

**SETON HALL LAW REVIEW CONSTITUTION**  
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## **Article One: Statement of Purpose**

The Seton Hall Law Review is a nonprofit unincorporated association and is a direct arm of Seton Hall University School of Law, a nonprofit coeducational institution.

This Constitution sets forth the rules, policies, and procedures that govern the Law Review and defines the rights and duties of Law Review members. All powers not specifically delegated within this Constitution are reserved to the Executive Board. This Constitution is effective as of 11/9/2023, and supersedes and replaces all previous Constitutions of the Seton Hall Law Review.

## **Article Two: Definitions**

- Section 1     Member: Any student of Seton Hall University School of Law who has been accepted for Law Review membership regardless of his or her title on the Law Review. Members may be designated as a Voting Member pursuant to Section 11 of this Article.
- Section 2     Executive Board: The Executive Board shall consist of one Editor-in-Chief; one Business & Publication Editor; one Senior Comments Editor; one Executive Editor; one Senior Articles Editor; one Symposium Editor, or as many Symposium Editors as the Editor-in-Chief sees fit to appoint; one Diversity, Equity & Inclusion Editor; several Articles Editors and Comments Editors, the exact number of which shall be determined in the discretion of the Editor-in-Chief; and as many other positions established by the Editor-in-Chief.
- Section 3     Associate Editor: The title of a Member of the Law Review in their first year of membership.
- Section 4     Senior Editor: The title of a Member of the Law Review in their second year of membership, who is not a member of the Executive Board.
- Section 5     Manuscript Ready for Publication: The Editor-in-Chief shall make the final determination as to whether a manuscript is ready for publication, and thus can be submitted for consideration of publication. A student manuscript shall be considered ready for publication only upon (i) the determination of the Editor-in-Chief that all interim deadlines and requirements established for the student have been satisfied and (ii) that the Editor-in-Chief, as informed by the Senior Comments Editor, considers the manuscript ready for publication by the last day of classes of the student's second semester of membership. All student manuscripts deemed ready for publication by the Editor-in-Chief, in consultation with the Senior Comments Editor, shall be considered for publication, regardless of the author's intent to publish, in conformance with the rights and obligations set forth in Article Twelve of this Constitution. An extension to satisfy clause (ii) may be granted if the Editor-in-Chief, Senior Comments Editor, and Executive Editor determine, by simple majority vote, that exigent circumstances prevent a timely completion of the manuscript.

Members should be notified as early as possible if their manuscript is at risk of not being recommended as ready for publication. In such circumstances, the Senior Comments Editor or the Editor-in-Chief, or both, shall provide, to the greatest extent possible, substantive instruction as to how to improve a manuscript such that it can be recommended as ready for publication.

An appeal from a determination that a manuscript is not ready for publication may be brought by the member to the Faculty Advisor.

- Section 6      Member in Good Standing: Any Member, who, in the opinion of the Executive Board, has both satisfactorily completed all assigned tasks and is reasonably certain to have completed a manuscript ready for publication pursuant to Section 5 of this Article.
- Section 7      Membership: The collective body of all Members as defined in Section 1 of this Article.
- Section 8      Membership Meeting: A meeting of all Members of the Law Review. The Membership shall receive notice one week in advance of all Membership meetings.
- Section 9      Quorum: A quorum for a vote shall consist of not less than three quarters of all Voting Membership as defined in Section 12 of this Article, except that for an election of the Editor-in-Chief, a quorum shall consist of not less than three quarters of the Membership as defined in Section 7 of this Article. Where consent of the Executive Board is required, a quorum shall consist of not less than three quarters of all Members appointed to the relevant positions pursuant to Section 2 of this Article.
- Section 10     Sergeant-at-Arms: The Business & Publication Editor shall serve as the Sergeant-at-Arms to assist in the electoral process.
- Section 11     Voting Member: Any Member of the Executive Board or Senior Editor who is a Member in Good Standing, as defined in Section 6 of this Article, or by agreement with the Faculty Advisor. This restriction shall not apply to the election or removal of Members of the Executive Board.
- Section 12     Voting Membership: The collective body of all Voting Members as Defined in Section 11 of this Article.
- Section 13     Voting Membership Meeting: A meeting of all Voting Members of the Law Review.

### **Article Three: Amendments**

Section 1     Generally: All provisions of the Constitution may be amended or repealed by a three-quarters vote of a quorum of Voting Member, as defined in Article Two, Section 11. Any Voting Member may propose an amendment to the Constitution.

Section 2     Amendment Meetings: Voting Members shall be given a minimum of ten days notice of any meeting at which an amendment to the Law Review Constitution shall be voted upon. Voting Members may review any proposed amendment during this ten-day period. Only Voting Members as defined in Article Two, Section 4, may vote on proposed amendments; however, any Member may comment on any proposed amendment prior to vote, subject to reasonable time restrictions to be imposed by the Editor-in-Chief.

- (A) Any Voting Member who is unable to attend the meeting may give actual power to vote to another Voting Member who will be attending the election.
- (B) In such a case, the Voting Member unable to attend the meeting shall give a letter to the Editor-in-Chief expressly authorizing the Member who will be attending the meeting to vote on their behalf. The non-attending Voting Member must give this letter to the Editor-in-Chief at least one half hour prior to the meeting. The non-attending Voting Member shall also give a copy of that letter to the Member who will be attending and voting.
- (C) The Voting Member who is not attending the meeting shall not be permitted to vote prior to the meeting.
- (D) The non-attending Voting Member may revoke the power vested in the Member in attendance by letter to the Editor-in-Chief or by arriving at the Amendment Meeting and informing the Sergeant-at-Arms that they will now be voting for themselves.
- (E) In the event that an Amendment Meeting cannot reasonably be held in person, the vote may be conducted electronically for the sole purpose of the timely adoption of amendments. An electronic vote may be held only after express approval by the Editor-in-Chief and a majority of the Executive Board.
  - (i) In such a case, the Business & Publication Editor shall serve as the Sergeant-at-Arms for the purpose of managing the electronically conducted voting period. The Sergeant-at-Arms shall be responsible for providing Voting Members with all information available regarding the electronic vote, the amendment(s) being considered, and any comments submitted pursuant to subsection (ii).

- (ii) Preceding any electronically conducted amendment vote, Voting Members shall be provided a comment period during which time they may submit commentary on the proposed amendment(s) to the Sergeant-at-Arms. The comment period shall remain open for no less than five business days.
- (iii) Where an electronic vote to amend this Constitution is held, the vote shall be kept open for a minimum of three business days.
- (iv) Following the electronic vote, the Sergeant-at-Arms shall provide the Editor-in-Chief with the voting results. The Editor-in-Chief shall thereafter inform the Membership of the adoption or rejection of the amendment.

