BYLAWS OF THE BYU EDUCATION AND LAW JOURNAL

PREAMBLE

As law students interested in formal education at all levels, we acknowledge our academic and professional duties to contribute to the improvement of education everywhere. We recognize the hand of law in the field of education and accept our position as links between the two. We further recognize the benefits of scholarly forums wherein issues of law and education may be researched, discussed, understood, and improved. To this end the BYU Education and Law Journal was established, and in furtherance of that end we adopt these Bylaws.

ARTICLE I: NAME & PURPOSE

Section 1: Name
The organization shall be named the Brigham Young University Education and Law Journal.

Section 2: Purpose
(a) The purpose of the Education and Law Journal is to provide an open and influential forum for scholarship and discussion of legal issues in education.
(b) The Journal is not intended as a forum for issues in legal education. The Journal occasionally receives, and in the past has even published, articles discussing the institution of law schools and the education provided therein. The ELJ is not the appropriate forum for such topics unless they are substantially based on the effects of law on education and not merely the teaching of law to law students. Such articles should be referred to other journals.

Section 3: Authority of Bylaws
The Bylaws of the BYU Education and Law Journal govern the Journal’s operation and are to be adhered to at all times by all members of the Journal. The Bylaws provide continuity from year to year in hopes of maintaining and improving the Journal’s respectable reputation in the academic field.

ARTICLE II: OFFICIAL DOCUMENTS AND PUBLICATIONS

Section 1: Official Format Requirements
(a) All articles, notes, and comments published in the Journal must conform, in the following order, to
(1) the Staff Handbook,
(2) the latest edition of THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION, and
(3) the latest edition of the CHICAGO MANUAL OF STYLE.
(b) These requirements also apply when grading written work of members and technical edits of potential members of the Journal, and for notes and comments written
by staff members to meet the note or comment requirement to receive credit for participation on the Journal.

(c) The Journal, including all articles, notes, comments and front matter, is to be published in New Century Schoolbook font. Should use of this font become impracticable, a new font may be chosen by the Editor-in-Chief, Managing Editor of Administration, and Publications Editor. The advising dean and the law school Accounting Office should be consulted before a final font decision is made.

Section 2: Education and Law Journal Staff Handbook
(a) The Journal shall adopt and publish the Staff Handbook to govern the procedures and operation of the Journal and the conduct of its members.
(b) In the event of conflict between these Bylaws and the Staff Handbook, these Bylaws shall govern.
(c) Prior to the start of each fall semester the Executive Board shall adopt the Staff Handbook by majority vote.
(d) At any time, the Executive Board may amend the Staff Handbook by majority vote.
(e) The Staff Handbook shall include, but not be limited to, the following:
   (1) procedures for performing all Journal assignments,
   (2) all forms necessary for or relating to editorial assignments and editorial feedback,
   (3) publication schedules for each issue of the Journal,
   (4) guidelines for distribution and proper completion of editing assignments,
   (5) guidelines for the recording and archiving of Journal business and student works and evaluations,
   (6) guidelines for convening and conducting meetings of the Journal, and
   (7) guidelines regarding selection and transition of the Executive Board.

Section 3: Effective Date of the Staff Handbook
Any amendment to the Staff Handbook shall become effective thirty (30) days from the date of publication to the entire Journal, allowing members opportunity to exercise their rights under Article VI of these Bylaws.

Section 4: Volume and Issues
(a) The Journal shall publish one (1) volume per calendar year, each volume containing two (2) issues, with one (1) issue per academic semester according to a schedule provided for in the Staff Handbook.
(b) The first issue contains articles edited during fall semester and shall be published after the conclusion of that semester, typically the following January. The volume number is the year of publication, not the year in which the articles were edited. For example, articles edited during the fall 2008 semester shall be published in Volume 2009, Issue 1, to be published no later than the last day of January. The articles edited during the winter 2009 semester shall be published in Volume 2009, Issue 2, to be published no later than the last day of May.
(c) The Executive Board shall have an obligation to ensure that each issue of the Journal is manageable according to the size and abilities of the staff.
(d) Where size and abilities permit, the Executive Board shall make a good faith effort to ensure that each issue contains between 200 and 350 pages.
(e) Each issue of the Journal may include both student and professional pieces.

Section 5: Masthead
Each issue of the Journal shall include the current masthead listing all of the members of the Journal and their respective title.

ARTICLE III: ORGANIZATION

Section 1: General Organization
The Journal shall consist of the Executive Board, the Senior Editors, and the Associate Editors.

