

CHILDREN'S LEGAL RIGHTS JOURNAL
BYLAWS

Article I. Name and Purpose.

1. Name. The publication shall be called the Children's Legal Rights Journal (hereinafter "Journal").
2. Statement of Purpose. The Journal shall be a student edited and student managed national law journal, published in cooperation with the National Association of Counsel for Children (hereinafter "NACC"). The purpose of the Journal shall be:
 - a. To participate actively in the constructive growth of child law through the publication of practitioner-based multidisciplinary works that have current and future relevance.
 - b. To positively impact the rights of children, youth, and their families by publishing current, practical legal analysis of a wide variety of issues such as child welfare, juvenile justice, education, adoption, reproduction, custody, and mental health.
 - c. To address the role systemic racism plays in child-serving institutions and to zealously bring those injustices to light.
 - d. To develop the self-discipline and research, writing, citation, editing, and legal analysis skills of the participating students.
 - e. To provide an opportunity for the intellectual development and expression of students of Loyola University Chicago School of Law (hereinafter "School of Law").
 - f. To establish a reputation of professional excellence for the Journal and the School of Law.

Article II. Membership Selection and Requirements.

1. Membership Selection. Membership is attained by invitation, which is extended to qualified students based on an application process. The procedures for the application process consist, at a minimum, of the following:
 - a. Procedures.
 - i. The Journal will conduct an application process each year at the end of the spring semester. The competition shall be scheduled so as not to interfere with the preparation for final exams, or with the final exams themselves. At the Editorial Board's sole discretion, the Board may conduct additional application processes at any time it deems appropriate.

- ii. All full- or part-time students who have completed one year of law school are eligible.
 - iii. If extra help is needed for non-editing or research work, another application process may be held in the fall semester to recruit volunteer first-year law students. Such students will not receive credit for their participation on the Journal.
- b. Writing Competition Procedures. The writing competition itself must consist, at a minimum, of an application, submission of a resume, a Bluebook and/or editing exercise, a brief essay indicating the applicant's interest in the Journal, and a writing sample of no less than five pages. Upon unanimous vote by the Editorial Board, a writing competition based on a canned memo that the Editorial Board prepares may be substituted for the writing sample.

The application will be graded according to the application evaluation form and is based on commitment to the Journal, prior writing experience, and current writing ability including legal analysis, style, tone, organization, and any other factor deemed important by the Editorial Board.

- c. Selection of Members. The Editorial Board shall not establish a minimum or maximum number of students that may be accepted for membership. Instead, the Editorial Board shall select as many students that are deserving of membership. Only students who achieve a rounded score of eighty percent (80%) or higher on the application evaluation form from at least two Editorial Board members will be considered for membership. If only half of the Editorial Board awards an eighty percent (80%) or higher to particular application, the Editor-in-Chief decides whether or not to accept the candidate. The decision as to whether to offer an invitation is not appealable.
- d. Invitations. The Editorial Board shall issue invitations by e-mail, and will make all reasonable efforts to contact any student not reached by e-mail. Acceptance of the invitation must be communicated in writing to the Editor-in-Chief no later than four weeks after the date on which the invitation was mailed.
2. Membership Requirements. The Journal is composed of three types of members: Associate Editors, Senior Editors, and the Editorial Board. If first-year law students volunteer on the Journal, they will be listed as Editorial Staff. In general, once an invitation is accepted, the student is a member of the Journal. Only by satisfying the following requirements can a member maintain their membership.

To receive credit for the Journal, all Associate Editors must satisfy the following requirements:

- a. General Duties. Associate Editors may be required to proofread and cite check articles, aid in the selection of issue topics, prepare memos on selected issues, research and select potential authors, research and summarize developments in child law, and perform any other duties that would lead to the successful and timely publication of the Journal. All members of the Editorial Board may assign members other tasks, as they deem necessary. In all cases, the Editorial Board will seek an equal distribution of labor and will avoid unduly hindering a writer from performing their primary tasks.
- b. Journal Training and Meetings. All Associate Editors must complete the Journal training offered at the beginning of the fall semester as well as all other meetings that may be set during the school year. If attendance is not possible, appropriate arrangements must be made to attend the training and/or meeting at another time. All Journal meetings are mandatory and all possible efforts must be made to ensure attendance.

