

Bylaws of the *Nova Law Review*

Last amended September 2019

§ 1: GENERAL INFORMATION

The *Nova Law Review* (“Law Review”) is a not-for-profit organization. Its purpose is to publish at least three issues of the publication known as the *Nova Law Review*. Generally, these issues are intended to serve the legal and academic communities by providing a source of accurate and informative legal information of interest to these environments. The three issues shall be: (1) a publication of Florida legal issues; (2) a publication of general legal issues; and (3) an annual symposium issue.

These Bylaws are superseded by the *Nova Law Review* Constitution, and may be superseded by any contract¹ validly executed between the Law Review Executive Board and all members—including Articles Editors and Associate Editors—of the Law Review. See NOVA L. REV. CONST. art. xx, § xx.

These Bylaws shall be cited accordingly: NOVA L. REV. BYLAWS § x.x.

§ 2: ORGANIZATION

The Law Review shall consist of members drawn from those students attending, and in good standing with, the Nova Southeastern University Shepard Broad College of Law (“College of Law”). The Law Review shall be structured in the following manner: An Executive Board, an Editorial Board, Senior Associates, and Junior Associates. The Law Review shall be governed by the Executive Board with the Faculty Advisor(s) serving as an Appellate Review Board. “Executive Board” shall consist of five editors (as defined under Section 3). “Editorial Board” shall consist of the Articles Editors (as defined under Section 6) and members of the “General Board” (as defined under Section 7).

§ 3: EXECUTIVE BOARD

A. **Composition**—The Executive Board shall consist of the following positions as hereinafter defined: Editor-in-Chief, Executive Editor, Managing Editor, Lead Articles Editor, and Lead Technical Editor. The Executive Board may be comprised of full-time and part-time students.

B. **Election**—Each academic year, the outgoing members of the Executive Board shall choose and appoint the new Executive Board no later than the last week of March. Such election shall occur by three-fifths (3/5) majority vote of a quorum consisting of three-fifths (3/5) of the current Editors serving on the Executive Board. Candidacy for an editorship shall be open to all Members then in good standing with the Law Review. Required qualifications of such candidates shall be as the Executive Board determines are in the best interests of the Law Review, if not superseded elsewhere in these Bylaws. The new Executive Board shall assume their roles on the last day of class of the Winter Semester. An appointee to the new Board of Editors may be removed by the presiding Executive Board at any time prior to the last day of class of the Winter Semester. Such removal shall become effective upon a unanimous vote of the entire presiding Executive Board. Prior to taking office, the student may designate their appointment by adding the term “Elect” after their future title. Upon beginning the term of an Editor's position—pursuant to Section 3.E—the student may change their resume designation to denote the appropriate editorial position.

1. All Law Review member contracts should be in substantially similar form to those referenced in the *Addendum to the Bylaws of the Nova Law Review* attached to the current Bylaws on page 15 of this document.

C. **Authority**—The Editor-in-Chief shall act as the presiding Editor at all Executive Board meetings. The Executive Board shall have the authority to approve or disapprove of all major actions taken on behalf of the Law Review by any Editor or Member. The Editor-in-Chief, as the presiding Editor of all Executive Board meetings, shall have sole discretion and determine whether an action is “major.” An action shall qualify as “major” when the act is out of the Executive Board’s discretion or beyond the reach of their authority, requiring the intervention or decision of a Faculty Advisor(s). In the event a majority of the entire Executive Board disagrees with the Editor-in-Chief’s characterization of an action as “major,” final resolution shall be found in the opinion of the Faculty Advisor(s). Unless otherwise specifically provided for, all actions taken by the Executive Board shall be by simple majority vote of a quorum of the Executive Board. Such a quorum shall consist of a majority of the current Editors serving on the Executive Board; three-fifths (3/5).

D. **Meetings**—The Executive Board shall convene no less than once every month to discuss general and/or specific items of business. In no event shall more than five (5) weeks pass without a meeting and such a five (5) week time limit may not be increased by amendment. No issue shall be presented to the Executive Board by other members of the Law Review without first being discussed with the Executive Editor at least twenty-four (24) hours in advance of the meeting; this includes requests to hold meetings. The Editor-in-Chief may waive this restriction at his or her discretion. Such meetings are neither open to the Articles Editors, Associate Editors, nor to the Senior and Junior Associates.

E. **Terms**—All newly elected members of the Executive Board shall officially take office on the last day of classes of the Winter semester. All outgoing members shall officially be retired from office on the last day of classes for the Winter semester.

F. **Vacancies**—In the event a vacancy arises on the current Executive Board or Associate Board of Editors from removal, resignation, or otherwise, an election shall be held by the remaining Editors on the current Executive Board to fill the vacancy. In the event a vacancy arises on the incoming Executive Board from removal, resignation, or otherwise, an election shall be held by the remaining Editors on the outgoing Executive Board to fill the vacancy. Such election shall be consistent with the requirements of Section 3.B.

G. **Removal**—Any Editor currently serving on the Executive Board may be removed by the remaining Editors of the Executive Board. Such removal shall become effective upon a unanimous vote of a quorum consisting of all of the current Editors serving on the Executive Board subject to approval of the Faculty Advisor(s). Any Editor currently serving as an Articles Editor, Associate Editor, Senior Associate or Junior Associate may be removed by a unanimous vote of the Executive Board.

H. **Resignation**—Upon written statement to the Executive Board, any Editor may resign from his or her position. Such resignation may deprive that person of Senior or Junior Associate status, or Editorial status, as is appropriate, on the Law Review. Denial of such status shall become effective upon a three-fifths (3/5) vote of a majority of the Executive Board; excluding the Editor who is the subject of the resignation, if a member of the Executive Board is seeking to resign.

