

UC Irvine Journal of International, Transnational, and Comparative Law

ARTICLE I: NAME, PURPOSE, AND ACTIVITIES

Section 1: Name. The name of the organization shall be the *UC Irvine Journal of International, Transnational, and Comparative Law*.

Section 2: Purpose. The *UC Irvine Journal of International, Transnational, and Comparative Law* (“JITCL”, or “the Journal”) is a student-run publication dedicated to the advancement of legal scholarship in the fields of international, transnational, and comparative law. JITCL’s topics focus on examining transnational legal orders through international law, transnational law, and comparative law approaches. JITCL’s mission is to serve as a forum for research and debate on topics of international concern; provide opportunities for students at UC Irvine School of Law to develop the research, writing, and editing skills that are invaluable to a career in the legal profession; and create an inclusive community for the members of the journal.

Section 3: Activities.

- A. *Published Journal:* The Journal publishes one volume annually of scholarly work on international, transnational and comparative law topics. The articles to be published are selected by the Journal’s faculty advisor in consultation with the Editor-in-Chief, and the editing process is performed by the Journal staff.
- B. *Symposium:* The Journal hosts an annual symposium, usually held in September at UCI Law, that brings together leading scholars from around the world on international and transnational legal issues.
- C. *JITCL Internal Activities:* The Executive Board will host at least one social event per semester for Journal staff members to attend. The social events are to encourage a collegial, engaged, and inclusive Journal culture.

ARTICLE II: MEMBERSHIP

Section 1: Membership Criteria. Any JD student in good standing at the UC Irvine School of Law who has completed one full year of law school (including transfer students) is eligible to apply for membership. All LLM students enrolled at UC Irvine School of Law are eligible to apply for membership.

Section 2: Selection. Members shall be selected based upon a holistic review of submitted application materials.

A. *JD Applicants*: In order to be eligible to apply, all JD applicants must complete the write-on process hosted by the *UC Irvine Law Review* that occurs each May following spring semester exams. JD applicants are also encouraged to submit a résumé and personal statement, but these materials are optional. All application materials must be submitted by the end of the write-on period. Selection of members will be based on performance on the write-on; experience or interest in the field of international law; commitment to contributing to the Journal; diversity of background; and research, editing, and writing skills, as evidenced by prior academic or professional experience and the personal statement. The Executive Board will review application materials. By early July, the Executive Board shall extend invitations to prospective new members and alert them to scheduled training dates. The Board shall select between six and eight new members per article to be published in the forthcoming Volume.

B. *LLM Applicants*: LLM students are not required to complete the write-on, but instead must submit a résumé and a personal statement, of a topic chosen by the applicant. The LLM application process will occur at the beginning of the fall semester. Selection of members will be based on experience or interest in the field of international law; commitment to contributing to the Journal; diversity of background; and research, editing, and writing skills, as evidenced by prior academic or professional experience and the personal statement. The Executive Board will review application materials and extend membership to successful applicants. The number of LLM students extended an offer of membership shall vary according to Journal need.

C. *Transfer Students*. Transfer students are eligible to participate on the write-on, and may apply for Journal membership via the process available to all JD students. In the alternative, transfer students admitted to the flagship journal or international law journal at their previous institutions may apply by submitting a personal statement, and may submit a résumé as part of the application. Transfer students who were unable to participate in the write-on competition at UCI Law may apply to the journal via the process available to LLM students.

Section 4: Membership. All applicants who receive an offer from the Executive Board become new members after signing the Membership Agreement. New members are required to attend and participate in a training session scheduled for the fall semester, attend all mandatory meetings and briefings, and complete all assignments in a timely manner. The term of the Membership agreement for rising 2Ls shall be two years. For rising 3Ls and LLM students, the term shall be one year.

Section 6: New Member Positions. New members shall be assigned Staff Editor positions and may apply for any open Executive Editor positions prior to the mandatory fall semester training.

Section 7: Staff Editor. The Staff Editor provides editorial support to the Executive Editor on assigned articles. The Staff Editor performs preliminary substantive editing on a portion of the article, collects and saves sources, verifies the accuracy of the author's use of the source, verifies the

accuracy of all quotations, verifies the grammar, syntax, spelling, punctuation, and abbreviations in footnotes, sends the footnote checklist and table to the Executive Editor responsible for the article team to which they have been assigned before deadlines, and makes additional edits as needed.

Section 8: Executive Editor. The Executive Editor will be assigned one article, for which the Executive Editor will have administrative and editorial duties.

1. *Administrative Duties:* The Executive Editor is the primary liaison between the article author and the Journal. This will include getting all the release forms signed by the author, handling the different versions of edits and making sure the author follows the deadlines of the editing process.
2. *Editorial Duties:* The Executive Editor is in charge of the first round of edits to the assigned article. The Executive Editor will be assigned a group of approximately six to eight Staff Editors and will delegate below the line citations and source collection to the Staff Editors. The Executive Editor will review the below the line edits and ensure the Staff Editors collect all sources. The Executive Editor will be in charge of above the line edits to the article but will receive help from the Executive Board.

Section 9: Membership Duties. Members of the Journal shall complete all assigned tasks and meet all deadlines. Members shall communicate with team members (and/or the Executive Board where necessary) when extraordinary issues arise that could affect the member's ability to perform the assigned tasks on time. Members shall attend all mandatory Journal meetings or seek and receive an excused absence in advance.

Section 10: Termination. Failure to complete assigned tasks, attend mandatory meetings, meet deadlines, or communicate with team members or the Executive Board is grounds for discipline, potentially leading to revocation of Journal membership. The Executive Board shall issue a warning upon a staff member's first failure to satisfy Journal requirements. Upon a second failure to satisfy Journal requirements, the Executive Board may call for a meeting to discuss whether to remove the staff member from the Journal. The staff member will be invited to attend the meeting and respond to the Board. The Board will then vote on whether to rescind the staff member's membership. If membership is revoked by majority vote, the member must remove membership on the Journal from his or her résumé and immediately notify any current and prospective employers of the change in Journal membership status.

Section 11: Voluntary Withdrawal. Members may voluntarily withdraw membership during the membership agreement period. Members who voluntarily withdraw must remove membership on the Journal from their résumé, immediately notify the Executive Board of current employer(s) at the time of withdrawal and provide the Executive Board with a list of prospective employers, and immediately notify any current and prospective employers of the change in Journal membership status.

ARTICLE III: EXECUTIVE BOARD

Section 1: Board Role. The Executive Board is responsible for the overall governance, policy decisions, and direction of the Journal and for delegating responsibility to the Editorial staff. The Executive Board is responsible for ensuring that the Journal is a welcoming and inclusive organization for its current and prospective members. All Board members must attend meetings of the Board and carry out the duties assigned to them in Section 2 of this Article.

Section 2: Board Size and Positions. The Executive Board shall consist of eight Board members: one Editor-in-Chief; one Senior Articles Editor; one Senior Research Editor; one Executive Publications Editor; one Notes Editor; one Symposium Chair; and two Style Editors.

- A. The **Editor-in-Chief** shall:
 - 1. Oversee the editorial and publication process of each Volume;
 - 2. Be present on campus for both the fall and spring semesters of the term;
 - 3. Coordinate a training and orientation for incoming Journal members in the fall semester;
 - 4. Manage meetings of the Executive Board;
 - 5. Call for a vote in the event of a proposed change to the Bylaws;
 - 6. Consult and coordinate with the faculty advisor on Journal governance, proposed changes to processes, and any budgetary requirements;
 - 7. Determine the duties of each staff member each semester, in accordance with the Bylaws;
 - 8. Serve as the single point of contact for the Journal;
 - 9. Coordinate the annual election process; and
 - 10. Coordinate the membership application and selection process during the summer, with the assistance of the Executive Board.
- B. The **Senior Articles Editor** shall:
 - 1. Serve as second in command to the Editor-in-Chief with regard to the administrative functions of the Journal;
 - 2. Serve as the main point of contact for staff members with questions regarding above-the-line editing;
 - 3. Provide a training to incoming Journal members in the fall semester on above-the-line editing;
 - 4. Supervise a team of Executive Editors and/or Associate Editors in the above-the-line editing process; and
 - 5. Conduct a final review of the above-the-line text of each article prior to submission for publication.
- C. The **Senior Research Editor** shall:

1. Serve as third in command to the Editor-in-Chief with regard to the administrative functions of the Journal;
2. Serve as the main point of contact for staff members with questions regarding below-the-line editing;
3. Provide a training to incoming members in the fall semester on below-the-line editing;
4. Supervise a team of Executive Editors and/or Associate Editors in the below-the-line editing process; and
5. Conduct a final review of the below-the-line text of each article prior to submission for publication.

D. The **Executive Publications Editor** shall:

1. Coordinate with the Editor-in-Chief and external entities on the publication process;
2. Ensure all articles are properly formatted for publication using the software available to the Journal; and
3. Maintain and update the Journal website.

E. The **Notes Editor** shall:

1. Serve as the main point of contact for students interested in submitting student scholarship;
2. Manage the student note submission and editing process;
3. Send a solicitation for student note submissions in the spring or early summer;
4. Accept and respond to student note submission questions;
5. Assist the faculty advisor and other faculty members in the final selection process;
6. Send notifications of publishing decisions to all students who submit scholarship; and
7. Manage a team of Associate and/or Staff Editors, who will assist the Notes Editor in editing the selected note(s) for publication.

F. The **Symposium Chair** shall:

1. Coordinate with the Editor-in-Chief and the faculty advisor in the organization and implementation of the Journal's annual symposium;
2. Attend the symposium and ensure all aspects run smoothly; and
3. Organize member sign-ups to attend the Symposium.

G. The **Style Editors** shall:

1. Assist the above-the-line chair by conducting rounds of careful above-the-line text review;
2. Assist the below-the-line chair by conducting rounds of careful below-the-line text review;
3. Transcribe minutes of all meetings of the Executive Board and send to the Executive Board members for a vote to approve.

