GONZAGA JOURNAL OF INTERNATIONAL LAW BYLAWS

ARTICLE 1 – NAME

The name of the organization is GONZAGA JOURNAL OF INTERNATIONAL LAW (hereinafter “GJIL”).

ARTICLE 2 – PURPOSE

The purpose of GJIL is three-fold:

(1) To publish an online journal on diverse international topics related to law, social influences that impact the law, and the international ramifications of legal decision-making;

(2) To provide a forum for international legal scholarship by Gonzaga School of Law students, faculty, and members of the international legal community at large; and

(3) To provide members of GJIL with an academic and intellectual experience.

ARTICLE 3 – EXECUTIVE EDITORIAL BOARD

3.1 Governance. The Executive Editorial Board is the policy body for GJIL and all matters of policy must be approved by a majority vote of that board.

3.2 Voting. Each member of the Editorial Board has one vote. In case of a tie, the Editor-in-Chief’s vote is determinative.

3.3 Membership. The following are members of the Executive Editorial Board: Editor-in-Chief, Managing Editor, Executive Editor, Marketing Editor, Technical Editor, Public Service Editor, two (2) Symposium Editors, and three (3) Article Editors.

ARTICLE 4 – EDITORS

4.1 Editor-in-Chief.

4.1.1 General Description of Duties. The Editor-in-Chief is responsible for the content of GJIL, the timely and professional publication of GJIL, and orchestrating GJIL events, including the Human Race and Spring Symposium. The duties of the Editor-in-Chief include interpretation and determination of all questions concerning GJIL rules. The Editor-in-Chief is the final arbiter of all editorial and managerial decisions.
4.1.2 **Editor-in-Chief’s Duties.**

(a) Supervise all aspects of *GJIL* publication including the authorizing of articles ready for publication;

(b) Coordinate *GJIL* staff and oversee all facets of the publication process;

(c) Supervise and direct all editors in carrying out their duties;

(d) Call and preside at Executive Editorial Board and General Membership meetings;

(e) Supervise *GJIL* expenditures;

(f) Maintain relations between *GJIL*, its advisors, the faculty and administration of the University and Law School, and the legal community;

(g) Meet and confer as necessary with Faculty Advisors, law school Faculty or Administration;

(h) Inform the Chief Faculty Advisor of credits and grades to be issued to Editorial Board Editors and Associate Editors;

(i) Determine at the beginning of each semester whether applicants and current *GJIL* members comply with the G.P.A. requirements by communicating with the law school registrar;

(j) Issue copyright releases;

(k) Issue certificates to all vesting members;

(l) Prepare an annual report of *GJIL* to be presented by the end of the academic school year to the incoming editorial board in order to facilitate a smooth transition;

(m) Appoint committee members and chairpersons pursuant to Art. 10;

(n) Resolve disputes arising out of the write-on competition or any other disputes between Associate Members or Board Members;

(o) Any other duties provided for in the Bylaws; and

(p) Grade submissions in write-on competition.
4.2 Managing Editor.

4.2.1 General Description of Duties. The Managing Editor shall supervise personnel, and the general operation of the submission process. The Managing Editor shall be responsible for assigning articles, notes, and comments accepted for publication to an Articles Editor and their respective cite-checking team.

4.2.2 Managing Editor’s Duties.

(a) Supervise any Article Editors and Associate Editors assigned to him/her;

(b) Screen and supervise manuscript submission process, acting as the liaison with authors;

(c) Coordinate with Executive Board to determine the editing schedule for cite and source assignments;

(d) Assign associate editors to editing teams, which will act under the supervision of the Articles Editors supervising said teams;

(e) General Supervision of the editing and cite-checking process;

(f) Call and preside at Executive Editorial Board and General Membership meetings if the Editor-in-Chief is not available;

(g) Any other responsibilities delegated by the Editor-in-Chief or any other duties delegated for in the By-laws; and

(h) Grade submissions in write-on competition.