#### **Article Four: Executive Board Elections**

##### **Section 1      Election of the Editor-in-Chief:**

- (A) Time for Election: The election of the Editor-in-Chief for the following academic year shall be held no later than the last weekend of February of each year.
- (B) Method of Election: The Editor-in-Chief shall be elected by a vote of all Members in Good Standing as defined by Article Two, Section 6.
- (C) Eligibility to Run:
  - (i) Letter of Intent: Each Associate Editor who wishes to stand for election to the position of Editor-in-Chief shall submit a letter of intent to the current Editor-in-Chief at least twenty-one (21) days prior to the date of the election.
  - (ii) Membership Status: Each Associate Editor who wishes to stand for election to the position of Editor-in-Chief must be designated a Member in Good Standing as defined in Article Two, Section 6, by the current Editor-in-Chief before they shall be allowed to stand for election.
  - (iii) Interviews: The Membership shall conduct a brief interview with each Associate Editor who wishes to stand for election to the position of Editor-in-Chief for the following academic year.
  - (iv) Executive Board's Recommendations for Editor-in-Chief: Following the interviews, the Executive Board may recommend

individuals for the position of Editor-in-Chief following a discussion of each candidate's qualifications at a closed meeting.

- (v) Petitions: Notwithstanding the recommendations of the Executive Board, any Associate Editor, who is a Member in Good Standing, shall be eligible to run for Editor-in-Chief by fulfilling the requirements of subsections (i), (ii), and (iii) of this Section.
- (D) Eligibility to Vote for Editor-in-Chief: All Members in Good Standing, as defined by Article Two, Section 6 are eligible to vote for Editor-in-Chief.
- (E) Editor-in-Chief Election Meeting: The Membership shall be given notice of the annual Editor-in-Chief election meeting no later than one month prior to the date of the meeting. The notice shall contain:
  - (i) the date and time at which the Editor-in-Chief election will commence;
  - (ii) a list of the restrictions imposed on Editor-in-Chief by Article Six;
  - (iii) the date by which letters of intent must be submitted to the Editor-in-Chief.
- (F) Editor-in-Chief Election Procedures:
  - (i) Generally: The current Editor-in-Chief shall oversee the proceedings. The Sergeant-at-Arms shall take attendance to ensure that only those eligible to vote are present. Any individual not eligible to vote (excepting the Faculty Advisor) will be asked to leave by the Sergeant-at-Arms. The Sergeant-at-Arms will then determine whether a quorum is present. When the Sergeant-at-Arms determines that a quorum is present, the Editor-in-Chief shall commence the election proceedings, as described starting with subsection (ii) of this Section. Throughout the entire proceeding, the Sergeant-at-Arms shall:
    - (1) give ballots to each Member immediately before the vote for Editor-in-Chief is taken;
    - (2) maintain control of the ballot box; and
    - (3) ensure that each Member casts only one ballot.

Once all ballots have been cast, the Sergeant-at-Arms shall remove the ballot box from the election room to the Editor-in-Chief's office and shall tally the votes.



- (ii) Speeches: Each candidate must give a speech, of no more than ten (10) minutes in length, to the quorum, to be followed by an interview portion by the current Executive Board and Membership. The current Editor-in-Chief shall have the authority to disallow any inappropriate questioning. The question and answer session shall not extend more than thirty (30) minutes beyond the conclusion of the candidate's speech. The Sergeant-at-Arms shall be responsible for enforcing the above time restrictions.
- (iii) Voting: Following the question and answer period for the last candidate, the Sergeant-at-Arms shall distribute secret ballots to the quorum. Each voter shall cast one vote for Editor-in-Chief and return the ballot to the Sergeant-at-Arms.
  - (1) Any Member who is eligible to vote under Article Four, Section 1(D) but unable to attend the meeting may give actual power to vote to another Member who is eligible to vote under Article Four, Section 1(D) and who will be attending the election.
  - (2) In such a case, the Member unable to attend the meeting shall give a letter to the Editor-in-Chief expressly authorizing the Member who will be attending the meeting to vote on his or her behalf. The non-attending Member must give this letter to the Editor-in-Chief at least one half hour prior to the meeting. The non-attending Member should also give a copy of that letter to the Member who will be attending and voting.
  - (3) The Member who is not attending the meeting shall not be permitted to vote prior to the meeting. The procedure set forth in Article Four, Section 1(F)(iv)(1)–(2), shall not permit direct voting (prior to the election) by the non- attending Member.
  - (4) The non-attending Member may revoke the power vested in the Member in attendance by letter to the Editor-in-Chief or by arriving at the election meeting and informing the Sergeant-at-Arms that they will now be voting for him or herself.
  - (5) The winner of the election for Editor-in-Chief must receive a simple majority of the votes cast. In the event no candidate receives a simple majority after the first ballot, a second ballot shall be held with the three candidates who received the highest amount of votes in the first ballot. If no candidate receives a simple majority after the second ballot, a third ballot shall be held with the two candidates who received the highest amount of votes in the second ballot. If a tie results after the third ballot, the tie shall be broken in the Editor-in-Chief's

office by a private, majority vote of the Executive Board.

- (iv) Electronic Voting: In the event that the Editor-in-Chief election cannot reasonably be held in person, the election shall be governed by this subsection.
- (1) In such a case, an electronic vote may be held only after express approval by the Editor-in-Chief and a majority of the Executive Board.
  - (2) The Business & Publication Editor shall serve as the a Sergeant-at-Arms for the purpose of managing the electronically conducted voting period. The Sergeant-at-Arms shall be responsible for providing the Membership with all information available regarding the electronic vote, the amendment(s) being considered, and any questions submitted pursuant to subsection (b).
  - (3) Each candidate may record a speech, of no more than ten (10) minutes in length, to be disseminated to the Membership by the Sergeant-at-Arms.
  - (4) Preceding any electronically conducted vote for Editor-in-Chief, the Membership shall be provided a question period during which time they may submit questions to the candidates who have satisfied the requirements of subsection (C) of this Article to the Sergeant-at-Arms. The question period shall remain open for no less than five business days. The Editor-in-Chief shall have the authority to disallow any inappropriate questions. Candidates may provide written responses to questions submitted. Such responses shall be disseminated to the Membership by the Sergeant-at-arms.
  - (5) Where an electronic vote to is held pursuant to this subsection, the vote shall be kept open for a minimum of three business days. The Sergeant-at-Arms shall provide a link to a secure, online service which ensures that each member is able to cast only one vote.
  - (6) Following the electronic vote, the Sergeant-at-Arms shall provide the Editor-in-Chief with the voting results. The Editor-in-Chief shall thereafter inform the Membership of the election results.
  - (7) The winner of the election for Editor-in-Chief must receive a simple majority of the votes cast. In the event no candidate receives a simple majority after the first ballot, a second ballot

shall be held with the three candidates who received the highest amount of votes in the first ballot. If no candidate receives a simple majority after the second ballot, a third ballot shall be held with the two candidates who received the highest amount of votes in the second ballot. If a tie results after the third ballot, the tie shall be broken in the Editor-in-Chief's office by a private, majority vote of the Members of the Executive Board.

