INDIANA INTERNATIONAL AND COMPARATIVE LAW REVIEW

BY-LAWS

Article 1
Organization Name
This organization shall be and hereby is named the Indiana International and Comparative Law Review. Hereinafter referred to as “Review,” “Indiana International & Comparative Law Review,” “IICLR,” or “II&CLR.”

Article 2
Purpose and Goals
1. Purpose: The purpose of the Indiana International and Comparative Law Review shall be to publish a scholarly review in order to further legal education.
2. Goals: The goals of the law review are to: (1) promote and foster understanding and recognition of the principles of international law and comparative analysis through discussion, symposia, research, and (2) to promote associations between lawyers and students from around the world.

Article 3
Membership
1. Eligibility:
   a. A student eligible for selection to and retention of membership on the Review must possess the following qualifications:
      i. Good academic standing pursuant to current Indiana University Robert H. McKinney School of Law standards.
      1. Any active member placed on academic probation will also be placed on probation by the Review.
      ii. Have accurately and honestly completed the application for membership.
      1. Fraud or misrepresentation contained within the application of any applicant is grounds for revocation of membership.
      iii. Attain and maintain a cumulative GPA of 3.0.
   b. Students become eligible after completing the first two semesters of law school regardless of full time/part time or day/evening status and successful completion of LCA I and LCA II.
      i. Student Note Candidates (“SNC”): To be eligible as a Student Note Candidate you must be able to dedicate two years to the law review. Additionally, as an SNC you will be eligible for the executive board during your second year.
      ii. Associate Members (“AM”): To be eligible as an associate member you must have fewer than 4 semesters remaining in law school, but at least 2 semesters remaining. Additionally, as an Associate Member you will not be eligible for the executive board positions.

2. Joining the Review:
a. **Automatic Invitation:** Students who have met the applicable eligibility requirements as specified in Section 1 of this Article and who have attained a cumulative GPA sufficient to place them in the top ten percent (10%) of their class at the conclusion of the earliest spring semester which renders them eligible for law review will receive an automatic invitation onto the law review and are not required to apply for membership through the Joint Writing Competition. These students are simply required to fill out the Candidate Information Sheet. This provision does not apply to students applying for an Associate Member position; those students must still apply through the Joint Writing Competition.

   i. The class standing (whether you are in the top 10% or not) is based on:
      1. Both fall and spring semesters of the first-year full time students; or
      2. on the first four semesters’ grades for part-time students.

b. **Joint Writing Competition:** All students desiring to apply for a Student Note Candidate position, and who are not otherwise eligible by Section 2, Subsection a under this Article, must submit a writing sample and editing sample in compliance with the Joint Writing Competition held at the completion of final exams in May.

   i. **Grading Criteria:** Each applicant will be graded on a scale of 100 points. The writing sample is worth 75 points: 20 points for legal analysis, 15 points for organization, 15 points for citation, 15 points for style and mechanics, and 10 points for overall impression. The editing sample is worth 25 points. The writing sample will be divided among the Executive and Editorial Boards in such a manner that allows for each paper to be graded a total of three times. However, both the Editor-In-Chief and the Executive Notes Development Editor must grade each writing sample. The writing sample scores will then be added together and divided by three to determine the participant’s writing sample score.

   ii. **Number of Members:** The number of members extended invitations for membership is not fixed but remains flexible in order to serve the changing needs of the Review and to allow for any year-to-year variations in the quality of the writing competition entries. The Executive Board has complete discretion as to the number of members it will accept.

   iii. **Selection:** The writing competition will be organized and directed by the newly elected Executive Member Director will assistance from the incumbent Executive Member Director. A committee comprised of the entire Executive Board will decide selection of new members for the Review.

   iv. **Procedure:** Because the new Executive Board does not begin its duties until the day after spring commencement, it does not have authority to act until that time. Thus, the new Executive Board does not have the power to change any of the writing competition guidelines. However, the new Executive Board may suggest changes to the incumbent Executive Board. If the incumbent Executive Board agrees with such changes, it may amend the writing competition guidelines to incorporate the new changes. No changes to the writing competition will be accepted after the last day of spring semester (defined as the last day of spring final exams as per the official law school academic calendar).

c. **Transfer Students:** Transfer students who, but for their enrollment after completion of the writing competition, would otherwise be eligible for membership onto the Review may be allowed, subject to the discretion of the Executive Board, to apply for membership on the Review.

   i. **Eligibility:** Transfer students must:
      1. Have completed 30 credit hours, including the legal writing and research requirements of their former law school;
      2. For full-time students:
a. Have four semesters remaining for a Student Note Candidate position or two semesters remaining for an Associate Member Position.

3. For part-time students:
   a. Have four semesters remaining for a Student Note Candidate position or two semesters remaining for an Associate Member Position.

ii. Application Process: Once eligible a transfer student must:
   1. Submit a satisfactory writing sample from the student’s legal writing class, consisting of six to eight pages, along with a resume and transcript in accordance with a timeline set by the Executive Member Director; and
   2. Meet the other requirements contained in these By-laws for Student Note Candidate membership.

3. Enrollment:
   a. Acceptance:
      i. Orientation
   b. Registration:
      i. Student Note Candidates: In the first year, each Student Note Candidate shall receive two graded credits for the fall (Candidacy I) semester, which shall not be assigned until the Note is completed and turned in, in publishable quality, by the assigned date (usually March). Each Student Note Candidate shall receive one non-graded (pass/fail) credit for the spring (Candidacy II) semester. Failure to complete the Note may have implications on the Student Note Candidate’s fall and spring grades and credits. In the second year, each Executive or Editorial Board member shall receive one graded credit for the fall (Executive or Editorial Board) semester and one graded credit for the spring (Executive or Editorial Board) semester.