I. **Resumes**—Editors may not indicate their Editorial positions on their resumes if they have not earned academic credit or tuition remission allotted for such positions. Academic credits are not earned when Editors are removed or resign from their position by the terms set forth in these Bylaws.

J. **Illness**—In the event of a continuing illness, incapacity, or absence of any Editor, the Editor may not proceed without notice or approval by the Editor-in-Chief or majority of the Executive Board. Such absence which exceeds three weeks of illness and/or negatively impacts his or her commitment or duties, as herein described, shall be considered a resignation by the Editor according to the terms of Section 3.H.

§ 4: DUTIES OF THE EDITORS OF THE EXECUTIVE BOARD

A. **Editor-in-Chief**—The overarching function of the Editor-in-Chief is to ensure that Law Review operates smoothly. This includes overseeing the internal and external functions of the Law Review, and it not limited unless otherwise indicated in these Bylaws. In keeping with these statements, the Editor-in-Chief shall:

1. Be in charge of the day-to-day operations of the Law Review and shall be the presiding editor at all general functions of the Law Review;
2. Be responsible for setting and enforcing deadlines for submission of articles for publication and publication itself;
3. Be responsible for the format and accuracy of the covers, “i” pages, and masthead of the Law Review;
4. Be the liaison between the Law Review and the College of Law faculty and administration and the legal community concerning general policy and other matters not specifically provided for in these Bylaws;
5. Be responsible for proof reading and editing the final version of each issue from the publisher;
6. Work with the Lead Articles Editor and Executive Editor to solicit, review, and select articles for each issue of the Law Review;
7. Be responsible for the planning and execution of the annual Symposium along with administration and Symposium faculty. Assist with the drafting of marketing and promotional materials for the Symposium. Review and select article submissions for the Symposium book;
8. Be responsible for choosing and dealing with the publishing company, including publication concerns of the Law Review;
9. Be responsible for overseeing the distribution of all work assignments to the members of the Law Review;
10. Be responsible for maintaining these Bylaws and ensuring their currency in light of day-to-day decisions made by the Executive Board;
11. Have the authority to disapprove of any article submitted for publication in the Law Review; however, such action may be reversed by a three-fifths (3/5) majority vote of a quorum consisting of three-fifths (3/5) of the Executive Board;
12. Be responsible for creating and contracting positions on the Editorial Board;
13. Be responsible for appointing members of the Editorial Board to aid the Editor-in-Chief in carrying out these and any other requirements of the Editor-in-Chief’s position;
14. Have the sole authority to remove any Associate Editor for any reason;
15. Call a meeting of the entire membership of the Law Review no less than two (2) times each semester for the Fall and Winter semesters, respectively, in order to discuss the functioning of the Law Review and to allow for the airing of any comments which may be appropriate;
16. Oversee the maintenance of the business records of the Law Review;
17. Be responsible for ensuring that Editors, Senior Associates, and Junior Associates are not overburdened with the combined pressures of the editorial position, school assignments, extracurricular activities, and employment. As Editors must seek approval in order to maintain employment, the Editor-in-Chief shall have the power to revoke such approval when the Editor-in-Chief has determined that such employment is obstructing the Editor's ability to perform the powers, duties, and responsibilities required of the respective position;
18. Have the power to vote one vote at all meetings of the Executive Board;
19. Have the power to break ties in all meetings of the Executive Board;
20. Conduct all affairs with the Student Affairs office of the College of Law concerning writing and staff academic credits of Members; and
21. Conduct all affairs with the Dean’s office concerning class rankings and grade release forms when necessary.

The Editor-in-Chief may not delegate any of the powers, duties, or responsibilities specifically provided for herein, except that the Editor-in-Chief may delegate those duties which form a part of the day-to-day simple operations of the Law Review.

These powers, duties, and responsibilities are in addition to those that are specifically provided for elsewhere in these Bylaws. Any powers, duties, responsibilities, or otherwise not specifically provided for in these Bylaws shall reside in the Editor-in- Chief.

B. Executive Editor—The overarching function of the Executive Editor is to conduct all affairs concerning the students and their acceptance onto Law Review and, thereafter, his or her work as an Associate member on the Law Review. In keeping with this statement, the Executive Editor shall:

1. Be responsible for organizing and conducting the Summer Grade-On Candidate Program and Summer Write-On Competition. However, such writing program and competition shall be organized in the basic manner set forth in Section 10. Any issues not covered on Section 10 will be decided by the Executive Editor;
2. Manage all aspects of organization of Senior Associates and Junior Associates concerning staff assignments and duties except where specifically provided for elsewhere in these Bylaws;
3. Work with the Managing Editor in overseeing alumni affairs;
4. Be responsible for ensuring student work accepted for publication in the Law Review are placed into the editing process in a timely manner such that the publication deadlines set by the Editor-in-Chief are not compromised;
5. Be responsible for compiling and publishing a cumulative index to the Law Review every five years with Volume 16 acting as the base year;
6. Assist the Editor-in-Chief in overseeing the fiscal and business management of the Law Review; the maintenance of all records, including business, organizational, and budgetary records; and assist the Managing Editor & Editor-in-Chief in the solicitation and maintenance of the subscriptions for the Law Review;
7. Assist the Editor-in-Chief and Lead Articles Editor in soliciting and reviewing article submissions and selecting articles for publication;
8. Assist the Managing Editor in soliciting and reviewing and editing submissions to the Nova Law Review Blog;
9. Review the weekly edit and office hours assignments submitted by Junior and Senior Associates;
10. When called on by the Editor-in-Chief, aid in executing the powers, duties, and responsibilities provided for in Section 4.A;
11. Assist with the finalization of the books as necessary; and
12. Have the power to vote one vote at all meetings of the Executive Board.

These powers, duties, and responsibilities are in addition to those that are specifically provided for elsewhere in these Bylaws.

C. Managing Editor—The overarching function of the Managing Editor is to ensure the smooth operation of the publication's internal and external business activities and to provide guidance to the Junior Associates in bringing their summer Note or Comment to publishable quality. In keeping with this statement, the Managing Editor shall:

1. Be responsible for maintaining the accuracy of the Law Reviews subscription list, which is submitted to the Law Review publisher upon submission of each issue of the Law Review, including: a) Negotiating printing contracts; b) soliciting and maintaining subscriptions, and; c) general office management;

2. Oversee the maintenance of the business records of the Law Review along with the Editor-in-Chief including checking the mailbox, email, and other tasks delegated to the Managing Editor by the Editor-in-Chief;
3. Be responsible for overseeing the training, use, and implementation of technology by the Board of Editors, Senior and Junior Associates in the preparation of the publication for printing with assistance from the Lead Technical Editor;
4. Act as the supervisor for all student authors in bringing their Notes or Comments to publishable quality during the Fall and Spring terms, including: a) Assisting the students in attaining a workable editing and writing schedule with their supervising professor; b) assisting the students throughout the editing and writing process; c) editing each paper in a timely fashion; d) determining what is publishable quality; e) ensuring each paper is substantially publishable; f) assisting the students in submission to journals for publication;
5. Charged with updating and maintaining the Law Review website, including updating the database of the Nova Law Review alumni contact information. The maintenance of this contact information is critical to ensuring that alumni can be contacted and invited to attend networking events organized and managed by both the Editor-in-Chief and the Managing Editor;
6. Solicit, review, and edit submissions for the Nova Law Review Blog;
7. Assist the Editor-in-Chief in planning the annual Nova Law Review Banquet;
8. Assist the Editor in Chief in tracking the budget and maintain all accounting of records;
9. Maintain a master schedule and ensure that the Law Review is running on schedule;
10. Assist the Editor-in-Chief with the advertising Law Review events;
11. Assist with the finalization of the books as necessary; and
12. Have the power to vote one vote at all meetings of the Executive Board.

These powers, duties, and responsibilities are in addition to those that are specifically provided for elsewhere in these Bylaws.

D. Lead Articles Editor—The overarching function of the Lead Articles Editor is to ensure the timely and proper solicitation of authors for the Survey of Florida Law, Symposium Issue, and the General Issue of the Law Review, and preparing the articles for publication. In keeping with this statement, the Lead Articles Editor shall:

1. Be responsible for the solicitation of a sufficient number of authors to write for the Survey of Florida Law, Goodwin Symposium Issue, and General Issue of the Law Review;
2. Have the authority to accept solicited and unsolicited authors for publication in the Law Review, subject to the Editor-in-Chief's right of disapproval;
3. Be responsible for proofing, editing, source checking, citation checking, and overall formatting of each article selected for publication in the Law Review with the concomitant responsibility of ensuring that editing work is timely provided to the staff, such that the publication deadlines set by the Editor-in-Chief are not compromised;
4. Be responsible for continual communication with the authors of articles selected for publication in the Law Review;
5. Be responsible for the assignment, communication, and delivery of the work product from the Article Editors produced by the weekly edits; this includes providing and ensuring adherence to article-specific instructions;
6. Ensure the editing quality of the overall writing style and grammar of an article;
7. Work with the Lead Technical Editor to ensure the highest quality publications and, therefore, provide whatever assistance is needed to the Lead Technical Editor to achieve this common goal;
8. Conduct semi-final reads with the Lead Technical Editor on the papers to be edited as well as two levels of bluebook editing;

9. Be responsible for working with the Editor-in-Chief in proof reading the “Blue-line” copy of each issue prior to publication;
10. Recommend student papers to the Editor-in-Chief for publication in the Law Review; and
11. Have the power to vote one vote at all meetings of the Executive Board.

These powers, duties, and responsibilities are in addition to those, which are specifically provided for elsewhere in these Bylaws.

E. **Lead Technical Editor**—The overarching function of the Lead Technical Editor is to provide oversight on the day-to-day preparation of articles for publication in the Law Review, by ensuring the technical accuracy and consistency of the Law Review research, citations, and source pulling. In keeping with this statement, the Lead Technical Editor shall:

1. Be responsible for organizing and conducting the Summer Candidacy Program of the possible incoming associates after the grade on competition is complete, as outlined in Section 12.
2. Act as the primary source of technical information and act as the primary authority concerning technical decisions affecting the publications of the Law Review, subject to the Editor-in-Chief’s approval, including ensuring that all sources are cited and every citation is completely accurate in form and content;
3. Train the Senior Associates and Junior Associates for editing responsibilities, including, but not limited to: (a) achievement of the editing goals and procedures of the Law Review; (b) supervision of research training; (c) proper use of editing symbols; (d) proper general citation checking; and (e) proper citations and editing styles unique to the Law Review; (f) maintaining the preparation and organization of the source folders.
4. Work with the Lead Articles Editor to ensure the highest quality publications and provide any assistance is needed to the Lead Articles Editor to achieve this goal;
5. Conduct semi-final reads with the Lead Articles Editor on the papers to be edited as well as two levels of bluebook editing;
6. Be responsible for working with the Lead Articles Editor for proofing, editing, source checking, citation checking, and overall formatting of each article selected for publication in the Law Review with the concomitant responsibility of ensuring that editing is timely provided to the staff, and adhering to publication deadlines set by the Editor-in-Chief;
7. Be responsible for maintaining the policies and procedures manual of the Law Review, as established by the Editor-in-Chief;
8. Assist the Managing Editor in overseeing the training, use, and implementation of technology by the Law Review in the preparation of the publication for printing;
9. Be responsible for working with the Editor-in-Chief and Lead Articles Editor in proof reading the “Blue-line” copy of each issue prior to publication;
10. Check for preemption and feasibility of the topic chosen by each of the assigned “Summer Candidates” and convey the results of the inquiries to the Executive Board when considering Topic Search Memos for approval; and
11. Have the power to vote one vote at all meetings of the Executive Board.