Section 2      Appointment of the Remainder of the Executive Board:

- (A) Time for Appointment: The appointment of the Executive Board, other than the Editor-in-Chief, for the following academic year shall take place no more than two weeks after the election of the Editor-in-Chief.
- (B) Method of Appointment: The Executive Editor, Senior Comments Editor, Business & Publication Editor, Senior Articles Editor, Diversity, Equity & Inclusion Editor, Symposium Editor(s), Articles Editors, Comments Editors, and any other Executive Board positions that the current Editor-in-Chief may from time to time ordain and establish, shall be appointed solely by the Editor-in-Chief of the Volume for which the appointed officials shall serve.
- (C) Eligibility for Appointment:
  - (i) Submission of Interest: Each Associate Editor who wishes to be considered for appointment to a position on the Executive Board shall submit a list of positions that they wish to be considered for, as well as a resume (without GPA or class rank), to the current Editor-in-Chief at least twenty-one (21) days prior to the date of the Editor-in-Chief election.
  - (ii) Membership Status: Each Associate Editor who wishes to be considered for a position on the Executive Board must be designated a Member in Good Standing as defined in Article Two, Section 6, by the current Editor-in-Chief.
  - (iii) Interviews: The current Editor-in-Chief and Editor-in-Chief-elect shall conduct a brief interview with each Associate Editor who wishes to be considered for a position on the Executive Board for the following academic year.
- (D) Appointment of the Executive Board:
  - (i) After the Editor-in-Chief elections have taken place, the current Editor-in-Chief and the Editor-in-Chief-elect shall interview each applicant for each Executive Board position. The Editor-in-Chief elect, in consultation with the current Editor-in-Chief, shall appoint

individuals to the positions enumerated in Article Two, Section 2 of this Constitution.

- (ii) To be considered for a given position pursuant to subsection (i), each candidate shall submit a list of positions that they wish to be considered for and a resume (without GPA or class rank) to the Editor-in-Chief-elect, unless the Editor-in-Chief-elect, in his or her discretion, finds a different mechanism for selection more appropriate under the circumstances.

(E) Vacancies in the Executive Board:

- (i) In the event a Board position becomes vacant, the Editor-in-Chief, or the Executive Editor or Senior Comments Editor if requested by the Editor-in-Chief, shall solicit candidates from the membership. To be considered for the position, candidates shall submit a letter of intent and a resume (without rank or GPA). The Editor-in-Chief, in conjunction with the Executive Editor and Senior Comments Editor, shall select the candidate(s) for the vacant position(s) by simple majority vote between the Editor-in-Chief, Executive Editor, and Senior Comments Editor.
- (ii) A formal announcement of the vacancy may be made to the entire membership at the discretion of the Editor-in-Chief. If this alternative is chosen, candidates will have seven (7) days to submit a letter of intent and a resume (without rank or GPA). The Editor-in-Chief, in conjunction with the Executive Editor and Senior Comments Editor, shall select the candidate(s) for the vacant positions by simple majority vote between the Editor-in-Chief, Executive Editor, and Senior Comments Editor.
- (iii) If there is a vacancy in the Editor-in-Chief, Executive Editor, or Senior Comments position, the remaining members of the incoming Board shall select the candidate(s) for the vacant positions by simple majority vote.

## **Article Five: Membership**

Section 1 Minimum Membership Requirements: Each Member is required to contribute the time necessary to fulfill their obligations and duties to the Law Review. In addition to the timely completion of all tasks assigned by the Executive Board, each Member is responsible for the following:

- (A) completion of any and all sourcebooks and subchecks of comments or outside articles assigned by the Executive Board;
- (B) completion of any and all assignments for the production of the articles for

the Law Review;

- (C) completion of a manuscript ready for publication, as defined in Article Two, Section 5;
- (D) to attend all Readings Days as prescribed by the Executive Board;
- (E) to complete all Office Hours assignments as prescribed by the Executive Board;
- (F) to attend all mandatory Membership meetings;
- (G) to check regularly the email that Law Review is reasonably likely to use for correspondence in regards to official business;
- (H) to complete promptly and thoroughly any other assignments given by the Executive Board.

Membership is contingent upon the timely and satisfactory fulfillment of these requirements. Failure to fulfill any of the above requirements may result in (1) removal of the Member from the Law Review (Article Ten) and (2) withholding of academic credit by the Faculty Advisor at the request of the Editor-in-Chief (Article Eleven), or both.

Section 2      Membership Restrictions: No Member shall be a Member of any other journal at Seton Hall University School of Law.

Section 3      Membership Term: A student's membership on the Law Review will be for the period of time that the student remains enrolled at Seton Hall University School of Law and continues to fulfill the Member's Law Review obligations as defined by this Article.

## **Article Six: Executive Board**

Section 1      Restrictions on the Executive Board: There are no restrictions imposed on Members of the Executive Board so long as, in the judgment of the Editor-in-Chief, they are able to fulfill the duties of their office.

Section 2      Minimum Responsibilities and Duties of the Executive Board: The duties of all persons on the Executive Board may overlap as the needs of the Law Review dictate.

- (A) Editor-in-Chief: All powers not specifically granted to the Executive Board or to the general Membership are vested in the Editor-in-Chief. The Editor-in-Chief has overall responsibility for that which the Law Review does or fails to do. The Editor-in-Chief shall have the authority to make and

effectuate all decisions pertinent to the day-to-day operation of the Law Review and shall supervise all phases of the Law Review's operation; call meetings of the Executive Board and of the general Membership or any portion thereof whenever necessary and preside over such meetings; actively supervise the entire editorial process; and coordinate all Law Review activities. The Editor-in-Chief shall coordinate the development and strengthening of the Law Review's relationship with its alumni. The Editor-in-Chief shall conduct the final edit of each issue of the Law Review, and shall make the final determination as to what is to be printed in the Law Review. The Editor-in-Chief is responsible for representing the Law Review in all dealings with the law school administration and Faculty, including the Law Review's Faculty Advisor, all other University organizations, and all outside organizations and persons. In order to publish the book, the Editor-in-Chief has full responsibility for implementing the desktop publishing process, which may include preparing pieces for the macro, contacting the publisher, placing all publisher's signals on manuscripts, sending proofs to the outside authors, and signing off the book to the publisher.

