RUTGERS UNIVERSITY SCHOOL OF LAW

**Rutgers Journal of Law & Public Policy**

# Bylaws 2025-2026

**1.0   PURPOSE**

1.1   These Bylaws are intended to serve as a practical guide to the general policies of the Rutgers Journal of Law & Public Policy (“JLPP”).  The provisions of these Bylaws are controlled by the Rules and Regulations of the Rutgers School of Law – Camden, and all relevant rules and regulations are hereby incorporated by this reference.

1.2   Every Member of JLPP has the right to know of the existence of the Bylaws.  The Editor-in-Chief shall ensure that the entire membership knows of the existence of the Bylaws by providing all incoming Staff Members with a copy.  Posting the Bylaws on the JLPP website shall be sufficient to fulfill this requirement.  Each JLPP member is charged with knowledge of these Bylaws.  The Editor-in-Chief shall retain a copy of these Bylaws for purposes of inspection by journal members.

1.3   The purpose of JLPP is to provide a forum, in traditional print, online, and hybrid formats, for the free flow of ideas related to the intersection of law and public policy.  JLPP is not organized for monetary profit.

1.4   The Offices of JLPP shall be located at the Rutgers School of Law – Camden.  The address of JLPP shall be:

         Rutgers Journal of Law and Public Policy

         217 North Fifth Street

         Camden, NJ 08102

         (856) 225-6265

1.5   JLPP’s Internet portal will be maintained at www.rutgerspolicyjournal.org.

**2.0   TERMS**

2.1   STAFF

         The term “Staff” shall refer to the entire membership of JLPP and includes the Staff Editors, the Senior Editors, and the Executive Board.

2.2   STAFF EDITORS

         The term “Staff Editors” shall refer to all journal members who have been on the journal for less than one year.  Staff Editors can be second-year or third-year students.

2.3   SENIOR EDITORS

The term “Senior Editors” shall refer to all journal members who have been on the journal for more than one year but who are not on the Executive Board.  Senior Editors can be third-year or fourth-year students.

2.4   EXECUTIVE BOARD

The “Executive Board” shall be composed of :

a.          Editor-in-Chief

b.          (2) Executive Editors

c.          (2) Managing Articles Editors

d.          (2) Managing Notes Editors

e.          Managing Research Editor

f. Submissions and Symposium Editor

g. Managing Senior Editor

h. Business and Marketing Editor

i. Managing Publications Editor

This list is not intended to be exhaustive and may be supplemented on a yearly basis by the creation of additional executive positions by the Editor-in-Chief, which he or she deems necessary for the optimum management and production of JLPP.  Deletions of such positions are governed by § 5.4, infra.

**3.0   JOURNAL MEMBERSHIP**

3.1   JLPP is comprised of the Executive Board, Senior Editors, and Staff Editors, and is assisted and aided by Faculty Advisors.

3.2   Membership in JLPP shall be determined pursuant to § 7 of these Bylaws.

3.3   Management of JLPP shall be turned over by the outgoing Executive Board to the incoming Executive Board on the last day of the Spring Term.

**4.0   JOURNAL MANAGEMENT**

4.1   JLPP shall be managed by the Executive Board, as defined under § 2.4 of these Bylaws, under the direction of the Editor-in-Chief.

4.2   JLPP policy changes, with the exclusion of proposed amendments to the Bylaws, may be proposed by any member of the Executive Board.  Motions proposing policy changes shall be formulated by a majority vote of the Executive Board with the Editor-in-Chief responsible for the overall operation and content of JLPP.  The vote of each Editor, including the Editor-in-Chief, shall be of equal weight.  In the event of a tie, the proposed policy change shall fail.

4.3   Voting of the Executive Board shall be conducted by open ballot unless such method is objected to by any member of the Board, in which case a closed ballot will be conducted.  The Editor-in-Chief, or a delegate appointed by the Editor-in-Chief, shall tabulate all votes, make the results available in a timely manner, and apprise all appropriate JLPP members of the policy change.

4.4   The Executive Board, under the direction of the Editor-in-Chief, shall meet regularly throughout the course of the semester to discuss JLPP policy, the current state of JLPP, and any other topics the Board deems necessary to address.   The Editor-in-Chief may designate any Executive Board meeting as mandatory.  The Editor-in-Chief shall provide Executive Board members with reasonable notice of meetings and shall ensure that a quorum of 2/3 of the Executive Board is present at the meeting.

4.5   Minutes shall be kept at all Executive Board meetings by a person appointed by the Editor-in-Chief.  Such minutes need not be a verbatim transcript of the meeting but must be a record of major issues and votes. These minutes shall be made available to all Executive Board members.

4.6   Staff meetings shall be held under the direction of the Editor-in-Chief and shall be held, at a minimum, as follows: one meeting at the beginning of each academic year to update the entire membership on the status of JLPP, and one during the Spring Term so that Staff members may participate in the Editor-in-Chief Candidate Forum.   The Editor-in-Chief may elect to hold more meetings as deemed necessary and may designate any meeting as mandatory.  The Editor-in-Chief shall provide advanced notice of at least two (2) days prior to the date of any Staff Meeting.

4.7   Procedure for Meetings

         The Editor-in-Chief shall direct the meeting and set the parliamentary procedure and agenda of the meeting.  The Editor-in-Chief shall move issues onto the table, provide time for discussion of the issues from the floor, and specify the nature of the vote, if any.  Any Executive Board member may move an issue onto the table.

4.8   Faculty Advisors

         The Faculty Advisors shall assist the Staff in soliciting articles, assist Staff members who are writing articles in the Faculty Advisor’s area of expertise by suggesting sources of information, assist Staff members who are editing articles in the Faculty Advisor’s area of expertise by reviewing articles as needed and shall advise and assist the Staff on matters necessary to the efficient production of JLPP.

