to continue the process

(e) The Executive Editor assigns the article to an Articles Editor for a first formal proofread. This first proof read is an objective proof for typographical errors. The results are then incorporated into a final version of the article by the Publication & Subscription Manager.

(f) The Executive Editor and the Publication & Subscription Manager shall finalize headers and page numbers. The Executive Editor and Editor-in-Chief shall confer on and proof read the article. All final edits shall be incorporated into the article and then the article shall be incorporated electronically into the intended issue by the Executive Editor and the Publication & Subscription Manager. Once all articles in the issue are at this stage in the process, the issue is electronically submitted to the printer, who returns a pre-press hard copy proof. The Editor-in-Chief alone proofs the final, completed copy proof and approves the issue to go to press.

(g) The printer publishes the issue, distributes hard copies to subscribers and complimentary copies and off-prints (reprints) to authors, and the printer facilitates the simultaneous posting of the articles on Lexis and Westlaw.

### (3) Deadlines

Deadlines, essential to the smooth operation of the Law Review, are set by the appropriate Editor for each assigned task. Extensions of set deadlines may only be given by the Editor-in-Chief, and only in the event of highly exceptional circumstances (including but not limited to a death in the family or serious illness).

### 4) Meetings and Voting

(a) Meetings of Law Review Board and members will be called by and presided over by the Editor-in-Chief. Each meeting should be scheduled to allow the attendance of at least one faculty advisor, and the Executive Editor shall make the necessary announcements and arrangements as per the Editor-in-Chief's instructions regarding each meeting.

(b) *Quorum*. Two-thirds (2/3) of the filled positions on the Editorial Board shall constitute a quorum for the purpose of holding a meeting, with a special quorum of three quarters (3/4) of the filled positions on the Editorial Board necessary to vote on any proposed amendments to the Law Review Constitution.

(c) *Votes*. A two-thirds (2/3) majority vote of a quorum of the Editorial Board members present shall be required for any motion to pass, unless otherwise provided for in the Law Review Constitution.

(d) *Written Consent in Lieu of Meeting*. The Editorial Board may also act by unanimous written consent in lieu of a meeting. E-mail consent shall be sufficient.

### 5) Web Committee

The Executive Editor shall coordinate a web committee for the Law Review comprised of at least two volunteers from the Law Review membership interested in web page management. These volunteers shall work with the law librarian or other appropriate law library staff to review and revise the Law Review web page. The web committee shall meet at least once per fall and spring semester to review the web page at a time to be decided upon by the web committee members.

## **ARTICLE II**

## **Editorial Board, Publication and Subscription Manager, and Law Review Staff**

### **1) Honorary President**

Each Editorial Board shall annually elect a past member of the *Akron Law Review* to serve as Honorary President. Each Honorary President must have been an alumni of the Akron School of Law for at least fifteen (15) years, and shall be chosen according to criteria determined in conjunction with the administration and the School of Law's development director.

### **2) Editor-in-Chief**

(a) The Editor-in-Chief shall call and preside over all meetings of the Law Review and serve primarily as the coordinator for the Editorial Board, Law Review Staff, and Publication & Subscription Manager. The Editor-in-Chief is responsible for meeting regularly with Editors to gauge progress of projects, to field suggestions from Board and staff members, and to handle complaints from the Board and staff members.

(b) The Editor-in-Chief is responsible for all matters pertaining to financial arrangements, editing procedures, and compilation of all Law Review materials. Regular consultation with the Faculty Advisors and School of Law administration is expected of the Editor-in-Chief who shall endeavor to ensure good communication and mutual understanding among the Editorial Board, Law Review staff, and Faculty Advisors.

(c) The Editor-in-Chief also assists the administration in building the Law Review alumni network and Law Review endowment, participates as a voting member of the SBA, and ensures representation of the Law Review at functions as requested by the administration.

(d) The Editor-in-Chief has sole authority to determine the compilation of articles into issues and to make all editorial policy decisions regarding articles and publications.

(e) The Editor-in-Chief facilitates good communication and mutual understanding with the Associate Editors as a group, and with the Assistant Editors. The Editor-in-Chief works with the Executive Editor and Associate Editors to match Assistant Editors with the appropriate Associate Editor.

(f) In order to preserve objectivity in the face of any challenges to Note evaluation by Law Review members, the Editor-in-Chief shall not evaluate or grade Law Review member Notes.