To receive credit for the Journal, all Senior Editors must satisfy the following requirements:

- a. General Duties. Senior Editors are required to proofread and cite check articles, aid Associate Editors in substantiating and cite checking articles for the Journal, incorporate Associate Editor comments and edits to articles, evaluate Associate Editor assignments, aid in the selection of issue topics, prepare memos on selected issues, research and select potential authors, research and summarize developments in child law, and perform any other duties that would lead to the successful and timely publication of the Journal. All members of the Editorial Board may assign members other tasks, as they deem necessary. In all cases, the Editorial Board will seek an equal distribution of labor and will avoid unduly hindering a writer from performing their primary tasks.
- b. Journal Training and Meetings. All Senior Editors shall participate in the Journal training offered at the beginning of the fall semester, unless told otherwise by the Editorial Board, as well as all other meetings that may be set during the school year. If attendance is not possible, appropriate arrangements must be made to attend the training and/or meeting at another time. All Journal meetings are mandatory and all possible efforts must be made to ensure attendance.

In addition to their editorial duties, each Editor must complete two articles of publishable quality in their first full year of Journal membership, a Student Article and a Features Article. Specifically, each Editor must satisfy the following requirements during their first year on the Journal:

- a. Student Article. Each new Editor is required to complete a Student Article of publishable quality, 15-60 pages in length double-spaced, during the first full year of their Journal membership, which must be completed before they complete two semesters of Journal work. Each article must relate to an issue connected to child law, policy, or legislation. The Editor may submit their Student Article for

consideration in the Journal. The decision whether to publish an Editor's Student Article rests with the discretion of the Marketing Editor, the Editor-in-Chief, and other members of the Editorial Board as necessary. The Editor-in-Chief may at all times, in their discretion, substitute another major assignment in place of this writing requirement when circumstances so dictate.

- b. Features Article. In addition to the writing requirement stated above, each new Editor is required to complete a Features Article of publishable quality, 3-5 pages in length single-spaced, during the first full year of their Journal membership. Therefore, a student must complete this Features Article before they complete two semesters of Journal work. Each article must compliment a Journal issue planned for that year. Each member is responsible for determining which particular issue within the general issue topic they will write in order to satisfy this writing requirement. The Editor-in-Chief may at all times, in their discretion, substitute another major assignment in place of the writing requirement when circumstances so dictate.
- c. Publishable Quality. The Editorial Board will evaluate whether the writing is of publishable quality. The Editorial Board will consider comprehensive research, insightful legal analysis, clarity of style and organization, grammar, timeliness of the topic, and adherence to set deadlines. After this evaluation, the Editorial Board will, by majority vote, determine if the article is of publishable quality, and whether the article is to be published in the Journal.
- d. Completion Requirement. Failure to complete a Student Article and a Features Article during an Editor's first year as a member of the Journal will result in the denial of credit to that Editor.

Article III. Editorial Board.

1. Board Structure. The Journal shall be managed by an Editorial Board (hereinafter "Board"). This Board will consist of the Editor-in-Chief, the Managing Editor, the Marketing Editor, the Research Editor, the Publication Editor, the Content Editor, the Symposium Editor, and the Features Editor.
2. Board Responsibilities. The Board will be collectively responsible for planning and producing one volume of the Journal, consisting of at least two issues, publishing timely issues of the Journal, developing professional student written contributions to the Journal, holding one symposium, selecting and training the successor Board during the Board transition period, and performing all tasks necessary to fulfill the purpose of the Journal.

Board members are expected to work diligently to achieve the goals of the Journal. Each member of the Board must work until all of their assigned issues of the Journal are published. All Board members must follow the assigned editing and publishing schedule.

Board members are not only responsible for the duties associated with their position, but are also responsible for any other task necessary to ensure timely publication of the Journal. Accommodation may be made under certain circumstances, but in no event will absence from campus excuse Board members from fulfilling assigned duties and tasks. Failure of a Board member to satisfactorily complete assigned tasks may be cause for removal or sanction as described in Article IV.

3. Board Qualifications and Selection. The incumbent board will be responsible for selecting a successor Board no later than the first week of April, each spring semester. Editors will be selected from eligible Associate Editors and Senior Editors on the basis of writing ability, editorial skills, leadership qualities, and proven dedication to the purpose of the Journal. Except in extraordinary circumstances, all positions must be occupied by students who will be able to complete one full calendar year in office prior to graduation. The Board will be selected as follows:
 - a. Application Process. Each interested Associate and Senior Editor will submit an application for their desired position at a designated time during the spring semester. The Board will interview all applicants. Each member of the current Editorial Board will review the applications and may provide input to the Editor-in-Chief on a confidential basis regarding applicants' qualifications. Candidates are eligible to seek more than one office, provided that the application so states. Candidates not elected to one office may be considered for others.
 - b. Editor-in-Chief. The election of the Editor-in-Chief will be conducted first. The candidate who receives a majority of Board votes will be declared elected. In the event that no candidate receives a majority, a run-off election will be held between the two candidates receiving the most votes. In the cases of a split vote, the vote of the incumbent Editor-in-Chief controls.
 - c. Other Editors. Upon the election of the Editor-in-Chief, the Board will follow the same aforementioned procedures in voting on the other editors. Other editors will be elected in the following order: Managing Editor, Marketing Editor, Research Editor, Publication Editor, Content Editor, Symposium Editor, and Features Editor.
 - d. Special Circumstances. At a meeting called by the Editor-in-Chief, (or by another Board member if the office of Editor-in-Chief is vacant) the Board will fill the unexpired terms of any position permanently vacated for any reason by a majority vote of the remaining members of the Board. Any Associate or Senior Editor who will not graduate before the end of the term of office eligible, provided that a Board member holding another Editorial Board position on the Journal must relinquish that office upon election to the vacated office.
4. Individual Board Responsibilities and Duties.
 - a. Editor-in-Chief. The Editor-in-Chief will be ultimately responsible for compiling, editing, publishing, and distributing the Journal. They will be responsible for