4.9   Advisory Board

         The Editor-in-Chief has the discretion to create an Advisory Board to aid in the production of a symposium.  The Advisory Board shall be headed by a “Guest Editor” chosen by the Board of Editors and the Faculty Advisors.  The Guest Editor shall be particularly proficient in the symposium topic.

         The remaining members of the Advisory Board shall be deemed “Advisory Board Members” and are selected by the Guest Editor with the Board of Editors retaining final approval of any prospective board member.  The Advisory Board Members serve at the discretion of the Guest Editor and generally shall author articles related to the current symposium, assist JLPP in soliciting articles, and assist Staff members who are writing and/or editing articles in the board members’ areas of expertise.

**5.0   AMENDMENTS TO BYLAWS**

5.1   Amendments to these Bylaws shall be formally proposed and drafted by the Editor-in-Chief or by his or her delegate.  Any member may informally propose or suggest an Amendment to the Bylaws by presenting his or her proposal to the Editor-in-Chief, who may choose to present the informal proposal to the Executive Board.

5.2   All proposed amendments shall be voted on and successfully passed if approved by 2/3 of the Executive Board.

5.3   The Editor-in-Chief shall give appropriate notice of an upcoming vote to all eligible voters and shall make reasonable efforts to educate voters on the subject of the amendment.

5.4   Amendments may be proposed during the academic year as well as the summer session, beginning on the second to last day of the Spring Term.

**6.0   JOURNAL CONTENT**

6.1   Topics

         JLPP has become a premier forum for articulating the intersections between the law and public policy. Grounded in the ever-deepening awareness that interdisciplinary investigation is crucial to an understanding of both the law and our culture, JLPP provides a unique intellectual arena for academic scholarship reflecting the relationship and encounters between law and a variety of disciplines.

         JLPP seeks submissions in all areas related to the effects of the intersection, correlation, links, or conflicts of public policy, regulation, and the law.

6.2   Methods of Submission

         The preferred method of submission of articles is by e-mail to submissions@rutgerspolicyjournal.org.  Articles may also be submitted by email to the Editor-in-Chief, through Scholastica, or in traditional paper form by mail to:

Rutgers Journal of Law and Public Policy

Rutgers School of Law – Camden

217 North Fifth Street

Camden, NJ 08102

Regardless of form, all submissions shall include the manuscript, an author-drafted abstract, a statement of the general topic of the article, and the author’s resume, including any and all prior publications, regardless of topic.

6.3   Student Pieces

The development of legal research and writing and the publication of student-written pieces are major functions of JLPP.  Each year the Editor-in-Chief Elect, in consultation with the new Executive Board will determine how many student pieces will be published in the upcoming year.  The number of student pieces can range from 2 to 6 student note pieces authored by JLPP members.   Each submitted note may not be published elsewhere, in whole or in part, without the written permission of the Editor-in-Chief, or unless and until rejected for publication by the Board of Editors.  Student work submitted for the described purposes may not be used to meet other academic writing requirements during the student’s tenure at Rutgers School of Law – Camden.

6.4   Evaluation of JLPP Student Pieces

Each JLPP member’s Note shall be evaluated by 3-4 members of the Executive Board, to be assigned by the Managing Notes Editors.  The Executive Editors, Managing Articles Editors, and Submissions & Symposium Editor will assist in grading JLPP student pieces. One of the Managing Notes Editors shall act as the designated non-blind journal member The entire Executive Board shall be eligible to participate in the evaluation process and be among the group of Editors who reads student pieces.  Copies of all pieces submitted for evaluation will be available in the JLPP office for all Editors to read in addition to their assigned pieces.

         Anonymity in the process shall be maintained as much as possible throughout the evaluation process.  If an editor knows the identity of an author for any reason, that editor should recuse himself or herself from evaluating and voting on that piece.  The piece should be returned to the Managing Notes Editors for assignment to another editor.  The Editor-in-Chief is responsible for reading and evaluating all pieces for the purposes of certifying credit, but if the Editor-in-Chief knows the identity of an author, he or she should recuse himself or herself from voting.

         The student notes shall be graded pursuant to the established JLPP grading criteria.

6.5   Any Rutgers School of Law – Camden student who collaborates with a faculty member or other lead article author on an article will be acknowledged at the discretion of the author based upon the student’s contribution to the article.

6.6   The Editor-in-Chief, with the agreement of the Executive Board, may solicit pieces from distinguished authors and guarantee publication before reviewing the piece.  In the case of a symposium, the Editor-in-Chief may delegate this authority to a faculty member.

6.7   In the case of a symposium only, one Executive Board may make a commitment to publish in a subsequent volume, thereby binding a future Executive Board.  Offers to publish symposia contributors will be made in accordance with § 6.2.  An effort must be made to leave as much flexibility in the hands of the future Executive Board as is feasible.

6.8   Publication

         The Managing Publications Editor shall update the masthead at the end of each academic year to reflect each JLPP member and his or her position.

         The Publication Team, comprised mostly of the Managing Publications Editor, shall release each year a Jacket containing the masthead, article abstracts, and shall print five copies of the full paper journal.

         The JLPP website shall contain the digital version of all volumes of JLPP ever released, and may contain submitted manuscripts which are not yet finalized (“working papers”), at the discretion of the Managing Publications Editor.

**7.0   SELECTION OF JOURNAL MEMBERSHIP**

7.1   Selection of JLPP membership may be conducted in one of four ways:

 a.     The Grade-On competition (see § 7.2)

 b.     The 1L Write-On competition (see § 7.3)

 c.     The Transfer competition (see § 7.4)

 d.     The Spring Note competition (see § 7.5)

e. The 3L/4LE Spring Write-On Competition (see § 7.6)

f. Application-based Selection (see § 7.7)

7.2   Selection based on the Grade-On Competition

JLPP does not participate in selection based on the Grade-On competition.

