

IP THEORY

BYLAWS

ARTICLE I: NAME

The name of this organization is IP Theory (Journal).

ARTICLE II: OBJECTIVE

The object of the Journal is to produce and publish scholarship in the field of intellectual property.

ARTICLE III: MEMBERS

Section 1. Membership Classes.

There are two classes of membership on the Journal: Associate and Editorial Board. All members must be students enrolled in the Indiana University School of Law—Bloomington (Law School), unless otherwise authorized by the Executive Board.

Section 2. Qualifications for Associates.

Associates must be students who have completed the minimum number of credit hours required by Law School regulations and have been invited to join the Journal on the basis of an application which includes a cover letter and resume.

Section 3. Qualifications for Editorial Board.

Editorial Board members must be students who have satisfactorily completed one year as an Associate and been selected as a member of the Editorial Board.

ARTICLE IV: UNIVERSITY COMPLIANCE

Section 1. Statement of University Compliance.

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Section 2. Anti-Hazing Policy.

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

9

Section 3. Personal Gain Clause.

This organization shall ethically raise and distribute profits from organizational functions to the organization, not individual members. Individual students may not receive money from a student organization event for personal gain.

POLICIES

DUTIES OF ALL JOURNAL MEMBERS

1. Perform all assigned tasks efficiently and promptly.
2. Maintain communication with necessary Members to ensure and facilitate efficient Journal operations.
3. Proofread and cite check articles.
4. Conduct interviews and edit content for Podcasts.
5. Pay \$30 per year for social dues.
6. All other reasonable tasks assigned by the Editor-in-Chief (EIC) or the EIC's designee.

DUTIES OF EDITORIAL BOARD MEMBERS

Editor-in-Chief (EIC)

1. Oversee all Journal activity, assigning reasonable tasks to any Journal Member when needed, and checking progress regularly.
2. Supervise the work of the Executive Board.
3. Review all editorial work in all material published by the Journal.
4. Serve as the primary liaison between the Journal and other journals.
5. Serve as the primary contact between the Journal and authors after the initial solicitation contact is made
6. Handle Journal email and voicemail, checking it regularly, responding to or forwardings messages promptly, and keeping correspondence organized.
7. With the Publishing Editor, perform the final read-through of an article or listen of a podcast before publication.
8. Coordinate the application, orientation and training procedures for new Associates.
9. Ensure all the bylaws and policies are followed.
10. Investigate any reported deficiencies in the Journal Member's performance of duties and ensure that all Bylaws and Policies regarding disciplinary proceedings are followed.

Publishing Editor (PE)

1. Publish all articles both to the repository and to the IP Theory website
2. Publish all podcasts to the IP Theory website
3. Once articles and podcasts are published, send a email notification with a link to the publication to all parties involved in its publication, the Dean of the Law School, the Center for Intellectual Property Research
4. Push all publications and podcasts on IP Theory's social media platforms
5. In the absence of the EIC, perform the duties of the EIC.
6. Assist the EIC with coordinating the application, orientation and training process for new Associates.
7. Coordinate the journal photograph.
8. Take and maintain minutes of all Journal meetings.
9. Perform any reasonable tasks assigned by the EIC.

Managing Editor(s)

1. Plan and administer cite-checking training sessions for Associates both during orientation and throughout the semester, as necessary.
2. Divide and distribute cite-checking assignments to Associates, maintaining a record of the work assigned.
3. Provide timely feedback to Associates on their cite-checking work.
4. Update journals cite-checking guides and materials as necessary.
5. Perform the final round of cite-checking of all material published in the Journal, ensuring that substantive information described in the material conforms to the information in the indicated sources and that the format of all citations is in compliance with the most recent Bluebook edition.
6. Assist with any final read-throughs before publication if required.
7. Inform EIC and PE of any Associate disciplinary issues, including, but not limited to, non-compliance with assignment deadlines or submission of poor quality work product.
8. Perform any reasonable tasks assigned by EIC.
9. Provided there are two or more Managing Editors (ME), coordinate the performance of duties with any counterparts.

Podcast Editor

1. Plan and administer interviewing and audio editing training sessions for Associates both during orientation and throughout the semester, as necessary.
2. Divide and distribute podcasting assignments to Associates, maintaining a record of the work assigned.
3. Update journals podcasting guides and materials as necessary.
4. Provide timely feedback to Associates on their podcasting work.
5. Perform the final listen-through, edits and revisions of all podcasts, ensuring that audio is clear, and the final podcast is the appropriate length.
6. Assist with any final edits before publication if required.
7. Inform EIC and PE of any Associate disciplinary issues, including, but not limited to, non-compliance with assignment deadlines or submission of poor quality work product.
8. Perform any reasonable tasks assigned by EIC.

Solicitors

1. Serve as the initial contact between the Journal and all potential authors or podcast subjects.
2. Copy the Editor-in-Chief in all email communications with potential authors and podcast subjects.
3. Aggregate a list of potential sources for articles or podcasts. The list shall be comprised of past solicitation efforts and prospective future prospects for solicitation efforts.
4. Perform any reasonable tasks assigned by EIC
5. Submit paper symposia ideas for consideration by the Editor-in-Chief, Publishing Editor, and Faculty Advisors.

DUTIES OF ASSOCIATES

1. Efficiently perform all cite-checking, podcasting and other miscellaneous assignments as assigned by members of the Editorial Board in a satisfactory manner and in accordance with IP Theory stylebook standards.
2. Communicate any substantive or performance issues related to cite-checking or podcasting assignments to the Managing Editor or Podcast Editor.
3. Review any feedback on cite-checking or podcasting work provided by the relevant editors.
4. Complete, in good faith, either a note review to be presumed for publication by the Journal or submit a written work to an external Intellectual Property writing competition.
5. Complete, in good faith, all reasonable tasks as assigned by any Member of the Executive Board.

SELECTION OF ASSOCIATES

1. No more than 10 students shall be invited to become Associates unless a higher number is approved for an individual recruitment year by the Editorial Board.
2. Invitations shall be given out according to selection based on the applicant's statement of interest, resume (one complete copy and another with the GPA redacted), and writing sample (which is no longer than 1,000 words.)
3. Associates shall be selected by the current and incoming Editors-in-Chief and Publishing Editors with approval by the Editorial Board and Faculty Advisor(s).
4. When selections are made, applicants shall be notified with a formal offer letter via email.
5. The Executive Board may consider extending an invitation to students transferring from another law school or interested in joining from another journal.

SELECTION OF EDITORIAL BOARD

1. The Editorial Board shall be comprised of the previous year's Associates.
2. The Editorial Board positions shall include an Editor-in-Chief, a Publishing Editor, two Managing Editors, a Podcast Editor, and two Solicitors.
3. Rising 3Ls shall express interest in particular roles and decide the allocation of Editorial Board positions among themselves.¹
4. If two Associates express interest in one Editorial Board Position, the two Associates shall prepare a short speech to present to the rest of the incoming Editorial Board for a vote.

PROCEDURES

Section 1. Duties.

All Journal Members must satisfactorily fulfill their journal duties.

Section 2. Remedial Plan.

¹ This method of selection is still a viable option for *IP Theory* at its current size and capacity. In the future, as the Journal grows, this provision will need to be amended to provide for an election process.

If a Journal Member fails to satisfactorily fulfill his or her duties, then a supervising editor(s) may develop a reasonable remedial plan. Examples of reasonable remedial plans include, but are not limited to, providing a verbal or written warning; allowing the Journal Member a reasonable amount of time to correct the deficiency; and distributing a reasonable amount of extra work to the Journal Member.