supervising and controlling the Board and staff, setting deadlines, approving work schedules, and coordinating other projects in conjunction with the other members of the Board. The Editor-in-Chief will ensure strict application to quality control in the production of the Journal; will make publishing decisions regarding articles in conjunction with the Marketing Editor, Publication Editor, Content Editor, and Research Editor; will perform final editorial review of all manuscripts prior to publication; will ensure that Journal resources are expended so as to reach and benefit the greatest number of students in the law school; will coordinate with the other members of the Editorial Board as to the future direction of the Journal; will foster the relationship between the Editorial Board and NACC leadership; and will ensure that the Journal is operated in accordance with these Bylaws. The Editor-in-Chief has the final authority to exclude any article from publication, but may only promote the inclusion of articles in accordance with the procedures outlined in these Bylaws.

- b. Managing Editor. The Managing Editor will be responsible for the day-to-day operation of the Journal. They will plan and prepare materials for all Journal training sessions and meetings; will be responsible for the scheduling and functioning of Journal activities; will supervise all internal office functions including maintenance of all office equipment and coordinating with other law journals; will mail and bill for back issues and reprints when necessary; and will work with the Editor-in-Chief to formulate policies and procedures.
- c. Marketing Editor. The Marketing Editor will be responsible for researching and selecting issue topics as well as researching, contacting, and selecting authors and articles for each issue with the Editor-in-Chief. They will review all article submissions; will prepare article offers and author contracts; will obtain copyrights when necessary; will control subscriptions, advertising, and marketing; and will be responsible for working with the staff for planning and preparing material for the Journal throughout the year. After publication, the Marketing Editor is responsible for sharing the online issue link with the published authors.
- d. Research Editor. The Research Editor is responsible for supervising the operation of the Journal as it pertains to the substantiation of sources cited in lead articles, features articles, and student articles chosen for publication. They will assist first-year staff members of the journal in finding appropriate sources to cite in both their student and features articles. The Research Editor works in conjunction with other members of the Editorial Board to ensure published articles cite to academically sound and appropriate sources and cited portions of sources affirm the assertion the author is making. Additionally, they will be responsible for working with the staff for planning and preparing material for the Journal throughout the year.
- e. Publication Editor. The Publication Editor is responsible for supervising the operation of the Journal as it pertains to the citation of sources in Bluebook format in lead articles, features articles, and student articles chosen for publication. They will assist first-year staff members of the journal in properly citing sources in

Bluebook format in both their student and features articles. The Publication Editor works in conjunction with other members of the Editorial Board to ensure all sources are cited correctly according to Bluebook rules. Additionally, they will be responsible for working with the staff for planning and preparing material for the Journal throughout the year.

- f. Content Editor. The Content Editor is responsible for supervising the operation of the Journal as it pertains to review of the body text of lead articles and student articles chosen for publication. This shall include review of articles for correct grammar, spelling, and formatting; as well as effective, clear, and cohesive use of language. In addition to the Content Editor's review of articles, they will review and condense Associate and Senior Editor comments on the body text of articles in preparation for the Editor-in-Chief's final review. The Content Editor will also provide guidance on review of the body text of articles to Associate and Senior Editors throughout the year, as requested and generally to address overarching issues. Additionally, they will be responsible for working with the staff for planning and preparing material for the Journal throughout the year.
 - g. Symposium Editor. The Symposium Editor is responsible for planning the annual symposium. They will work with the Editor-in-Chief and Marketing Editor to plan, develop, and execute the symposium in either the fall or spring semester. The Symposium Editor will be responsible for selecting the symposium topic; working with the Marketing Editor to solicit and contact speakers and panelists; selecting the symposium speakers; organizing travel arrangements, dinner, and gifts for the speakers; working with the school administration to book the location of the symposium; and coordinating responses to media requests with the Marketing Editor. In preparation for the symposium, they will delegate responsibilities to other CLRJ members as needed; create a day-of schedule; apply for CLE credit or other professional credits; and order food and drinks for during and after the symposium.
 - h. Features Editor. The Features Editor is responsible for supervising the operation of the Journal as it pertains to feature articles. They will make publishing decisions in conjunction with the Editor-in-Chief about features articles; edit features articles with respect to content, citations, grammar, and structure; and work with the Editor-in-Chief to ensure features articles are ready for publication. Additionally, they will be responsible for working with the staff to plan and prepare material for the Journal throughout the year.
5. Transition Period and Board Meetings.
- a. Transition Period. The incumbent Board will be responsible for the training of the newly elected Board in the late spring. New Board members will be given a copy of these Bylaws and Editors' operations manual to assist them in their training. New Board members may be asked to assist in the completion of the incumbent Board's volume.

- b. Board Meetings. The Editor-in-Chief may call Board meetings as needed. A Board may be called upon petition of two of the Board members. No vote shall be taken without a majority of the Board members present. Unless otherwise stated in these Bylaws, issues shall be decided upon majority vote of those members present. Board members must make arrangements to attend all Board meetings. Absenteeism may be cause for removal from the Board.

Article IV. Resignation, Denial of Scholastic Credit, and Termination.

1. Resignation. Any member of the Journal may resign by submitting a written statement of the reason for resignation to the Editor-in-Chief. A student who has resigned may petition for reinstatement. Such student will be reinstated to their former position only by unanimous vote of the Editorial Board. This vote is not appealable.
2. Discipline Policy and Denial of Credit. The following policy is in effect for all issues relating to the Journal and this policy must be followed in order to deny a member of the Journal academic credit.
 - a. If a staff member experiences a problem with another staff member (i.e. deadlines not being met, poor work quality, etc.) this must be brought to the attention of the Editor-in-Chief and dealt with accordingly. The Editor-in-Chief and the staff member will meet to discuss the problem and clarify the expectations of the CLRJ. Together, they will develop an Action Plan, describing how these problems will be resolved in the future, how the current problem will be resolved, and in what time frame. Both the staff member and the Editor-in-Chief will sign the Action Plan and copies will be retained in the CLRJ office files.
 - b. If problems continue, the staff member will receive a Written Reprimand and a Discussion Meeting will be arranged between the Editor-in-Chief, the staff member, and the other members of the Editorial Board. During the meeting, the concerns will be outlined and future expectations will be detailed. All in attendance at the Discussion Meeting will sign the Written Reprimand and copies will be retained in the CLRJ office files.
 - c. As a final measure, if problems persist, the staff member will be removed from the CLRJ and have academic credit withheld. The Editor-in-Chief may recommend the denial of academic credit of a member of the Journal to the Faculty Advisor. The Faculty Advisor can then choose to deny academic credit.
3. Termination. Board members, Senior Editors, and Associate Editors may be removed from office or terminated from the Journal for good cause. Good cause includes the unjustified failure to perform in good faith any two Journal obligations not related to the authorship of publishable papers or any obligation related to the authorship of publishable papers.

- a. Editorial Board Members. A member of the Editorial Board may be removed from office only by resignation or by unanimous vote from the other Board members.
 - b. Senior Editors. A Senior Editor may be terminated only by resignation or by a three-fourths (3/4) vote by the Editorial Board.
 - c. Associate Editors. An Associate Editor may be termination only by resignation or by the majority vote of the Editorial Board.
4. Academic Dishonesty. The School of Law and the Journal expect from each student the highest level of integrity. Plagiarism in any form, in the application process, articles, or other is ground for refusal or termination of Journal membership. Allegations of plagiarism or other forms of academic dishonesty in connection with the Journal will be submitted to the Faculty Advisor who will then address the issues in accordance with the School of Law's established procedures. Academic dishonesty may result in expulsion.
 5. Temporary Suspension. In circumstances of severe hardship, a member of the Journal may petition for a temporary suspension of duties. The Editor-in-Chief will determine if there is a just cause for granting temporary suspension and upon finding of just cause, will release the member from all duties for a period of one semester or for a shorter period if the circumstances so require. At the end of the suspension period, the member will be reinstated automatically as an active participant and will be assigned new duties within a reasonable amount of time. The failure to accept new duties, without a showing of just cause, will result in the termination of membership.
 6. Appeals. Any Board Member, Senior Editor, or Associate Editor of the Journal may appeal to the Faculty Advisor and the Editor-in-Chief regarding removal from office or termination. The Faculty Advisor's decision, in conjunction with the Editor-in-Chief, shall be final.

Article V. Amendment.

These Bylaws, or any part thereof, may be amended by a vote of three-fourths (3/4) of the Board Members at a meeting of all Boards Members.