7.3   Selection based on the 1L Write-On Competition

         The Write-On Competition shall be an anonymous writing competition administered by the Law Review and the Editor-in-Chief.  Selection will be based on a combined score of grade point average and any submissions from the Write-On Competition.  The components of the Write-On Competition shall be determined by the Managing Research Editor and the Editor-in-Chief, with assistance from the rest of the Executive Board.  All documents submitted in the Write-On Competition must have all identifying information removed (student’s name, address, ID number, etc.) and must include the student’s anonymous number.

         JLPP will not consider offering staff editor positions to students who do not rank JLPP in their top 5 for 1L Write-On.

         Participation in the Write-On Competition is limited to those students with at least two semesters remaining before graduation, and with a cumulative grade point average of 3.0 or a cumulative grade point average of 2.7 with a 3.6 or above in LAWR I & II.   This grade point average requirement can be changed at the discretion of the Editor-in-Chief. All students must have completed a minimum of 20 credits at the time of application.

      Selection shall be done by an appointed e-board member and the Editor-in-Chief. Grading of the Write-On Competition shall be done by the Executive Board and other staff if needed. The appointed staff member shall weigh each score appropriately and calculate a single score for each applicant. The number of applicants selected is within the discretion of the appointed e-board member and the Editor-in-Chief.

7.4   Selection based on the Transfer Student Competition

         The Transfer Student Competition shall be held annually as early as possible in the Fall Term.  The terms of competition and evaluation are identical to those used in the Write-On Competition (see § 7.3, supra).

         Participation in the Transfer Student Competition is limited to those students who have transferred to Rutgers – Camden after completing one year (subject to a 20-credit minimum) at their previous law school, and who have two academic years remaining until graduation.  Students must have a cumulative grade point average of 3.0 or above to participate in the transfer competition, though differences in grading at other law schools may be taken into account if requested by the transfer student and at the discretion of the Managing Research Editor and the Editor-in-Chief. This grade point average requirement can be changed at the discretion of the Editor-in-Chief.

7.5   Selection based on the Spring Note Competition

         If, after extending offers based on the Grade-On, Write-On, and Transfer Student Competitions, the Managing Research Editor, the Editor-in-Chief, and the Executive Editors determine that additional Staff Editors are needed, a Spring Note Competition may be conducted wherein second-year students are permitted to apply for JLPP membership based on an original Note.  The procedures for the Note Competition shall be governed by the Managing Research Editor in conjunction with the Managing Notes Editors, including the approval of all Note topics and distribution of completed Notes among members of the Board of Editors for evaluation.

Each Note shall be evaluated by two Executive Board Members chosen at random.  If the evaluation scores are close, the final score will be an average of both graders’ scores.  Alternates shall be selected in case score results are widely disparate.  It is not necessary to declare a winner for the competition.  If any of the submissions are of publishable quality, the decision will be made to publish the notes and invite the student to join JLPP.  The grading of the notes will be pursuant to the established JLPP grading criteria.

7.6 Selection based on the Spring Write-On Competition

 The Spring Write-On Competition shall be an anonymous writing competition administered by the Editor-in-Chief. Selection will be based on participants’ scores and whether they meet the GPA requirements. The substance of the writing test will be determined by the Editor-In-Chief and Executive Editors. One Executive Editor will serve as the non-blind member during the competition, who will be the point of contact for participants, run the interest meeting, collect submissions from participants, and distribute submissions to journals for grading. The citation test will be created by the Editor-In-Chief, the blind Executive Editor, and an E-Board member from another participating journal if desired (Citation Test Committee). All citation test submissions are graded by the Citation Test Committee and scores are distributed to journals by the non-blind Executive Editor. Writing test submissions from participants who rank JLPP first are graded by the Editor-In-Chief, blind Executive Editor, Managing Notes Editors, and Managing Articles Editors. Each writing test submission must be graded by two JLPP members.

Participation in the Write-On Competition is limited to those students with at least two semesters remaining before graduation, and with a cumulative grade point average of 3.0 or a cumulative grade point average of 2.7 with a 3.6 or above in LAWR I & II.   This grade point average requirement can be changed at the discretion of the Editor-in-Chief. All students must have completed a minimum of 35 credits at the time of application.

      Selection shall be done by an appointed e-board member and the Editor-in-Chief. Grading of the Write-On Competition shall be done by the Executive Board. The appointed staff member shall weigh each score appropriately and calculate a single score for each applicant. The number of applicants selected is within the discretion of the appointed e-board member and the Editor-in-Chief.

7.7 Application-Based Selection

 In the event that the 1L Write-On process (see §7.3) does not produce a sufficient number of staff editors to ensure the sustainability and survival of the journal, the Executive Board may conduct additional Staff Editor selection after the competition has ceased. Interested students may submit an interest statement, resume, and writing sample to the Editor in Chief for Executive Board review. Students that are offered staff editor positions through this process will be under close supervision of the Editor in Chief and Executive Editors, along with their mentors, to ensure their proficiency and progress with assignments in their first semester. The Executive Board may select, at minimum, enough students to ensure a full E-board for the following year, but may select more at the discretion of the EIC.

7.8   Continuing Eligibility Requirements

After selection, JLPP members must remain in good standing per §§ 10, 11, and 12, infra. The Managing Senior Editor is responsible for ensuring that all staff members continue to meet eligibility requirements and for instituting disciplinary procedures, including termination, with the Editor-in-Chief and Executive Editors pursuant to § 12 infra, if any staff member becomes ineligible.

7.9   Requests for exceptions to the Eligibility Requirements shall be voted on by the Executive Board and shall be granted if approved of by 2/3 of the Executive Board.

