

Chicago-Kent
Journal of Media Law
By-Laws

I. NAME

- a. This organization will be named the Chicago-Kent Journal of Media Law (herein referred to as “Journal”).
- b. The Chicago-Kent Journal of Media Law shall be governed by the By-Laws as set forth below (herein referred to as “By-Laws”).

II. PURPOSE

- a. Mission Statement
 - i. The Journal strives to facilitate a thorough & factually accurate discourse on U.S. laws and regulations governing communication by publishing insightful works by educated authors of unique & contradicting perspectives.
 - ii. The Journal also hopes to provide Chicago-Kent students an opportunity to engage in current events and refine their grammatical, analytical & citation proficiency by editing articles for publication.

III. MEMBERSHIP

- a. Journal members must be students currently attending Chicago-Kent College of Law who are in good academic standing.
- b. Journal members consist of Editorial Board members and Associate Editors.
 - i. Editorial Board members are responsible for communicating with authors and selecting articles for publication; editing articles for grammar and comprehension and delegating editing tasks to Associate Editors; organizing events for students to be further involved in current media topics; and ultimately, compiling an annual volume of articles for online publication.
 - ii. Associate Editors are responsible for:
 - 1. Receiving editing assignments from Managing Editors;

2. Adhering to the prescribed grammar, comprehension, and citation editing guidelines;
 3. Preserving the author's original voice and vision;
 4. Communicating with Managing Editors in a timely manner;
 5. Completing and submitting assignments by the designated editing deadlines.
- iii. Any Journal members may be asked to directly edit articles as needed.
 - iv. Any Journal member may be asked to temporarily undertake another member's responsibilities as needed.
 - v. If needed, more than one member may share a single Editorial Board position.
- c. Dismissal of Members
- i. Members may be dismissed from the Journal for good cause.
 1. Any grievance against a Journal member should be brought to an Editorial Board member for consideration;
 2. The Editorial Board member will notify all Board members of the grievance in writing;
 3. The subject of the grievance may challenge the allegations in writing;
 4. By a closed majority vote, the Board will decide whether the member ought to be dismissed pursuant to these By-Laws:
 - a. If the Board votes to retain the member, the Board shall issue a "Written Warning" to the member memorializing the incident;
 - b. If the Board votes to dismiss the member, the Board shall notify them of the dismissal in writing.

IV. EDITORIAL BOARD

a. Editor in Chief

- i. The Editor in Chief is primarily responsible for:
 1. Managing the overall operations of the Journal;
 2. Seeking out and communicating with contributing authors;
 3. Representing the Journal among the Chicago-Kent and Chicagoland communities and in Student Bar Association (SBA) proceedings.
 4. Conducting a final review of each completed volume prior to publication;
- ii. The Editor in Chief has the ultimate responsibility to resolve all Journal-related issues as they arise (pursuant to the Chicago-Kent Code of Conduct and these By-Laws).

b. Submissions Editor

- i. The Submissions Editor is primarily responsible for:
 1. Receiving inflow of article submissions from Editor in Chief or directly from authors;
 2. Blindly reviewing submissions in a timely manner;
 3. Adhering to the Publication Selection guidelines set forth in Article VI of these By-Laws in selecting potential articles for publication;
 4. Communicating with contributing articles to either (1) accept or deny the submission, or (2) retain submission for publication in a future volume;
 5. Conferring with Editorial Board by a specified date to present 15-20 article selections and to vote on a set of articles for publication.

c. General Manager

- i. The General Manager is primarily responsible for:
 1. Sharing responsibilities with the Editor in Chief;

2. Managing the logistical aspects of the Journal—such as, working with IT personnel to maintain the Journal website and working with Chicago-Kent staff to request meeting rooms.
 3. Scheduling Journal general meetings and events;
 4. Promoting the Journal among the Chicago-Kent and community;
 5. Distributing selected articles to the Managing Editors.
- d. Managing Editors
- i. The Managing Editors are primarily responsible for:
 1. Directly editing article(s); or
 2. Delegating editing assignments to Associate Editors; and therein,
 - a. Communicating editing assignments to Associate Editors in a clear and timely manner;
 - b. Being reasonably available to assist Associate Editors in their editing tasks;
 - c. Assisting Associate Editors in locating source materials for verifying citations, and ultimately ensuring that articles contain absolutely no plagiarized material;
 - d. Regularly communicating with Associate Editors for status updates and to ensure the designated editing deadlines will be met;
 - e. Conducting a final review the Associate Editors' work and submitting the article(s) to the Editor in Chief by the designated deadline.

V. ELECTION

- a. Foundational Election
 - i. The Journal's first Editorial Board shall be selected by a closed majority vote at the first General Meeting:

1. Journal members shall either (1) nominate themselves for an Editorial Board position, or (2) nominate another member for an Editorial Board position.
 2. The nominated members for each position shall be immediately posted;
 3. Members shall write their choice for each position on a folded sheet, and together, the members shall tally the votes and post the 2012-2013 Editorial Board.
- b. Standard Election Procedure (to be implemented in Spring 2013)
- i. The Editorial Board for the following academic year shall be selected by the current Editorial Board by a closed majority vote at the last General Meeting of the academic year:
 1. The Editor in Chief shall notify all Journal members of an upcoming Editorial Board election in a timely and effective manner including clear descriptions of each position and its responsibilities;
 2. Journal members may (1) nominate another member for an Editorial Board position, or (2) nominate themselves by submitting a (1) resume and (2) short paragraph articulating their interest, by the designated deadline;
 3. The Editorial Board shall meet to review the nominations, and after discussion, select the positions by writing their choice for each position on a folded sheet, and together, the Board shall tally the votes.
 4. The Editor in Chief shall notify all Journal members of the Editorial Board selections for the following year in a timely manner.

VI. PUBLICATION SELECTION

- a. The Submissions Editor and Editorial Board should select articles for publication by the following guidelines.
 - i. The individual articles should:

1. Fit within the scope of the Mission Statement in Article II (a) of these By-Laws;
2. Address novel and timely media topics;
3. Assert strong arguments or analyses;
4. Be supported by reliable sources;
5. Be prepared by an author with sufficient education and experience.

VII. PUBLICATION SCHEDULES

- a. The Journal shall publish an Annual Volume following the Spring Semester of each academic year.
 - i. Each Annual Volume shall be published after a preliminary review by the Editorial Board and a final review by the Editor in Chief;
 - ii. The Annual Volume shall be published in an electronic form on the Journal's website;
 - iii. The Journal will continue to strive towards publishing future Annual Volumes in paper form.

VIII. AMENDMENT TO BY-LAWS

- a. These By-Laws may be amended by the following procedure:
 - i. Any Editorial Board member may suggest a change to the By-Laws;
 - ii. The Board member shall post the suggested change in writing to all Editorial Board members for consideration and discussion;
 - iii. The Editorial Board shall elect to accept, deny, or modify the suggested change by an open majority vote.