(g) There is a strong preference for candidates for Editor-in-Chief whose student Notes has been selected for publication.

(h) Only one (1) student shall be selected for this position.

### **3) Executive Editor**

(a) The Executive Editor shall serve as the financial manager for the Law Review. As the financial manager, the Executive Editor shall prepare and present a budget to the Assistant to the Dean for her approval by June 1 annually, make timely deposits, and obtain approval for all requisitions.

(b) The Executive Editor shall serve as the business manager for the Law Review. As the business manager, the Executive Editor shall enforce all deadlines among Law Review members, schedule and announce all meetings called by the Editor-in-Chief, create and distribute all necessary announcements for the Law Review, check and forward as necessary all communications with the Law Review daily (including e-mail, mail, and voicemail), and maintain a current Law Review member directory.

(c) As to publication management, the Executive Editor shall schedule and track all assignment in the editorial process, both student Notes and outside submissions, including finalizing author contracts, cite checks, text checks, and completing forms for the printer at press times. The Executive Editor shall facilitate the delivery of redline versions to all authors, and any communications with authors necessary.

(d) The Executive Editor is also responsible for scheduling and coordinating social and educational functions, including Law Review fall training and the Law Review spring banquet, and for ensuring that the Law Review photograph is taken during the academic year.

(e) The Executive Editor shall regularly consult with the Editor-in-Chief on all aspects of the Law Review, and shall assist the Editor-in-Chief in forming and implementing general editorial and publication policies.

(f) The Executive Editor is also responsible for scheduling all Notes evaluations, including evaluation of student Notes from the summer Write-On competition, and compiling and posting final evaluations for Law Review member Notes. Therefore, to retain anonymity in the evaluation process, the Executive Editor shall not evaluate or grade Law Review member Notes or Write-On submissions.

(g) At least one (1) student, but no more than two (2) students, shall be selected for this position.

#### 4) Publication and Subscription Manager

(a) The Publication and Subscription Manager is not a student position.

(b) The Publication and Subscription Manager is responsible for maintaining subscription lists, subscriber collections, billing, refunds, and related communications. The Publication & Subscription Manager shall share all updates subscriber information with the Law Review's printer.

(c) This individual also inputs all editorial changes into articles, and aids in the preparation of the articles for final publication through the use of necessary macros. The Publication & Subscription Manager is responsible for learning macros and any software that enhances budget savings and achieves more accuracy and efficiency in the editorial and publication process. The Publication & Subscription Manager also maintains a regular and good working relationship with the appropriate representatives of the printer company.

(d) The Publication and Subscription Manager also consults regularly with the Editor-in-Chief and/or the Executive Editor, and aids in acquisition of any necessary office supplies.

(e) This is an at-will, part-time position, and may be terminated at any time by request of the Editor-in-Chief after consultation with the Faculty Advisors, and the appropriate Assistant to the Dean

#### 5) Articles Editors

(a) The Articles Editors are primarily responsible for acquisition and selection of professional articles. When reviewing submissions to the Law Review, the Articles Editors shall note any deficiencies with footnotes, and make the correction of these deficiencies a condition of offering a publication agreement. If there are substantial deficiencies in footnotes, the submission should, as a general rule, be rejected without further consideration. If footnotes are acceptable or workable, the Articles Editors shall make a final determination on whether to offer a publication agreement to the author.

(b) The Articles Editors shall be responsible for communicating with the authors of articles he or she chooses to publish, and for ensuring that prompt acceptance or rejection letters are sent to authors who submit articles for possible publication. Each Articles Editor is responsible for ensuring that each author he or she accepts for publication returns a signed Publication Agreement.

(c) In each year that the School of Law holds a Symposium, the Articles Editors are also responsible for coordinating with the School of Law administration in order to compile publishable quality essays or articles for a Symposium edition of the *Akron Law Review*. In any year where there is no Symposium amenable to a Symposium issue, the Articles Editors may compile a thematic issue in lieu of the Symposium edition.

(d) Each Articles Editor shall aid in evaluation and grading of Law Review member Notes and write-on competition submissions as assigned.

(e) At least two (2), but no more than four (4), students shall be chosen for this position.

#### 6) Citations Editors

(a) The Citations Editors are primarily responsible for ensuring the accuracy and sufficiency of all footnotes in all articles accepted for publication according to any requirements adopted in the Bylaws.