7.10 MSP Factor effective Spring 2021

Minority Student Program (“MSP”) applicants may submit an email to mspwriteon@gmail.com at the time of their application indicating their RUID number, campus, and their membership in the MSP. The appropriate Dean will be the only person with access to this email.

i. The ratio of applicants who submitted MSP per campus email to total

applicants per campus (the “overall ratio”) shall then be determined.

ii. If the proportion of applicants who submitted MSP emails already accepted

(after the Final Ranking) on each campus relative to the total number of

applicants already accepted for that campus (after the Final Ranking) is equal to

or greater than the overall ratio, then no further applicants shall be accepted. If

this proportion is less than the overall ratio, however, additional applicants

from the submissions remaining after the Final Read who submitted MSP

emails shall be offered membership in the order of their ranking until the proportion of accepted applicants who submitted MSP emails relative to the total number of accepted applicants is as close to the overall ratio as possible,

exceeding the overall ratio if necessary to obtain the closest proportion.

iii. The MSP factor can function only to add additional members to the Staff from the group remaining after the Final Ranking.

**8.0   SELECTION OF EXECUTIVE BOARD MEMBERSHIP**

8.1   Election of the Editor-in-Chief

         Interested parties should indicate their intentions to run by a date set by the current Editor-in-Chief. All candidates for Editor-in-Chief are required to participate in a forum prior to the election. Each candidate will be given an opportunity at the forum to make an opening and closing statement and respond to questions posed by JLPP members. Within one week of the forum, the election shall be held. In the event that only one candidate is running for Editor-in-Chief, the current Editor-in-Chief has the discretion to push the election date back to allow for additional candidate nominations. If additional members nominate themselves in the interim between the candidate forum and the altered election date, the current Editor-in-Chief may distribute candidate statements provided by those additional candidates. If still there is only one candidate, the current executive board shall decide the procedures for electing the Editor-in-Chief.

All JLPP members in good standing are eligible to vote in the election and the results shall be posted. To win, a candidate must receive a majority of all votes cast. If no candidate receives a majority of the vote, a run-off election shall be held between the top two vote-getters. (If there is a tie for the second-highest vote-getter, there shall be a run-off election among the top three vote-getters.) If this vote ends in a tie, only the votes of the second-year staff are counted, and the candidate with the most votes wins; if this vote also ends in a tie, the candidate who received the Editor-in-Chief’s vote wins.

8.2   Executive Board

         The current Editor-in-Chief shall declare the time and place that the current Executive Board shall meet to vote on the selection of the incoming Executive Board.  Only the current Executive Board and the newly-elected Editor-in-Chief shall attend the meeting.  The newly-elected Editor-in-Chief shall be allowed to make recommendations regarding the selection of the incoming Executive Board, but shall have no vote.  Complete confidentiality about the meeting shall be maintained.  To be considered for an Executive Board position, all candidates must fill out a selection form ranking their preference from first to last and complete the Executive Board application.  A person shall only be considered a candidate for a position being voted on if that position is one of their top three remaining preferences.  Candidates for positions on the incoming Executive Board are strongly encouraged to discuss their candidacy with the members of the current Executive Board.  Members of the current Executive Board must make themselves available to meet with candidates to discuss their candidacy.

         The selection of each member of the incoming Executive Board, exclusive of the Editor-in-Chief, shall be by a majority vote of the current Executive Board.  If no candidate receives a majority of the vote, there shall be additional discussion and voting on all candidates until one candidate receives a majority of the vote.

         The voting shall be conducted by open ballot unless objected to by any member of the current Executive Board, in which case a closed ballot shall be conducted.  The Editor-in-Chief, or an appointed delegate, shall tabulate all the votes and make the results available to the entire JLPP membership in a timely manner.

8.3   In the event that the Editor-in-Chief resigns or becomes unable to serve his or her office, the Executive Board members, amongst themselves, shall determine whether any current Executive Board members nominate themselves to serve as Editor-in-Chief.  This meeting shall take place within a week of the resignation or event of termination of the Editor-in-Chief.  If no Executive Board members nominate themselves to serve as Editor-in-Chief, the Executive Board shall solicit nominees from the Board.  Nominees may be appointed Editor-in-Chief if successfully appointed by a 2/3 majority vote of the Executive Board.  However, if a single nominee does not receive a 2/3 majority vote of the Executive Board, procedures for electing the Editor-in-Chief, under § 8.1, shall apply for appointing the new Editor-in-Chief.  While the process of appointing a new Editor-in-Chief takes place, the Executive Editors are to mutually assume the vacant position in the interim.

8.4   In the event that a member of the Executive Board resigns, excluding the Editor-in-Chief, the Executive Board may assign the resigning Editor’s duties amongst themselves, appoint a current Executive Board member to assume the vacant position if approved by a 2/3 vote of the Executive Board, or fill the vacant position with a nominee selected from the Board and approved of by a 2/3 vote of the Executive Board.

**9.0   DUTIES AND RESPONSIBILITIES OF THE MEMBERS OF THE EXECUTIVE BOARD**

9.1   Editor-in-Chief

         The Editor-in-Chief oversees and manages all operations of JLPP and carries responsibilities that are both editorial and administrative in nature.  The editorial responsibilities include reading all professional and student pieces submitted to JLPP.  The Editor-in-Chief makes the final determination about publication, has general editorial oversight throughout the production process, and is the last person to edit all work before it is published.

The Editor-in-Chief’s primary administrative function is to coordinate and oversee the production of JLPP.  This involves working closely with all JLPP members as well as the school administrators and outside authors.  The Editor-in-Chief certifies credit for the Membership, presides at JLPP meetings, and oversees the disciplinary process (see § 12, infra).  Additionally, the Editor-in-Chief is responsible for corresponding with authors, subscribers, the printer, the administration, and the faculty.  Deliverables of the Editor-in-Chief include the following:

1. Competent staff
2. Line of succession
3. Appropriate instruction for turnover of leadership and documents
4. One (1) fully-published topical journal per semester.
5. Final approval of the content of publications
6. Final approval of topics
7. Assignment and delegation of all duties to all staff members at the beginning of the academic year
8. Joint presentation with 1L and 2L applicants with Managing Senior Editor
9. Any and all other public presentations required of JLPP
10. Administering the Spring 3L/4LE Write-On competition

         The duties of the Editor-in-Chief continue during the summer.  In addition, it is recommended that the Editor-in-Chief decline outside employment during the academic year in order to be able to fully devote time to JLPP.