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<th>Semester</th>
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<tr>
<td>First Semester</td>
<td>2 graded credits (Candidacy I)</td>
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<tr>
<td>Second Semester</td>
<td>1 pass/fail credit (Candidacy II)</td>
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<tr>
<td>Third Semester</td>
<td>1 graded credit (Executive or Editorial Board)</td>
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<td>Fourth Semester</td>
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ii. Associate Members: Each Associate Member shall receive one un-graded (pass/fail) credit for the fall (Associate Editor) semester. Each Associate Member shall receive one un-graded (pass/fail) credit for the semester (Associate Editor) semester.

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c. Dues:
   i. Each student member shall contribute fifty dollars ($50.00) in the fall semester that he or she is a member of the Review. Payments shall be submitted to the Executive Production Editor by a deadline set by the Executive Production Editor during the fall semester.
   ii. In the event a member is unable to contribute fifty dollars ($50.00) by the deadline set by the Executive Production Editor due to financial hardship, he or she shall provide written notification and explanation of this to the Executive Production Editor as soon as the deadline is announced. Upon notification by the member, the Editor-In-Chief, Executive Managing Editor, and Executive Production Editor shall determine whether the member has established the existence of a financial hardship. If a financial hardship is determined, the Executive Production Editor shall develop a payment plan of the student member.
to enable that member to pay the balance by the date of the last fall semester final exam of that academic year.

iii. All funds shall be held in a private checking account under the name of the Indiana International and Comparative Law Review. The Editor-In-Chief and the Executive Production Editor shall each be named on the account as representatives of the Indiana International and Comparative Law Review authorized to conduct account transactions (i.e. withdraws, deposits) on behalf of the Review for such use approved by the Executive Board. No personal funds will be held in this account.

iv. Funds in this account may be used for, but not limited to, the following:
   1. Orientation materials;
   2. Refreshments at meetings held or sponsored by the Review;
   3. Law review social events; and/or
   4. Offsetting the cost of the spring banquet.

v. A majority of the Executive Board shall approve all uses of the funds in this account.

vi. The Executive Production Editor shall approve copies of each monthly bank statement to the Executive Board for review of funds in the account. The review of account funds is to ensure proper management of funds.

4. The Executive Board: The Executive Board of each volume of the Indiana International and Comparative Law Review shall consist of an: (1) Editor-In-Chief, (2) Executive Managing Editor, (3) Executive Articles Development Editor, (4) Executive Content Editor, (5) Executive Notes Development Editor, (6) Executive Member Director, (7) Executive Production Editor (8) Executive Symposium Editor – Live, and (9) Executive Symposium Editor – Publication.

5. The Editorial Board: The Editorial Board of each volume of the Indiana International and Comparative Law Review shall consist of second year members who are in good standing, but who were not elected to the Executive Board.
   a. The Editorial Board may consist of Articles Editors, Note Editors, and Symposium Editors.
   b. It is within the direction of the Executive Board whether to specifically assign Articles, Notes, or Symposium Editors depending on the number of Editorial Board Members.

6. The Full Editorial Board: The Full Editorial Board shall include the Executive Board, and the Editorial Board members.

7. Associate Members: The Associate Members of each volume of the Indiana International and Comparative Law Review shall consist of those members who have fewer than 4 semesters remaining in law school.

8. Student Note Candidates: Candidates for each volume of the Indiana International and Comparative Law Review shall consist of individuals chosen according to the policies adopted by the Editorial Board and through a process administered by the Executive Member Director.

9. Awards and Recognition: At the spring banquet, one Student Note Candidate will be presented with the “Best Student Note Award.” The recipient of the award will be determined by the Faculty and Executive Boards.

Article 4

The Executive, Legislative, and Judicial Powers

1. Executive Powers: All executive powers of the Indiana International and Comparative Law Review shall be vested in the Executive Board, with such exceptions as are specified in these By-laws. The Executive Board shall exercise its powers pursuant to the Policies adopted by the Executive Board, provided that such Policies may not conflict with these By-laws. Each member
of the Indiana International and Comparative Law Review shall be provided with his or her own copy of the Policies. Additionally, a copy shall be kept on file in the Office of the Indiana International and Comparative Law Review for inspection by any member of the Law Review. The Policies represent standards to which all Indiana International and Comparative Law Review members are held.

2. Legislative and Judicial Powers: All legislative and judicial powers of the Indiana International and Comparative Law Review shall be vested in the Full Editorial Board, with such exceptions as are specified in these By-laws. The Full Editorial board shall:
   a. Have full charge of all property of the Indiana International and Comparative Law Review;
   b. Set policies and general procedures of the Indiana International and Comparative Law Review;
   c. Make all disciplinary decisions, excluding decisions to issue reprimands unless the Editor-In-Chief directs the Full Editorial Board to do so.

3. Term of the Executive and Editorial Board: The term of office of an Executive and Editorial Board member shall be one year, beginning the day after spring commencement. However, the newly elected Executive Board members may begin to work, in conjunction with the Indiana Law Review and the Indiana Health Law Review to organize the Joint Writing Competition. The newly appointed Executive and Editorial Board will have powers over only matters impacting their term. The previous Executive Board will maintain control over the office space until the day after the first July Bar Examination succeeding spring commencement.