These powers, duties, and responsibilities are in addition to those that are specifically provided for elsewhere in these Bylaws

§ 5: EDITORIAL BOARD

A. **Composition**—The Editorial Board shall consist of the Articles Editors and members of the General Board. The Editorial Board may be comprised of full-time and part-time students. The number of Articles Editors and Associate Editor positions on the General Board shall be within the discretion of the Editor-in-Chief, and he may create or contract any such positions with a three-fifths (3/5) majority vote of the Executive Board.

B. **Election**—Members of the Editorial Board shall be elected in the same manner as those of the Executive Board in accordance with § 3.B of these Bylaws.

C. **Terms**—All newly elected members of the Editorial Board shall officially take office on the last day of classes of the Winter semester. All outgoing members shall officially be retired from office on the last day of classes for the Winter semester.

D. **Vacancies**—In the event a vacancy arises on the Editorial Board from removal, resignation, or otherwise, an election shall be held by the Executive Board to fill the vacancy.

E. **Removal**—Any member of the Editorial Board may be removed by a unanimous vote of the Executive Board. Such removal shall become effective immediately.

F. **Resignation**—Upon written statement to the Executive Board, any member of the Editorial Board may resign from his or her position. Such resignation may deprive that person of Senior or Junior Associate status, or Editorial status, as is appropriate, on the Law Review. Denial of such status shall become effective upon a three-fifths (3/5) vote of a majority of the Executive Board; excluding the Editor who is the subject of the resignation, if a member of the Executive Board is seeking to resigning.

G. **Resumes**—Members of the Editorial Board may not indicate their position on their resumes if they have not earned academic credit or tuition remission allotted for such positions. Academic credits or tuition remission is not earned when they are removed or resign from their position by the terms set forth in these Bylaws.

H. **Illness**—In the event of a continuing illness, incapacity, or absence of any member of the Editorial Board, the member may not proceed without notice or approval by the Editor-in-Chief, or majority of the Executive Board. Such absence which exceeds three weeks of illness and/or negatively impacts his or her commitment or duties, as herein described, shall be considered a resignation by the Editor according to the terms of § 5.H. of these Bylaws.

§ 6: ARTICLES EDITORS

A. **Articles Editor**—The overarching functions of the Articles Editor is to work with the Editor-in-Chief, Executive Editor, Lead Articles Editor, and Lead Technical Editor to ensure that all articles accepted for publication in the Law Review are properly edited by the Senior and Junior Associate members. In keeping with this statement, an Articles Editor shall:

1. Work as assigned by the Lead Articles Editor and Lead Technical Editor in editing, proofing, source checking, and citation checking of articles selected for publication in the Law Review, including the timely turnaround of those articles assigned to the Articles Editor and his or her team of Associates;
2. Work and assignments as assigned by the Editor-in-Chief and the Executive Editor in carrying out the functions described in § 4.A. and § 4.B.;

3. Oversee and ensure the proper completion of work assigned to the Articles Editors' Associate teams, including maintaining an open line of communication;
4. Provide whatever assistance necessary, as determined by the Editor-in-Chief, to ensure articles are edited in a timely manner such that the publication deadlines set forth by the Editor-in-Chief are not compromised.
5. Election—Articles Editors shall be elected by the presiding Executive Board for the following year.
6. Duties—Articles Editors shall serve the Editor-in-Chief in carrying out his or her powers, duties, and responsibilities described in Section 4A. At the Editor-in-Chief's discretion, Articles Editors may be assigned to work with any other Executive Editor or Associate Editor in carrying out that Editor's powers, duties, and responsibilities as described in Section 4 and 5B. Articles Editors must attend all Final Edit Weekends, unless approved in advance by the Executive Board.
7. Contract—The Articles Editor contract may limit or abridge these Bylaws, which are subservient to any contract executed with the Executive Board.
8. Resumes—Students may not indicate their Articles Editor position on their resume if he or she has not earned academic credit or tuition remission allotted for such position.
9. Term—Articles Editors shall serve from the end of the Winter term following their appointment, until the end of the following Winter, with the exception of removal by the Executive Board pursuant to Section 3G.
10. Voting Power—Articles Editors shall not have the power to vote at any meeting of the Executive Board.
11. Discipline—The system established by the Editor-in-Chief and approved by a unanimous vote of the Executive Board shall govern the disciplinary actions taken against Articles Editors by the Editor-in-Chief.
12. Removal—Articles Editors may be removed by the Executive Board by a unanimous vote following a recommendation for removal by a Executive Board member. Such Articles Editor shall be reinstated as a Senior or Junior Associate member, depending upon the Articles Editor's prior staff status.

§ 7: GENERAL BOARD

The composition of the General Board, including Associate Editor positions and membership, shall be at the discretion of the Editor-in-Chief, and shall be determined annually during the Summer for the upcoming year. The composition of the General Board for the upcoming year shall be clearly delineated in writing by the Editor-in-Chief to all other such interested members of the Law Review. The General Board will be selected from Senior Associates and such Board Members will have duties in addition to those of a Senior Associate outlined in Section 8.

