

**JOURNAL OF LAW AND PUBLIC POLICY**  
**BYLAWS**

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## **ARTICLE I: PURPOSES OF JLPP**

### **1.01 STATEMENT OF PURPOSE**

The Journal of Law and Public Policy (JLPP) publishes scholarly articles regarding contemporary legal and social issues facing public policy decisions makers. JLPP also provides academic credit for JLPP members as authorized by the Levin College of Law administration and recognizes student excellence in case comment writing, note writing, text editing and research editing. JLPP shall conduct its activities in conformity with relevant federal and state law, and University of Florida and Levin College of Law policies.

### **1.02 STATEMENT OF NON-DISCRIMINATION**

JLPP prohibits discrimination on the basis of race, ethnicity, national origin, age, disability, religion, sexual orientation, gender, marital status, and any other impermissible factor.

## **ARTICLE II: STRUCTURE OF JLPP**

### **2.01 STUDENT MEMBERSHIP**

JLPP is comprised of students of the Levin College of Law and students of graduate and professional schools of the University of Florida. Each JLPP member is classified as a Comment Writer, Note Writer, or General Board Member. For the purposes of these bylaws, member shall refer collectively to Comment Writers, Note Writers, or General Board Members.

### **2.02 ROLE OF EXECUTIVE BOARD, SENIOR BOARD, AND ADVISORY BOARD**

The JLPP executive board controls the business and administration of JLPP with the assistance of the senior board. An advisory board composed of selected faculty and alumni shall serve in an advisory role to JLPP. The JLPP executive board shall work closely with the faculty advisor to improve the quality of the journal including, but not limited to:

- (a) submitting article selections to the faculty advisor for approval as consistent with an issue's theme before an offer is made to an author;
- (b) submitting contracted articles that have been fully edited by the board to the faculty advisor for review before sending the article to the author for the author's first review.
- (c) notifying the faculty advisor of upcoming general business meetings to request his or her attendance;

The Assistant Editor-in-Chief shall submit a sponsor's name and an action plan/theme for his or her issues to the faculty advisor no later than 30 days after the first day of fall and spring classes. Additionally, both the Assistant Editor-in-Chief and the Assistant Managing Editor shall set up a formal meeting with the Staff Editor no later than 30 days after the first day of fall and spring classes to discuss journal policies and procedures.

## **ARTICLE III: MEMBERSHIP OF JLPP**

### **3.01 SELECTION OF MEMBERS**

- (a) Law Student Selection

- (1) JLPP will invite any third semester law student that ranks in the top ten percent of that student's section or class after completing the first year curriculum to become a member unless that student has not satisfactorily completed Legal Research & Writing. JLPP will invite any third semester law student that receives a book award in Legal Research and Writing or Appellate Advocacy to become a member unless that student does not carry a minimum grade point average of 2.0.
- (2) JLPP will invite any third or fourth semester law student that authors a case comment of publishable quality as anonymously selected by the Student Works Executive and the Executive's designees to become a member unless that student has not satisfactorily completed Legal Research & Writing or does not carry a minimum grade point average of 2.0.

**(b) Graduate Student Selection**

JLPP will invite any graduate student selected by the Interdisciplinary Chair and the Chair's designees to become a member unless that student does not have two semesters of course work remaining exclusive of the semester in which the student would become a member. The Interdisciplinary Chair and the Chair's designees will evaluate graduate students who submit an application consisting of (1) a writing sample of a work composed for a graduate level course classified by the University Registrar as having a prefix other than law, (2) a paper certification form, and (3) a student information form.

**(c) Joint-Degree and Concurrent Degree Student Selection**

A joint-degree or concurrent degree student may become a member under the guidelines of either section 3.01(a) or 3.01(b).

**3.02 CATEGORIES AND REQUIREMENTS OF MEMBERSHIP**

**(a) Comment Writers**

**(1) Definition of Comment Writer**

A student who accepts an invitation to join JLPP is a Comment Writer until the student completes the writing and work requirements necessary to become a Note Writer.

**(2) Writing Requirements for Comment Writers**

**(A)** Comment Writers must complete a case comment in their first semester of membership, excluding the summer semester. The Student Works Editor shall approve case comment topics and determine whether the writing requirements for the case comment have been satisfactorily completed.