Article 5
Membership Responsibilities

1. Executive Board:
   a. Editor-In-Chief (EIC): The Editor-in-Chief serves as the Chief Executive Officer of the Review and shall act in the best interest of the Review and in a fair and equitable manner. All executive power of the Indiana International and Comparative Law Review shall be vested in the Editor-in-Chief, including, but not limited to, the following powers:
      i. planning, organizing, and coordinating the work of the Indiana International and Comparative Law Review;
      ii. interpreting and enforcing the Policies of the Editorial Board;
      iii. calling meetings of the Editorial Board and the Executive Board, setting agendas, and presiding over such meetings;
      iv. representing the Indiana International and Comparative Law Review to authors, to the general public, and to the Indiana University Robert H. McKinney School of Law administration, faculty, and students;
      v. selecting, with the Executive Articles Development Editor, lead articles for publication;
      vi. selecting, with the Executive Board, student Notes for publication;
      vii. giving final approval for the publication of all Articles, Notes, and other manuscripts;
      viii. supervising and evaluating the performance of the members of the Indiana International and Comparative Law Review and advising the Faculty Board in regard to members’ grades and credits;
      ix. creating committees and appointing chairpersons and members to such committees;
      x. issuing reprimands to any member;
      xi. updating the by-laws as necessary;
xii. ensuring that each member of the Review has a copy of the Review’s By-laws and providing all members with any Amendments made to the By-laws;

xiii. in conjunction with the Executive Managing Editor and Executive Notes Development Editor, updating the Student Note Candidate Editing Handbook; and

xiv. delegating duties as necessary to the other members of the law review.

b. **Executive Managing Editor (EME):** The Executive Managing Editor serves as the Chief Operating Officer of the Review. The EME is responsible for managing the day-to-day operations of the Review, for supervising all Executive Editors, and for exercising executive authority in the absence of the Editor-in-Chief. The EME reports to the Editor-in-Chief. Specific responsibilities include, but are not limited to:

i. planning and scheduling the editorial process, including the following duties associated with editing:
   1. creating the editing assignments which may be distributed either solely or collectively to any of the following: Note Candidates, Associate Members, Article Editors, Notes Editors, Symposium Editors;
   2. setting deadlines for all editing assignments;
   3. reviewing the completed editorial work after the preliminary (Note Candidates and Associate Members), secondary (Articles Editors, Notes Editors, and Symposium Editors) editorial processes have been completed; and

ii. planning and scheduling the source pull editorial process, including the following duties:
   1. organizing the manner in which source pull assignments will be distributed;
   2. setting deadlines for all source pull assignments;
   3. ensuring that all necessary sources for cite checking from the “original” source when reasonable based on the following guidelines:
      a. obtaining locally or electronically available sources through IUCAT, which may include obtaining sources directly from the IU Robert H. McKinney School of Law, the IU Medical School-Indianapolis, the main IUPUI library, or a commercial electronic database such as LEXIS or WESTLAW; and
      b. obtaining sources that are otherwise unavailable from IUPUI libraries or electronic databases through interlibrary loan services or by phoning the publisher and requesting a copy of the document for purposes of proper citation;
   iii. planning and scheduling the production phases and final proofing of each issue, in consultation with the Editor-In-Chief, including the following duties:
      1. setting deadlines and goals for the planned production of each issue;
      2. providing guidance to the Editorial Board concerning final drafts, including stylistic choices that may affect grammar, etc.
      3. completing manuscript edits and page proofs of each Article and Note once they are in the final draft, along with the Editor-In-Chief and Editorial Board; and
   iv. performing all other duties specifically requested by the Editor-In-Chief, although such duties may not be specifically enumerated herein.

c. **Executive Articles Development Editor (EADE):** The Executive Articles Development Editor solicits articles from non-student authors and makes recommendations regarding selection of articles for publication. The Executive Articles Development Editor is ultimately responsible for relationship development and acting as liaison between outside
authors and the Review. The EADE reports to the Editor-in-Chief. Specific responsibilities include, but are not limited to: Maintaining contact information for past, present, and potential future article authors;

i. conducting solicitation for submissions from outside authors, which includes maintaining the online submission website Scholastica;

ii. selecting articles for publication in coordination with the Executive Managing Editor and the Editor-in-Chief;
   1. discuss with the Executive Managing Editor and Editor-in-Chief potential themes;
   2. send all potential articles for publication to the Editor-in-Chief and the Executive Managing Editor for review;
   3. provide feedback and recommendations to the Executive Managing Editor and the Editor-in-Chief regarding the quality of the article and desirability of publication;

iii. communicating with outside authors regarding the status of submissions, which includes drafting acknowledgment of receipt, estimated decision date letters;

iv. sending acceptance letters, copyright, and publication agreements to authors whose articles are selected, which includes review period and anticipated publication date;

v. sending rejection letters to authors whose articles were not selected;

vi. obtaining short biographies and/or a photograph from each Article author;

vii. performing all other duties specifically requested by the Editor-in-Chief, although such duties may not be specifically enumerated herein.

d. Executive Content Editor (ECE): The Executive Content Editor manages the editorial process for all Articles and Notes published in the Review. The Executive Content Editor reports to the Executive Managing Editor. Specific responsibilities include, but are not limited to:

i. planning and scheduling the article editorial process in coordination with the Executive Managing Editor;

ii. distributing, supervising, and reviewing editorial assignments to Article Editors, Student Note Candidates, and Associate Members;
   1. delegating assignments for acquisition of all source materials for accepted articles, and assisting in acquisition of materials as needed;

iii. accepting, rejecting, or revising editorial revisions from Article Editors, Student Note Candidates, and Associate Members for presentation to the Executive Managing Editor;

iv. performing all other duties specifically requested by the Editor-in-Chief, although such duties may not be specifically enumerated herein.

e. Executive Notes Development Editor (ENDE): The Executive Notes Development Editor is ultimately responsible for helping Student Note Candidates and Associate Members in drafting notes of publishable quality. The ENDE reports to the Editor-in-Chief for performance related issues, but otherwise remains independent to further the anonymity of the Notes. Specific responsibilities include, but are not limited to:

i. assisting Student Note Candidates in checking topics for pre-emption issues;

ii. coordinating with Editor-In-Chief to organize and manage workshops, Librarian tutorials, etc.;
iii. contribute to the Student Editing Handbook when changes are necessary;
iv. meeting regularly with Student Note Candidates in regard to the writing process of their Notes;
v. providing timely and relevant feedback to the Student Note Candidates regarding their Note assignments;
vi. assisting the SNCs with editing, organizing, and collecting their citations and sources as they research;
vii. select student Notes for publication in coordination with the Executive Board;
viii. supplying the incoming Executive Managing Editor with the latest copies of the student Notes selected for publication in the upcoming volume; and
ix. performing all other duties specifically requested by the Editor-in-Chief, although such duties may not be specifically enumerated herein.

f. Executive Member Director (EMD): The Executive Member Director reports to the Editor-in-Chief. Specific responsibilities include, but are not limited to:
i. overseeing the Joint Writing Joint Writing Competition, including receipt and grading of applications, candidate selection, notification and other related issues;
ii. recruiting students to participate in the Joint Writing Competition;
iii. when asked, assisting the Executive Notes Development Editor with student note development assignments, including but not limited to giving feedback on topic paragraphs, outlines, and submitted drafts;
iv. when asked, participating in edits for publications; and
v. performing all other duties specifically requested by the Editor-in-Chief, although such duties may not be specifically enumerated herein.

g. Executive Production Editor (EPE): The Executive Production Editor serves as the Chief Financial Officer of the Review. The Executive Production Editor is responsible for insuring that publication deadlines are met, insuring that items sent for publication are properly formatted, and executing all billing, subscription, marketing, copyright and budgeting functions of the Review. The Executive Production Editor reports to the Editor-In-Chief for all financial functions and to the Executive Managing Editor for all publication functions. Specific responsibilities include, but are not limited to:
i. financials
   1. maintaining billing, subscription, marketing, and copyright duties of the Review;
   2. creating and maintaining the Review’s budget;
   3. maintaining current and accurate records of all business transaction of the Review;
   4. keeping the Editor-In-Chief informed of the financial status of the Review via the submission of a monthly written report;
   5. communicating with the publishing company regarding the billing status and list of the Review’s subscribers; and
   6. sending office supply purchase requests to the Assistant Director of Administration and Finance.

ii. marketing
   1. marking increasing the subscription base of the Review in conjunction with the Live Symposium Coordinator;
   2. working with the IUPUI Multimedia Production Center to obtain copies, flyers, banners, etc.;
   3. updating and maintaining the Law Review’s website information, which includes ensuring articles are uploaded and working with the Executive Symposium Editor in notifying the author when they are uploaded; and
4. organizing the annual Spring Banquet and any other social events during the year that the Review may have.
   a. which includes making purchases, obtaining original receipts, and requesting reimbursements—all of which should be obtained and included in the monthly report to the Editor-in-Chief.

iii. editing
   1. assisting the Executive Managing Editor in the production and planning of each issue;
   2. assisting the Executive Managing Editor in managing the editing process of all Student Notes and Articles; and
   3. acting as the Review’s liaison to the publisher/printer and coordinating with the Indiana Law Review’s faculty Managing Editor.

iv. performing all other duties specifically requested by the Editor-in-Chief, although such duties may not be specifically enumerated herein.

h. Executive Symposium Editor – Live (ESE – L): In live symposium years the Executive Symposium Editor – Live is responsible for coordinating all activities of the symposium event. The ESE – L reports to the Executive Symposium Editor – Publication. Specific responsibilities include, but are not limited to:

i. symposium planning
   1. planning and conducting all activities related to the symposium event;
   2. finalizing the symposium topic and soliciting and selecting symposium presenters;
   3. coordinating travel arrangements for symposium presenters;
   4. advertising and promoting the symposium within the legal community both inside and outside the law school;
   5. delegating tasks necessary for hosting a successful symposium to Symposium Editors, Student Note Candidates, or Associate Members;
   6. supervising Symposium Editors, Student Note Candidates, or Associate Members and ensuring timely completion of all assigned tasks; and
   7. working with the Office of Professional Development and the Center for International Law to identify symposium presenters and develop the guest list.

ii. marketing
   1. planning, organizing, and serving as the Review’s primary contact for the Review’s live symposium, in the event the Executive Board chooses to hold such an event;
   2. act as website liaison—ensuring articles are uploaded and notifying the author when they are uploaded;
   3. coordinating efforts with the Indiana International and Comparative Law Review Alumni Association, which includes, but is not limited to:
      a. locating all former members and locate their contact information—preferably their work information. (Personal information will suffice if it’s the only thing available.
      b. organizing this information in a manner approved by the Executive Managing Editor and the Editor-in-Chief.
   4. coordinating the Elections of the Alumni Association; and
   5. working with the Executive Productions Editor on marketing.

iii. performing all other duties specifically requested by the Editor-in-Chief, although such duties may not be specifically enumerated herein.