4.3 Executive Editor.

4.3.1 General Description of Duties. The Executive Editor shall work with the Editor-in-Chief and Managing Editor in a supervisory, administrative, and advisory capacity on all aspects of GJIL operations. This role includes supervising the write-on competition and vesting process.

4.3.2 Executive Editor’s Duties.

(a) Research, coordinate, select, present, and distribute the topic and instructions for the write-on competition;

(b) Grade submissions in write-on competition;
(c) Maintain vesting requirements for all members;

(d) Determine whether vesting papers are of publishable quality;

(e) Each semester present to the Editor-in-Chief a list of *GJIL* members that should be awarded credits, and then submit a report at the end of each semester to the Editor-in-Chief of whether those members should receive a pass or fail grade.

**4.4 Technical Editor.**

**4.4.1 General Description of Duties.** The Technical Editor is responsible for the maintenance of *GJIL*’s web site and training assigned members of the Journal on web site posting and editing.

**4.4.2 Technical Editor’s Duties.**

(a) Update and trouble-shoot the operation of the webpage;

(b) Post finished articles as designated by the Editor-in-Chief;

(c) Maintain and update the archive page and all other necessary pages of *GJIL*’s website;

(d) Exercise initiative in presenting new ideas and suggested software to the Editorial Board that would improve the operation and quality of *GJIL*;

(e) Train and supervise associate editor(s) on the maintenance and related technical procedures respective to publication of *GJIL*; and

(f) Any other duties assigned by the Editor-in-Chief or the Managing Editor.

**4.5 Articles Editors.**

**4.5.1 General Description of Duties.** Each Articles Editor is responsible for carrying out the cite-checking of all articles, notes, and comments assigned by the Editor-in-Chief and Managing Editor. He/she may select, or will be assigned, an editing team and is responsible for all cite-checking on assigned projects.

**4.5.2 Articles Editor’s Duties.**

(a) Select and maintain contact with all members of the team assigned to their particular article;
(b) Divide assignments among team members, monitor their deadlines, and report any violations to the Editor-in-Chief and Managing Editor for possible strike policy implementation;

(c) Before turning articles over to the Editor-in-Chief and Managing Editor, the Articles Editors’ shall ensure all footnotes meet bluebook accuracy, proper grammar, flow, sentence structure, and that other edit work is satisfactory;

(d) Train all first-year members assigned to him/her in GJIL cite-checking procedures, and training all second-year members assigned to him/her in GJIL Associate Editor procedures;

(e) Supervise all GJIL members assigned to his/her editing team, and, in addition, supervise primary edits, cite-checking and final edits of projects assigned to Article Editors;

(f) Present to the Editor-in-Chief and Managing Editor all completed assigned cite-checking projects;

(g) Maintain up to date records on the standing of any article that has entered the editorial process (no more than a 5-day gap from one entry to the next);

(h) Compile all corrected cites, in proper Bluebook format, before presentation to the Editor-in-Chief and Managing Editor for his/her substantial edit;

(i) Work with the Editor-in-Chief and Managing Editor on identifying materials that must be requested from the author or on interlibrary loan in order to complete the cite-checking process, and obtain these materials prior to the time the manuscript is assigned for cite-checking;

(j) Stay apprised of the progress of each third year associate editor assigned to his/her group who is registered for academic credit, and report at the end of the semester to the Editor-in-Chief and the Managing Editor on the progress of these respective members;

(k) Hold a meeting with his/her associate team at least once after the assignments have been given out and before they are due; and

(l) Any other duties assigned by the Editor-in-Chief or the Managing Editor.
4.6 Marketing Editor.

4.6.1 General Description of Duties. The Marketing Editor shall carry out a prepared marketing plan for *GJIL*, manage all advertising and general public relations with anyone who contacts *GJIL*, and manage all advertising and general public relations with anyone for whom *GJIL* seeks to contact.