**(B)** Graduate student members must complete a student research article in their first semester of membership, excluding the summer semester. A student research article is a major research paper of publishable quality written under the supervision of a faculty mentor.

**(C)** Joint-degree or concurrent degree members may complete either the writing requirements of 3.02(a)(2)(A) or 3.02(a)(2)(B).

**(3) Membership Points for Comment Writers**

**(A)** A Comment Writer shall complete at least three (3) membership points in the member's comment writing semester.

**(B)** A Comment Writer must complete research editing, article editing, and screening assignments, or any combination thereof (as determined by the Executive Board).

**(b)** Note Writers

**(1)** Definition of Note Writer

A JLPP member is a Note Writer until the student completes the writing and work requirements necessary to become a General Board Member.

**(2)** Definition of a Note

A note is an exhaustive and comprehensive journal paper of publishable quality. A note of publishable quality is one that displays excellent content, analysis, research, footnoting, and formatting. Students who are writing two notes in the same semester because of dual journal membership will not be held to the standard of publishable quality. These students will be held to a colorable effort standard. A note may not be used for additional credit as a seminar paper.

**(3)** Note Mentor Committee

The Executive Board shall establish a Note Mentor Committee which will oversee the note writers for a given semester. The function of the Note Mentor Committee will be to work individually with Note writers and help the writer in the writing and research process so that the result is a paper of publishable quality. The student will have periodic deadlines and review sessions with the Note Mentor Committee throughout the semester to make sure the student is on track to meeting the note criteria. Members of the Note Mentor Committee will receive membership points for their time.

**(4)** Writing Requirements for Note Writers

**(A)** All law student members must complete a student note. The Notes Chair shall approve note topics and determine whether the writing requirements for the note have been satisfactorily completed. Student members must choose one of the following three note writing options and notify the Student Works Editor of their choice:

**i.** Write a note independent of a seminar during their second semester on the journal. This option allows students to write a note their fourth or fifth semester and the note can be on any topic.

**ii.** Write a note concurrently with a seminar paper in any semester after gaining journal membership. This option requires the student to obtain written teacher approval and to turn in two substantially different papers. Students may take this option their 4th, 5th, or 6th semester. However, a member will not be able to receive journal credit until the semester after their note is submitted. If a student turns in a note their sixth semester, they may sign up for note credit concurrent with writing the paper, but the credit is not guaranteed and they may receive an incomplete or failing grade on their transcript if the note does not meet journal standards.

**iii.** Write a note in the semester immediately following your seminar semester. Students must enroll in a seminar by their fifth semester in order to exercise this option. The seminar paper and note must be

substantially different papers, but will not require faculty approval. Students must submit the previous seminar paper when they turn in their note.

**(B)** Graduate student members must complete a student note or second student research article in their second semester of membership, excluding the summer semester. The student's second semester of membership is the semester in which the student begins the second student research article or student note. A student research article is a major research paper of publishable quality written under the supervision of a faculty mentor. The second student research article may be completed over one or two semesters.

**(C)** Joint-degree or concurrent degree members may complete either the writing requirements of 3.02(b)(4)(A) or 3.02(b)(4)(B).

**(5) Membership Points for Note Writers**

**(A)** A Note Writer shall complete at least five (5) membership points in the member's note writing semester unless the member serves as a senior board member during his/her note writing period.

**(B)** A Note Writer must complete research editing, article editing, and screening assignments, or any combination thereof (as determined by the Executive Board), unless the member is elected to serve as an Executive.

**(c) General Board Members**

**(1) Definition of General Board Member**

Each member who successfully completes his or her respective note requirement and completes thirteen (13) membership points becomes a General Board Member.

**(2) Membership Points for General Board Members**

**(A)** A General Board Member who does not serve as an executive board or senior board member shall complete at least ten (10) membership points per semester in addition to article editing, research editing, and screening assignments given to that member.

**(B)** A senior board member who is not an assistant editor shall complete at least five (5) membership points per semester in addition to article editing, research editing, and screening assignments given to that senior board member.

**(C)** A senior board member who is an assistant editor or an executive board member shall not be required to complete membership points.

**(3) Duration of General Board Membership**

A General Board Member remains a member of JLPP unless the member graduates or fails to meet the work requirements of a General Board Member and the executive board terminates the member's membership under section 7.02.