i. Executive Symposium Editor – Publication (ESE – P): The Executive Symposium Editor – Publication is responsible for coordinating the publication of the special symposium
issue. The ESE – P reports to the Executive Articles Development Editor. Specific responsibilities include, but are not limited to:

i. soliciting articles from non-student authors who would be available to speak at a symposium;

ii. selecting articles for publication with the Executive Articles Development Editor, Executive Managing Editor, and Editor-In-Chief;
   1. discussing with the Executive Articles Development Editor, Executive Managing Editor, and Editor-in-Chief potential themes;
   2. sending all potential articles for publication to the Editor-in-Chief and the Executive Managing Editor for review;
   3. providing feedback and recommendations to the Executive Articles Development Editor, Executive Managing Editor, and the Editor-in-Chief regarding the quality of the article and desirability of publication;

iii. communicating with outside authors regarding the status of submissions, which includes drafting acknowledgment of receipt, estimated decision date letters;

iv. sending acceptance letters, copyright, and publication agreements to authors whose articles are selected, which includes review period and anticipated publication date;

v. sending rejection letters to authors whose articles were not selected;

vi. obtaining short biographies and/or a photograph from each Article author;

vii. returning edited articles to authors for final review and approval and negotiating any changes with the author in consultation with the Executive Articles Development Editor, Executive Managing Editor, and the Editor-In-Chief; and

viii. performing all other duties specifically requested by the Editor-in-Chief, although such duties may not be specifically enumerated herein.

2. Editorial Board:
   a. Articles Editors: The responsibilities of the Articles Editors include, but are not limited to:
      i. working with the Executive Articles Development Editor in gathering sources, distributing editing assignments to Student Note Candidates and Associate Members, and reviewing the edits before returning the article to the Executive Articles Development Editor; and
      ii. performing all other duties specifically requested by the Editor-in-Chief, although such duties may not be specifically enumerated herein.
   b. Note Editors: The responsibilities of the Note Editors include, but are not limited to:
      i. working with the Executive Notes Development Editor in gathering sources, distributing editing assignments to Student Note Candidates and Associate Members, and reviewing the edits before returning the article to the Executive Notes Development Editor; and
      ii. performing all other duties specifically requested by the Editor-in-Chief, although such duties may not be specifically enumerated herein.
   c. Symposium Editors: The responsibilities of the Symposium Editors include, but are not limited to:
      i. working with the Executive Symposium Editor – Publication and Executive Symposium Editor – Live on the production, editing and publication of the symposium issue and event; and
      ii. performing all other duties specifically requested by the Editor-in-Chief, although such duties may not be specifically enumerated herein.

3. Associate Members (AM): The responsibilities of the Associate Members include, but are not limited to:
a. serving in that capacity from the date of spring commencement after their appointment to the following date of spring commencement (a twelve-month period);

b. maintaining good standing which includes:
   i. meeting work requirements;
   ii. maintaining good academic standing pursuant to current Indiana University Robert H. McKinney School of Law standards.

c. performing all other duties specifically requested by the Editor-in-Chief, although such duties may not be specifically enumerated herein.

4. Student Note Candidates (SNC): The three (3) main responsibilities of members in their first year include but are not limited to: (1) editing, (2) cite-checking, and (3) note writing. The following is a short description of each responsibility.

   a. Editing: Members review articles, checking grammar, punctuation, spelling, style, formatting, and logical structure.

   b. Cite-Checking: Members check each footnote of an article for technical and substantive accuracy. This phase heavily utilizes the Bluebook: A Uniform System of Citation (current edition).

   c. Note Writing: Each SNC selects an original topic to research. The topic must not be preempted by another author's article that has been published within the previous ten years. The Executive Notes Development Editor will oversee the writing process, which begins in early fall and concludes in early spring. SNCs who are eligible may then be considered for publication. More specifically:
      i. Each Student Note Candidate shall choose a topic on which to write a scholarly Note. The Executive Notes Development Editor must approve the Student Note Candidate topic.
      ii. Each Student Note Candidate must complete the Note deadlines, comply with all assignment criteria, and perform a good faith effort.
      iii. Each Student Note Candidate shall perform all editorial duties as assigned by members of the Editorial Board in a thorough and timely manner sufficient to constitute a good faith effort.
      iv. Each Student Note Candidate shall be eligible to submit his or her finished paper to the Publication Selection Committee for consideration for publication, as a student Note in any issue deemed appropriate by the Executive Board.
      v. Each Candidate’s Note will be submitted to the Review’s Faculty Board for consideration as fulfillment of the Law School’s senior writing requirement.
      vi. Each Student Note Candidate shall be entitled to all other benefits and privileges, and subject to all duties and responsibilities, accorded to all other members of the Review unless specifically excepted by these By-laws.
      vii. Perform all other duties specifically requested by the Editor-in-Chief, although such duties may not be specifically enumerated herein.

Article 6

Meetings of the Executive Board

1. Calling Meetings: The Editor-In-Chief shall call meetings of the Executive Board when necessary.

2. Quorum and Voting Majority: No business shall be transacted at an Executive Board meeting unless a quorum is present. Seven of the nine members of the Executive Board must be present at a meeting to create a quorum. A majority of the Executive Board or, if the entire Executive
Board is not present, a majority of the quorum must approve major decisions voted on by the Executive Board at an Executive Board meeting.

3. **Quorum**: No business shall be transacted at an Editorial Board meeting unless a quorum is present. The presence of one-half of the Editorial Board members shall constitute a quorum. No Editorial Board member may attend by proxy for purposes of constituting a majority. However, members may vote via e-mail as long as the issues and responses are sufficiently delineated.