A. Assistant Executive Editor

1. Work with Editor-in-Chief and Executive Editor in handling the budget and helping oversee the organization.
2. Assist Editor-in-Chief and Executive Editor in preparation of Final Edit Weekends.
3. Oversee Senior Associates to make sure they are meeting their required hours.
4. Step in as an Articles Editor when one of them has the week off or has an emergency.
5. Election—Assistant Executive Editor shall be elected by the presiding Executive Board for the following year.
6. Duties—Assistant Executive Editor shall serve the Editor-in-Chief in carrying out his or her powers, duties, and responsibilities described in Section 4A. At the Editor-in-Chief's discretion, Assistant Executive Editor may be assigned to work with any other Executive Editor or Associate Editor in carrying out that Editor's powers, duties, and responsibilities as described in Section 4 and 5B. Articles Editors must attend all Final Edit Weekends, unless approved in advance by the Executive Board.

7. Contract—The Assistant Executive Editor’s contract may limit or abridge these Bylaws, which are subservient to any contract executed with the Executive Board.
8. Resumes—Students may not indicate their Assistant Executive Editor position on their resume if he or she has not earned academic credit or tuition remission allotted for such position.
9. Term—Assistant Executive Editor shall serve from the end of the Winter term following their appointment, until the end of the following Winter, with the exception of removal by the Executive Board pursuant to Section 3G.
10. Voting Power— Assistant Executive Editor shall not have the power to vote at any meeting of the Executive Board.
11. Discipline—The system established by the Editor-in-Chief and approved by a unanimous vote of the Executive Board shall govern the disciplinary actions taken against the Assistant Executive Editor by the Editor-in-Chief.
12. Removal—The Assistant Executive Editor may be removed by the Executive Board by a unanimous vote following a recommendation for removal by an Executive Board member.

B. Assistant Lead Articles Editor

1. The LAE will allocate responsibilities as he or she sees fit, which can include, but are not limited to: assisting with article submissions, preparing weekly reviews and emails, and attending Final Edit Weekend.
2. The ALAE is responsible for completing a minimum of 45 hours of academic work per credit.
3. Election—Assistant Lead Articles Editor shall be elected by the presiding Executive Board for the following year.
4. Contract—The Assistant Lead Articles Editor’s contract may limit or abridge these Bylaws, which are subservient to any contract executed with the Executive Board.
5. Resumes—Students may not indicate their Assistant Lead Articles Editor position on their resume if he or she has not earned academic credit or tuition remission allotted for such position.
6. Term—Assistant Lead Articles Editor shall serve from the end of the Winter term following their appointment, until the end of the following Winter, with the exception of removal by the Executive Board pursuant to Section 3G.
7. Voting Power— Assistant Lead Articles Editor shall not have the power to vote at any meeting of the Executive Board.
8. Discipline—The system established by the Editor-in-Chief and approved by a unanimous vote of the Executive Board shall govern the disciplinary actions taken against the Assistant Lead Articles Editor by the Editor-in-Chief.
9. Removal—The Assistant Lead Articles Editor may be removed by the Executive Board by a unanimous vote following a recommendation for removal by an Executive Board member.

C. Assistant Lead Technical Editor

1. The LTE will allocate responsibilities as he or she sees fit, which can include, but are not limited to: helping approve sources, prepare source lists, helping with Summer Candidacy Program, and attend Final Edit Weekend.
2. The ALTE is responsible for completing a minimum of 45 hours of academic work per credit.
3. Election—Assistant Lead Technical Editor shall be elected by the presiding Executive Board for the following year.
4. Contract—The Assistant Lead Technical Editor’s contract may limit or abridge these Bylaws, which are subservient to any contract executed with the Executive Board.

5. **Resumes**—Students may not indicate their Assistant Lead Technical Editor’s position on their resume if he or she has not earned academic credit or tuition remission allotted for such position.
6. **Term**—Assistant Lead Technical Editor shall serve from the end of the Winter term following their appointment, until the end of the following Winter, with the exception of removal by the Executive Board pursuant to Section 3G.
7. **Voting Power**— Assistant Lead Technical Editor shall not have the power to vote at any meeting of the Executive Board.
8. **Discipline**—The system established by the Editor-in-Chief and approved by a unanimous vote of the Executive Board shall govern the disciplinary actions taken against the Assistant Lead Technical Editor by the Editor-in-Chief.
9. **Removal**—The Assistant Lead Technical Editor may be removed by the Executive Board by a unanimous vote following a recommendation for removal by an Executive Board member.

D. Goodwin Alumni Editor

1. The EIC will allocate responsibilities as sees fit, which can include, but are not limited: the planning of any Law Review social events, assisting the EIC with any other task that requires completion, and helping to organize other events to increase the Nova Law Review’s exposure to the law school.
2. The Goodwin Editor will also be responsible for completing a minimum of 45 hours of academic work per credit, which may include attending FEW or completing office hours.
3. **Election**—Goodwin Alumni Editor shall be elected by the presiding Executive Board for the following year.
4. **Contract**—Goodwin Alumni’s Editor’s contract may limit or abridge these Bylaws, which are subservient to any contract executed with the Executive Board.
5. **Resumes**—Students may not indicate their Goodwin Alumni Editor’s position on their resume if he or she has not earned academic credit or tuition remission allotted for such position.
6. **Term**—The Goodwin Alumni Editor shall serve from the end of the Winter term following their appointment, until the end of the following Winter, with the exception of removal by the Executive Board pursuant to Section 3G.
7. **Voting Power**— Goodwin Alumni Editor shall not have the power to vote at any meeting of the Executive Board.
8. **Discipline**—The system established by the Editor-in-Chief and approved by a unanimous vote of the Executive Board shall govern the disciplinary actions taken against the Goodwin Alumni Editor by the Editor-in-Chief.
9. **Removal**—The Goodwin Alumni Editor may be removed by the Executive Board by a unanimous vote following a recommendation for removal by an Executive Board member.