- (B) Executive Editor: The Executive Editor is responsible for putting together the Write-On Competition with the assistance of the Editor-in-Chief, the former Executive Editor, and professors knowledgeable on the Write-On topic. The Executive Editor is also responsible for evaluating and preparing for publication the outside articles that appear in each individual issue of the Law Review, and for delegating tasks necessary in order to fulfill these responsibilities to the Senior Articles Editor, Articles Editors, Senior Editors, and Associate Editors.
  - (i) Write-On Competition: The Executive Editor shall pick the topic for the Write-On Competition, gather and compile sources, put together the summary of the Write-On packet for grading, and compile any other exercises appropriate to adjudicate students' respective qualifications for Seton Hall Law School's various journals.
  - (ii) Preparing Articles for Publication: After an article is selected for publication in the Law Review by the Editor-in-Chief, it is the Executive Editor's duty to check the article for both substantive and technical accuracy, and to edit the piece accordingly. Pursuant to this duty, the Executive Editor may from time to time contact authors in collaboration with the Editor-in-Chief to obtain sources not otherwise available or to obtain clarification on other issues. After the articles are received from the authors post-Reading Day, the Executive Editor shall conduct a full, thorough edit of every article before sending to the Editor-in-Chief for a final edit prior to publication.

- (iii) Delegation of Office Hours Assignments to Associate Editors and Senior Editors: Pursuant to fulfilling the aforementioned duties, the Executive Editor shall assign Office Hours assignments to the Associate and Senior Editors. Assignments may include, but are not limited to: research, photocopying, proofreading, substantive and/or technical checks of the articles, sourcebook compilations, library duty, and various other duties incident to evaluating and preparing the articles for publication.
  - (iv) Delegation of Duties to the Executive Board: The Executive Editor may delegate responsibilities pursuant to fulfilling the aforementioned duties listed in Article Six, Section 2(B)(i)–(iii) to the Articles Editors as they see fit. In doing so, the Executive Editor shall make sure the Articles Editors receive all the articles for each book and make sure they send out the Office Hours assignments for those articles, incorporate the Reading Day edits, conduct their own edits, and return the articles to the Executive Editor in accordance with the deadlines set out in the article publication schedule.
- (C) Senior Comments Editor: The Senior Comments Editor is responsible for evaluating and preparing for publication, the student-written comments that appear in each individual issue of the Law Review, and for delegating tasks necessary to fulfill these responsibilities to the Comments Editors, Senior Editors, and Associate Editors. The Senior Comments Editor is also responsible for directing, and providing guidance to, the Associate Editors in developing the topic for, and writing, their comments.
- (i) Comment Evaluation: The Senior Comments Editor is responsible for directing the evaluation of student written comments for publication in the Law Review. The Senior Comments Editor shall apprise the Editor-in-Chief of all comments being considered for publication. The decision to publish or reject an article shall be made by the Editor-in-Chief, upon the advice of the Senior Comments Editor.
  - (ii) Preparing Comments for Publication: After a comment is selected for publication in the Law Review by the Editor-in-Chief, it is the Senior Comments Editor's duty to check the comment for both substantive and technical accuracy, and to edit the piece accordingly.
  - (iii) Delegation of Office Hours Assignments to Associate Editors and Senior Editors: Pursuant to fulfilling the aforementioned duties, the Senior Comments Editor shall assign work projects to the Associate and Senior Editors. Assignments may include, but are not limited

to: research, photocopying, proofreading, substantive and/or technical checks of the notes or comments, sourcebook compilations, library duty, and various other duties incident to publishing the notes or comments.

- (iv) Directing the Development of Associate Editors' Comments: The Senior Comments Editor is also responsible for directing, and providing guidance to, the Associate Editors in developing the topic for, and writing, their comments.
  - (v) Delegation of Duties to the Executive Board: The Senior Comments Editor may delegate responsibilities pursuant to fulfilling the aforementioned duties listed in Article Six, Section 2(C)(i)–(iv) to the Comments Editors as they see fit.
- (D) Senior Articles Editor: The Senior Articles Editor is responsible for supervising the submissions process. The Senior Articles Editor shall apprise the Editor-in-Chief of all articles being considered for publication.
- (i) Submission Receipt and Distribution: The Senior Articles Editor shall manage the system by which assignments are distributed and through which the Law Review receives submissions from authors.
  - (ii) Delegation of Submission Evaluation: The Senior Articles Editor shall assign submissions to the Articles and Comments Editors on a semiweekly basis (or as needed to complete submission evaluation) after an initial screening of the article. Based on the Articles and Comments Editors' reviews, the Senior Articles Editor shall recommend to the Editor-in-Chief the articles that are fit for publication.
  - (iii) Role at Conclusion of Submissions Cycle: At the conclusion of the articles submissions cycle, the Senior Articles Editor assumes all responsibilities of Articles Editors, as enumerated in subsection E of this Article. All rules that apply to Articles Editors then apply to the Senior Articles Editor, and the Senior Articles Editor in turn reports to the Executive Editor with respect to all editing measures.
- (E) Articles Editors: As directed by the Executive Editor, the Articles Editors shall be responsible for overseeing the day-to-day preparation of articles for publication in the Law Review, which may include assuring the preparation of sourcebooks, conducting a substantive and technical check of each article, verifying all direct quotations, and correcting all grammatical errors. Upon completion of the initial editorial work, the Articles Editor shall submit the piece to the Executive Editor for further review and preparation for publication. The Articles Editors are also responsible for the completion of any other tasks delegated by the Executive Editor and Senior



Articles Editor.

(i) Articles Submissions Process: Articles Editors shall participate in the submissions process along with Comments Editors and report to the Senior Articles Editor accordingly. With respect to the submission process, Articles Editors shall:

- (1) Read submissions and make recommendations to the Senior Articles Editor focused primarily on Bluebooking, writing and grammar, and the author's qualifications; and
- (2) Fill out a short questionnaire for each article to help organize responses.