4. **Note Taking**: Prior to each Executive Board meeting, the Editor-in-Chief, or a person designated by the Editor-in-Chief to act in his or her place, shall appoint an Executive Board member to act as secretary for the meeting.

5. **Voting Majority**: Unless otherwise provided in these By-laws, a majority of those Editorial Board members present at a duly constituted Editorial Board meeting is sufficient to pass resolutions. No proxy votes shall be counted in determining such majority unless otherwise agreed upon by the Executive Board.

6. **Meeting Conduct**: Editorial Board meetings shall, to the extent feasible, be governed by standard rules of parliamentary procedure.

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**Article 7**

**Meetings of the Full Editorial Board**

1. **Calling Meetings**: Meetings of the Full Editorial Board shall be called by the Editor-in-Chief or when requested in writing by a majority of the Full Editorial Board members.

2. **Notice of Meetings**: Sufficient written notice of any Full Editorial Board meeting shall be given to all Editorial Board members at least 48 hours prior to the start of the meeting. Notwithstanding the preceding, a meeting called for the purpose of considering an amendment to these By-laws requires at least one-week notice prior to such meeting. Written notice shall be deemed sufficient if left for each Editorial Board member at a place where other correspondence for such Editorial Board member is usually kept, or if sent via electronic mail to an address provided by the Board member.

3. **Quorum**: No business shall be transacted at a Full Editorial Board meeting unless a quorum is present. The presence of one-half of the Full Editorial Board members shall constitute a quorum. No Editorial Board member may attend by proxy for purposes of constituting a majority. However, members may vote via e-mail as long as the issues and responses are sufficiently delineated.

4. **Note Taking**: Prior to each Editorial Board meeting, the Editor-in-Chief, or a person designated by the Editor-in-Chief to act in his or her place, shall appoint an Editorial Board member to act as secretary for the meeting.

5. **Voting Majority**: Unless otherwise provided in these By-laws, a majority of those Editorial Board members present at a duly constituted Editorial Board meeting is sufficient to pass resolutions. No proxy votes shall be counted in determining such majority unless otherwise agreed upon by the Executive Board.

6. **Meeting Conduct**: Editorial Board meetings shall, to the extent feasible, be governed by standard rules of parliamentary procedure.

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**Article 8**

**Evaluation of Student Submissions for Publication**

1. **General Information**: Each Student Note Candidate must submit a publishable work at least forty pages, double-spaced, with 1-inch margins. Such work will effectively serve as each SNC’s Advanced Research and Writing Requirement for graduation. If an SNC does not meet a
Note deadline or editing deadline, his or her Note may not be eligible for publication. Only if extreme, extenuating circumstances exist and at the discretion of the Editor-in-Chief, a Student Note Candidate may be granted an extension on a deadline.

2. Executive Board Evaluation:
   a. Each student Note will be evaluated for publication based on four criteria: (1) timeliness; (2) substantive research; (3) adherence to the Bluebook; and (4) quality of writing. Each student Note submitted for evaluation for potential publication may also be randomly cite-checked by the Executive Board to determine the quality and accuracy of the sources and the proper adherence to the Bluebook.
   b. The selection process will be conducted anonymously with all Student Note Candidates receiving a random number by the Executive Notes Development Editor to identify their Notes.
   c. The numbers of notes for selection are at the discretion of the Executive Board.

3. Faculty Review: Faculty board members will review each of the student Note submissions. During this review the board members will be asked to submit notes, comments, and assign a grade. The student must receive a B- or higher in order for the Note to count toward Advanced Research and Writing Requirement.

4. Selection of Award: Best Student Note Award
   a. The faculty board will review all Notes submitted. An award will be given to the student with the best student Note according to a vote by the Faculty Board.

Article 9
Election, Removal, and Resignation

1. Election of Executive Board: The election by the current Executive Board of a successor Executive Board shall be held annually in the spring semester on a date selected by the current Executive Board, in accordance with the following guidelines:
   a. Only persons who have served as a Student Note Candidate and who are in good standing shall be eligible to serve on the Executive Board. Good standing means meeting work requirements for the first year served on the Review, good academic standing, writing a publishable Note, and meeting any other requirements set forth in Policies adopted by the Editorial Board.
   b. Eligible Student Note Candidates shall receive, at least two weeks prior to the election, a form upon which they shall declare their interest in as many of the various positions as they choose, and upon which they shall provide additional information in support of their election.
   c. Copies of the forms shall be made available to all Executive Board members at least one week prior to the meeting for the election.
   d. The Board, prior to a vote, shall interview all members who declare an interest in being elected to one or more positions on the Executive Board. No Executive Board member shall cast a vote for any candidate running for a particular position if said Executive Board Member has not interviewed all candidates interested in that position.
   e. At the meeting to elect the new Executive Board, the current Executive Board shall conduct a secret ballot vote to select the Editor-in-Chief first, followed by selection of the other Editorial Board positions. For Executive Board positions, secret ballot votes will be taken until a Student Note Candidate has received a majority of the eligible votes for the position being voted upon.
f. The newly elected Executive Board shall assume office the day after spring commencement but may be called upon to perform duties of their office before that time.

2. Permanent Executive Board Vacancy: In the event a permanent vacancy in any Executive or Editorial Board position occurs for any reason, an Editorial Board meeting shall be called to elect, by majority vote, a replacement from those persons who express interest in writing and who would have been eligible for election to the Editorial Board at the time of the original election.
   a. The elected replacement shall serve until the end of the original Editorial Board member’s term.
   b. An Editorial Board member elected to a vacated position must relinquish his/her original position, and a similar election must then be held to fill the resulting vacancy.