### 3.03 MEMBERSHIP POINTS

A JLPP member may earn membership points for:

- (a) participating in committees; and
- (b) assisting an executive editor or assistant editor in the completion of their duties such as grading case comments or notes.

A JLPP member may not earn membership points for attending meetings, completing assigned articles editing, research editing, and screening assignments. The executive editor or assistant editor shall award the appropriate number of membership points in quarter increments based on the difficulty of each task and the time needed to complete each task. To satisfy the membership point requirement described in Article III, JLPP members must earn at least half of their membership points by participating in committees unless that member is grading a case comment or a note in which case at least one-third of membership points must be attributed to committee participation.

### 3.04 ACADEMIC CREDITS

(a) A law student, joint-degree student or concurrent degree student may earn one Journal credit hour from the College of Law by completing a case comment and the JLPP work requirements. However, a member may not receive this credit until the member's third semester as a member of JLPP or until the member submits a note (or the equivalent for non-law students) of publishable quality, whichever is later. JLPP will award an S for satisfactory completion or an I for incompleteness.

(b) A law student, joint-degree student or concurrent degree student may earn one Journal credit hour from the College of Law by completing a note and the JLPP work requirements. However, a member may not receive this credit until the member's third semester as a member of JLPP or until the member submits a note (or the equivalent for non-law students) of publishable quality, whichever is later. JLPP will award an S for satisfactory completion or an I for incompleteness.

(c) If a member receives an I (incomplete) and subsequently satisfactorily completes the requirements as determined by the Executive board, that member's grade will be changed to an S (satisfactory.) If the member receives an I (incomplete) and fails to complete the credit requirements, that member's grade will be changed to a U (unsatisfactory).

[The S,I,U designation, or the equivalent P,I,F designation shall apply, according to current law school policy]

(d) A law student, joint-degree student or concurrent degree student may earn a third academic credit from the College of Law for participation on the Executive Board. However, a member may not receive this credit until the member's third semester as a member of JLPP or until the member submits a note (or the equivalent for non-law students) of publishable quality, whichever is later.

(e) A non-law student may earn one law credit for participation on JLPP with the permission of the department chair of the student's graduate program. However, a member may not receive this credit until the member's third semester as a member of JLPP or until the member submits a note (or the equivalent for non-law students) of publishable quality, whichever is later.

## **ARTICLE IV: WRITING COMPETITIONS**

### 4.01 CASE COMMENT OPEN WRITING COMPETITION

- (a) Collection of Case Comments

(1) The Assistant Managing Editor shall be responsible for collecting the case comments on the date that the Student Works Editor designates. The Assistant Managing Editor shall require that all write-on competitors submit their case comments at or before 5:00 P.M. on the date that the Student Works Editor designates.

(2) Petition for Late Submission

(A) In the event that a write-on competitor submits a case comment after 5:00 P.M. on the date that the Student Works Editor designates, then the Assistant Managing Editor shall inform that competitor of a right to petition the Executive Board for a waiver of the 5:00 P.M. deadline.

(B) The petitioner must submit the petition to the Assistant Managing Editor on or before 5:00 P.M. on the day after the date on which the case comment was due.

(C) The Executive Board may, upon unanimous approval, waive the 5:00 P.M. deadline for any competitor who petitions the Executive Board for a waiver.

(D) If the Executive Board approves the waiver, then the Executive Board shall determine, by majority vote, whether the case comment is eligible for publication.

(b) Evaluation of Case Comments

(1) The Assistant Managing Editor shall assign to each case comment a number for purposes of anonymity and then shall submit the case comments to the Student Works Editor and the Case Comment Evaluation Panel.

(2) Case Comment Evaluation Panel

(A) The Case Comment Evaluation Panel shall consist of the Student Works Editor, the Assistant Student Works Editor, and general panel members, who shall be appointed by majority vote of the Executive Board.

(B) Satisfactory service by a member on the Comment Evaluation Panel shall fully satisfy that member's membership point requirements.

(3) The Student Works Editor and the Case Comment Evaluation Panel shall determine write-on invitees in a manner determined by the Student Works Editor and approved by a unanimous vote of the Executive Board.

(4) The Case Comment Evaluation Panel shall maintain complete confidentiality of all discussions relevant to the determination of write-on invitees.