(b) The Citations Editors shall communicate generously with authors if questions arise in regard to footnotes and shall check all accepted articles for possible plagiarism problems.

(c) The Citations Editors are also responsible for answering Law Review staff questions regarding citation, training Assistant Editors on citation checking, overseeing Assistant Editors during their citation checking assignment, and ensuring the accuracy of each citation checking assignment by performing a second citation check on each article before publication. The Citations Editors shall verify that each Assistant Editor checks the accuracy of quotations, determines whether propositions are supported by valid cited authority, and

whether the article is free of plagiarism. The Citation Editors shall make a recommendation as to whether each Assistant Editor will receive credit for their citation checking assignment.

(d) Citation checks shall conform to the School or Law's guidelines for Graduate Writing Requirement (GWR), and any guidelines appearing in the Law Review handbook.

(e) After an author has reviewed and returned the redline version of an article, one of the Citations Editors shall perform a final proof read and citation check of footnotes.

(d) Citations Editors shall also aid in evaluation and grading of Law Review member Notes and write-on competition submissions as assigned.

(e) At least two (2), but no more than three (3), students shall be chosen for this position.

## 7) Text and Research Editors

(a) The Text and Research Editors are primarily responsible performing text checks on articles selected for publication according to any guidelines adopted in these Bylaws. The Text and Research Editors shall answer Law Review staff questions regarding text checking, train Assistant Editors on text checking, oversee Assistant Editors during their text checking assignment, and ensure the accuracy of each text checking assignment by performing a second text check on each article before publication. The Text and Research Editors shall make a recommendation as to whether each Assistant Editor will receive credit for their text checking assignment.

(b) The Text and Research Editors are also responsible for coordinating the annual Law Review write-on competition, which shall occur after rankings are posted for the spring semester, including the preparation of a closed research writing exercise that includes several sources of legal authority. Competitors shall have at least ten (10) days to complete a Note of eight (8) to ten (10) pages in length, with double spaced text of 12 point font and single spaced footnotes of 10 point font with a space between each footnote. All citations in the casenote shall conform to the most recent edition of the Bluebook. The Text & Research Editors shall coordinate and distribute all necessary materials for the Write-On competition.

(c) Text and Research Editors shall also compile a list of approximately forty (40) noteworthy cases (at least one for each incoming Assistant Editor with a preference of ten beyond that number to ensure availability of options for Note topics) that shall be given to the Executive Editor no later than August 1.

(d) Text and Research Editors shall also aid in evaluation and grading of Law Review member Notes and Write-On competition submissions as assigned.

(e) At least two (2), but no more than three (3), students shall be chosen for this position.

## 8) Associate Editors

(a) Upon successful completion of the requirements of an Assistant Editor, each Assistant Editor is automatically promoted to the position of Associate Editor.

(b) The Associate Editors are primarily responsible for supervising a group of Assistant Editors as assigned by the Executive Editor. Associate Editor responsibilities include coordinating with the Executive Editor to prepare a deadline for the Assistant Editors to follow, ensuring that Assistant Editors meet deadlines, and promptly reporting any missed deadlines to the Executive Editor. Associate Editors shall regularly consult with their assigned Assistant Editors to ensure smooth communication and to aid each Assistant Editor in successfully completing all credit requirements.

(c) Associate Editors report directly to the Editor-in-Chief. The Editor-in-Chief shall provide all reasonable support required by Associate Editors to ensure that the Assistant Editors successfully complete the Student Note.

(d) Associate Editors will advocate that Assistant Editors meet deadlines and shall promptly report any missed deadline to the Executive Editor.

(e) Associate Editors may attend and participate through discussion in Editorial Board meetings, but do not have voting privileges.

(f) Associate Editors shall evaluate and grade Law Review member Notes (but not the Notes of those Assistant Editors specifically assigned to them) and evaluate write-on competition submissions as assigned.

(g) The number of Associate Editors shall vary according to need and availability each year, preferably having at least one Associate Editor for each three or four incoming Assistant Editors.

#### 9) Assistant Editors

(a) Assistant Editors are primarily responsible for producing a student Note in compliance with the Law Review Bylaws, performing one citation check, and performing one text check.