3. Removal:
   a. Membership Revocation: Pursuant to the following, revocation of membership may occur as a result of:
      i. fraudulent application for membership;
      ii. academic misconduct limited to discipline by the law school for cheating on examinations or plagiarism;
      iii. submitting for publication or academic credit, Review work product including writing competition materials, Note or editing assignments, plagiarized in any part from another uncredited source, or completed in any part by another person; or
      iv. failure to complete thoroughly and in a timely manner any work assigned by the Executive Board, the Student Note Editors or the Articles Editors. If such failure occurs, the following process is conducted:
         1. The member will receive one written warning. After one verbal warning from the appropriate Executive Board member, if a student fails to timely complete any further assignment the Executive Board member initiating the disciplinary action shall provide the Executive Managing Editor and Editor-in-Chief with a written notice of the verbal warning.
         2. If the member still fails to complete the assignment after the first written warning, the Executive Managing Editor will convene with the student and the Executive Notes Editor, Executive Articles Editor, or other appropriate Executive Board member in order to determine whether a legitimate reason existed for the incompleteness of the work.
         3. If it is determined that a legitimate explanation does not exist for the failure to complete the assignment the Executive Managing Editor shall report the matter to the Editor-in-Chief who may bring the matter before a Quorum of the Executive Board. The student may be immediately removed from the Review by a unanimous vote of the Quorum.
         4. The Editor-in-Chief must consult the Chair of the Faculty Board before a decision of removal has been made.
         5. This section should be construed to include both editing assignments and note drafting assignments.
   b. Appeals Process:
      i. Executive Board and Editorial Board Appeal (1st Appeal)
1. Conduct that is dishonest or could seriously jeopardize the integrity of the Review will be grounds for removal. If such a situation exists, there must be a vote in favor of removal by every member of the Executive Board. If the said student desires to appeal to the full Editorial Board, he or she must make such intentions known to the Editor-in-Chief within twenty-four hours of receiving written notice from the Editor-in-Chief of the disciplinary issue, whereupon the Editor-in-Chief will call a closed meeting of all members of the Editorial Board. For purposes of this section, a voting quorum shall consist of at least three-fourths of the number of Editorial Board members. The student will be allowed to rebut the charges. Upon a two-thirds majority vote in favor of removal by a quorum of the Editorial Board members, the student may be immediately removed from the Review. If, in the alternative, the members of the Editorial Board propose and vote by a two-thirds majority a lesser disciplinary action, the Editor-in-Chief and the Executive Board will be bound by such vote.

ii. Chair of Faculty Board and the Dean (2nd and Final Appeal):
   1. If the Editorial Board votes to remove a student for dishonest or other such conduct that would cause harm to the reputation of the Review, the student does have the right to appeal such decision to the Chair of the Faculty Board and the Dean. If the student so desires to appeal the Editorial Board decision to the Chair of the Faculty Board and the Dean, he or she must make such intentions known to the Editor-in-Chief within twenty-four hours of the Editorial Board’s decision. The Editor-in-Chief must notify the Chair of the Faculty Board and the Dean of any such situation within twenty-four hours of the student’s notice of appeal. The Chair of the Faculty Board and the Dean must then schedule a meeting within a reasonable period of time with the student and the Editor-in-Chief. Both the student and the Editor-in-Chief will be allowed to present their respective positions in regard to the disciplinary action. After hearing from the Editor-in-Chief and the student, the Chair of the Faculty Board and the Dean will then make the final determination of whether the student should be removed from the Review.

   c. Executive Board and Editorial Board Membership Revocation: The Editor-in-Chief may initiate proceedings to demote an Executive Board member for failure to complete duties.
      i. After the first occasion of failure to complete an assignment or duty, the member will receive a written warning and the opportunity to explain such failure to the Editor-in-Chief.
      ii. Upon the second occasion of failure to complete an assignment or duty, the member will be subject to a disciplinary meeting with the Editor-in-Chief and the Chair of the Faculty Board in which the Board member must explain the reasons for such failure to complete assignments and will be given a verbal warning at this time that upon failure to complete a third assignment, the Board member will be subject to demotion from his or her Executive position or removal from the Review.
iii. If after this meeting the Executive Board member fails to satisfactorily complete another duty or assignment (this being the third such episode), the member will be subject to demotion from the Executive Board or removal from the Review.

iv. Such proceedings require written notice to the member, and every member of the Executive Board must secretly vote on whether to demote or remove said member. The Executive Board must vote unanimously in favor of demotion or removal for the demotion or removal to occur. The vote of the member in question will not count in the matter, but he or she may address the Board.

d. Editor-In-Chief Membership Revocation: If the Editor-in-Chief has seriously neglected his or her duties, the members of the Executive Board must initiate a formal discussion with the Editor-in-Chief and inform such person of their concern regarding his or her dereliction of duties.

i. Such discussion should include the presentation of a written, specific list of those duties that have been neglected.

ii. Two weeks after the formal discussion, the members of the Executive Board, not including the Editor-in-Chief, must determine if the Editor-in-Chief has rectified the situation. If not, the Executive Board must consult with the Chair of the Faculty Board in order to determine what remedial action should be implemented. Such remedial action may include the impeachment of the Editor-in-Chief and appointing the Executive Managing Editor as acting Editor-in-Chief.

iii. For purposes of this section, “seriously neglected” and “dereliction of duties” must be construed narrowly and are likely limited to the failure to publish an issue of the Review.