**4.02 NOTE WRITING COMPETITION**

(a) Collection of Notes

(1) The Assistant Managing Editor shall be responsible for collecting the notes on the date that the Student Works Editor designates. The Assistant Managing Editor shall require that all Note Writers submit their notes at or before 5:00 P.M. on the date that the Student Works Editor designates.

(2) Petition for Late Submission

(A) In the event that a Note Writer submits a note after 5:00 P.M. on the date that the Student Works Editor designates, then the Assistant Managing Editor shall inform that competitor of a right to petition the Executive Board for a waiver of the 5:00 P.M. deadline.

(B) The petitioner must submit the petition to the Assistant Managing Editor on or before 5:00 P.M. on the day after the date on which the Note was due.

(C) The Executive Board may, upon unanimous approval, waive the 5:00 P.M. deadline for any Note Writer who petitions the Executive Board for a waiver.

(D) If the Executive Board approves the waiver, then the Executive Board shall determine, by majority vote, whether the note is eligible for publication.

(b) Evaluation of Notes

(1) The Assistant Managing Editor shall assign to each case comment a number for purposes of anonymity and then shall submit the notes to the Student Works Editor and the Note Evaluation Panel.

(2) Note Evaluation Panel

(A) The Note Evaluation Panel shall consist of the Student Works Editor, the Notes Chair, and four other panel members, who shall be appointed by majority vote of the Executive Board.

(B) Satisfactory service by a member on the Note Evaluation Panel shall fully satisfy that member's membership point requirements.

(3) The Note Evaluation Panel shall maintain complete confidentiality of all discussions relevant to the determination of the note competition winner.

**4.03 INTERDISCIPLINARY WRITING COMPETITION**

The procedure for the Interdisciplinary Writing Competition shall be developed by the Student Works Editor and the Interdisciplinary Chair. The procedure must be approved by a unanimous vote of the Executive Board.

**ARTICLE V: ELECTION, REMOVAL, REQUIREMENTS, AND DUTIES OF OFFICERS**

**5.01 EXECUTIVE BOARD AND SENIOR BOARD STRUCTURES**

The executive board consists of nine officers: the Editor-in-Chief, the Managing Editor, three Articles Editors, three Research Editors and the Student Works Editor. The senior board consists of at least fourteen members: the Assistant Editor-in-Chief, the Assistant Managing Editor, three Assistant Articles Editors, three Assistant Research Editors, the Assistant Student Works Editor, the Notes Chair, the Interdisciplinary Chair, the Production Chair, the Policy Chair, and the Bylaws Chair. The Editor-in-Chief may appoint additional Assistant Editors and Chairpersons at the Editor-in-Chief's discretion.

**5.02 DUTIES OF EXECUTIVE EDITORS AND SENIOR BOARD MEMBERS**

Executive editors fulfill their work requirement of the JLPP by satisfactorily completing a term of office as executive editor. Where an assistant editor position corresponds with an executive editor

position, the assistant shall assist the corresponding executive editor in that editor's duties. In addition, assistant editors shall perform any duties specifically listed below. The assistant editor shall ascend to the corresponding editor position upon the completion of the executive editor's term.

**(a) Duties of Editor-in-Chief**

The Editor-in-Chief shall:

- (1) preside over all meetings of the Executive Board and General Board;
- (2) make final decisions to accept or reject article submissions;
- (3) review and edit articles prior to publication;
- (4) serve as the primary public representative of the Journal to the public, faculty, and administration; and
- (5) assign work to departments and supervise the work of all departments.
- (6) see their respective issue(s) through to publication, even if this would require work after leaving the office of Editor-in-Chief and/or after graduation from the College of Law.

**(b) Duties of Assistant Editor-in-Chief**

The Assistant Editor-in-Chief shall assist with the duties of the Editor-in-Chief.