(ii) Editing Selected Articles: Articles Editors shall be responsible for:

- (1) Locating sources and making Interlibrary Loan requests for missing sources;
- (2) Conducting a preliminary style and grammar edit and attribution check of the entire article before Office Hours assignments are released;
- (3) Dividing up footnotes for Office Hours assignments;
- (4) Sending Office Hours assignments to assigned editors with the relevant editing documents;
- (5) Managing the Office Hours assignments and incorporating all Office Hours edits before Reading Day; and
- (6) Incorporating all Reading Day edits soon after Reading Day.

(F) Comments Editors: As directed by the Senior Comments Editor, the Comments Editors shall be responsible for assuring the preparation of comments for publication in the Law Review, which may include assuring the preparation of sourcebooks, conducting a substantive and technical check of each note or comment, verifying all direct quotations, and correcting all grammatical errors. Upon completion of the initial editorial work, the Comments Editor shall submit the piece to the Senior Comments Editor for further review and preparation for publication. The Comments Editors shall also be responsible for overseeing the day-to-day selection and/or approval of topics for student written pieces. The process shall involve keeping abreast of important developments in the law, screening new opinions and proposed topics, and researching each topic to ascertain its comment worthiness. No topic shall be assigned until it has been determined to be comment worthy. Comments Editors may permit a

student-author to choose a paper topic of his or her own determination. Determinations as to comment worthiness shall be made by the Editor-in-Chief, upon the suggestion of the Senior Comments Editor as advised by the Comments Editors.

- (i) Supervisory Duties for Student Written Pieces: Comments Editors are responsible for supervising all student-authors during every stage of the writing process. This includes:
  - (1) providing each student with a workable writing schedule;
  - (2) assisting each student throughout the writing process;
  - (3) editing each writer's piece in a timely fashion;
  - (4) ensuring that each student piece is substantively publishable;  
and
  - (5) performing second edits upon other comments at the discretion of the Senior Comments Editor.
- (ii) Articles Submissions Process: Comments Editors shall participate in the submissions process along with Articles Editors and report to the Senior Articles Editor accordingly. With respect to the submission process, Comments Editors shall:
  - (1) Read submissions and make recommendations to the Senior Articles Editor focused primarily on Bluebooking, writing and grammar, and the author's qualifications; and
  - (2) Fill out a short questionnaire for each article to help organize responses.
- (iii) Editing Selected Comments: Comments Editors shall be responsible for:
  - (1) Locating sources and making Interlibrary Loan requests for missing sources;
  - (2) Conducting a preliminary style and grammar edit and attribution check of the entire comment before Office Hours assignments are released;
  - (3) Dividing up footnotes for Office Hours assignments;
  - (4) Sending Office Hours assignments to assigned editors with the relevant editing documents;

- (5) Managing the Office Hours assignments and incorporating all Office Hours edits before Reading Day;
  - (6) Incorporating all Reading Day edits soon after Reading Day; and
  - (7) Mentor 2L Associate Editors in their writing process.
- (G) Business & Publication Editor: The Business & Publication Editor shall be responsible for maintaining the accuracy of the Law Review's subscription list, which is submitted to the Law Review's publisher upon the submission of each issue of the Law Review. In addition, the Business & Publication Editor shall be responsible for checking the Law Review's mailbox and e-mail account and for distributing incoming messages and letters to their proper recipients. The Business & Publication Editor shall also oversee the distribution of Office Hour assignments to the Associate and Senior Editors by the Executive and Senior Comments Editors (and their editors) to assure the Law Review is meeting the deadlines set in its overall publication schedule. The Business & Publication Editor shall additionally oversee the Write-On grading process. This includes collecting the submissions, assigning each submission to editors for grading, distributing grading assignments to editors, and compiling all Write-On scores and GPAs for the Editor-in-Chief. The Business & Publication Editor shall also be responsible for any tasks delegated to them by the Editor-in-Chief.
- (H) Symposium Editor: The Symposium Editor will be responsible for selecting and implementing an annual Symposium for the Law Review. At the discretion of the Editor-in-Chief, this position may be split into two or more positions. The Symposium Editor shall coordinate with necessary faculty, staff, and administration to coordinate the event. The Symposium Editor shall be responsible for selecting articles for the Symposium issue of the Law Review and selecting the content and theme of both the Law Review issue and live Symposium. The Symposium Editor may delegate tasks in order to accomplish the tasks of the Symposium Editor. The Symposium Editor shall also serve as an Articles editor when requested by the Editor-in-Chief.
  - (i) Fall Duties: The Fall Symposium Editor shall execute whatever remains for the planning process in advance of that year's Symposium, including putting on the Symposium itself in the fall semester. The Fall Symposium Editor is responsible for all logistical aspects of running the event. In the event that the position is split, the Fall Symposium Editor shall be allotted one academic credit for their work, as permitted by Article Nine of this Constitution.
  - (ii) Spring Duties: The Spring Symposium Editor shall be responsible

for selecting, in conjunction with the Editor-in-Chief, a topic for the annual Law Review Symposium. The Spring Symposium Editor shall also invite speakers for the following fall's Symposium and organize the speakers into panels. In the event that the position is split, the Spring Symposium Editor shall be allotted two academic credits for their work, as permitted by Article Nine of this Constitution.

- (I) Diversity, Equity & Inclusion Editor: The Diversity, Equity & Inclusion Editor seeks the admission of more diverse students, maintains a diverse and inclusive journal, and supports editors in the selection of more diverse and inclusive articles and comments. Work with the Editor-in-Chief to advertise and engage with accepted students to promote journal and Write-On competition participation at various events with student affinity groups and organizations, the weekend program director, the Office of Diversity Equity & Inclusion, the Legal Education Opportunity (LEO) Advisory Board/Program Director, etc. Work with the LEO summer institute director and hold a journal introductory presentation during said LEO summer institute. Assist in coordinating and overseeing implicit bias or other diversity and inclusion training for all journal members at all-journal orientation. Work with the Executive Editor to ensure proper vetting of problematic language or implicit biases in the Write-On competition; work with the Symposium Editor and the Senior Articles Editor to increase the inclusion of diverse authors, articles, and topics; and work with the Editor-in-Chief to update the Inclusive Language Guide. Review all articles and comments on Reading Day for problematic language.

Section 3 Appointment of Assistants to Law Review Board: The Editor-in-Chief may, with the advice and counsel of the Executive Board, appoint Associate or Senior Editors to act as Assistant Editor to members of the Executive Board.

### **Article Seven: Faculty Advisor**

Section 1 A faculty member appointed by the law school administration shall serve the Law Review in an advisory capacity. The Editor-in-Chief is responsible for keeping the Faculty Advisor fully informed as to the workings of the Law Review. The Faculty Advisor shall offer advice to the Executive Board as they deem appropriate. Copies of all important correspondence between the Law Review and the university and the law school administration, as well as all important correspondence with outside vendors, shall be sent to the Faculty Advisor.

The Faculty Advisor shall be invited to attend all meetings of the general Membership, and shall receive advance notice of all such meetings. If the Faculty Advisor is unable to attend any meeting, the Editor-in-Chief shall within seven (7) days send a memorandum of the proceedings to the Faculty Advisor. The awarding of academic credit shall be at the discretion of the Faculty Advisor,

with input from the Editor-in-Chief.

### **Article Eight: Selection of New Members**

- Section 1     New Members: New Members shall be selected from competitions comprised of both writing and GPA components. The specific requirements of such competitions shall be determined by the Executive Board.
- Section 2     Spring Competition: At the discretion of the Executive Board, a membership competition may be held following the completion of all exam grading for the fall semester. This competition shall be open to:
- A) any first-year and second-year full time student who satisfies the requirements established by the Executive Board, and
  - B) any second-year or third-year weekend student who satisfies the requirements established by the Executive Board.
- Section 3     Summer Competitions: At least one membership competition shall be held following the completion of the spring semester exam period. This competition shall be open to:
- A) any first-year or second-year full time student who satisfies the requirements established by the Executive Board, and
  - B) any second-year or third-year weekend student who satisfies the requirements established by the Executive Board.
- Section 4     Transfer Student Competition: At the discretion of the Executive Board, a membership competition may be held in late-July of each year for students who would have been eligible for the prior summer competition under Article Eight, Section Three but could not participate because they were enrolled at a law school other than Seton Hall in the prior academic year. Students who were enrolled at Seton Hall University School of Law in the prior academic year and thus, could have participated, or did participate in the prior summer competition, are ineligible for a transfer student competition.
- Section 5     Grading of Competition Submissions: Submissions shall be graded by the combined Membership of each of Seton Hall Law School's various journals. The Editor-in-Chief may appoint other Members to assist in the grading. The Editor-in-Chief shall ensure that all grading is conducted anonymously and in such a manner as to prevent any potential conflicts of interest.
- Section 6     Letter of Acceptance of Membership: Each candidate who is selected for Membership in any competition shall submit a Letter of Acceptance of Membership to the Editor-in-Chief within two (2) days of notice of selection.

## **Article Nine: Academic Credit**

- Section 1     Members: All Members may purchase as many academic credits as prescribed by the Faculty Curriculum Committee and the Executive Board.
- Section 2     Executive Board: All Members of the Executive Board may purchase as many academic credits as prescribed by the Faculty Curriculum Committee and the Executive Board.
- Section 3     Credit Contingent upon Performance of Assigned Duties: Academic credit for participation in the Law Review is controlled by the Faculty Advisor. At the end of each semester the Editor-in-Chief shall forward to the Faculty Advisor a list of those students registered for credit who have fulfilled their Law Review duties. The Editor-in-Chief shall be required to enforce credit sanctions against any Member who has failed to fulfill their Law Review duties to the satisfaction of the Executive Board.
- Section 4     Registration: No Member shall be permitted to receive academic credit until they have completed a Manuscript Ready for Publication as defined under Article Two, Section 5.

## **Article Ten: Removal of Members**

- Section 1     All Members: Any Member of the Law Review who does not substantially fulfill their duties under this Constitution, or who fails to abide by the restrictions imposed on Members by this Constitution, shall be removed from the organization by a Membership vote, provided that the following procedure is adhered to:
- A) If any Board Member believes that a Member has not substantially fulfilled his or her duties, the Board Members so believing must call a full Board meeting. Alternatively, any ten (10) Members in good standing of the Law Review may compel such a Board meeting by petition.
  - B) At the Board meeting, two (2) of the Board Members must vote for removal to compel a full Membership meeting for removal. In the alternative, twenty (20) Members in Good Standing may compel such a Membership meeting by petition.
  - C) Notice of a full Membership removal vote must be given at least one (1) week prior to the date of the vote. The meeting must be held within fourteen (14) days of the date that the Board is first apprised of the removal problem.
  - D) A quorum of seventy-five percent (75%) of the full Membership must be present to conduct a removal meeting. The Faculty Advisor shall moderate the removal meeting, but the Advisor's role is limited. The

Advisor may not express opinions on the removal of the Member in question, nor may the Advisor vote.

- E) The Member so charged may make a brief statement on their behalf prior to the vote. The statement shall not extend for more than three (3) minutes. Further deliberation and discussion of the Membership out of the presence of the Member so charged shall be permitted at this point. A vote shall then be taken out of the presence of the Member so charged.
- F) If seventy-five percent (75%) of those present at the removal meeting vote for removal, the removal is effectuated.
- G) As soon as practicable after removal is effectuated, a notice, as described in (H) of this Article, shall be circulated by the Editor-in-Chief to the following:
  - i) The Dean of the Law School;
  - ii) The Associate Dean of the Law School;
  - iii) The Law School Office of Career Services;
  - iv) Any current employer of the removed Member; and
  - v) Any employer obligated to employ the removed Member as of the date of removal.
- H) Pursuant to section (G) of this Article, the Editor-in-Chief must circulate a notice of removal stating: "Please be advised that as of [date] [student name] is no longer a Member of the Seton Hall Law Review." Additional comments may be added upon the vote of a simple majority of the Executive Board.

Section 2     Assistant Editors: Any Member appointed pursuant to Article Six, Section Three may be reduced to Associate Editor or Senior Editor status by the Editor-in-Chief, with the advice and counsel of the Executive Board.

Section 3     Executive Board: Any member of the Executive Board who has not substantially fulfilled their duties as a Board Member, or who fails to abide by the restrictions imposed on Board Members by this Constitution, may be removed as a Board Member and reduced to Senior Editor status by a Membership vote, provided that the following procedure is adhered to:

- A) If any Board Member believes that another Board Member has not substantially fulfilled their duties as a Board Member, the Board Member so believing must call a full Board meeting. Alternatively, any ten (10) Members in Good Standing of the Law Review may compel such a

Board meeting by petition.

- B) At the Board meeting, two (2) of the Board Members (excluding the Board Member charged) must vote for removal to compel a full Membership meeting for removal. In the alternative, twenty (20) Members in Good Standing may compel such a Membership meeting by petition.
- C) Notice of a full Membership removal vote must be given at least one (1) week prior to the date of the vote. The meeting must be held within fourteen (14) days of the date that the Board is first apprised of the removal problem.
- D) A quorum of seventy-five percent (75%) of the full Membership must be present to conduct a removal meeting. The Faculty Advisor shall moderate the removal meeting, but the Advisor's role is limited. The Advisor may not express opinions on the removal of the editor in question, nor may the Advisor vote.
- E) The Editor so charged may make a brief statement on his/her behalf prior to the vote. The statement shall not extend for more than three (3) minutes. Further deliberation and discussion of the Membership out of the presence of the Editor so charged shall be permitted at this point. A vote shall then be taken out of the presence of the editor so charged.
- F) If seventy-five percent (75%) of those present at the removal meeting vote for removal, the removal is effectuated.

Section 4      Effect of Removal: Any person removed under this Article shall not be eligible for Law Review credits they otherwise would have been entitled to for the Executive Board position from which they were removed during the semester in which removal occurs. Instead, the member whose position was reduced to Senior Editor shall be entitled only to those credits to which they would have been entitled had they served as a Senior Editor for the entirety of that semester.

### **Article Eleven: Satisfaction of Writing Requirement**

Section 1      Any Member who wants their student comment to be recognized as satisfying their law school Advanced Writing Requirement (AWR) shall submit a typed copy of the comment (accompanied by typed footnotes) to their Faculty Advisor by the end of the exam period of their second semester on Law Review. Upon approval of a paper, the Advisor shall submit a letter to the Associate Dean certifying that the paper has been approved for publication and may be viewed as satisfying the Member's AWR. Upon approval of the comment by the Associate Dean, the Editor-in-Chief shall inform the concerned candidate(s)/Members(s) of such approval, either verbally or in writing. Notwithstanding the guidelines set forth in this provision, Article Eleven, Section 1, a student may request an extension on the certification deadline. Such an extension will be granted at the



discretion of the Faculty Advisor and the Editor-in-Chief.

### **Article Twelve: Publication of Student Pieces**

- Section 1      Selection of Student Pieces for Publication: The Editor-in-Chief shall, in their discretion, and considering the advice of the Senior Comments Editor, determine whether a student comment shall be published in the Law Review. Factors to be considered include, but are not limited to, timeliness of the topic, quality of the writing, and the author's adherence to their writing schedule. All decisions of the Editor-in-Chief as to whether a manuscript shall be published are final.
- Section 2      Right of First Refusal: The Law Review retains a right of first refusal for the publication of all comments produced by its Members to satisfy the membership requirement of Article Five, Section 1(J). Without prior approval from the Editor-in-Chief, no member may submit their piece for publication in any other journal.

### **Article Thirteen: Statement of Diversity**

- Section 1      The Law Review recognizes the value of a diverse, inclusive membership. Diverse backgrounds affect the way people see the world, and these differences bring important perspectives to our scholarly work. To achieve that diversity, each Executive Board shall take appropriate actions to ensure that the Law Review benefits from a rich breadth of viewpoints, life experiences, and intellectual approaches.

**SETON HALL LAW REVIEW:  
EXECUTIVE BOARD  
POSITIONS**

**Editor-in-Chief**

**Executive Editor**

**Senior Comments Editor**

**Senior Articles Editor**

1. Oversees submissions process (i.e. selection of articles)
2. Reverts to normal Articles Editor once submissions process is complete

**Articles Editors**

**Comments Editors**

1. Splitting submissions process with Articles Editors

**Symposium Editors**

1. Fall Symposium Editor: 1 credit
2. Spring Symposium Editor: 1 credits
3. (If same person, 3 credits – 1 in Fall, 2 in Spring)

**Business & Publication  
Editor**

**Diversity, Equity &  
Inclusion Editor**

**SENIOR EDITORS**

**ASSOCIATE EDITORS**

**Editor-in-Chief:** All powers not specifically granted to the Executive Board or to the general Membership are vested in the Editor-in-Chief. The Editor-in-Chief has overall responsibility for that which the Law Review does or fails to do. The Editor-in-Chief shall have the authority to make and effectuate all decisions pertinent to the day-to-day operation of the Law Review and shall supervise all phases of the Law Review's operation; call meetings of the Executive Board and of the general Membership or any portion thereof whenever necessary and preside over such meetings; actively supervise the entire editorial process; and coordinate all Law Review activities. The Editor-in-Chief shall coordinate the development and strengthening of the Law Review's relationship with its alumni. The Editor-in-Chief shall conduct the final edit of each issue, and shall make the final determination as to what is to be printed in the Law Review. The Editor-in-Chief is responsible for representing the Law Review in all dealings with the law school administration and Faculty, including the Law Review's Faculty Advisor, all other University organizations, and all outside organizations and persons. In order to publish the book, the Editor-in-Chief has full responsibility for implementing the desktop publishing process.

**Executive Editor:** The Executive Editor is responsible for putting together the Write-On Competition with the assistance of the Editor-in-Chief, the former Executive Editor, and professors knowledgeable on the Write-On topic (i.e., pick topic, gather and compile sources, put together the summary of the Write-On packet for grading, and compile the Bluebook questions and answer key, as well as answer any questions about the Write-On that arose during the competition). The Executive Editor is in charge of the Articles Editors (ensuring they receive all the articles for each book and they send out the Office Hours assignments for those articles, incorporate the Reading Day edits, conduct their own edits, and return the articles to the Editor-in-Chief in accordance with the deadlines set out in the article publication schedule). Answer questions that may arise from the Articles Editors and/or Senior and Associate Editors during Office Hours assignments and Reading Days. Contact the authors of the articles as needed to clarify certain aspects or obtain sources that the Law Review cannot otherwise locate for attribution checking. After articles return from the authors post-Reading Day, conduct a full, thorough edit of every article (text and footnotes, including editing Bluebook citations) before sending to the Editor-in-Chief for a final edit before publication.

**Senior Comments Editor:** The Senior Comments Editor's responsibilities include two major tasks: (1) evaluating and preparing for publication, the student-written comments that appear in each individual issue of the Law Review; and (2) directing, and providing guidance to, the Associate Editors in developing the topic for, and writing, their comments. The first task begins with comment selection, which is coordinated with the Business & Publication Editor and Editor-in-Chief. Then, the Senior Comments Editor delegates the initial editing phases to the Comments Editors and, in turn, the Senior and Associate Editors. Finally, the first task concludes for each book with an additional round of edits ensuring complete compliance with the Pocketpart, Inclusive Language Guide, Bluebook, and Chicago Manual of Style, before sending to the Editor-in-Chief for their round of edits. The second task is assisting the Associate Editors in their comment writing process. This begins with assigning Associate Editors to Comments Editors, then overseeing the Comments Editors, as the Associate Editors begin their comment writing. The Senior Comments Editor must do a full-edit once Associate Editors submit their third draft and give feedback as to the Associate Editor's progress towards Law Review Certification. The final draft is submitted to the Senior Comments Editor for Law Review Certification (and their faculty advisor for AWR Certification).

**Business & Publication Editor:** At the end of the spring semester, reach out to everyone who wrote a comment during the current school year and ask them to submit their comments to be considered for publication. Then assign anonymous numbers to each comment and ensure that Comments Editors would not score their own comments. Responsible for maintaining the accuracy of the Law Review's subscription list, which is submitted to the Law Review's publisher upon the submission of each issue of the Law Review. In addition, the Business & Publication Editor shall be responsible for checking the Law Review's mailbox and e-mail account and for distributing incoming messages and letters to their proper recipients. Organize Reading Days and Write-On grading. This includes collecting the submissions through IT, assigning each submission to three (3) different editors for grading, sending out the grading assignments to editors, collecting their responses, and inputting all Write-On scores and GPAs into an excel sheet for the Editor-in-Chief. Arrange social events and all other tasks delegated by the Editor-in-Chief.

**Senior Articles Editor:** Supervise the submissions process, and report to the Editor-in-Chief. Specifically, assign submissions to the Articles and Comments Editors on a semiweekly basis (or as needed to complete submission evaluation) after an initial screening. Review the Articles and Comments Editors' feedback based on a form created by the Senior Articles Editor and Editor-in-Chief, and review those submissions that the Articles and Comments Editors gave four or five stars to. Based on this, make recommendations to the Editor-in-Chief about which submissions to extend offers to. The pace fluctuates based on the quality of submissions. At the conclusion of the articles submissions cycle, the Senior Articles Editor assumes all responsibilities of Articles Editors, as enumerated in Subsection E of this Article. All rules that apply to Articles Editors then apply to the Senior Articles Editor, and the Senior Articles Editor in turn reports to the Executive Editor with respect to all editing measures.

**Diversity, Equity & Inclusion Editor:** The Diversity, Equity & Inclusion Editor seeks the admission of more diverse students, maintains a diverse and inclusive journal, and supports editors in the selection of more diverse and inclusive articles and comments. Work with the Editor-in-Chief to advertise and engage with accepted students to promote journal and Write-On competition participation at various events with student affinity groups and organizations, the weekend program director, the Office of Diversity Equity & Inclusion, the Legal Education Opportunity (LEO) Advisory Board/Program Director, etc. Work with the LEO summer institute director and hold a journal introductory presentation during said LEO summer institute. Assist in coordinating and overseeing implicit bias or other diversity and inclusion training for all journal members at all-journal orientation. Work with the Executive Editor to ensure proper vetting of problematic language or implicit biases in the Write-On competition; work with the Symposium Editor and the Senior Articles Editor to increase the inclusion of diverse authors, articles, and topics; and work with the Editor-in-Chief to update the Inclusive Language Guide. Review all articles and comments on Reading Day for problematic language.

**Articles Editors:** Read submissions and make recommendations to the Senior Articles Editor—focused primarily on Bluebooking, writing/grammar, and the author's qualifications (number of previously published scholarly articles, etc.) and rank them from 1 to 5 stars. Fill out a short questionnaire, created by the Senior Articles Editor and Editor-in-Chief, for each article to help organize responses. Edit selected articles. This includes locating sources for the article and making ILL requests; conducting the following edits: preliminary style, grammar, Bluebook, and

attribution check of the article before Office Hours assignments are released; dividing up the footnotes for the Office Hours assignments; sending the Office Hours assignment to assigned Associate and Senior Editors (with the relevant editing documents); managing the Office Hours assignments (in case of lateness, lack of response, etc.); incorporating all Office Hours assignment edits before Reading Day; and incorporating all Reading Day edits.

**Comments Editors:** Participate in submissions process along with Articles Editors, and report to the Senior Articles Editor with respect to the submissions process. Report to the Senior Comments Editor for all comment related edits. Read submissions and make recommendations to the Senior Articles Editor—focused primarily on Bluebooking, writing/grammar, and the author’s qualifications (number of previously published scholarly articles, etc.) and rank them from 1 to 5 stars. Fill out a short questionnaire, created by the Senior Articles Editor and Editor-in-Chief, for each article to help organize responses. Edit the selected comments. This includes locating sources for the comment and making ILL requests; conducting the following edits: preliminary style, grammar, Bluebook, and attribution check of the article before Office Hours assignments are released; dividing up the footnotes for the Office Hours assignments; sending the Office Hours assignment to assigned Associate and Senior Editors (with the relevant editing documents); managing the Office Hours assignments (in case of lateness, lack of response, etc.); incorporating all Office Hours assignment edits before Reading Day; and incorporating all Reading Day edits. Mentor Associate Editors in their writing process. This entails the oversight and guidance of Associate Editors’ comments.

**Symposium Editors:** credit distribution

Fall Symposium Editor = 1 credit

Spring Symposium Editor = 2 credits

One Symposium Editor = 3 credits

- **Fall Symposium Editor (1 credit):** Takes over from previous Spring Symposium Editor and executes whatever remains of the planning process, including putting on the Symposium itself in the fall semester. The Fall Symposium Editor is responsible for all logistical aspects of running the actual event.
- **Spring Symposium Editor (2 credits):** Symposium planned in the Spring semester of the previous year. Spring Symposium Editor decides the topic of the symposium after meeting with administration and professors to gather ideas. The Spring Symposium Editor chooses the topic for the following Fall semester, invites speakers, and organizes the speakers into panels.
- **Symposium Editor (3 credits):** Plan symposium in the Spring semester for the following spring semester by the same Symposium Editor. Decide the topic of the symposium after meeting with the outgoing Symposium Editor, administration, and professors to gather ideas. The Symposium Editor invites speakers, organizes them into panels, recruits moderators from the school faculty, coordinates with various school departments to lock in a date and ensure logistical preparedness, creates marketing material (e.g., brochure), and coordinates with the Editor-in-Chief, faculty advisor, and any co-hosting partner (if applicable). The Symposium Editor then executes the plan on the day of the symposium, allocates tasks among the other members of the Law Review, and is responsible for all logistical aspects of running the actual event. Mentoring and training the incoming Symposium Editor on the day of the Symposium and thereafter throughout the new Symposium Editor’s planning process.