9.2   Executive Editors

         The Executive Editors directly oversee the assignment, editing, and cite-checking process of both the articles and the notes. In order to do so, the Executive Editors are required to communicate on a regular basis with the Managing Articles and Notes Editors. The Executive Editors directly control the Managing Articles and Notes Editors. The Executive Editors are responsible for issuing bi-weekly status updates to the Editor-in-Chief. The Executive Editors are also responsible for assisting the Editor-In-Chief with administering the Spring 3L/4LE Write-On Competition.

9.3   Managing Research Editor

         The Managing Research Editor controls the admissions process in conjunction with the Editor-in-Chief. Additionally, the Managing Research Editor shall oversee source collection.  The Managing Research Editor will work with the Managing Articles Editors and Notes Editors to review the source collection efforts of Staff Editors. The Managing Research Editor then assigns Staff and Senior Editors to cite-check and substantively edit each article, developing a strategy and timeline for distributing assignments to the Editors.  The Managing Research Editor oversees this process and assigns necessary deadlines. They will ensure the equal division of work among Staff Editors for each assignment. The Managing Research Editor also oversees the smooth operation of the outline repository.

9.4   Managing Articles Editors

         The Managing Articles Editors are responsible for the direct oversight and management of the Articles Department, ensuring that the Staff and Senior Editors receive and execute editing assignments in an efficient and effective manner.  The Managing Articles Editors work with the Submissions Editor, Executive Editors, and the Editor-in-Chief to select and solicit articles for publication.

         After the editing process of each article is completed by the assigned Editors, the Managing Articles Editors will review each article prior to submission to the Executive Editors and Editor-in-Chief for final review and publication. The Editors shall consult the Managing Articles Editors with questions pertaining to assignments.  The Managing Articles Editors will be responsible for reviewing the work product of the Editors to ensure compliance with generally accepted standards of grammar and citation, and to ensure that the content of the Article remains consistent with JLPP’s purpose and mission.

9.5   Managing Notes Editors

         The Managing Notes Editors are responsible for the direct oversight and management of the Notes Department.  The Managing Notes Editor ensures that all eligible Editors progress toward the satisfactory completion of a Note.  The Managing Notes Editors shall also be responsible for developing and coordinating programs to enhance the writing, editing, and technical skills of the Editors.  The Managing Notes Editors run the process by which submitted notes are evaluated and chosen for publication.  However, the process dealing with Notes from outside JLPP members will be evaluated using the process by which articles are selected for publication.  See § 7.5.

After the editing process of each article is completed by the assigned Editors, the Managing Notes Editors will review each article prior to submission to the Executive Editors and Editor-in-Chief for final review and publication. The Editors shall consult the Managing Notes Editors with questions pertaining to assignments.  The Managing Notes Editors will be responsible for reviewing the work product of the Editors to ensure compliance with generally accepted standards of grammar and citation, and to ensure that the content of the Article remains consistent with JLPP’s purpose and mission.

Additionally, the Managing Notes Editors ensure that all Notes published during the year are edited by the author and are cite-checked and substantively edited by Staff and Senior Editors, while ensuring input and approval of the author during the editing process.  The Managing Notes Editors also oversee the mentor program, through which Staff Editors are assigned either Senior Editors or Executive Board members as mentors during the note-writing process.  The Managing Notes Editors solicit input on the mentor-mentee relationships, and also ensures that note writers are receiving the guidance needed from their mentors.

9.6   Managing Publications Editor

The Managing Publications Editor oversees the technology and publication divisions.  The Managing Publications Editor is responsible for facilitating all final updates to the website, heading the technology team, overseeing technical functionality of the website's back-end, and updating the website and masthead with new contact information for the incoming Executive Board at the end of the academic year.  The Managing Publications Editor gives ultimate final approval of any modifications to the website and print publication appearances.

The Managing Publications Editor interacts with Software Providers and has the right to enter contracts on behalf of JLPP for trivial items with the consent of the Editor-in-Chief.  Larger items or those which entail a significant financial expenditure, including but not limited to financial obligations greater than $500, require approval from the Executive Board.

The Managing Publications Editor is responsible for ensuring weekly updates to the web portal and the creation of necessary user login accounts for the JLPP Staff Intranet.  The Managing Publications Editor also oversees the operation of email accounts.

The Managing Publications Editor is directly responsible for the oversight and coordination of the Technology Staff

9.7   Submissions and Symposium Editor

         The Submission and Symposium Editor is responsible for reviewing submissions@rutgerspolicyjournal.org , and Expresso or Scholastica at least every 48 hours.  The Submissions and Symposium Editor reads abstracts and makes an initial decision to accept or reject articles based on topic and content, and forwards abstracts of interest to at least 1 other Executive Board member. The Editor in Chief will then have the last say of publication offerings. The Submissions and Symposium Editor works in conjunction with the Editor-in-Chief and Managing Articles Editors to manage and make decisions on articles.  The Submissions and Symposium Editor is responsible for providing timely feedback to authors with regard to the acceptance or rejection of the submitted pieces, for keeping a record of those authors who have been given offers of publication, and for setting and enforcing strict deadlines in signing contracts.  The Submissions and Symposium Editor is also responsible for soliciting scholarly articles to the journal.

         The Submissions and Symposium Editor is also responsible for organizing or assisting in the organization of symposia that will be transcribed by JLPP. The Submissions and Symposium Editor can appoint a committee of Staff Editors or Senior Staff Editors to assist in coordinating the symposia. The Submissions and Symposium Editor and the Editor-in-Chief will determine the number of symposia and the type of symposia to be transcribed by JLPP. The Submissions and Symposium Editor will retain an electronic copy of the event, ideally in video format, and will determine the number of Editors needed to transcribe each Symposium. The Editors assigned to transcribe will send their work to the Submissions and Symposium Editor, who will ensure the symposium has been transcribed accurately. The Editor-in-Chief will do a final review of the transcript before publication.