4.6.2 Marketing Editor’s Duties.

(a) Create a Marketing Plan for *GJIL*, subject to the initial approval of the Editor-In-Chief and Managing Editor;

(b) In conjunction with the Editor-In-Chief, actively seek and maintain relations between *GJIL*, its advisors, the faculty and administration of the University and Law School, and the legal community;

(c) Publicize and promote the Write-on Competition to the Student Body;

(d) Write and distribute all press releases concerning *GJIL*;

(e) Perform periodic searches on the Internet for new areas to actively solicit articles or advertise *GJIL*;

(f) Maintain files on references, personal contacts, "hits," and articles written about *GJIL*;

(g) Prepare periodic (professional quality) press articles about *GJIL* for submission to magazines, journals, and/or on-line sites. A staff assistant should be selected for this;

(h) Update *GJIL* Bulletin Board design and masthead;

(i) Design and order *GJIL* t-shirts if the Board decides to pursue;

(j) Manage *GJIL* table at both the Law School and Undergraduate Club Fair;

(k) Work in conjunction with the Public Service Editor to market the Human Race;

(l) Work in conjunction with the Symposium Editors to market the Spring Symposium and/or form appropriate committees to work on this job;
(m) Implement general GJIL marketing, such as a 1L social;

(n) Read article submissions; and

(o) Any other duties assigned by the Editor-In-Chief or the Managing Editor.

4.7 Symposium Editors (2).

4.7.1 General Description of Duties. There will be two Symposium Editors on the Executive Editorial Board. The Symposium Editors are responsible for researching an area of law on which the annual GJIL Symposium will be focused. These Symposium Editors are responsible for obtaining speakers, proposing a date for the Symposium to the Executive Editorial Board, and for organizing the event.

4.7.2 Symposium Editors Duties.

(a) Research an area of law that has an international scope but can also relate to law firms in the United States;

(b) Propose to the Executive Editorial Board by the first week in October at least two topics for the Symposium, at which point the Executive Editorial Board will vote on the topic to pursue;

(c) Reserve the Barbieri Court Room for the event to be held during the spring semester;

(d) Contact potential Speakers for the Symposium and, with the approval of the Editor-in-Chief and Managing Editor, obtain signed contracts to commit the Speakers for the event;

(e) Speak with faculty and the law school administration to verify that Continuing Legal Education Credits (CLE) can be credited to attorneys attending the Symposium;

(f) Report to the Editor-in-Chief and Managing Editor regarding the progress of the event on a monthly basis;

(g) The Symposium Editors may obtain the assistance of as many committees as deemed necessary so long as the decision is approved by the Editor-in-Chief;

(h) Obtain the assistance of the Marketing Editor to advertise for the event;
(i) Keep track of expenditures related to the Symposium;

(j) Maintain accurate records to be passed onto the next year's Symposium Editors.

4.8 Public Service Editor.

4.8.1 General Description of Duties. There will be one Public Service Editor elected to serve on the Executive Editorial Board. The Public Service Editor is responsible for organizing the annual Human Race to be held in the fall, usually September of each year, along with a GJIL community service event to be held during the spring semester of each year. The Public Service Editor will also assist other members of the Executive Editorial Board in carrying out their responsibilities for GJIL.

4.9 Faculty Advisors.

4.9.1 General Description of Duties. There shall be three (3) Faculty Advisors selected by the Editor-in-Chief with the approval of a majority of the Editorial Board.

4.9.2 Faculty Advisors’ Duties.

(a) Solicitation of articles, comments, and notes, in conjunction with assistance in the operation of GJIL so as to lend continuity to the Editorial Board;

(b) Faculty Advisors shall meet with the Editor-in-Chief at least once during the fall semester, and spring semester.

4.10 Other.

4.10.1 Filling Vacancies on the Executive Editorial Board.

(a) Vacancy in the position of Editor-in-Chief:

(1) Should the Editor-in-Chief permanently vacate his/her position, the Managing Editor shall be appointed new Editor-in-Chief subject to a majority vote via secret ballot of the Executive Editorial Board.

(2) The new Editor-in-Chief shall then appoint either an Associate Editor(s) or an Editorial Board member to fill any and all vacancies on the Board.
(b) Vacancies on the Editorial Board other than the position of the Editor-in-Chief:

(1) The Editor-in-Chief shall appoint either an existing Editor on the Executive Editorial Board or a third year associate editor to the vacant position. This process will continue until all positions on the Editorial Board are filled.

4.10.2 Other Duties Applying to All Board Members. All Board members must complete a transition memo for the next year’s board during the transition period to assist new Board members in understanding their job and for continuity.

ARTICLE 5 – ELECTION OF EDITORS

5.1 Eligibility. Only those members of GJIL that can serve for two continuous semesters are eligible to hold Editorial Board positions. Editors must maintain the minimum cumulative G.P.A. of 2.7 and Editorial Board members must be willing to balance and prioritize GJIL responsibilities with other school activities.

5.2 Election Date.

5.2.1 Elections will be held each March. In the event of exigent circumstances that prevent elections in March, the Executive Editorial Board, by majority vote, may move the date of elections to a date no later than the second Saturday in April.

5.2.2 The Editor-in-Chief, by the end of January, shall determine the election date, time, and place.

5.3 Election Committee.

5.3.1 Membership. The Election Committee shall be composed of one (1) faculty advisor and two (2) members who are not presently holding an elective or appointive position and who are not anticipating running for an elective position.

(a) One (1) member of the committee shall be from the third year class. This member shall be a carryover from the prior year's committee, if possible;

(b) One (1) member of the committee shall be from the second year class;

(c) One (1) member of the committee shall be a current faculty advisor and shall certify the final ballot tally; and
(d) The Editor-in-Chief shall appoint members of the committee.

5.3.2 **Duties.** The Election Committee shall conduct the voting process. The voting process includes counting all ballots and declaring the winners immediately after the ballots are counted. The voting process, as conducted by the Election Committee, shall be the final and controlling decision.

5.4 **Elections.** Prior to the election date, the Editor-in-Chief shall send notice, via email, to all *GJIL* members setting forth the rules by which the election will be run, setting forth a date for when letters of intent must be received by candidates, and setting forth a date for a question and answer session in which all candidates must participate.

5.4.1 **Election Rules.** The rules, as set forth by the Editor-in-Chief pursuant to provision 5.4, shall include, but not be limited to:

(a) The election meeting shall be mandatory for all second and third-year law students;

(b) Speeches shall be limited to three (3) minutes per position;

(c) There will be no speeches for run-off elections;

(d) A question and answer meeting will occur prior to the election meeting. During the question and answer meeting, questions may be asked of each candidate; and

(e) Questions shall be limited to five (5) minutes per position.

5.4.2 **Letter of Intent.** An individual may put his/her own name into consideration for any and all positions by submitting a Letter of Intent to the Editor-in-Chief by a date/time as determined by the Editor-in-Chief.

(a) The Editor-in-Chief must set a deadline for candidates submitting a Letter of Intent no later than seven (7) days prior to the date of the election; and

(b) All statements of candidacy will be made available to the general membership seven (7) days prior to the date of the election.
5.5 Voting.

5.5.1 General Requirements.

(a) Voting Eligibility: To participate in the voting process, all second and third-year law students must attend the election meeting;

(b) Voting will be conducted by secret ballot; however, if the candidate is running unopposed, no secret ballot will be necessary;

(c) Those unable to vote in person may email their vote directly to the Editor-in-Chief;

(d) For a vote to be valid, a quorum of 60 percent of the membership must be present in the room at the time of each vote;

(e) Except during run-off elections, GJIL members may abstain in lieu of voting for candidates;

(f) If a controversy arises over the run-off process, the Election Committee may exercise its discretion and judgment in making a final determination;

(g) Except as described below, the person receiving the majority vote during the election process shall be declared the winner. Any challenges to the announcement must be made immediately; and

(h) If there is a dispute over the announced winner, an immediate re-vote shall be taken and the winner determined. Once the winner is announced, that is the final and controlling decision.

5.5.2 Election of Editor-in-Chief, Managing Editor, Executive Editor, