

Constitution of the Houston Journal of International Law

Amended November 2, 2016

**CONSTITUTION
of the
HOUSTON JOURNAL OF INTERNATIONAL LAW**

- I. Name.** This organization is the *Houston Journal of International Law* (“*Journal*”).
- II. Purpose.** The *Journal* exists to do the following:
- A. Publish a journal of international and comparative law;
 - B. Hold fora and symposia about international law; and
 - C. Conduct other scholarly activities.
- III. Membership.**
- A. *Journal* membership is divided into Candidates and Editors.
 - 1. Second-year students spending their first year on the *Journal* shall be referred to as “Candidates.”
 - 2. Third-year students spending their second year on the *Journal* shall be referred to as “Editors.” As a group, these Editors shall be referred to as the “Board of Editors,” “Editorial Board,” or “Board.”
 - B. All full- and part-time law students enrolled at the University of Houston Law Center who have completed the first-year required courses are eligible for membership.
 - C. Dues.
 - 1. Annual dues for *Journal* members will be set by the unanimous decision of the Executive Board based upon the *Journal*’s financial needs at the start of each academic year. Dues will be equal for all members of the *Journal* and members shall pay dues within the first month of the academic year.
 - 2. Dues are non-refundable.
- IV. Board of Editors.**
- A. The Board of Editors manages the *Journal*.
 - B. The Board is comprised of members of the Executive Board and Staff Editors.

Constitution of the Houston Journal of International Law

Amended November 2, 2016

- C.** Vacancies on the Board of Editors are filled by the majority vote of the remaining Editors of the Board.
- D.** Each member of the Board has one vote.
- E.** The membership of the Editorial Board shall not exceed 45 individuals.

V. Executive Board.

A. The Executive Board shall consist of the following:

- 1.** Editor in Chief;
- 2.** Executive Editor;
- 3.** Managing Editor;
- 4.** Chief Articles Editor;
- 5.** Chief Casenotes and Comments Editor; and
- 6.** Candidates Editor.

- B.** Prior to elections, the Executive Board shall create Staff Editor positions for the succeeding Editorial Board.

VI. Meetings.

- A.** Meetings of the Editorial Board shall be held at least once in the fall and spring semesters.
- B.** The Editor in Chief calls meetings, setting the time and place.
- C.** The Editor in Chief will post an agenda for each regular meeting, but the Editorial Board is not limited to the agenda.
- D.** A quorum of the Editorial Board is one-half of the members of the Board.
- E.** The Editor in Chief presides at meetings.
- F.** Meetings shall be conducted under traditional Anglo-American parliamentary procedures.
- G.** Special meetings may be called by the Editor in Chief alone or shall be called by the Editor in Chief on written request of at least three members.
- H.** Notice of the date, time, subject, and place of the special meeting shall be posted

Constitution of the Houston Journal of International Law

Amended November 2, 2016

in the *Journal* office at least twenty-four hours before the meeting, and the Board shall be notified by telephone, facsimile, or electronic mail twenty-four hours in advance of the special meeting.

1. The notice shall contain the business to be transacted.
 2. No business other than that in the notice may be considered at a special meeting.
- I. The Managing Editor shall promptly prepare, maintain, update, and post the minutes of all regular and special meetings of the Board.
 - J. Motions adopted by a majority of a quorum are the act of the *Journal*.
 - K. The Editor in Chief, in his or her discretion, may veto a motion other than a removal passed by the Board.
 - L. By a majority of a quorum of seventy-five percent of Board members, the Board may override the veto, making the motion in its original or amended form the act of the *Journal*.
 - M. Attendance of members at Board meetings is mandatory; the Editor in Chief may excuse attendance.
- VII. Advisory Board.** The *Journal* shall have an Advisory Board that shall oversee and assist the *Journal* with continuity and perspective from academic, legal, and larger communities. The bylaws of the Advisory Board are set forth in Appendix A.
- A. During each spring election, the outgoing Board will elect one outgoing Editor to serve on the Advisory Board for a term of two years. This term to commence upon graduation. This position will be able to further promote continuity between the Advisory Board and the newly elected Board.
 - B. For purposes of establishing a quorum and recognizing the difficulty of coordinating the schedules of Advisory Board members, the Board of Editors recommends that meetings and any contemporaneous votes be allowed in person or by electronic medium. This shall include, but not be limited to, electronic mail, telephone, and facsimile. This allows greater flexibility and opportunity for input from the Advisory Board to the Editorial Board.
- VIII. Elections.**
- A. Each Editorial Board elects the Board that will succeed it.
 - B. Elections shall be held annually during the spring semester, no later than March, at a time and place set by a resolution of the Executive Board.

Constitution of the Houston Journal of International Law

Amended November 2, 2016

- C. Attendance at elections is mandatory unless a written excuse is approved by the Editor in Chief.
- D. A Board takes office the day after graduation. If a Board completes publication of its issues before graduation, its Editor in Chief may relinquish office to the new Board by written notice to the incoming Editor in Chief.
- E. After the election of the new Board, the current Editors will advise and assist the incoming Board.

IX. Candidate Requirements.

- A. Invitations for candidacy shall be extended to first-year students as soon as spring grades are available. Invitations for candidacy will be extended to full-time students who have completed their first-year requirements and part-time students who have completed their first three semesters' requirements as soon as spring grades are available.
- B. Candidate requirements include a writing requirement, member-on-duty hours, and cite-check assignments as specified in the Candidate Manual.
- C. At the conclusion of its term, the outgoing Executive Board shall set the criteria for accepting Candidates for the next year. The Executive Board may alter these criteria during the year only by a two-thirds vote of the Board.
- D. After consultation with the Editor in Chief and the Executive Editor, the Candidates Editor will publish deadlines for accomplishment of Candidate requirements. Candidates who miss a deadline, without an excuse from the Candidates Editor, may be removed from the *Journal*. This provision may be altered only by two-thirds majority of the Board at a regular meeting.
- E. The following individuals are eligible for candidacy:
 - 1. Students in the top twenty percent of their first-year section or first-year class at the end of the spring semester;
 - 2. Students in the top thirty-five percent of their first year section or first year class at the end of the spring semester may apply for candidacy to the Candidates Editor; applicants will be accepted by a majority vote of the Executive Board approving the Candidates Editor's recommendation;
 - 3. Students who receive an A or an A- in either semester of their legal writing class may apply for candidacy to the Candidates Editor; applicants will be accepted by a majority vote of the Executive Board approving the Candidates Editor's recommendation; and
 - 4. Students in the top one-half of their first-year section or first-year class at

Constitution of the Houston Journal of International Law

Amended November 2, 2016

the end of the spring semester who participate in the writing competition.

F. Part-time Students.

- 1.** Part-time students shall select one of the two tracks below at the beginning of their candidacy.
 - a.** The part-time student will select a track by submitting a written request to the Candidates Editor, prior to a deadline established by the Editor in Chief. In the event that a part-time student fails to submit a request, he or she shall follow Track One.
 - b.** Once a selection is made, the Candidate is required to fulfill the requirements of that selection, any request to change between tracks shall be presented to the Executive Board, and be unanimously agreed upon by the Executive Board.
- 2.** Track One: Complete the Candidate and Editor requirements in two years pursuant to the full-time students' requirements.
- 3.** Track Two: Complete the candidacy requirements in two years and the Editor responsibilities in a third year.
 - a.** Year One: Complete writing requirement;
 - b.** Year Two: Complete member-on-duty, source file, and cite-check responsibilities; and
 - c.** Year Three: Complete Editor responsibilities.
 - d.** Failing to complete all three years' responsibilities shall result in a loss of all *Journal* credit.
- 4.** Stipulations.
 - a.** Should a part-time student become a full-time student during the course of Track Two or should a full-time student become a part-time student opting for Track Two, both circumstances shall be resolved at the discretion of the of the Executive Board by a unanimous vote based on the circumstances.
 - b.** If any Editor remains a student at the University of Houston Law Center following completion of his or her editorial year, he or she may apply to the Editor in Chief-elect to serve in an ad hoc voluntary capacity. The Editor may neither seek re-election to the Board of Editors nor petition for additional academic credit for any voluntary ad hoc position granted by the Editor in Chief.

Constitution of the Houston Journal of International Law

Amended November 2, 2016

X. Writing Requirement.

A. To be eligible for Board membership and academic credit, a Candidate must produce a written product that is deemed publishable. This writing requirement shall be satisfied by composition of either of the following:

1. One comment of publishable quality; or
2. Two casenotes of publishable quality.

B. The Review Committee determines whether a student paper is of publishable quality.

1. The Chief Casenotes and Comments Editor chairs the Review Committee; the Committee will be established in accordance with the approved Chief Casenotes and Comments Editor Manual with the requisite faculty involvement.
2. The Review Committee will prescribe the annual policy on qualification by writing.
3. The Review Committee determines the Candidate papers to be published.
 - a. The Editor in Chief may reject the Review Committee's decision with a written explanation.
 - b. The incoming Editor in Chief may remove a student paper from the publication schedule or add a paper rejected by the outgoing Review Committee with the approval of a majority of the incoming Review Committee.

XI. **Finance and Accounting Procedures.** The *Journal* shall comply with University of Houston Law Center's organizational accounting and finance policies so long as those policies do not conflict with the operation and maintenance of the *Journal*, are not overly burdensome or costly to implement, are documented by the Law Center's administration in writing, and are provided to the *Journal* at the beginning of each year consistent with the previous year's policies.

XII. Executive Board Positions.

A. **Editor in Chief.** The Editor in Chief is responsible for all *Journal* operations. The Editor in Chief represents the *Journal* to Law Center faculty, administration and alumni, as well as to the legal and professional world outside of the University. The Editor in Chief is responsible for the final review of all manuscripts, and is ultimately responsible for maintaining and building the high quality and reputation of the *Journal*. The Editor in Chief has the authority to contract for the *Journal* and may delegate contracting authority to the Executive Editor in writing.

Constitution of the Houston Journal of International Law

Amended November 2, 2016

The Editor in Chief's duties include the following:

1. Appointment of committees and designation of the chair;
2. Final editorial responsibility;
3. Final administrative and financial responsibility;
4. Ex-officio membership on committees;
5. Acting as liaison with University of Houston Law Center administration and the Advisory Board;
6. Calling meetings of the Board of Editors;
7. Executing decisions of the Board of Editors; and
8. Representing the *Journal* to law school, legal community, and at large.

B. Executive Editor. The Executive Editor's major function is directing and managing all publishing aspects of the *Journal* and reports to the Editor in Chief. The Executive Editor manages each issue as it moves through the publication cycle and has final say on all editorial matters at each stage of the publication process prior to the Editor in Chief's final review. The Executive Editor's duties include the following:

1. Presiding at meetings in the absence of the Editor in Chief;
2. Developing outside articles and student works from the preliminary stages through final publication form;
3. Controlling the quality of articles, checking final print manuscripts, directing page proof corrections, and reporting status of issues in progress;
4. Approving all article assignments, setting the editorial deadlines, and coordinating work to ensure that publication deadlines are met;
5. Working with the Editor in Chief to organize symposia and other projects;
6. Conducting and reviewing final edits on all manuscripts.

C. Managing Editor. The Managing Editor directs the majority of the *Journal's* non-editorial activities and reports to the Editor in Chief. He or she coordinates the publication and subscription operations with the printer, Editor in Chief, Executive Editor, and Business Editor. The Managing Editor's duties include the following:

Constitution of the Houston Journal of International Law

Amended November 2, 2016

1. Maintaining financial records;
 2. Presenting an annual budget to the Advisory Board and financial reports to the Advisory Board, University of Houston Law Center, and others;
 3. Authorizing expenditures; Negotiating with suppliers and services;
 4. Maintaining subscription files, including changes of addresses, new subscriptions, cancellations, and billing;
 5. Coordinating mailing; and
 6. Soliciting subscriptions.
- D. Chief Articles Editor.** The Chief Articles Editor is responsible for the substantive content that is published in the *Journal* and reports to the Editor in Chief. The Chief Articles Editor's duties include the following:
1. Reviewing all manuscript submissions and working with the Editor in Chief and Executive Editor to select articles for publication;
 2. Ensuring that each authors signs and delivers to the *Journal* a signed publication agreement before his or her manuscript begins the editorial process;
 3. Serving as the authors' liaison throughout the publication process; and
 4. Attending Roundtables to assist in whatever capacity is required.
- E. Chief Casenotes and Comments Editor.** The Chief Casenotes and Comments Editor oversees all efforts of the Casenotes and Comments department. The Chief Casenotes and Comments Editor's duties include the following:
1. Managing the *Journal's* writing requirement process;
 2. Developing and maintaining *Journal* writing standards and guidelines;
 3. Organizing casenote and comment training for Candidates;
 4. Maintaining a list of suggested writing topics;
 5. Approving Candidates' comment and casenote topics;
 6. Managing the process to select Candidate casenotes or comments for publication;
 7. Managing the summer write-on competition; and

Constitution of the Houston Journal of International Law

Amended November 2, 2016

8. Directing and soliciting manuscripts for the James Baker Hughes Prize.

F. Candidates Editor. The Candidates Editor reports to the Editor in Chief. The Candidates Editor's duties include the following:

1. Recruiting the new Candidate class;
2. Assisting the Candidates during the term of their candidacy;
3. Maintaining and coordinating information to assist Candidates in completing their candidacy requirements;
4. Serving on the Review Committee;
5. Coordinating Editor elections for the Candidates; and
6. Calling and chairing regularly held meetings of the Candidates.

XIII. Staff Positions. The creation and filling of the positions of staff members is optional in the Board's discretion. Customary staff positions include the following:

A. Senior Articles Editors. Senior Articles Editors report to the Executive Editor. The Senior Articles Editors' duties include the following:

1. Ensuring that the text of *Journal* articles is properly substantiated and that all footnotes conform to the most recent edition of *The Bluebook*;
2. Participating in Roundtable; and
3. Coordinating and supervising the efforts of the Articles Editors and assisting in the legal research training of the Candidates.

B. Articles Editors. Articles Editors are the primary point of contact between the articles staff and the Candidates. The Articles Editors' duties include the following:

1. Overseeing the Candidates in completion of the source file and cite-check assignments for each issue, which includes reviewing the source files and cite-checks for accuracy, answering questions about the source files and cite-check, and notifying the Senior Articles Editors of any problems;
2. Assisting the Senior Articles Editors, Chief Articles Editor, and Executive Editor in the preliminary stages of the editorial process; and
3. Editing and substantiating articles for publication in accordance with the most recent edition of *The Bluebook*.

Constitution of the Houston Journal of International Law

Amended November 2, 2016

- C. Publications Editor.** The Publications Editor's duties include the following:
1. Creating source file assignments for each article the *Journal* will publish;
 2. Creating cite-check assignments for each manuscript that the *Journal* will publish;
 3. Formatting papers for publication; and
 4. Assisting as needed with any task within the publishing framework, assisting the Online Editor, and working on projects requested by the Editor in Chief and Executive Editor.
- D. Business Editor.** The Business Editor reports to the Managing Editor, and has duties that include the following:
1. Overseeing all subscription issues;
 2. Leasing equipment, such as the *Journal's* copier;
 3. Purchasing supplies and equipment; and
 4. Assisting the Managing Editor in maintaining the books.
- E. Online Editor.** The Online Editor's duties include the following:
1. The first area of focus is the *Journal's* website. The Online Editor will be responsible for maintaining the website; adding new, relevant information; and ensuring the information concerning the *Journal* on the site is up-to-date.
 2. The second major focus area is moving the *Journal* toward the online publication of its articles. The Online Editor will be responsible for working with Law Center staff to plan and implement the project as well as actually placing and maintaining the articles once online.
 3. The third focus area is the maintenance of the *Journal* network drive. The goal is to keep the *Journal* drive user-friendly with information being easily accessed.
 4. The Online Editor is also responsible for assisting as needed with any task within the publishing framework, assisting the Publications Editor, and working on projects requested by the Editor in Chief or Executive Editor.
- F. Casenotes and Comments Editors.** Casenotes and Comments Editors' duties include the following:

Constitution of the Houston Journal of International Law

Amended November 2, 2016

1. Meeting with Candidates to explain the writing requirement;
2. Evaluating Candidate topic proposals;
3. Providing editorial guidance to the Candidates on their paper topics;
4. Editing student works to be published in the *Journal*;
5. Helping to improve Candidates writing abilities.

G. Research Editor. The Research Editor's duties include the following:

1. Training Candidates in research techniques;
2. Overseeing ILL procedures and coordinating with the Law Center library regarding the ILL process; and
3. Assisting the Executive Editor as needed.

H. Alumni Relations Editor. The Alumni Relations Editor is responsible for contacting and interacting with the *Journal's* alumni. This Editor will work with the Managing Editor to build an endowment to financially support the *Journal's* operations. Additionally, this Editor must maintain a current directory of *Journal* alumni.

I. Lecture Series Editor. The Lecture Series Editor is responsible for organizing and presenting a series of lectures over the course of the academic year. This Editor will be responsible for soliciting speakers as well as organizing the logistics of presenting the series.

J. Career Development Editor. The Career Development Editor will:

1. Plan recruitment receptions with law firms, set up career placement training with the Law Center's placement office, and other such activities pertaining to life after law school; and
2. Work with and be accountable to the Candidates Editor. While the Career Services liaison will fulfill most of his/her job responsibility in the fall, he or she will help out the Special Events Editor in the Spring and vice versa.

K. Special Events Editor. The Special Events Editor will focus his or her attention on planning social events and the Spring Banquet. This Editor works with the Managing Editor on budgeting and the Alumni Editor to coordinate the Banquet. This Editor will also assist the Career Development Editor when needed.

L. Associate Editors. Associate Editors may be assigned to work on virtually any

Constitution of the Houston Journal of International Law

Amended November 2, 2016

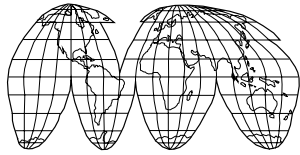
task at the *Journal*. It is mandatory that these Editors commit at least sixty hours of work over the year, and fifteen hours to Roundtable edits over the course of the year. Associate Editors reports directly to the Editor in Chief.

- XIV. Removal and Resignation.** *Journal* members may resign or be removed for failure to complete writing requirements or other good cause.
- A.** Among the causes upon which removal may be predicated are the following:
 - 1. Failure to complete assignments on time;
 - 2. Failure to complete the writing requirement; and
 - 3. Failure to complete job requirements.
 - B.** Removal shall be decided at a formally called meeting and by a two-thirds vote of a quorum of seventy-five percent of the membership of the Board of Editors.
 - 1. Written notice of the proposed removal shall be posted in the *Journal* office for at least seven days prior to the meeting.
 - 2. The individual whose removal is sought shall have the opportunity to be heard at the meeting.
 - C.** If a member resigns or is removed, he or she shall report his or her resignation or removal to prospective employers, and:
 - 1. If the member was a Candidate, no academic credit shall be awarded.
 - 2. If the member was an Editor, academic credit shall not be awarded for any part of the academic year of removal or resignation.
- XV. Non-discrimination.** Members shall not discriminate on the basis of race, religion, color, national origin, age, sex, familial status, sexual orientation, gender identity, genetic information, disability, or veteran status, except where such distinction is required by law.
- XVI. Anti-hazing.** This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).
- XVII. Amendment.**
- A.** This constitution may be amended at a regular or special meeting of the Board of Editors.