4. Resignation: Any member may resign from the Indiana International and Comparative Law Review by submitting, in person, a written resignation to the Editor-in-Chief. A member’s resignation may have implications on the member’s grades and credits, as determined by the Editor-in-Chief and the Chair of the Faculty Board.

a. The Editor-in-Chief and Chair of the Faculty Board may take into consideration the reason for resignation, the timeliness and quality of the member’s work, the completion of assignments, and attendance at mandatory Review events.

b. A member whose resignation has become effective may petition for reinstatement. Such former member may be reinstated only by majority vote at a Board meeting.

c. A former Editorial Board member who has resigned and been replaced may only be reinstated as an Associate Member.

d. Notwithstanding the preceding sentence, a former Editorial Board member reinstated as an Associate Member shall be eligible for election as a replacement Editorial Board member pursuant to Section 2 of this Article.

5. Special Case Elections: In the case that there are less candidates for the subsequent board than there are Executive Board positions, the sitting Executive Board will coordinate with the candidate group to consolidate board positions for just the incoming year. The Executive Board and Student Note Candidates will work together to ensure that positions are consolidated to achieve maximum efficiency within the Review. Ultimately, the decision to place Student Note Candidates in Executive Board positions will be up to the sitting Executive Board.
Article 10
Non-Discrimination Policy
The Indiana International and Comparative Law Review shall not discriminate in any matter, including membership invitations or publication decisions, on the basis of age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, or veteran status.

Article 11
Faculty Board
1. Duties: The Faculty Board shall have the following duties:
   a. approving graded credit to first semester Student Note Candidates, as determined by the Editor-in-Chief;
   b. assigning graded credit to Full Editorial Board members (with the Editor-in-Chief’s advice); and
   c. assigning pass/fail credit to Associate Members and second semester Student Note Candidates (with the Editor-in-Chief’s advice).
2. Powers: The Faculty Board shall have the following powers:
   a. Advising the Full Editorial Board on all matters brought to the Chair of the Faculty Board; and
   b. attending meetings of the Executive and Editorial Board meetings.
3. Voting: The Faculty Board shall not have the power or authority to vote at meetings of the
   a. Full Editorial Board; or
   b. to override any decision of the Full Editorial Board; or
   c. of an Executive Board Member, including, but not limited to, decisions regarding deadlines, disciplinary measures or reprimands to a member.; or
   d. selection of an article or student Note for publication.
4. The Faculty Board Members(s) will be subject to review by a committee comprised of the Editor-in-Chief, the Dean, and the Dean to assess his/her/their performance of duties and powers.

Article 12
The Indiana International and Comparative Law Review Alumni Association
1. Purpose: The Indiana International & Comparative Law Review Alumni Association has been created for the purpose of providing a continuing dialogue between past and current members of the Review.
2. Membership: Each member of the Review becomes a member of the Alumni Association upon successful completion of the requirements of his or her position.
3. Structure: The organizational structure of the Association shall consist of one President and such other officers, as the President deems necessary.
   a. The Office of President shall be held consistently unless sufficient evidence proves that a change needs to be made. Additionally, each outgoing Executive Board shall contact the current President to determine whether he or she wishes to continue as President.
   b. In the event of the resignation of the President, the Executive Board shall appoint one past or outgoing member to fill the vacancy.
c. The Executive Symposium Editor – Live shall be the primary liaison between the Law Review and the Alumni Association. The Executive Symposium Editor – Live shall maintain and develop the Alumni Association in as required by Article 5 (1)(h)(ii)(3).

4. Resignation and Discharge: If a President resigns his or her office, the Executive Board shall take such steps as may be necessary to fill the office either on an interim or permanent basis. If a majority of the Executive Board feel that, under all the attendant circumstances, the President’s conduct warrants his or her removal, then the Editor-in-Chief shall discuss such circumstances with the Faculty Board to determine appropriate remedial measures.

Article 13
Enactment, Publication, and Amendment of the By-Laws

1. **Enactment:** As Established & Adopted on September 1990

2. **Publication:** Each member of the Indiana International and Comparative Law Review shall be provided with a copy of the By-laws. Additionally, a copy shall be kept on file in the Law Review office for review.

3. **Amendment:**
   a. **Amendment Process:** Following discussion at the subsequent Editorial Board meeting, a secret ballot shall be held. The proposed amendment shall be adopted by a two-thirds vote of the entire Editorial Board.
   b. **Proposal to Amend:** Any Executive or Editorial Board member may propose an amendment to these By-laws in writing. Such written proposal shall be distributed to each Executive or Editorial Board member according to the procedure for written notice of an Editorial Board meeting.
      i. The Editor-in-Chief shall convene the meeting for adoption or amendment of By-laws within sixty (60) days and at a date not later than the date for appointment of the succeeding Executive Board of Editors.
      ii. The proposed amendment to the By-laws shall be adopted by a vote of the Editorial Board at a general meeting of the Review. A quorum consists of a number of Editorial Board members in excess of fifty percent (50%). Attendance at a meeting convened for the purpose of adopting or amending By-laws is a duty of every Editorial Board member.
      iii. Voting on adoption or amendment of By-laws must occur in one meeting and shall occur in a two-step process.
         iv. First, a vote of the Editorial Board shall be decided by a simple majority vote in favor of the proposal.
         v. Second, the proposed By-law or amendment is referred to the Executive Board for a vote of ratification. Ratification by the Executive Board occurs when the proposed By-law or amendment receives approval by a two-thirds majority of the Executive Editors present.
   c. **Non-Substantive Changes:** Changes that are non-substantive in nature (e.g., technical, grammatical, etc.) do not constitute amendments and therefore do not require compliance with this Article.