Section 2: Executive Board
The Executive Board shall include Journal members who have served as Senior or Associate Editors of the Journal and have been appointed to serve on the Executive Board according to the terms of Article VIII. The Executive Board may include editors who have served in editorial positions on other law school journals as long as the editors are appointed according to the terms of Article VIII.

Section 3: Senior Editors
Senior Editors shall include Journal members who scored in the top twenty (20) percent of applicants completing the Journal’s early write-on competition and accepting positions with the Journal.

Section 4: Associate Editors
Associate Editors shall include all first-year members of the Journal not selected as Senior Editors and who have qualified for membership according to the terms of Article VII.

Section 5: Division of Executive Board
The Executive Board shall be divided into the following positions:
(a) Editor-in-Chief,
(b) Managing Editor of Administration,
(c) Managing Editor of Publication,
(d) Executive Editor,
(e) Publications Editor,
(f) Solicitations Editors,
(g) Submissions Editors,
(h) Lead Editors, and
(i) Note and Comment Editors.

Section 6: Size of Executive Board
(a) There shall be
   (1) one Editor-in-Chief,
   (2) one Managing Editor of Administration,
   (3) one Managing Editor of Publication,
   (4) one Executive Editor, and
   (5) one Publications Editor.

(b) The presumptive number of the remaining Executive Board positions shall be
   (1) two Solicitations Editors,
   (2) two Submissions Editors,
   (3) four Lead Editors, and
   (4) two Note and Comment Editors.

(c) The Executive Board has the discretion to determine the number of individual
    Journal members for each position under subsection (b) for the following year.

(d) In the event that any of the positions remain unfilled after the Executive
    Board’s selection, the new Editor-in-Chief has the discretion to recruit and appoint
    Journal members or editors from other journals to Executive Board positions.

(e) The Executive Board may not create or abolish any position without amending
    these Bylaws according to the procedures set forth herein.

**ARTICLE IV: RESPONSIBILITIES AND FUNCTIONS**

Every position within the general organization of the Journal has substantial discretion
over its area of special responsibility. Every member must, however, fulfill his or her
responsibilities as described in these Bylaws, the Handbook, and as delegated by the
Executive Board.

**Section 1: Executive Board.**
The Executive Board is the major governing body of the Journal. It is responsible for
making the overall policy decisions of the Journal (i.e., planning for special issues of the
Journal, determining the number of invitations to be extended each year, and so forth).
The Executive Board is also responsible for selecting individuals to fill positions in each
new Executive Board. The Executive Board shall hold regular meetings to discuss the
general affairs of the Journal.

**Section 2: Editor-in-Chief**
The main duty of the Editor-in-Chief (“EIC”) is to ensure the efficient operation of the
Journal through the appropriate delegation of essential tasks to the proper members of the
Executive Board or other members of the Journal. Responsibilities of the EIC include,
but are not limited to, the following:

(a) The EIC is the liaison between the Journal and all other organizations. These
    organizations may include, but are not limited to, the law school faculty, the law school
    administration, the Career Services Office, other law school co-curricular programs, other
    universities, and the outside community.
(b) The EIC is ultimately responsible for the overall quality of the Journal and shall make all final decisions regarding the quality of submissions and the quality of editing by all staff members.

(c) The EIC shall ensure that the Staff Handbook is produced and distributed to all Journal members prior to the first day of fall semester classes.

(d) The EIC will conduct all training sessions for the staff.

(e) The EIC will work with the Executive Editor in establishing all standards and guidelines for the editing process.

(f) The EIC will produce a Master Calendar for the Journal and will schedule all meetings and activities with consideration given to the law school calendar.

(g) The EIC, working with the Managing Editor of Publication and staff in the Law School Accounting Office, will develop the annual budget for the Journal.

(h) The EIC shall enforce all standards and guidelines. In doing so, the EIC makes the final determination about whether each student receives any credit for participation on the Journal. In making such determinations, the EIC will consider the following:
   (1) completion of all assignments,
   (2) meeting all deadlines, and
   (3) attendance at mandatory meetings.

(i) The EIC monitors the progress of all Senior Editors and members of the Executive Board who are writing papers for additional credit, as well as staff members who have elected to complete the substantial writing option.

(j) The EIC completes at least one comprehensive edit of each piece prior to publication.

Section 3: Executive Editor

The main duty of the Executive Editor is to oversee the editing process of the Journal. The Executive Editor will work closely with the EIC to establish all guidelines and standards for the editing of all potential publications. Responsibilities of the Executive Editor include, but are not limited to, the following:

(a) The Executive Editor will establish the editing teams and will provide initial training for the editorial staff. It is the responsibility of the Executive Editor to ensure that each staff member is able to conduct thorough technical and substantive edits. Any staff member who is not able to perform satisfactory edits may be recommended by the Executive Editor to be placed on a probationary status until improvement is seen.

(b) Once the articles have been selected, the Executive Editor will distribute the articles to the Senior Editors. The Executive Editor must stay in close communication with the Senior Editors, as the Executive Editor is the liaison between the staff and the EIC. The Executive Editor will inform the EIC of any issues/concerns with the editing process, with deadlines, or with specific staff members.

(c) The Executive Editor will complete an edit after the lead edit, an edit of the article in macro form, and, in conjunction with the Publication Editors and the EIC, a review of page proofs before approval for final printing.

(d) Once an article is selected for publication, the Executive Editor becomes the liaison between the selected author and the Journal. All necessary, direct communication with the author in coordinating the editing process is the responsibility of the Executive Editor.
The Executive Editor will collect the assignment sheets from the Senior and Associate Editors and will record their hours. At the end of the final edit, the Executive Editor will inform the Senior and Associate Editors of whether they have satisfied the hour requirement, and if not, alert them to the number of hours still needed. The Executive Editor, in consultation with the EIC and Managing Editors, will provide additional assignments to those Senior and Associate Editors in need of additional hours. At the end of each semester, the Executive Editor will report to the EIC who has and has not satisfied the hours requirement.

Section 4: Managing Editor of Administration
The responsibilities of the Managing Editor of Administration primarily deal with the business of the Journal and include, but are not limited to, the following:

(a) The Managing Editor of Administration will work with the EIC to monitor the Journal’s finances and to develop the Journal’s annual budget. The Managing Editor of Administration is also responsible for monitoring the Journal’s budget throughout the year.

(b) The Managing Editor of Administration is responsible for overseeing all subscriptions to the Journal. This responsibility includes working with the law school Accounting Office to monitor current subscriptions, as well as with the law school administration and library staff in efforts to increase subscriptions. This also involves working with the Solicitations Editor to increase subscriptions to the Journal.

(c) All contracts between the Journal and other organizations, including Westlaw, Lexis, and Hein Online, are the responsibility of the Managing Editor of Administration. The Managing Editor of Administration must ensure that all contracts are current and that all necessary information required by these contracts is made available to each organization in a timely manner.

(d) The Managing Editor of Administration also maintains and updates the bylaws as necessary.

(e) Together with the Managing Editor of Publication, the Managing Editor of Administration works to maintain the Journal’s law school webpage.

(f) The Managing Editor of Administration will ensure that social functions are planned for the staff of the Journal at least once every semester.

Section 5: Managing Editor of Publication
The Managing Editor of Publication is the primary contact point for potential authors and the Journal. Responsibilities include, but are not limited to, the following:

(a) The Managing Editor of Publication oversees the submissions process and the selection process for publishing articles.

(b) All submissions will be initially screened by the Managing Editor of Publication as they are received.

(c) The Managing Editor of Publication will contact the author of each submission and acknowledge receipt, as well as provide an estimated time for completion of review, upon which date the author will be notified if the Journal will publish the piece, if the Journal is rejecting the piece, or if more time is needed to make a decision. The Managing Editor of Publication then assigns the pieces for a more thorough review by the Submissions Editors.
(d) At minimum, decisions to offer publications shall involve the Submission Editors, the Managing Editor of Publication, and the EIC. If articles have been selected for publication, the Managing Editor of Publication will extend an offer to the author of the piece; the offer will be open for a specified period of time.

(e) The Managing Editor of Publication is responsible for obtaining all publication agreements from each author to allow the Journal to publish each article.

(f) All contracts between the Journal and authors are the responsibility of the Managing Editor of Publication. The Managing Editor of Publication must ensure that all contracts are current, all contracts are correct, and that all necessary information required by these contracts is made available to each author in a timely manner. These contracts shall be organized by year and kept together in the Journal office, 471G JRCB.

(g) The Managing Editor of Publication is responsible for ensuring that correct deadlines for submissions to the Journal are printed in each issue and together with the Managing Editor of Administration, the Managing Editor of Publication works to maintain the Journal’s law school webpage.