Constitution of the Houston Journal of International Law

Amended November 2, 2016

- B.** Written notice of the actual text of the proposed amendment shall be made to all Board members at least fourteen days in advance of the meeting.
- C.** Amendments require the assent of two-thirds of the membership of the Board of Editors.
- D.** Before adopting an amendment, the Board shall consult with the Chairman of Advisory Board.



**Appendix A to the
CONSTITUTION
of the
HOUSTON JOURNAL OF INTERNATIONAL LAW**

Bylaws of the Board of Advisors

Amended April 21, 2004

1. *Purpose.* To assist in the establishment and maintenance of the *Journal* as an institution of international legal scholarship, the Board of Advisors (“Advisory Board”) exists to provide continuity and perspective through counsel to the students on policy, management, and development.
2. *Number.* The Advisory Board will consist of no more than thirteen (13) members, with two (2) of the members being a rotation of outgoing Board of Editor representatives. Faculty advisors are members *ex officio*. Others may participate as an emeritus board of no more than ten (10) members.
3. *Term.* Members of the Advisory Board will be selected for terms of five (5) academic years. Members who fill interim-term vacancies succeed to the remainder of the original terms.
4. *Selection.* Members will be selected by being nominated by the Chairman with the consent of the Executive Board of Editors and the advice of the Dean.
5. *Officers.* The Executive Board of Editors will elect from among the Advisory Board a Chairman who may appoint a Vice-Chairman and a Secretary, each of whom will serve for three (3) years. The Chairman may also appoint committees to carry out projects that have been approved by the Advisory Board.
6. *Specific duties and meetings of the Advisory Board.*
 - A. The Advisory Board is responsible for the oversight of the *Journal*, which includes the ability to remove the Editor in Chief, the Executive Editor or the Managing Editor, each by a vote of two-thirds of all the members of the Advisory Board.
 - B. The Advisory Board is responsible for maintaining the continuity between *Journal* boards. This responsibility includes, but is not limited to, the matters set forth below.
 - i. Conducting a meeting in the Fall with the Editorial Board to discuss the plans for the Fall and Spring semesters. At this meeting, the Board will receive the Editor-in-Chief’s report on the plans of the Editorial Board for the upcoming year.
 - ii. Conducting a meeting during the Spring semester to introduce themselves to the newly elected Editorial Board of the *Journal*.



- iii. Providing assistance at any of these meetings or at other times in the form of:
 - a. Procuring potential publishable articles from the international law community;
 - b. Obtaining endowments from the international law community;
 - c. Suggesting student paper topics of international interest;
 - d. Helping to coordinate and generate topics for international symposia;
 - e. Establishing and maintaining relationships between the *Journal* and various international organizations in the community;
 - f. Making suggestions to the Editorial Board about the overall management of the *Journal*.

- C. The Fall meeting of the Board will be held in October or November, and the Spring meeting of the Board will be held in March or April.

- D. The Chairman or any three (3) members of the Advisory Board may call special meetings on three (3) days' notice.

- E. Traditional Anglo-American rules of parliamentary order apply; in the event of a tie, the Chairman will have the tie-breaking vote. Votes will be taken in accordance with paragraph 7(2) of the Constitution of the *Journal*.

- F. A quorum is five (5) members, excluding ex officio and emeritus members, but no measure may be adopted on the vote of fewer than three (3) members.