**(c) Duties of Managing Editor**

The Managing Editor shall:

- (1) serve as the representative of the Journal in the absence of the Editor-in-Chief;
- (2) solicit new subscriptions and filling all subscriber orders and requests;
- (3) present a report/proposal to the Editor-in-Chief regarding the standards and procedures for the maintenance of the journal's finances, marketing, and fundraising at the beginning of each semester;
- (4) maintain the Journal's financial records and monitor the Journal's funds;
- (5) solicit funding as needed;
- (6) supervise the revisions of Journal bylaws, the banquet, and any symposia or lectures of the Journal;
- (7) oversee all issues related to the physical publication of the Journal including layout, format, style rules, and design;
- (8) supervise all alumni activities and gatherings;
- (9) maintain all journal records, including but not limited to, member contracts attendance and membership points; and

(10) supervise the activities of the Assistant Managing Editor, Policy Chair, Production Chair, and Bylaw Chair.

**(d) Duties of Assistant Managing Editor**

The Assistant Managing Editor shall:

- (1) coordinate and produce the Journal's alumni newsletter, website, alumni correspondence, and alumni mailing list;
- (2) coordinate production of promotional for JLPP, including, but not limited to, production of all journal related flyers and t-shirts; and
- (3) assist with the duties of the Executive Managing Editor.
- (4) collect case comments and notes in writing competitions.

**(e) Duties of Articles Editors**

The Executive Articles Editors shall solicit, review, select and edit for publication in JLPP articles from professors and legal scholars and shall distribute work to the Assistant Articles Editors and members. Assistant Articles Editors shall monitor the JLPP incoming email, send acknowledgement letters to the authors of new article submissions, send rejection letters to the authors of rejected articles, document all new article submissions and rejections, and screen and edit articles.

**(f) Duties of Student Works Editor**

The Student Works Editor shall recruit new members to the JLPP by running the Open Writing Competition and shall oversee members' writing of case comments. The Student Works Editor shall nominate to the Executive Committee a comment author to receive the *Huber C. Hurst* award for the best case comment. The Student Works Editor shall supervise the activities of the Assistant Student Works Editor, the Notes Chair and the Interdisciplinary Chair.

**(g) Duties of Notes Chair**

The Notes Chair shall assist note writers with submission of note topics, approve note and interdisciplinary topics, supervise submission of notes and interdisciplinary works, and grade notes and interdisciplinary works. The Notes Chair shall nominate to the Executive Committee a note author to receive the *Barbara W. Makar Competition* award recipient.

**(h) Duties of Interdisciplinary Chair**

The Interdisciplinary Chair shall assist the Editor-in-Chief and Assistant Editor-in-Chief in the recruitment of graduate students and solicitation of interdisciplinary articles.

**(i) Duties of Policy Chair**

The Policy Chair shall plan all social events for JLPP throughout the semester including the banquet.

**(j) Duties of Production Chair**

The Production Chair shall maintain and update the Journal website and maintain the e-mail list and/or listserve.

**(k) Duties of Bylaws Chair**

The Bylaws Chair shall maintain and update the JLPP bylaws as needed. The Bylaws Chair shall select and hold at least one meeting every semester open to any interested members of JLPP, for the purpose of reviewing JLPP bylaws and making necessary changes.

**5.03 ELECTION OF EXECUTIVE BOARD AND SENIOR BOARD MEMBERS**

Each semester, members shall elect an Editor-in-Chief, a Managing Editor, three Articles Editors, three Research Editors, a Student Works Editor, a Notes Chair, an Interdisciplinary Chair, a Production Chair, a Policy Chair and a Bylaws Chair. A candidate for office must receive a majority of votes cast and quorum must be present to be elected into office. Individuals elected to an Executive position shall serve as the corresponding assistant in the first semester following election and shall ascend to the Executive position in the second semester following election.

**(a) Eligibility for Executive and Senior Board**

A member shall be eligible to run for an executive or senior board position if that member has completed a case comment or student research article.

**(b) Administration of Elections and Counting of Votes**

The Editor-in-Chief-elect shall serve as the presiding officer at JLPP elections and shall count votes in the election.

**(c) Eligibility for Voting**

A member shall be eligible to vote if that member has completed a case comment or student research article. The Editor-in-Chief shall only vote to break ties between candidates for office.

**(d) Method of Voting**

Members eligible to vote shall cast written ballots and give ballots to the presiding officer. The presiding officer shall count the votes and declare any candidate receiving a majority of votes as the winner of the election. If no candidate receives a majority of the votes, the presiding officer shall strike the candidate receiving the lowest number of votes and members shall cast votes for the remaining candidates until a majority is reached. In elections for multiple candidates, members shall cast a number of votes equal to the number of available board positions.