§ 8: SENIOR ASSOCIATES

A. **Election**—After serving as a Junior Associate in good standing, the member may elect to continue as a Senior Associate, provided that the member is not precluded from Senior Associate status.

B. **Contract**—Senior Associates must consent to the Senior Associate Member Obligation Agreement and Responsibilities Contract (“Senior Associate Contract”) as prescribed by the Editor-in-Chief. This Senior Associate Contract shall form the basis of the Senior Associate receiving his or her Pass/Fail Credit for service as a Senior Associate.

C. **Duties**—The Senior Associate’s duties primarily consist of working pursuant to the instructions of the Executive Board. The Senior Associate may also be required to oversee and ensure the proper completion

of assignments to Junior Associate members who are assigned to the same team whenever deemed appropriate by Editor-in-Chief or under approval by the Executive Board.

D. **Resumes**—A student may not indicate their Senior Associate position on their resume if he or she has not earned academic credit or tuition remission allotted for such position. Upon acceptance and signing of the Senior Associate Contract, the student may change the resume designation to “Law Review Senior Associate.”

E. **Discipline**—The system established by the Editor-in-Chief and approved by a unanimous vote of the Executive Board shall govern the disciplinary actions taken against a Senior Associate member by the Editor-in-Chief.

F. **Removal**—A Senior Associate member may be removed by the recommendation of the Editor-in-Chief and approved by a majority vote of the Executive Board, or a unanimous vote by the Executive Board.

§ 9: JUNIOR ASSOCIATES

A. **Election**—Junior Associates are elected pursuant to the Summer writing periods prescribed by the Executive Editor according to that Editor's powers, duties, and responsibilities as described in Section 4B.

B. **Contract**—Law Review candidates must submit a signed “Junior Associate Members Obligations and Responsibilities Contract” as prescribed by the Editor-in-Chief. This contract shall form the basis for the member receiving a Pass/Fail Credit for service as a Junior Associate member, and for performance of the member's obligations to Law Review.

C. **Duties**—The Junior Associate members' duties consist of working pursuant to the instructions from members of the Executive Board or Articles Editors as these positions are described in Sections 4 and 6.

D. **Resumes**—Students may not indicate their Junior Associate positions on his or her resume if he or she has not earned academic credit or tuition remission allotted for such positions.

E. **Discipline**—The system established by the Editor-in-Chief and approved by a unanimous vote of the Executive Board shall govern the disciplinary actions taken against a Junior Associate member by the Editor-in-Chief.

F. **Removal**—A Junior Associate member may be removed by the recommendation of the Editor-in-Chief and approved by a majority vote of the Executive Board, or a unanimous vote by the Executive Board.

§ 10: ELIGIBILITY REQUIREMENTS FOR MEMBERSHIP

A. In order for a student to be eligible for membership on the Law Review, he or she must have successfully completed the day or evening program's first year curriculum as set forth by the College of Law Administration. Currently, the day program requires first year law students to complete thirty (30) semester hours. Currently, the evening program requires first year law students to complete twenty-two (22) semester hours.

B. **Grade-On Candidate Policy**—The Executive Editor shall coordinate one (1) Grade-On Summer Candidate Program. This period shall be open only to those students who obtain a 3.500 cumulative grade point average or higher following the Winter semester of his or her first year at the College of Law. This standard may only be changed by a three-fifths (3/5) majority vote of a quorum consisting of three-fifths (3/5) of the current Editors serving on the Executive Board.

The GPA requirements set forth by this Executive Board are chosen at the discretion of the Board prior to the Write-on and Grade-on process, in keeping with the Law Review's status as an honors society. Nothing in and through these Bylaws shall be construed to entitle any individual to admittance into the Law Review; satisfying this GPA requirement is a prerequisite to admission. Ultimately, admittance is a privilege and not a right, therefore, past GPA requirements provide no basis for challenging admittance to the Law Review.

Participants in the write-on competition acknowledge that decisions of the Executive Board are final and are not open or subject to review; participation in this process is not mandatory, but those who do choose to participate, voluntarily agree to these rules and requirements.

C. Write-On Competition Policy—The “Write-On Competition” shall be open to those students who have not qualified as “Grade-On Candidates” after their first year of study at the College of Law. Accordingly, both first year and second year students may enter this competition. However, each student who wishes to enter the competition must have a cumulative grade point average of a 3.000 or higher, as certified by the Student Affairs Office of the College of Law. The GPA requirements set forth by this Executive Board are chosen at the discretion of the Board prior to the Write-on and Grade-on process, in keeping with the Law Review's status as an honors society. Nothing in and through these Bylaws shall be construed to entitle any individual to admittance into the Law Review; satisfying this GPA requirement is a prerequisite to admission. Ultimately, admittance is a privilege and not a right, therefore, past GPA requirements provide no basis for challenging admittance to the Law Review. Participants in the write-on competition acknowledge that decisions of the Executive Board are final and are not open or subject to review; participation in this process is not mandatory, but those who do choose to participate, voluntarily agree to these rules and requirements.