9.8   Business and Marketing Editor

         The Business and Marketing Editor is responsible for maintaining the finances of JLPP, which includes submitting bi-weekly invoices for reimbursement, interacting with administration, balancing accounts, keeping track of financial transactions with JLPP funds, submitting financial statements, and otherwise updating the Editor-in-Chief on the JLPP budget.  The Business and Marketing Editor is responsible for organizing at least one Alumni event per year, where current and alumni JLPP members can interact. With this, the Business and Marketing Editor will also maintain a spreadsheet, compiling the current and past legal employers of JLPP members to be used as an academic and professional resource.  Additionally, the Business and Marketing Editor is responsible for planning and organizing at least one social event per semester for the current JLPP members.  Overall, the Business Development Editor is responsible for building and branding the name of JLPP in the greater community.

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9.9 Managing Senior Editor

The Managing Senior Editor is responsible for enforcing staff editor deadlines and keeping a comprehensive roster including each assignment and the timelines of completion of assignments by staff editors. After spading is completed by staff editors and checked by senior staff editor mentors, the Managing Senior Editor will put the articles/notes back into one document for the Executive Board to edit. In addition, the mentorship program will be ran by the Managing Senior Editor including but not limited to pairing members and guiding senior staff editors as mentors.

         The Managing Senior Editor is responsible for ensuring that all Members continue to meet the eligibility requirements and that, in the case of a deviation from those requirements, that appropriate remedial action is taken, including demerits and termination pursuant to § 12, infra.  Additionally, the Managing Senior Editor is responsible for updating all admissions processes, procedures, training materials, and grading templates throughout the academic year. Lastly, the Managing Senior Editor shall help the Editor in Chief with tasks as they see fit.

9.10   The Executive Board has an affirmative duty to assist the Editor-in-Chief and the Executive Editors in all matters related to JLPP.  Each Executive Board member has an affirmative duty and responsibility to train and instruct his or her successor in the proper performance of the duties and responsibilities of his or her office.

**10.0 DUTIES AND RESPONSIBILITIES OF STAFF AND SENIOR EDITORS**

10.1 Writing Requirements for Staff Editors

         Each Staff Editor works closely with a Mentor who is responsible for the progression of each student piece from the time the topic is chosen through its completion. Staff Editors are required to adhere to the deadlines established by the Executive Board, as student-written pieces make up a significant portion of each volume of JLPP and directly affect publication deadlines. Any anticipated problem in meeting a designated deadline must be brought to the attention of the Managing Senior Editor as soon as foreseen so that the appropriate remedial action can be taken, or so that an extension may be granted to ensure satisfactory completion. Each Staff Editor is responsible for writing one Note over the course of their first two semesters on the Journal.

10.1.1 Bylaws Amendment: Writing Requirement for Staff Editors

10.1.2 Purpose

The purpose of this bylaws amendment is to add clarification to the writing requirement for Staff Editors. All Staff Editors are required to produce a substantial legal research paper, commonly referred to as a "note." The note shall be a scholarly piece of original legal writing, adhering to the following guidelines:

1. Length: The note shall be a minimum of 45 pages, double-spaced, and include footnotes.
2. Format: The note must comply with the formatting guidelines established by the Journal, including font type, size, and margins.
3. Footnotes: The note must incorporate accurate and proper footnotes following a recognized legal citation format, such as The Bluebook or any other format approved by the Executive Board.
4. Topic Selection: Staff editors may choose any legal topic related to law and public policy for their note. The topics should be relevant, address pressing legal issues, and contribute to the understanding and development of law and public policy.

10.1.3 Faculty Advisor and Writing Intensive Credit

1. Faculty Advisor: In order to fulfill the writing requirement, staff editors must secure a faculty advisor who will provide guidance and feedback throughout the writing process. The faculty advisor must be a qualified member of the law school faculty at either Camden or Newark location, with expertise in the chosen topic.
2. Writing Intensive Credit: Staff editors who wish to obtain writing intensive credit for their note can apply for it during the spring semester. The faculty advisor will evaluate the completed note and provide the necessary certification to the university administration, as required for the writing intensive credit application.

10.2 Source Collection Requirement for Staff and Senior Editors

         Staff Editors will be regularly assigned Source Collection, where they will be required to find the sources cited in any assigned articles, notes, or blog articles and upload them to the relevant online server. As part of source collection, Staff Editors will also be required to highlight the cited portion of the source or make any notations as to the accuracy of the source.

10.3 Cite-Checking Requirement for Staff and Senior Editors

Cite-checking, or “spading,” is designed to verify the substantive accuracy of the material

published in the Journal. In completing a spading assignment, the Staff and Senior Editors are required to:

1. Analyze the thoroughness of the reasoning set forth in the textual portion of the article;
2. Read the relevant portions of all cited sources for substantive and technical accuracy;
3. Ensure that all statements of fact and propositions of law within the text are properly

documented and supported with footnotes;

1. Suggest edits to the article for technical accuracy, style, organization, clarity, and conciseness;
2. Conform all citations to the standard set forth in *A Uniform System of Citation* (Bluebook); and

         Each Staff and Senior Editor will be responsible for the completion of one or more cite-checking assignments over the course of two semesters. Timelines for the completion of cite-checking assignments are rigorously enforced because they have a direct impact on publication deadlines. Any anticipated problem in meeting a designated deadline should be brought to the attention of the Managing Senior Editor as soon as it is foreseen so that alternative arrangements can be made if necessary.

10.4 Grading Submissions in the Write-On Competition

         The Executive Board is required to assist in the write-on competition, see §§ 7.2 and 7.6 supra, by grading submissions. The Editor-in-Chief is responsible for distributing the submissions along with grading rubrics. Submissions will be graded during the month of June and deadlines will be imposed by the Editor-in-Chief to allow ample time for thorough reading. The number of submissions read by each member will vary based on the total number of applicants. Any anticipated problem in meeting a designated deadline should be brought to the attention of the Editor-in-Chief as soon as it is foreseen so that alternative arrangements can be made if necessary. The Editor-in-Chief may elect to include Senior Staff Editors in the Write-On Grading process as well.