**(e) Method for Tie-Breaking**

In the event of a tie between two candidates, the Editor-in-Chief shall cast a decisive vote to determine the winning candidate.

**5.04 RELIEF OF EDITORS, ASSISTANT EDITORS OR CHAIRPERSONS DUE TO INABILITY TO SERVE FOR FULL TERM OF THE POSITION**

If an Editor, Assistant Editor or Chairperson is unable to fulfill the individual's term of office to which the individual was elected, the Editor-in-Chief with the approval of the executive board may relieve the Editor, Assistant Editor or Chairperson of the duties of the office.

#### **5.05 REMOVAL OF EDITORS, ASSISTANT EDITORS AND CHAIRPERSONS**

The executive board, upon a two-thirds vote, may remove an Editor, Assistant Editor or Chairperson from office for failure to fulfill the officer's duties as defined in sections 4.02, *et. seq.* The executive board must provide notice to that officer that a vote will be taken on removal at least seven days prior to the executive board vote. An Editor, Assistant Editor or Chairperson recommended for removal shall not be considered in determining quorum or counted in voting.

#### **5.06 REPLACEMENT OF RELIEVED OR REMOVED EXECUTIVE BOARD MEMBERS**

If an executive board vacancy occurs within the first six weeks of the semester in which the Editor is serving, the members eligible to vote under 3.03.04 shall elect a replacement Editor at the first general business meeting following the vacancy. The Managing Editor shall notify the membership of the vacancy via electronic mail. If an executive board vacancy occurs after the first six weeks of the semester in which the Editor is serving, the corresponding Assistant Editor shall immediately assume the Editor's office, except where more than one Assistant Editor is eligible for the Editor's office or the Assistant Editor is unwilling to accept the Editor's office. If more than one Assistant Editor is eligible for the Editor's office and more than one Assistant Editor wishes to serve as the Editor, the members eligible to vote under 3.03.04 shall elect one of the Assistant Editors to serve as Editor. If an Assistant Editor is unwilling to accept the Editor's office, the members eligible to vote under 3.03.04 shall elect a replacement Editor.

#### **5.07 REPLACEMENT OF SENIOR BOARD MEMBERS**

Members eligible to vote under 3.03.04 shall elect a member eligible to hold office under 3.03.01 to fill any senior board vacancies at the first general business meeting following the vacancy. The Managing Editor shall notify the membership of the vacancy via electronic mail.

### **ARTICLE VI: FREQUENCY AND VARIETY OF MEETINGS**

#### **6.01 GENERAL BUSINESS MEETINGS**

General business meetings are mandatory for all JLPP members. JLPP members must attend every general business meeting or submit a petition according to the guidelines of section 7.01. The Managing Editor shall schedule at least one general business meeting per semester exclusive of elections and shall provide notice of the meeting date or dates by electronic mail and bulletin board notice at least ten days in advance of the meeting. One-half or more of the membership of JLPP shall be present at a general business meeting to establish a quorum. JLPP may only conduct business at a general business meeting when a quorum is present.

#### **6.02 EDITORIAL BOARD MEETINGS**

Editorial board meetings are mandatory for all executive and senior board members. Executive and senior board members must attend every editorial board meeting or submit a petition according to the guidelines of section 7.01. The executive and senior boards shall meet at least every two weeks during the fall and spring semesters. One-half or more of the membership of the JLPP executive and senior boards shall be present at an editorial board meeting to establish a quorum. The executive and senior boards may only conduct business at an editorial board meeting when a quorum is present. The executive and senior boards shall make editorial board meetings open to all members by notifying members with an email sent through TWEN.

### 6.03 COMMITTEE MEETINGS

Committee Meetings are mandatory for all committee participants. Committee members must attend all committee meetings or submit a petition according to the guidelines of section 7.01. JLPP committee representatives may schedule committee meetings to assign work or to discuss committee goals. The committee representative supervising the committee shall provide notice of the meeting date or dates by electronic mail and bulletin board notice at least ten days in advance of the meeting.

## **ARTICLE VII: PETITIONS, SANCTIONS AND TERMINATION OF MEMBERSHIP**

### 7.01 PETITIONS

**(a)** A member may submit a petition to the Managing Editor to excuse the petitioner's absence from a required meeting. A member may submit a petition to the assignor of a work assignment to modify, suspend or extend any JLPP work requirement. The member may appeal any adverse decision to the Editor-in-Chief. The petitioning member shall submit the petition prior to the meeting or deadline the petition seeks to modify, suspend or extend unless an extraordinary condition justifying post-deadline petition submission is identified in the petition.

**(b)** A member may submit to the Executive Board a petition requesting a leave of absence from JLPP for a period of one semester if, during the semester for which the member requests the leave of absence, the member is studying abroad, is suffering a debilitating health condition, or presents some other extenuating circumstance.

### 7.02 SANCTIONS

#### **(a)** Sanctionable Conduct

Sanctionable conduct includes, but is not limited to:

- (1) unexcused failure to satisfactorily complete committee assignments;
- (2) unexcused failure to complete membership point requirements;
- (3) unexcused absences from general board meetings or editorial board meetings;
- (4) failure to satisfactorily complete JLPP sanctions; or
- (5) violating the Honor Code.

#### **(b)** Issuance of Sanctions

A sanction is a written memorandum reflecting the respective journal member's failure to comply with any work, meeting, or committee requirement of JLPP. The Editor-in-Chief may sanction any member if any Executive Board member determines that a member has failed to meet any work or meeting requirement of JLPP. When the Editor-in-Chief issues a sanction, the sanction shall be communicated in writing to the journal member to which the sanction applies. The Managing Editor shall maintain a written record of all issued sanctions. The Editor-in-Chief may not sanction a comment writer or note writer for failing to meet a writing requirement, as the member's JLPP membership shall automatically lapse. JLPP may remove a member after any instance of sanctionable conduct and a two-third vote by the executive board.

#### **(c)** Warnings

JLPP shall issue a written warning to any member that fails to complete the membership requirements specified in 3.02. The written warning will detail the member's sanctionable conduct and explain that the member must either satisfactorily complete the membership requirement or face sanctions and the possible termination of membership.

**(d) Additional Available Sanctions**

After issuing a warning for any instance of sanctionable conduct, the executive board may impose the following sanctions for future instances of sanctionable conduct:

- (1) assignment of additional work;
- (2) additional warnings;
- (3) withholding of academic credits or assigning a failing grade for course credit; or
- (4) any other sanction deemed appropriate by the executive board for the conduct at issue.
- (5) decline to issue to a graduating member a certificate of journal membership.

**(e) Termination of Membership**

The executive board, upon a two-thirds vote, may terminate the membership of any member for any instance of sanctionable conduct. The Managing Editor shall provide notice at least seven days in advance of the executive board vote to the sanctioned member and the executive board shall allow the member to attend the executive board meeting and speak at the meeting. Decisions of the executive board are appealable only to the JLPP Faculty Advisor. The executive board, after prudent investigation, may immediately terminate the membership of any member who is found guilty of plagiarism, assisting a competitor in the open writing competition, or improperly influencing the outcome of the open writing competition.

**ARTICLE VIII: FISCAL OPERATIONS**

**8.01 FINANCING**

JLPP shall make expenditures only from authorized sources, including but not limited to:

- (a) Law Center Association;
- (b) transfers from colleges and research centers;
- (c) private donations; or
- (d) subscription fees.

**8.02 BUDGETING**

On or before the fourteenth day of each semester, the Managing Editor shall prepare a budget and present the budget to the executive board and the Faculty Advisor.

**ARTICLE IX: ENACTMENT, AMENDMENT, AND ELECTRONIC STORAGE OF BYLAWS**

**9.01 ENACTMENT OF BYLAWS**

A majority vote of the executive board is required to approve the bylaws for presentation to the membership. The membership may enact these bylaws through a majority vote in favor of ratifying the bylaws.

**9.02 AMENDMENT OF BYLAWS**

A majority vote of the executive board is required to present any amendments of the bylaws to the membership. The language and purpose of any proposed amendment must be made available to all members at least seven days prior to a vote for amending the bylaws. The membership may amend these bylaws through a majority vote in favor of amending the bylaws.

**9.03 ELECTRONIC STORAGE OF BYLAWS**

The Staff Editor of JLPP shall maintain an electronic copy of these bylaws and any amendments to these bylaws.