(b) Assistant Editors shall successfully complete a Student Note written on an assigned case. The Note shall be not less than fifty (50) pages and not longer than sixty (60) pages in length. The text of the Notes shall be triple spaced in 12 point font. Approximately one half of each page should consist of 10 point, single spaced footnotes. Footnotes shall have a space between each footnote. The Note shall meet all guidelines as determined each year by the Law Review Board, and citations shall conform to the most recent version of the Bluebook. Assistant Editors shall attach a cover page to all versions of the Note submitted for evaluation purposes upon which appears the law school Honor Code signed by the student's University ID number.

(c) Assistant Editors are expected to attend any summer social event, training meeting, and research workshop required by the Editorial Board.

(d) Assistant Editors may attend and participate through discussion in Editorial Board meetings, but do not have voting privileges.

(e) All students who meet the requirements for Law Review membership may serve as an Assistant Editor. There is no maximum number of students who may serve as an Assistant Editor.

### **ARTICLE III**

#### **Terms, December Graduates, Membership, Elections**

##### 1) Terms

(a) Assistant Editors serve from August 1 through the end of classes the following spring semester. If an Assistant Editor intends to graduate in December of the same year in which they serve as an Assistant Editor, the Editorial Board may make appropriate accommodations on a case-by-case basis.

(b) Associate Editors and Editorial Board members serve a term beginning the Friday two weeks from the last day of classes in the spring semester, concluding one year later on the Thursday two weeks prior to the last day of classes in the spring semester.

(c) Students committed to December graduation in the year in which they begin their term may only serve as an Associate Editor. The Law Review is a business that runs on a business and financial cycle that runs through the spring of each year, thus candidates for Board positions must be available to serve a full term. A candidate for Associate Editor may serve a shortened term that concludes in December. The Assistant Editors places with such an Associate Editor shall be reassigned to a full-term Associate Editor.

##### 2) Candidacy for Membership – Assistant Editors

(a) Assistant Editors are selected based on scholarship and aptitude for legal research and writing either via automatic selection or competitive selection.

(b) *Automatic selection.* Candidacy is automatically open to those law students ranking in the top fifteen (15) percent of their class and who have completed at least the first-year program as defined by the administration at the School of Law. (1) Day students who have completed at least the first year program shall be automatically invited according to the rankings posted for the Spring of the year in which they complete the first year program. Day students finishing the second year program are also eligible for automatic invitation based on rankings posted in the Spring. (2) Evening students complete the first year program following the Fall semester of their second year. Therefore, eligibility for automatic invitation of evening students is determined by rankings posted after the Fall semester. Evening students entering their third and fourth year who were ranked in the top fifteen percent (15%) of their class in the previous Fall semester shall be automatically invited.

(c) *Competitive selection.* Candidacy is also open to those law students who have attained a 2.6 cumulative grade point average and have completed at least the first-year program as defined by the administration of the School of Law. Both day and evening students must have achieved the minimum 2.6 cumulative GPA at the end of the Spring semester immediately prior to the write-on competition. Summer

grades will not be considered in determining whether a student has met the minimum 2.6 cumulative GPA requirement. This category of candidates shall be selected by an annual, competitive writing competition determined and supervised by the Editorial Board, and conducted by the Text and Research Editors. This writing competition shall occur once annually in June or July after all grades and class ranks for qualifying students have been posted.

(d) All candidates shall be notified of their candidacy for Law Review by a letter of invitation to be mailed no later than the end of the second week in August. Those students qualifying for automatic invitation may be notified prior to those students qualifying through competitive selection. Invitation for those students who qualify for automatic invitation shall only occur once each year in the summer after rankings for Spring have been posted. While these students are automatically invited only at one time during the year, the provisions in (b) still determine whether a student is eligible for automatic invitation at that time. No invitations shall be sent to evening students prior to the posting of Spring ranking regardless of the fact that their eligibility has been determined earlier by the posting of Fall rankings.

### 3) Candidacy for Membership – Associate Editors

Assistant Editors who successfully complete the requirements of service to Law Review as an Assistant Editor automatically become Associate Editors Elect. Associate Editors Elect may choose to continue as an Associate Editor, interview for an Editorial Board position, or decline to serve on Law Review for a second term.