Section 6: Publications Editor
The Publications Editor is responsible transferring each article from the Executive Editor’s final edit to the publisher. Responsibilities include, but are not limited to, the following:

(a) The Publications Editor enters all articles and front matter into proper macro form after completion of the Executive Editor’s executive edit. Steps included in this process may be found in the appropriate assignment sheet located in the Journal’s Staff Handbook. The Publications Editor is responsible for updating the front matter.

(b) Upon completion of the EIC’s final edit, the Publications Editor is responsible for converting the Word files to PDF format and sending them to the publisher. When page proofs are returned from the publisher, the Publications Editor is responsible for correcting formatting errors and communicating all other recommended changes to the Executive Editor for correction.

(c) The Publications Editor is responsible for ensuring that the entire issue is error-free and should therefore read the entire issue, including the front matter, after running it through the macro. The macro is provided by the publisher.

Section 7: Submissions Editors

(a) The Submissions Editors work with the Managing Editor of Publications to review each article submitted to the Journal. All submissions will be initially screened by the Managing Editor of Publication as they are received. The Managing Editor of Publication then assigns the pieces for a more thorough review by the Submissions Editors.

(b) The Submissions editors are assigned a specific date by which a review of an article must be completed. As assigned by the Managing Editor of Publications, the Submissions Editors review the quality of piece considering several areas, including timeliness, controversy of the idea, quality, grammar, citations, thoroughness of analysis, etc.

(c) The Submissions Editors, along with the EIC, the Executive Editor, the Managing Editors and the Note and Comment Editors, are responsible for the quality of
all items published in the Journal. Through their review of articles submitted to the Journal, they are involved in the decision to offer publication to authors.

(d) Like Solicitations Editors, Submissions Editors may also be involved in increasing the exposure of the Journal through solicitation of articles and subscriptions.

Section 8: Solicitations Editors
Solicitations Editors are primarily responsible for increasing the exposure of the Journal with the legal and educational communities. Responsibilities include, but are not limited to, the following:

(a) First, Solicitations Editors work with the Managing Editor of Administration to increase subscriptions to the Journal. They aggressively seek new opportunities for subscriptions at law schools, colleges, law firms, school districts, and other potential avenues.

(b) Second, Solicitations Editors work with the Managing Editor - Publication by gathering articles for possible publication in current and subsequent editions of the Journal. Solicitations Editors will aggressively seek submissions by communicating with law professors, education administrators, teachers, and all other institutions involved in the legal interests surrounding education.

(c) The Solicitations Editors, along with the EIC, the Executive Editor, the Managing Editors, the Submissions Editors, and the Note and Comment Editors, are responsible for the quality of all items published in the Journal.

(d) Solicitations Editors may be required to function as Submissions Editors during busy times for the Journal.

Section 9: Note and Comment Editors
The responsibilities of the Note and Comment Editors (NCEs) are two-fold: (1) selecting, upon approval by the EIC, all student notes and comments to be published in each issue, and (2) working with Associate and Senior Editors on the completion of the case note or comment requirement. Responsibilities include, but are not limited to, the following:

(a) Evaluating all student submissions to the journal and recommend to the EIC for publication those pieces of the highest quality that meet the needs of the current issue.

(b) Together with the EIC, establishing the process for completing the note and comment requirement, including appropriate deadlines and feedback opportunities.

(c) Collecting all final drafts by the assigned due date and selecting suitable pieces for publication.

(d) Informing the EIC of any problems or missed deadlines concerning this process.

(e) Organizing student submission drops throughout the year. The number and dates of these drops shall be determined by the NCEs. These drops may be restricted to the J. Reuben Clark Law School or may extend to other universities.

Section 10: Lead Editors
(a) Lead Editors are responsible for completing a comprehensive substantive and technical edit after the final edit is complete. It is recommended that Lead Editors meet with the Senior Editor over the article prior to beginning their edits.
(b) Upon return of the article from the author, the Lead Editors will incorporate
the accepted changes into the article and upload it to the G-drive. The Lead Editors will
notify the Executive Editor of any rejected changes that they feel must be made before
the article can be published. Lead Editors will immediately contact the Executive Editor
if any errors are found in an article after the Lead edit has been performed.

Section 11: Staff
The Staff shall consist of all Senior Editors and all Associate Editors. Staff are not
considered part of the Executive Board and play no part in the decisions and duties
delegated to the Executive Board.