This competition shall be organized by the Executive Editor; however, students shall be required to write anonymously. In addition, three-fifths (3/5) majority of the Executive Board shall remain uninterested in the identity of the write-on candidates in order to preserve neutrality of the Executive Board.

A Write-On candidate's acceptance to the Summer Candidacy Program shall be determined by the Editor-in-Chief, Executive Editor, Managing Editor, Lead Articles Editor, and Lead Technical Editor, upon a three-fifths (3/5) majority vote of a quorum.

Past invitations to the Summer Candidacy Program are only recognized by the issuing Executive Board, and therefore, may not be used to participate in the Summer Candidacy Program the following year.

§ 11: SUMMER CANDIDATE

A. Definition—The term “Summer Candidate” shall include those students who have the opportunity to become Junior Associate members upon successful completion of the Summer Candidacy Program; this includes students who Grade-On (as set forth in Section 10.B) or Write-On (as set forth in Section 10.C), but have not yet fulfilled the Summer Candidacy Program requirements. A Summer Candidate is subject to the rules and procedures outlined in Section 12, and must successfully complete the requirements of Section 12 to become a Junior Associate member of Law Review.

B. Resumes—Upon execution of a “Junior Associate Member Obligations and Responsibilities Contract,” the Summer Candidate may change their resume designation to “*Nova Law Review*, Junior Associate.” If the Summer Candidate does not complete the training program in accordance with the prescribed guidelines—set forth in Section 12—the member may not use “*Nova Law Review*, Junior Associate” designation from his or her resume.

This paragraph is to be strictly construed. Any violation shall be reported immediately by the Editor-in-Chief to the Career Services Office of the College of Law and to the Honor Court of the College of Law for prosecution to the fullest extent possible pursuant to the terms of the College of Law Honor Code.

§ 12: LAW REVIEW SUMMER CANDIDACY PROGRAM

A. Training Procedure—This procedure shall be organized in the following basic manner— other than which the Executive Editor may organize and determine the guidelines for the Write- on competition—as the Lead Articles Editor and Lead Technical Editor collaboratively deem appropriate. All of these decisions are subject to the ultimate approval of the Editor-in- Chief, which includes situations of disagreement among the other Executive Board members.

B. The “Summer Candidates” shall be required to submit what is commonly known as a Topic Preemption Memo. This memo shall consist of a statement of the “Summer Candidates” chosen topic, the feasibility of this topic, and whether the topic has been preempted by another article published within a five-year period preceding the date of the current competition. The Executive Board shall convene for consideration and approval of the Topic Preemption Memos submitted by the “Summer Candidates.” Upon disapproval of a Topic Preemption Memo—as a result of dishonesty—the trainee shall be subject to discipline by the Executive Editor under the direction of the Editor-in-Chief; once the discipline is established for an infraction the Executive Editor must apply the discipline consistently.

C. Upon acceptance of their Topic Preemption Memo, the “Summer Candidate” shall begin writing according to the terms set by the Editor-in-Chief and the Lead Technical Editor. At the completion of the summer writing period, the Executive Board will meet to consider whether the trainee's paper is acceptable according to the guidelines set forth in the Summer Candidacy Program and in accordance with contemporary standards of legal writing. This includes legal standards established in the Summer Candidacy Program.

D. Once the paper is accepted, the Lead Technical Editor shall inform the Editor-in-Chief whether the “Summer Candidate” has successfully completed the Summer Training Program. This determination shall be balanced upon all relevant information contained in the “Summer Candidate’s” file including, but not limited to:

1. Bluebook quizzes and assignments;
2. Attendance and timeliness;
3. Adherence to deadlines;
4. Adequate editing progression;
5. Work ethic; and
6. All other relevant factors to the success of Law Review.

E. If the trainee’s paper is not accepted or if the trainee has not successfully completed the Summer Training Program, then the trainee is entitled to request a detailed explanation from the Executive Board to explain why the trainee did not successfully complete the Summer Training Program.

F. The Editor-in-Chief and Executive Board reserve the discretion to release a “Summer Candidate” from the Summer Training Program—and ultimately candidacy as a Junior Associate member—where the goals and obligations under Section 12.D. are disregarded or continually violated; this includes the unauthorized access of any electronic devices that are not related to or required by the Executive Board during the Summer Training Program, shall lead to an automatic release of the “Summer Candidate’s” candidacy for the Law Review.

§ 13: FACULTY ADVISOR(S)

In order to promote continuity from Board to Board, the Executive Board shall, within one month after election, meet to elect a Faculty Advisor(s). Such Advisor(s) shall be chosen from the Faculty of the College of Law upon simple majority vote of a quorum consisting of three-fifths (3/5) of the current Editors serving on the Executive Board. Such Advisor(s) may be removed upon the same voting terms, and replaced on the same voting terms. At least one Faculty Advisor shall be chosen by the Executive Board. Absent action by an incoming Board, an Advisor's tenure shall not terminate upon the date of the next official Faculty Advisor(s) election.

§ 14: DISCIPLINE

A. The Executive Editor shall be responsible for the discipline of Editors, Senior Associates, and Junior Associates.

B. Under the supervision of the Editor-in-Chief, the disciplinary system instituted by the Executive Editor shall be known as the "Counseling System." The Executive Editor shall, as needed to foster professionalism and maintain a high degree of editorial performance amongst members of the members, counsel members as to their deficiencies. The Counseling System is designed to ensure discipline, promote morale, enhance editorial performance, and provide for a professional environment.

