

IJLSE CONSTITUTION

- § 1 -Introduction
- § 2 -Executive Team
- § 3 -Board of Editors
- § 4 -Associates
- § 5 -Notes and Comments
- § 6 -Discipline
- § 7 -Elections and Transition
- § 8 -University Policies

§ 1 – INTRODUCTION

- (1) **Purpose.** The *Indiana Journal of Law and Social Equality* is a special-interest interdisciplinary academic journal published two times yearly by the Indiana University Maurer School of Law and the Board of Editors. It is the goal of the *Journal* to contribute to legal scholarship by publishing original and thought-provoking pieces. Accordingly, the *Journal's* staff is to be professional, honest, and innovative at all times. All decisions and actions of the *Journal* staff should reflect the strict ethics for which the legal and academic worlds strive.
- (2) **Staff.** The *Journal* staff consists of the Executive Team, the Editorial Board, 3L Staff, and the 2L Associates.
- (3) **Governing Body.** The Editorial Board is the governing body of the *Indiana Journal of Law and Social Equality*. The Editorial Board establishes the policies of the *Journal* and entrusts the Executive Team with the power to manage day-to-day functions.
- (4) **Display.** Each year, the Editor-in-Chief shall give every new 2L Associate a copy of these *Policies and Procedures*. The Editor-in-Chief shall also have a copy of these *Policies and Procedures* in his or her office. This copy shall be available for reasonable inspection and copying by all members of the *Journal*.
- (5) **Discrepancies and Interpretation.** Any arguments about the exact wording of these *Policies and Procedures* shall be resolved by reference to the official copy in the possession of the Editor-in-Chief. Any arguments about the interpretation and application of these *Policies and Procedures* shall be resolved by a majority vote of the Executive Team.

§ 2 – EXECUTIVE TEAM

- (1) **Composition.** The Executive Team is comprised of the Editor-in-Chief, Senior Managing Editors (2), Executive Editor, Executive Articles Editor, Executive Notes and Comments Editor, Symposium Editor, and Business Editor. The Executive Team serves from the end of spring finals to the publication of the final issue of its volume.
- (2) **Editor-in-Chief.** The Editor-in-Chief (EIC) provides leadership and management to the *Indiana Journal of Law and Social Equality*. He or she serves as both the external representative and the internal director of the *Journal*. In the absence of a directive from the Executive Team or Editorial Board, the Editor-in-Chief has the authority to act for the *Journal* with respect to day-to-day operations. The Editor-in-Chief is responsible for the reputation and product of the *Journal*.
- (3) **Senior Managing Editors.** The two Senior Managing Editors (SME) control all production operations and the scheduling of tasks. The SMEs are additionally responsible for setting discipline policies and then enforcing those policies. Along with the Editor-in-Chief, the SMEs are responsible for the final product of the *Journal*. The Senior Managing Editors should utilize Managing Editors and 2L Associates in completing the SMEs' tasks.
- (4) **Executive Editor.** The Executive Editor (EE) controls *Journal* formatting and oversees proofreading. All staff members excluding the Executive Team must proofread as the Executive Editor requires.
- (5) **Executive Articles Editor.** The Executive Articles Editor (EAE) selects scholars to write book reviews and coordinates communications with authors. The Executive Articles Editor should utilize Articles Editors to complete his or her tasks.
- (6) **Executive Notes and Comments Editor.** The Executive Notes and Comments Editor (ENCE) evaluates written petitions for *Journal* membership, selects student notes, and edits student notes. The Executive Notes and Comments Editor should utilize Notes and Comments Editors to complete his or her tasks. To be eligible to run for the position

of Executive Notes and Comments Editor, one must have his or her note conditionally or fully presumed as described in Section 5(3).

- (7) **Symposium Editor.** The Symposium Editor manages the technical, developmental, and promotional aspects of the *Journal's* symposium.
- (8) **Business Editor.** The Business Editor manages the *Journal's* daily business and financial functions. The Business Editor facilitates the *Journal's* social and service events, controls office supplies and inventory, and executes miscellaneous operational tasks in and out of the office. The Business Editor should utilize the Executive Team and Associates to ensure the *Journal's* events are well-attended and successful.
- (9) **Executive Team.** The Executive Team shall meet no less than once a month to coordinate the *Journal's* functions. At any meeting of the entire Executive Team, the Team may act for the *Journal*. Each member of the Executive Team has great discretion in the methods he or she chooses to employ to fulfill his or her *Journal* duties. The Editor-in-Chief shall decide which issues require Executive Team approval and which fall within the discretion of each Executive Team member. He or she shall also decide the level of formality Executive Team meetings require.
- (10) **Monthly Update.** Every month, or at the request of any member of the Editorial Board, the Executive Team must provide an update as to the progress of Volume activities. This update may be communicated to the entire Board in written, oral, or electronic form at the discretion of the Executive Team.
- (11) **Removal of Executive Team Member.** A member of the Executive Team may be removed only by a vote of two-thirds of the Editorial Board and only for grave misconduct such as embezzlement, extremely inappropriate behavior, or gross mismanagement. Any vacancies must be filled immediately following a vote to remove an Executive Team member. Only the Editorial Board may vote in replacement elections. Any Board member may stand to replace an Executive Team member. It is in the discretion of the new Executive Team as to what the masthead will reflect.