Section 12: Senior Editors
(a) In completing the editing process and in fulfilling the Note/Comment
requirement, Senior Editors will follow all guidelines given in the Staff Handbook and/or
given by the Executive Board.
(b) Senior Editors are responsible for ensuring that all editing deadlines are met
and that all edits are thorough and complete; every article that is passed on to the Lead
Editors should be technically and substantively ready for publication.
(c) Senior Editors will prepare the article for editing by (1) replacing double
spaces with single spaces and (2) cross-referencing all supras and infras. Senior Editors
will remind Associate Editors of the deadlines for each edit and will ensure that the
deadlines are met.
(d) Senior Editors will review all edits done by Associate Editors and make a
determination as to which changes will be accepted. Prior to performing the final edit,
Senior Editors will meet with the Associate Editors to discuss their edits.
(e) Senior Editors will perform their own edits corresponding to those of the
Associate Editors.
(f) Senior Editors will upload each of their edits to the network drive by the date
of the deadline.
(g) Senior Editors will contact the Executive Editor concerning any problems with
the editing process or with Associate Editors.

Section 13: Associate Editors
(a) In completing the editing process and in fulfilling the Note/Comment
requirement, Associate Editors will follow all guidelines given in the Staff Handbook
and/or given by their assigned Senior Editor or the Executive Board.
(b) Associate Editors are responsible for completing all assignments given to
them. Edits should be thorough and completed by the assigned deadline.
(c) Associate Editors will contact their supervising Senior Editor concerning any
problems or difficulties with the editing process.

ARTICLE V: REQUIREMENTS FOR JOURNAL CREDIT AND CONTINUED MEMBERSHIP

Section 1: General Requirements
All members of the Journal must meet certain minimal requirements in order to receive a
passing grade for Journal participation and continued membership on the Journal. Any
member who does not meet the minimum requirements may receive a failing grade and have their membership reviewed and revoked by the Executive Board.

Section 2: Specific Requirements
In order to receive credit for Journal participation,
   (a) each member must fulfill all assigned duties and responsibilities by the assigned deadlines;
   (b) each staff member must contribute at least fifty hours each semester in performing his/her respective assignments or other responsibilities (the Executive Board may specify the number of hours spent on the Note/Comment requirement which count towards these fifty hours. In no event should that number be higher than ten per semester);
   (c) each first-year staff member must submit a case note or comment of sufficient length and quality to meet the standards established in the Staff Handbook; and
   (d) each member of the Journal must attend all Journal meetings at which their presence is required.

ARTICLE VI: DECISION MAKING

Except as otherwise provided, Journal members may individually decide and resolve all matters over which they have sole responsibility. All other matters will be decided either by the Executive Board or the entire staff, depending on the nature of the matter, as discussed below.

Section 1: Executive Board Decisions
A binding decision by the Executive Board requires the majority of a quorum present at any Executive Board meeting, provided that reasonable notice of the meeting was given to every Executive Board member prior to the meeting. A quorum consists of fifty percent of the Executive Board members. Any Executive Board member may vote by authorized signed proxy.

Section 2: Decisions of the Entire Journal
   (a) Amending Bylaws
      (1) Any changes to the Bylaws of the Journal require the consent of two-thirds of the entire staff of the Journal. All changes must be voted on at a mandatory all-staff meeting. All staff members must be given reasonable notice of the meeting and all proposed changes must be provided to all staff members prior to the meeting. Any staff member may vote by authorized signed proxy.
      (2) The EIC will keep a record of any successful vote in an accessible place as evidence of an amendment’s authorization. The record will contain the total number of staff members and the total number of votes for and against the amendments.
   (b) Override Vote
      Any decision of the Executive Board may be overridden by a two-thirds vote of the entire membership of the Journal. Notice of the request for an override vote must be submitted to the EIC in the form of a petition signed by at least one-third of the
entire membership of the Journal. Any staff member may vote by authorized signed proxy.

(c) Entire Membership of the Journal
For the purposes of these Bylaws, the entire staff membership for the Journal consists of all members of the Executive Board, all Senior Editors, and all Associate Editors. All votes requiring the entire membership of the Journal will be taken after the first all-staff meeting of fall semester and before the last day of classes for winter semester. No votes may be held during the summer interim period.

Section 3: Publication Decisions

(a) Articles
(1) The Submissions Editors are responsible for reading and evaluating each article submitted to the Journal. The Submissions Editors then select the highest quality articles that meet the current needs of the Journal and recommend them to the EIC for publication.

(2) The Editor-in-Chief makes final decisions on which articles are to be published. Any decision of the EIC concerning which articles to publish may be overturned by a two-thirds majority of the entire Executive Board.