### 4) Candidacy for Membership – Editorial Board

(a) Only Associate Editors Elect are eligible to serve on the Editorial Board. No Associate Editor Elect who is a day student shall be a member of the Editorial Board unless he or she has completed at least the second-year program as defined by the administration of the School of Law. No Associate Editor Elect who is an evening student shall be a member of the Editorial Board unless he or she has completed the second-year program and one semester of the third-year program as defined by the administration of the School of Law.

(b) Selection of the Editorial Board members shall be based on interviews, a review of the applicant's resume (GPA, class rank and social security number omitted), consideration of the applicant's performance as an Assistant Editor, and any other relevant considerations as determined by the Editorial Board. Preference shall be given to candidates whose student article has been selected for publication. Applicants must demonstrate a thorough understanding of the editorial process, and of every job description of Law Review as outlined in the Constitution and Bylaws. Selection shall become effective upon a majority vote of a quorum of the Editorial Board members present for the interviews. The Editor-in-Chief shall not vote for applicants unless needed to break a tie.

## **ARTICLE IV**

### **Evaluation, Grading, Selection for Publication of Assistant Editor Notes**

#### 1) Evaluations

(a) Associate Editors shall evaluate their Assistant Editors' Notes as scheduled by the Executive Editor.

(b) Three (3) members of the Law Review (excluding Assistant Editors) shall evaluate each student Note once each semester. At least one (1) of the three evaluators shall be a member of the Editorial Board. These evaluations will contain an indication that an Assistant Editor is on track to successful completion of their Note.

#### 2) Grading

(a) Notes shall be graded by the Law Review once each semester.

(b) Each final grading shall be performed by five (5) members of the Law Review (excluding Assistant Editors). At least two (2) of the final graders shall be members of the Editorial Board.

(c) All Law Review members involved in final grading of Assistant Editor Notes shall use a standard grading form prepared and distributed by the Executive Editor to award final point totals to each Note so that

Assistant Editors have an idea of how to improve their point totals in future evaluations. The grading form shall be prepared by the Executive Editor in conjunction with the Editor-in-Chief and Editorial Board.

(d) The grading which occurs in the Spring will confirm successful completion of the Note.

(e) To preserve the anonymity of the process, the Executive Editor alone shall schedule, process, tally, and facilitate collection of articles and evaluation sheets. The Executive Editor shall not participate in grading.

(f) The Editor-in-Chief shall not participate in any step of the grading or evaluation process so that the Editor-in-Chief can be objective in reviewing the progress of work, and in handling any challenges to the process.

### 3) Selection for Publication

(a) The number of Notes selected for publication varies with the needs of the Law Review. Generally not more than six (6) and no fewer than three (3) Assistant Editor Notes shall be accepted for publication in the *Akron Law Review*, and not more than two (2) and no fewer than one (1) Assistant Editor Note(s) shall be accepted for publication in the *Akron Tax Journal*. The Editorial Board shall determine the number of Notes to be accepted prior to final grading of Notes.

(b) Notes with the highest average point totals from final grading shall be accepted for publication in their corresponding publication according to the number determined needed for publication. For example, in a year that the Editorial Board determines that six student Notes may be published, then the Notes achieving the top six point totals shall be accepted. In the event of a tie number of points, the Board shall determine the relative editorial merits of the Notes ties, and vote on acceptance of the required number of notes. A two-thirds vote of a quorum shall result in the Note(s) acceptance for publication.

(c) Students whose Notes are not selected are strongly encouraged to submit their Notes to other law reviews to be considered for publication with an outside law review.

(d) Students who desire to challenge the selection process must do so in writing to the Editor-in-Chief, copied to all Faculty Advisors, within seven (7) days of being notified of the outcome of the selection process. After seven (7) days, the student has waived the right to challenge the process.

## **ARTICLE V**

### **Credits, Stipends, Keys**

#### 1) Credits and Stipends

(a) Each Assistant Editor shall register for the Law Review Intern course during the spring semester and shall receive two (2) credits and GWR credit for taking Law Review as a course upon successful completion of all requirements. Assistant Editors do not receive tuition waiver or remission, nor do they receive a stipend for their service as Assistant Editors.

(b) Each Associate Editor shall register for the Law Review Senior Staff course during their final semester of service as an Associate Editor (fall for December graduates; spring for all others). Associate Editors shall receive two (2) credits upon successful completion of their service to Law Review. Associate Editors are not qualified for tuition waiver or remission and do not receive a stipend for their service as Associate Editors.

(c) Editorial Board members shall register for the Law Review Editorial Board course during the spring semester and shall receive two (2) credits for successfully completing their service to the Law Review. Editorial Board members do not qualify for tuition waiver or remission, but are awarded stipends for their service to the Law Review. Amount and payment terms of all stipends shall be determined by the administration of the School of Law.

#### 2) Keys

(a) The Editor-in-Chief and Publication & Subscription Manger shall be provided access keys for the law library elevator, and rooms 346, 347, and 348.

(b) The Executive Editor shall be provided access keys for the law library, and rooms 347 and 348.

(c) The remaining members of the Editorial Board and all Associate Editors shall be provided an access key to room 348 only.

(d) Assistant Editors will not be provided access keys, but will have access to room 348 only. Assistant Editors will be able to check out a key on reserve from the Law Library reserve desk. The Law Library reserve desk shall be provided by the Executive Editor a list of Assistant Editors who shall have access each year.

## **ARTICLE VI**

### **Vacancies, Withdrawal, Discipline, Dismissal**

#### 1) Vacancies

(a) If a vacancy arises during the course of any given semester, the Editorial Board shall have the discretion to invite a qualifying person to fill that vacancy, or shall have the discretion to leave the position(s) unfilled until the next set of interviews.

(b) If the Editorial Board chooses to fill a vacancy, then each member shall submit to the Editor-in-Chief his or her recommendation(s) for the position(s). The Editor-in-Chief will ensure that each proposed candidate meets the eligibility requirements and shall conduct a vote. Any such vacancy shall be filled by a majority vote of a quorum of the Editorial Board.

#### 2) Withdrawal

Except under extraordinary circumstances, voluntary withdrawal must occur no later than the end of the first semester of service on the law review in each year in which a student participates. Timely withdrawal will not result in any penalty to the student. The member may be eligible to participate on Law Review during their next academic year if the member either becomes eligible for either automatic or competitive selection according to Article III, Section 2 of these Bylaws.

#### 3) Discipline

If any member of the Law Review fails to completely perform the responsibilities of his or her position, the Editor-in-Chief shall call a meeting of the Editorial Board to discuss the situation. The Editor-in-Chief, Executive Editor, and at least one Faculty Advisor shall meet in person with the member. Every effort shall be made to assist the member to resume adequate performance of his or her duties and successfully complete his or her term of service. All meetings shall be preceded and followed by a letter from the Executive Editor to the member to memorialize the process. If the member further fails to perform his or her duties, the Editor-in-Chief and Faculty Advisor shall consult with an Associate Dean to determine a further course of action.

#### 4) Dismissal

If a member, after having gone through a disciplinary process, as described in three (3) above, continues to undermine the success of the Law Review by failing to perform his or her duties, the Editorial Board shall hold a special meeting, scheduled to include at least one Faculty Advisor and an Associate Dean, to determine the proper manner in which to proceed to dismiss the member from Law Review.

## **ARTICLE VII**

### **Amendment to the Bylaws and Handbook**

#### 1) Amendments - Bylaws

(a) Amendments to the Law Review Bylaws may be proposed by **any** member of the Law Review.

(1) The member making the proposal shall distribute copies of the proposed amendments to all members of the Law Review and to all Faculty Advisors at least ten (10) days prior to any Editorial Board meeting at which the proposed amendment shall be voted on;

(2) The ten (10) day notice and waiting period outlined in (1) above may be waived if the entire Editorial Board agrees in writing to waive the provision. Waiver by e-mail shall be sufficient. At least one Faculty Advisor shall be consulted regarding waiver of the notice and waiting provision each time waiver is requested from the Board.

(3) A quorum of two-thirds (2/3) of the Editorial Board members is required to vote on proposed amendments. A two-thirds majority of that quorum is required for the proposed amendment to be adopted.

(b) Any amendment shall become effective upon passage by the Editorial Board. Updated copies of the newly amended Bylaws must be distributed to all Law Review members and Faculty Advisors within seven (7) days of adoption of amendments.

2) The Editorial Board shall ensure that the Law Review Handbook is available to all Law Review members. The Handbook shall outline the editorial process, describe requirements for Assistant Editor credit, and include duty descriptions for the Editorial Board and Associate Editor positions. The Editorial Board may also, in its discretion, include teaching and other materials in this Handbook.

(As amended November 6, 2002.)