§ 3 – EDITORIAL BOARD

- (1) **Eligibility.** All 2L Associates in good standing with the Editorial Board at the time of elections shall be eligible for membership on the incoming Board for their 3L year. 2L members shall not be eligible for the Editorial Board.
- (2) **Deferral.** Board members pursuing joint degrees may defer board membership for one year or may, if they so choose, participate on the Board for two years, provided that they are on the Executive Team for only one year.
- (3) **Board Positions.** All 3L members of *IJLSE* shall be members of the Board unless the outgoing board determines that a member must serve as an Associate for his or her 3L year. All Board members must have a position to remain in good standing. Board positions consist of all the Executive Team, Managing Editors, Articles Editors, and Notes and Comments Editors.
- (4) **Managing Editors.** Managing Editors report to the Senior Managing Editors and manage groups of 2L Associates to gather article sources and complete cite-checking assignments. Managing Editors will also assist Associates in transitioning into their position with the *Journal* by whatever means the circumstances dictate.
- (5) **Articles Editors.** Articles Editors report to the Executive Editor and Executive Articles Editor and assist in selecting articles, sourcing assignments, editing articles and author communication. The Executive Editor, Executive Articles Editor, and the non-executive Articles Editors collectively make up the “Articles Staff.”

- (6) **Notes and Comments Editors.** Notes and Comments Editors report to the Executive Notes and Comments Editor, judge student written work, and help prepare student-written work for publication. The Executive Notes and Comments Editor and the non-executive Notes and Comments Editors collectively make up the “NCE Staff.”
- (7) **Meeting Process.** The Editor-in-Chief presides over meetings of the Editorial Board. In his or her absence, one of the Senior Managing Editors shall preside. The Editor-in-Chief shall call meetings of the Editorial Board at his or her discretion except that he or she must call a meeting to approve the next year’s membership on the Editorial Board and a separate meeting to approve what positions those members shall fill.
- (8) **Monthly Meetings.** The Editor-in-Chief must also call a monthly meeting of the Editorial Board to vote on any issues requested by one-third of the Board. If no such issue arises in a given month, no meeting need be called.
- (9) **Voting.** Two-thirds of the Editorial Board constitutes a quorum of the Board. The Board must always vote on bylaw amendments, and other major *IJLSE* decisions as the Editor-in-Chief decides or as required by any other section contained herein. A vote by a majority of the Board on any issue raised by the Editor-in-Chief shall bind the *Journal*. The Editorial Board includes the Executive Team and therefore the Executive Team shall be permitted to vote in any Editorial Board vote as long as that vote is not confirming or overriding the actions of the Executive Team. The Editor-in-Chief, or one of the Senior Managing Editors, if he or she is presiding, shall only vote on an issue in the case of a tie.
- (10) **Privacy.** All meetings of the Editorial Board are private and confidential.
- (11) **Removal of Board Members.** Any Board Member may be removed from his or her position for failure to fulfill his or her duties or for behavior unbecoming of an Editor of the *Indiana Journal of Law and Social Equality*. Non-Executive Team Board Members need not be replaced. It is within the discretion of the Executive Team as to what the masthead will reflect.
- (12) **Removal of Board Members by Executive Team.** Any member of the Board may also be removed by a unanimous vote of the Executive Team followed by a majority vote of the Board.
- (13) **Removal of Other Staff Members.** Any other staff member, including 2L Associates and 3L Staff, may be removed by a majority vote of the Executive Team for failure to fulfill his or her duties or for behavior unbecoming of a staff member of the *Indiana Journal of Law and Social Equality*. This removal power is subject to an override of two-thirds of the Board of Editors.