10.5 Failure to meet any deadline or to complete any assignment in a timely manner will result in the issuance of a demerit and may ultimately lead to termination (see § 12 infra). A Managing Editor may exercise his or her discretion to grant an extension to any JLPP member who timely seeks such an extension. An extension shall not be granted after a deadline passes unless good cause is shown. A good faith effort must be made on all assignments in order to constitute adequate completion of the assignment.

**11.0 ACADEMIC CREDIT**

11.1 Pursuant to a Rutgers School of Law – Camden faculty resolution, each JLPP member shall receive either one-half or one full academic credit for each semester of JLPP participation. Participation during the Fall semester shall include satisfactory and successful completion of all of the JLPP member’s duties and responsibilities during the Fall Term as well as during the Summer Months, including May, June, July, and August which are not part of the Fall or Spring academic terms. Participation during the Spring semester shall include satisfactory and successful completion of all of the JLPP member’s duties and responsibilities during the Spring Term as well as during the winter months, including December and January which are not part of the Fall or Spring academic terms. Such credit shall be forthcoming upon certification by the Editor-in-Chief that the JLPP member has satisfactorily completed all required duties and responsibilities.

         If a JLPP member is terminated or resigns during any semester, he or she shall not receive credit for such semester.  If a JLPP member is properly terminated pursuant to the Termination Proceedings stated in these Bylaws, see § 12 infra, during any semester for unsatisfactory fulfillment of his or her duties during a prior semester, such member’s academic credit may be revoked retroactively for that semester and for the current semester.  However, a JLPP member’s academic credit may only be retroactively revoked if the member was reprimanded and there is written documentation of the dereliction of duty or if the member committed a revocable offense.

11.2 Should any JLPP member fail to be certified by the Editor-in-Chief for any reason, such member may appeal the decision to the Executive Board.  After a hearing before the Board, the entire Board shall vote, by secret ballot, as to whether or not certification should be granted, with the majority vote controlling.  In the event of a tie, a member shall be given credit.  In any case, where the certification of a Board member is at issue, such member shall not have a vote.  As a final appeal, the petitioner may request certification of credit from the faculty of the law school.  Upon a petition to that effect, the JLPP Faculty Advisors shall be responsible for bringing such requests before the entire faculty for consideration.

11.3 Each JLPP Staff Editor who successfully completes a Student Note under the supervision of a faculty member will be eligible to receive a Writing Credit, subject to a determination by the Managing Notes Editors that the Note was of sufficient quality to merit a Writing Credit.  Writing Credits may be withheld on any of the following grounds: failure to meet all Note deadlines, failure to offer a good faith effort on any part of the Note, failure to meet with assigned Mentors, or failure to comply with any other requirement of these Bylaws or other guidelines issued by the Executive Board. This list is intended to be illustrative, and not exhaustive.

**12.0 DEMERITS AND TERMINATION**

12.1 Demerits may be received for missed deadlines (§ 12.2 infra), missed mandatory meetings (§ 12.3 infra), unprofessional conduct, or otherwise not meeting the duties and responsibilities of a member’s position as described in §§ 9-10.

12.2 Absent an extension, the failure of any JLPP member to submit a satisfactorily completed assignment on or before the assigned deadline for such assignment shall result in a missed deadline.  Satisfactory completion of an assignment shall be determined in accordance with the standards established in § 10, supra, and within the discretion of the lead editor in charge of the JLPP Member’s assignment.  Work completed and/or submitted in bad faith, including plagiarized works, shall not be considered satisfactory, and such submission will constitute a missed deadline.  The Editor shall submit a written notice of the missed deadline to the JLPP Member and the Executive Editors.  The Managing Senior Editor shall record this missed deadline in the member’s file and issue a demerit.

12.3 The failure to attend any meeting deemed “mandatory” by the Editor-in-Chief pursuant to §§ 4.4 and 4.6 will result in a missed meeting.  Members may not be excused from mandatory meetings unless good cause is shown, and advance notice must be provided to the Editor-in-Chief.  Excuses may be allowed within the discretion of the Editor-in-Chief.  The Editor-in-Chief shall submit a written notice of any unexcused missed meeting to the JLPP member and the Executive Editors.  The Executive Editors shall record this missed meeting in the member’s file.

12.4 For the first and second demerits, no sanctions may be taken against a JLPP member.  After a third demerit, the Editor-in-Chief and the Executive Editors shall schedule and hold a Performance Evaluation Meeting.

12.5 Notice of Performance Evaluation Meetings

         The Editor-in-Chief and the Executive Editors shall send written notice to the staff member of the decision to hold a Performance Evaluation Meeting.  Such notice shall state reasons for holding a Performance Evaluation Meeting and shall conspicuously demand that within seven days (one calendar week) of the staff member’s receipt of the notice, such staff member must provide the Editor-in-Chief and Executive Editors with a written list of all dates and times, within the next month, that he or she will be able to attend a Performance Evaluation Meeting or the reasons why no date or time is convenient.  Such reasons will be acceptable only in cases of bona fide emergencies, such as medical or family emergencies.

         Such notice shall also conspicuously state that failure to respond to such notice within two weeks of receipt shall constitute a valid and binding waiver of the JLPP member’s right to be heard or respond in writing at the Performance Evaluation Meeting.  Finally, such notice shall conspicuously state in writing that waiver of the member’s right to respond may result in the termination of the JLPP member without any consideration of the JLPP member’s position.

12.6 Scheduling of Performance Evaluation Meetings

         Upon receipt of the JLPP member’s response or failure to respond, per § 12.5, to the notice of a Performance Evaluation Meeting, the Editor-in-Chief shall schedule a mutually convenient date, time, and place to hold the Performance Evaluation Meeting.  Such date shall be as soon as is practicable and must be within 30 days of the date the staff member received the notice.