(b) Notes and Comments
(1) The Note and Comment Editors are responsible for reading and evaluating each student submission to the Journal. The NCEs then select the highest quality notes and comments that meet the current needs of the Journal and recommend them to the EIC for publication.

(2) The Editor-in-Chief makes final decisions on which notes and comments are to be published. Any decision of the EIC concerning which notes or comments to publish may be overturned by a two-thirds majority of the entire Executive Board.

ARTICLE VII: MEMBERSHIP SELECTION

Section 1: Early Write-On
(a) As early as possible during the winter semester, the newly appointed Executive Board shall conduct a write-on competition. The write-on competition shall be open to all current, transfer, and visiting students of the BYU law school.

(b) Senior Editors shall be chosen from among the early write-on participants.

(c) The early write-on shall be conducted according to the procedures outlined in the Staff Handbook. Such procedures may include the following steps by write-on participants:

(1) Submit a copy of the 1L Advocacy Brief to the Law Library circulation desk by the date and time specified by the EIC. All Advocacy requirements concerning page-limit, format, font, margins, and outside assistance also apply to the brief that is turned in for the write on.

(2) Submit a one-page statement of interest indicating why the student would like to be invited to join the Journal. The statement of interest must be date-stamped and turned in to the Law Library circulation desk by the date and time specified by the EIC.
(3) Complete the technical edit provided by the EIC. The technical edit must be date-stamped and turned in to the Law Library circulation desk by the time and date specified by the EIC.

Section 2: Law Review Write-On
Students who complete the annual Law Review write-on competition at the end of the school year may be invited to join the Journal as Associate Editors.

Section 3: Staff Shortages
In the event that both write-on competitions produce less than fifteen total Associate and Senior Editors, the Executive Board may invite other qualified students to join the Journal as Associate Editors.

Section 4: Students Who Take One-Year Absences from Law School
Students who are invited to join the Journal and then elect to take a one-year absence from law school (i.e., to participate in a Joint degree program) may still participate in the Journal if they either remain a full-time graduate student at BYU or defer their invitation for one year.

ARTICLE VIII. SELECTION OF A NEW EXECUTIVE BOARD

Section 1: Application and Eligibility for the Executive Board
(a) All second-year students who have participated for one year on a co-curricular journal may apply for a position on the Executive Board.
(b) To be considered for an Executive Board position, students shall fill out an application provided by the EIC.
(c) All members of the new Executive Board shall be selected in a fair, impartial, and confidential process without regard to race, nationality, religion, gender, or familial status.

Section 2: Timing of Selection
(a) During the first week of winter semester, the current Executive Board shall hold an information meeting regarding Executive Board positions.
(b) Applications for Executive Board positions shall be distributed to all Journal Staff during or prior to the information meeting.
(c) By no later than the last day of January, the current Executive Board shall conduct interviews for Executive Board positions.
(d) Prior to the second week of February offers for Executive Board positions shall be extended to applicants.

Section 3: Selection of Executive Board
By a majority vote, the outgoing Executive Board shall select all members of the incoming Executive Board based on the following criteria, as relevant to the position sought:
(a) Writing and editing skills, including but not limited to:
   (1) substantive editing skills
(2) technical editing skills
(3) quality of case note
(4) relevant prior work experience
(5) publications or other professional writing

(b) Commitment to the value of education and the law, including but not limited to:
   (1) former educator
   (2) prior degree in education
   (3) other relevant work experience
   (4) other relevant experience

(c) Commitment to the Journal, including but not limited to:
   (1) quality of work performed
   (2) timeliness, observance of deadlines
   (3) recommendations of senior, lead and executive editors based on past performance
   (4) personal interview and application
   (5) resume, prior related work experience

(d) Leadership abilities, including but not limited to:
   (1) prior leadership experience
   (2) organizational skills
   (3) ability to motivate staff
   (4) commitment to the Journal’s success

Section 4: Transfer of Responsibilities

(a) Once the new Executive Board is selected, the outgoing Executive Board shall train the new Executive Board.

(b) The new Executive Board and the outgoing Executive Board are jointly responsible for the second issue of the volume, to be published shortly after winter semester. However, the masthead retains the names of the outgoing Executive Board.

(c) The new Executive Board shall continue as Associate and Senior Editors during winter semester until their editing assignments are complete.

(d) New Executive Board members shall work together with members of the outgoing Board on the completion of Board responsibilities.

(e) The new Executive Board is solely responsible for the first issue of the next volume, to be published shortly after fall semester.