§ 4 – ASSOCIATES

- (1) **General.** Every 2L member of the *Indiana Journal of Law and Social Equality* is a 2L Associate. Associates must fulfill their duties to be in good standing with the Board to be eligible for Board membership their 3L year.
- (2) **Sourcing and Cite-checking.** Associates must *complete* sourcing and cite-checking assignments, as the Senior Managing Editor requires, in a timely and accurate fashion. Should an associate fail to meet his or her good faith requirement when completing any sourcing assignment, the assignment will be deemed incomplete.
- (3) **Note Requirement.** Associates must complete and submit a piece of original legal scholarship for consideration by the *Journal*. Failure to put forth a good-faith effort, as determined at the discretion of the NCE Staff, will result in automatic disqualification from Board membership. At a minimum, a note is presumed to lack good faith if it does not satisfy all length, margin, spacing, and sourcing requirements set forth by the NCE Staff prior to note submission.

- (4) **Proofreading Requirement.** Associates must proofread articles, notes, and other material to be published in the *Indiana Journal of Law and Social Equality* at the direction of the Executive Editor.
- (5) **Selection of New Associates.** Every 2L Associate shall receive his or her invitation for membership to the *Journal* based solely upon: the applicant's academic performance during the first year of law school; the applicant's score from the Summer Writing Competition; the applicant's interest in social equality; or a weighted combination of the three. The weight of each of these considerations is given is to be determined each year by the EIC with the advice of the Executive Team.
- (6) **Anti-Discrimination.** The *Journal* will only use the methods in Section 4 (5) for selecting membership. The *Journal* will not discriminate based on sex, race, sexual orientation, national origin, or any other basis than merit.
- (7) **Transfer Students.** Transfer students can only be asked to join the *Journal* based on their submission to the Writing Competition.
- (8) **Term of Service.** Each member of the *Journal* serves for at least a two-year term. Only with the approval of the Editorial Board may a staff member be released from their commitment to the *Journal*. The Board will automatically give that approval to 3L Staff who choose to go abroad.
- (9) **Deferral.** Associates may defer membership on the *Indiana Journal of Law and Social Equality* staff for one year for reasons the Board deems appropriate.

§ 5 – NOTES AND COMMENTS

- (1) **Note Evaluation Process.** Each 2L Associate is required to write a note to be considered for publication in the *Indiana Journal of Law and Social Equality*. The Executive Notes and Comments Editor shall decide the process to evaluate the submissions, and will make sure presumption decisions are made prior to the election of the next year's Executive Notes and Comments Editor. Each Associate must fulfill the note requirement during the first year in which they are a *Journal* member, regardless of their eventual graduation date.
- (2) **Good Faith Requirement.** In order to meet good faith, the Note must be **at least** 20 pages, including double-spaced 12-point Times New Roman font text and 10.5-point font footnotes, and must conform to all *IJLSE* Conventions. Notes must be adequately researched with assertions supported by appropriate sources. A rough draft of your Note will be due sometime during the fall semester. Final notes are due prior to the start of the spring semester. The Notes and Comments staff will provide more detailed guidelines during the course of the first semester, and your Notes and Comments adviser will make him or herself available for questions and guidance.

The Note can be written on a topic that has previously been written about, but it must not be preempted. This means that the Note must suggest something new or different regarding the topic. It is highly recommended that associates take a seminar that will allow for a seminar paper to be used for the note requirement
- (3) **Note Presumption.** The Executive Notes and Comments Editor shall presume, conditionally presume, or deny each 2L note. Presumed notes are notes that need minimal changes to be ready for publication. Conditionally presumed notes are notes that will only be published if significant changes to the note are made. Notes that are denied may be resubmitted to the next year's Executive Notes and Comments Editor for reconsideration.
- (4) **Comments.** The Editorial Board will welcome the submission of comments. Comments are scholarly pieces written by students other than notes submitted by 2L Associates. Comments will be evaluated after the first round of notes has been presumed.

- (5) **Solicitation of Comments.** Solicitation of comments is limited to 2L and 3L students at the Indiana University Maurer School of Law, but comments submitted by students from other law schools shall be considered.
- (6) **Preference for Comments.** The Executive Notes and Comments Editor shall use the same criteria for the selection of notes as comments. **No preference shall be given to resubmitted notes over comments.** Preference shall be given to comments submitted by Indiana University Maurer School of Law students over comments submitted by students from other schools.
- (7) **Editing of Notes and Comments.** The Executive Notes and Comments Editor shall, with the Notes and Comments Editors, edit comments for publication.
- (8) **Plagiarism Policy.** The *Indiana Journal of Law and Social Equality* unequivocally adheres to the rules prohibiting plagiarism as defined by the Maurer School of Law's *Uniform Policy on Plagiarism in Student Work in Law Journals*. Plagiarism is of particular concern in the Law School because it not only infringes on academic freedom and violates the trust of the scholarly community, but it also violates the canons of ethical behavior to which all legal professionals are subject.
- (9) **Dismissal for Plagiarism.** When instances of plagiarism are suspected, they will be brought to the attention of the Editor-in-Chief. The Editor-in-Chief shall report instances of suspected plagiarism to the designated faculty advisor for the *Journal*. The Editorial Board will not be responsible for dismissing a member for plagiarism. Any member of the staff will be expected to cooperate with the Maurer School of Law in enforcing the *Uniform Policy on Plagiarism in Student Work in Law Journals*. Actual plagiarism will result in dismissal from membership from the *Indiana Journal of Law and Social Equality* or disqualification from consideration for membership.