C. The Counseling System involves the issuance of a "Performance Counseling" by the Executive Editor as a result of the member's disregard or repeated violation of his or her delegations and duties of this honor society. A second Performance Counseling may include a Performance Improvement Plan, which if instituted shall require the member to substantially comply with the Plan. The Executive Editor shall oversee the fulfillment of the Performance Improvement Plan. The purpose of a Performance Counseling shall be to counsel and correct a member's mistakes or deficiencies as well as provide guidance for future improvement. Performance Counselings shall be performed to address and correct both editorial deficiencies as well as issues regarding professionalism, diligence, and conduct.

D. A Performance Improvement Plan may be instituted upon the issuance of a second Performance Counseling. Upon issuance, a member shall be required to substantially comply with the Plan. The Plan shall be designed to assist a member, through guidance and leadership of senior members of the organization, in fulfilling their duties for Nova Law Review. The Executive Editor shall oversee the fulfillment of the Performance Improvement Plan.

E. Three (3) Performance Counselings shall subject the member to dismissal from the Law Review. Before a member may receive a third Performance Counseling, the Executive Board shall convene a meeting to discuss the member's final violation. Dismissal shall require a majority vote amongst the Executive Board. The Faculty Advisor(s) may be invited to the meeting at the discretion of the Editor-in-Chief or Executive Editor.

F. The Editor-in-Chief shall have the sole power to recommend to the Faculty Advisor(s) whether or not the Editors, Senior Associates, and Junior Associates should receive a grade of "Pass" or "Fail" for the credit each Editor or member has contracted.

G. In the event the Editor-in-Chief recommends, and the Faculty Advisor(s) gives, a grade of "Fail" to a member, that Editor or member shall have the right to appeal to the Faculty Advisor(s) for clemency. In the event the Faculty Advisor(s) fails to change the grade to a "Pass," the Editor or member shall have the right to appeal to the Dean of the College of Law for clemency. In the event the Dean of the College of

Law fails to change the grade to a “Pass,” the Failing grade shall stand, and the Editor or member shall have no further right to appeal. This includes mandatory removal of the Editor’s title from his or her resume.

§ 15: CREDIT & TUITION REMISSION

Credit may be earned for academic duties performed as an Editor, Associate Editor, Senior Associate, or Junior Associate. Any such credits shall be granted according to the provisions of the Code of Academic Regulations and Graduation Requirements. Monetary tuition remission for service as an Editor is determined at the discretion of the Dean’s Office of the College of Law.

§ 16: EMPLOYMENT

A. **Generally**—Notwithstanding the restrictions established below, the maximum number of hours a member of Law Review may work will be governed by the current allowance established by the American Bar Association.

B. **Executive Board and Editorial Board**—Employment of any member of the Executive Board or Editorial Board, whether on-campus or off-campus, shall terminate when the Faculty Advisor(s) is advised by any other member of the Executive Board that such employment is obstructing the member’s ability to perform the powers, duties, and responsibilities required of the respective position.

C. **Off-Campus Employment**—Senior and Junior Associates may maintain off-campus employment up to the maximum hourly allowance set by the American Bar Association. Such employment shall not form the basis of a defense to disciplinary action taken by the Editor-in-Chief pursuant to Section 14. Such employment shall terminate when the Editor-in-Chief determines that such employment is obstructing the ability to perform the powers, duties, and responsibilities required of the respective positions. The Executive Editor, Managing Editor, Lead Articles Editor, Lead Technical Editor, Associate Editors, and Articles Editors must seek approval of the Editor-in-Chief to maintain such employment. The Editor-in-Chief may not hold or seek full-time external employment while acting in his or her capacity, during the school year.

D. **On-Campus Employment**—Any member of Law Review, including the Editor-in-Chief, may maintain on-campus employment up to the maximum hourly allowance established by the American Bar Association. Such employment shall not form the basis of a defense to disciplinary action taken by the Editor-in-Chief pursuant to Section 14. Such employment shall terminate when the Editor-in-Chief determines that this employment is obstructing the ability to perform the powers, duties, and responsibilities required of the respective positions.

E. **Other Student Groups**—The members of the Executive Board may not hold Board positions in any other student groups without first obtaining the approval of the Executive Board.

§ 17: NSU LAW CLINICAL PROGRAM

Any member of Law Review may participate in the College of Law Clinical Program. However, such clinic participation shall not form the basis of a defense to disciplinary action taken by the Editor-in-Chief pursuant to Section 14. The Editor-in-Chief may participate in an In House Clinic or a part-time Field Placement Clinic, but may not participate in a full-time Field Placement Clinic.

§ 18: BYLAWS AMENDMENT

These Bylaws may be amended or revised upon a three-fifths (3/5) majority vote of the current Executive Board.

§ 19: REPEALER

The approval of a revised version of the Bylaws, as presented to the Executive Board by the Editor-in-Chief, must consist of a three-fifths (3/5) majority vote of a quorum of the current Editors serving on the Board of Editors. After approval, the Executive Board may amend any provision of the proposed revised Bylaws during the same Board meeting according to the voting method described for approval. Following said meeting, amendments to the Bylaws shall be made according to Section 18. Upon approval, these Bylaws shall supersede and repeal all previous versions of the Bylaws and any manuals, handbooks, or other written material—with the exception of the Constitution and executed contracts with the Executive Board—purporting to set laws or rules for governance of the Law Review.

EXECUTED AND APPROVED THIS _____ DAY OF _____, _____.

- _____ Danna Khawam, Editor in Chief, Vol. 44
- _____ Corey Cohen, Executive Editor, Vol. 44
- _____ Daniella Margetic, Managing Editor, Vol. 44
- _____ Livia Viera, Lead Articles Editor, Vol. 44
- _____ Jocelyn Rosillo, Lead Technical Editor, Vol. 44