         If no mutually convenient date, time, and place can be established, or if the staff member responds in writing or otherwise waives his or her right to attend the Performance Evaluation Meeting, the Editor-in-Chief, taking into account fairness to all the parties involved, shall schedule a date, time, and place at his or her discretion, as soon as is practicable and within 30 days of the date the staff member received the notice.

         No termination proceeding may occur during any exam period or within two weeks prior to the start of an exam period.  In any and all cases, the date, time, and place shall be provided to the staff member, Editor-in-Chief, and Executive Editors in writing.

12.7 Performance Evaluation Hearing

No JLPP member may be terminated without the holding of a Performance Evaluation Hearing. The Editor-in-Chief and Executive Editors shall first explain the reasoning behind their collective decision to hold a Performance Evaluation Hearing.  The staff member may then verbally explain his/her actions, or if the staff member has responded in writing, his/her statement shall be copied and given to the Editor-in-Chief and Executive Editors to be read aloud. The staff member, Editor-in-Chief, and Executive Editors may introduce any evidence, including witnesses or any testimony given at the Performance Evaluation Meeting, for the purposes of explaining or proving the staff member’s allegedly wrongful conduct.  Upon conclusion of the aforementioned procedure, the staff member shall be excused. The Editor in Chief or Executive Editors may then move for termination of the staff member. Such motion shall be approved only by an open vote of the Editor-in-Chief and Executive Editors. The staff member shall receive written notice of the decision to terminate as expeditiously as practicable.

12.8 The Executive Board members will be held to the same standards and procedures set forth in § 12 with the following additions/changes that shall supersede any contrary provision in § 12:

If any Executive Board member is the subject of a Performance Evaluation Meeting, that meeting will be conducted by the entire Executive Board. A vote for termination must be made by a majority of the Executive Board. In the event of a tie vote, the decision will be against holding a Termination Hearing.

         If an Executive Editor is subject to the Termination Hearing, he or she will not have their usual role with regard to these events under § 12. The other two Editors will fulfill their roles, accompanied by the Managing Research Editor.

12.9 Removal of the Editor-in-Chief

Notwithstanding the other provisions of § 12, the Membership may remove the Editor-in-Chief after the following procedure:

First, 2/3 of the members of the Executive Board must sign a petition to remove the Editor-in-Chief.  Upon these signatures being presented to the Executive Editors, the Executive Editors will convene a meeting of the Executive Board.  At this meeting, the Editor-in-Chief will be informed of the charges against them and they shall have an opportunity to respond.  A secret vote shall then be held outside the presence of the Editor-in-Chief.

If Executive Board members unanimously agree to terminate, then another meeting will be convened.  This meeting will include the entire JLPP membership. At this meeting, the charges will be explained, and the Editor-in-Chief will have a chance to explain their position.  A secret ballot will then be held.  If 2/3 of the entire JLPP membership vote to remove the Editor-in-Chief, he/she shall be removed. If the Editor-in-Chief is removed, a replacement shall be appointed in accordance with § 8.3.

12.10   Any terminated member must provide employers with an updated resume reflecting the termination from JLPP and must provide proof of such to the Managing Research Editor.

**13.0 RESIGNATION**

13.1 Any JLPP member may resign his or her membership at any time.  Such resignation may, however, subject them to the loss of academic credit. (See § 11, supra.)  A resigning member must provide employers with an updated resume reflecting the resignation from JLPP and must provide proof of such to the Editor in Chief.

**14.0 LEAVE OF ABSENCE**

14.1 Leaves of absence may be granted at the discretion of the Editor-in-Chief.  Any such request shall be made in writing, as shall any grant or denial of leave by the Editor-in-Chief.

**15.0 PUBLICATION DEADLINES**

15.1 All deadlines for articles, student notes, and special contributions accepted for publication shall be established by the Editor-in-Chief, the Executive Editors, the Managing Articles Editors, and the Managing Notes Editors, based upon JLPP’s publication needs.  The complexity and length of each piece shall determine the amount of time required to complete each step in the publication process.  Thus, the deadlines established will generally allow for some flexibility.  Because the publication of an entire volume is based upon all relevant pieces being completed by specific publication dates, any additional time required due to problems encountered must be approved by the Editor-in-Chief.

**16.0 VIOLATIONS OF THE BYLAWS**

16.1 Where a JLPP member has a legitimate reason to believe that a provision of these Bylaws has been violated to the detriment of JLPP, they shall first bring the issue to the attention of the Editor-in-Chief.  The Editor-in-Chief shall make all reasonable efforts to seriously consider the Member’s complaint and remedy any possible violation of the Bylaws.

16.2 If a JLPP member has a legitimate reason to believe that the Editor-in-Chief failed to make reasonable efforts to resolve their claim that the Bylaws were violated, the complaining members shall bring their concern to the attention of JLPP’s Faculty Advisors.

**17.0 CHANGES TO THE COVER AND FORMAT**

17.1 Changes to the cover of the journal may be made.  Major changes to the JLPP cover design (including theme changes, graphic changes, etc.) must be approved by 2/3 majority of those JLPP members who vote on the change.  Minor changes to the JLPP cover design (including font size changes, font design changes, etc.) must be successfully approved by the majority of the Executive Board.

17.2 Changes to the layout of the journal (faculty listing, table of contents, masthead, lead article, editorial, and subscription policy page) shall be regarded as major changes and thus must be approved by 2/3 majority of members who vote on the change.

# Bylaws Acknowledgment

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that I understand and have read in full, the most up to date Rutgers Journal of Law and Public Policy Bylaws. I understand failure to comply with Journal requirements within may result in issuance of demerits or other sanctions. I understand the Executive Editors have the authority to re-assign work and issue demerits where necessary (see § 12) and I agree to comply with any such requests.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**DUE WITH TOPIC SELECTION FORM BY SEPTEMBER 19, 2025**