§ 6 – DISCIPLINE

- (1) **Duties.** All members of the *Indiana Journal of Law and Social Equality* must fulfill their duties to the best of their abilities. The Editor-in-Chief and Senior Managing Editors shall exclusively deal with all issues of discipline short of dismissal.
- (2) **Process for Dismissal.** A charge or charges based on grounds for dismissal shall be brought to the attention of the Editor-in-Chief. The Editor-in-Chief shall act at his or her discretion, in accordance with section 2(9); sections 3(11)-(13); and section 5(8). The Editor-in-Chief may entrust a committee to make a recommendation to the Editorial Board or may do so himself or herself. If the charges are against the Editor-in-Chief, the Senior Managing Editor shall act at his or her discretion in bringing the charges to the Board of Editors with the same tools that the Editor-in-Chief has at his or her disposal.

§ 7 – ELECTIONS AND TRANSITION

- (1) **Election Schedule.** In the early spring semester, the Executive Team shall distribute a schedule for the election of the next year's Executive Team.
- (2) **Eligibility for Standing for Election.** Only those Associates in good standing may stand for election for the Executive Team.
- (3) **Election for Editor-in-Chief.** The first election shall be the election of the Editor-in-Chief. The Editor-in-Chief shall be selected by a majority vote of all Associates. Should more than two candidates run for the position, voting will take place in two rounds. After the first round the top two vote getters will move on to the final round. The candidate receiving the majority of the votes in the second round shall be the winner of the election.
- (4) **Selection of Candidates for Editorial Board.** After the Editor-in-Chief-elect is selected, all Associates in good standing must apply for a position on the Editorial Board. Not more than

two weeks after the Editor-in-Chief-elect is selected, the Executive Team, with the advice of the Editor-in-Chief-elect, shall interview all applicants for the Executive Team and Editorial Board, and choose all Executive Team and Editorial Board positions.

- (5) **Election for Executive Team.** All positions shall then be selected by a majority vote of the outgoing Executive Team. The criteria and considerations used by the Executive Team in selecting the new Board and Executive Team, as well as the weight each is given, shall be within the sole discretion of the voting members and shall be held in confidence by them.
- (6) **Secrecy of Ballots.** All ballots shall be secret. The outgoing Executive Team shall count the ballots and announce the winners; the Executive Team shall keep the tallies secret. Under no circumstances shall the individual vote tallies or discussions surrounding the votes be compelled. Any disclosure relating to the voting process is both voluntary and discretionary as is the scope of any such disclosure.
- (7) **Tiebreaker.** In the event of a tie during an election between two candidates or after a runoff vote, the executive team will immediately meet to make the final decisions and vote to elect the next volume's Editor-in-Chief. The results of this vote will be communicated to the associate class via e-mail.
- (8) **Board Transition.** The Board shall announce the new Editorial Board and post the next year's masthead. During the transition period between the election of the new Executive Team and the spring graduation, the old Editorial Board is still the governing body of the *Journal*. After spring graduation the new Board takes control of the *Journal*; however, the old Board will still have obligations until the final issue of their volume is published. If the old Board has not published both issues prior to spring graduation, the old Board shall be able to bind themselves as it pertains to publishing the remainder of the volume but not the *Journal* in general. The new and old Editors-in-Chief shall be responsible for coordinating between the two Boards during this time.
- (9) **Addition or Elimination of Positions.** Elimination of any existing Editorial Board or Executive Team position shall be effectuated only upon a two-thirds vote of the Editorial Board. Under no circumstances shall an occupied position be eliminated during the academic year. Addition of any position on the Executive Team or Editorial Board shall be subject to a two-thirds vote of the Editorial Board. Should a position on the Executive Team be created during the academic year, the Editor-in-Chief shall appoint a member of the Editorial Board to fill that vacancy, subject to a majority vote of the Board.

§ 8 – UNIVERSITY POLICIES

- (1) **University Compliance.** This organization shall comply with all Indiana University regulations, and local, state and federal laws
- (2) **Non-Hazing.** 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 endanger, 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.
- (3) **Personal Gain.** This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