Section 3: Election. The election for consecutive Executive Boards shall be held in February or March. Only Journal members who will be enrolled at UC Irvine for at least twelve months following the election may run for Executive Board positions. The members of the Journal shall elect the Executive Board by majority vote.

Section 4: Special Elections. In the event that a position on the Executive Board becomes available in between regularly scheduled elections, the Executive Board shall call for a Special Election. The details of the Special Election will be determined by the Executive Board, except for the following requirements:

- A. Only Journal members who are not currently a member of the Executive Board and who will be enrolled at UC Irvine School of Law for the remainder of the current Executive Board term may run for an Executive Board position.
- B. The members of the Journal shall elect the Executive Board by majority vote.

Section 5: Votes of the Executive Board. The Executive Board as a whole will vote on any important matters, including proposed amendments to the Journal Bylaws and proposed actions. Each Executive Board member may propose an amendment or action either during a regular Board meeting or by emailing the members of the Board. Each Board member will have an equal vote. A proposed change or action shall only proceed with an affirmative vote from at least five members of the Executive Board.

Section 6: Committees. The Executive Board may create committees as needed, such as governance, selection, notes, etc.

Section 7: Transition. The newly elected Executive Board shall be inaugurated in February or March and shall work with the existing Executive Board to transfer responsibility by the end of March, subject to the following: The existing Executive Board is responsible for completion of the annual volume on which it has worked. The members of the existing Executive Board shall prepare transition memorandums for their successors, detailing the role of each position on the Board and any information that may assist the incoming members in assuming their Board positions.

Section 8: Terms. The outgoing Executive Board should finish all duties that relate to the current volume.

ARTICLE IV: MEETINGS

Section 1: Annual Meetings. The Journal shall have two mandatory all-member meetings each year, one during the fall semester training session and one in the spring semester to elect new leadership.

Section 2: Special Meetings. The Executive Board may call special meetings at any time. All members of the Journal must be invited to attend the meetings, and the Executive Board must alert staff members to any planned meetings. However, only Executive Board members may vote on actions taken by the Executive Board.

Section 4: Attendance Policy. New members are required to attend and participate in the fall semester training session(s), attend all mandatory meetings and trainings, and complete all assignments in a timely manner. Any new member who has an exceptional circumstance which makes it impossible for him or her to attend any required meeting must notify the Executive Board immediately upon learning of such a conflict. Once notified of the conflict, at least three Executive Board members must decide that the new member's conflict constitutes a valid excuse. If at least three Executive Board members decide the new member has a valid excuse, the new member has the responsibility of attending a make-up meeting or training. The Executive Board shall determine when to hold make-up sessions. Failure to attend a make-up session can result in revocation of membership in the Journal. Exceptional circumstances will be considered on a case-by-case basis. The Executive Board shall consider the unexpectedness of the situation and the inescapability of the situation.

ARTICLE VI: PUBLICATION SCHEDULE

Section 1: Publishing Schedule. The Journal shall publish one issue each year.

ARTICLE IX: AMENDMENTS

Section 1: Amendments. These Bylaws may be amended when necessary through a two-thirds vote of the Executive Board or by a ballot amendment proposal and two-thirds vote of all Journal members. Any member of the Journal may initiate a ballot amendment proposal.

Section 2: Bringing Forth a Proposal. In order to initiate a ballot proposal, the proposal author(s) must first provide a detailed, written copy of the proposal and a petition to the Executive Board. The petition must include the names and signatures of ten current Journal members who find that the proposal is meritorious enough to be brought before the Journal's general membership. This section's requirements shall not apply to any proposal put forth by the Board itself, but shall apply to any proposal initiated by an Executive Board member in her or his individual capacity.

Section 3: Voting on a Proposal. Once the Executive Board has received an authenticated proposal petition or initiated its own proposal, it may, at its discretion, call for a special election or vote of the general membership as to the adoption of the proposal and the subsequent amendment of these Bylaws. If the Executive Board chooses not to call for such a special election or vote, the proposal shall be voted upon at the next mandatory general meeting. A proposal will be adopted as an amendment if and only if it receives support from two-thirds of the eligible voting members.

Section 4: Faculty Approval. Once a proposed amendment to the Bylaws has been adopted either by two-thirds vote of the Executive Board or by two-thirds vote of the Journal staff, the updated provision must be sent to the Journal's faculty advisor for approval. The amendment is to take effect immediately upon receiving the signature of the faculty advisor.


ARTICLE X: Publication of Bylaws

Section 1: Publication upon ratification. Upon approval of these Bylaws, they are to be published and viewable to the public on the Journal's website as soon as possible.

Section 1: Publication following amendment. Upon amending these Bylaws, the updated version is to be published and viewable to the public on the Journal's website as soon as possible.

ARTICLE XI: RATIFICATION


Section 1: Ratification by the Executive Board. These Bylaws were approved by the Board on June 10, 2020.



Signature of Editor-in-Chief
Allyson Myers

6/10/20
Date

Section 2: Ratification by the faculty advisor. These Bylaws were approved by the Faculty Advisor on June 11, 2020.



Signature of Faculty Advisor
Professor Gregory Shaffer

6/11/2020

Date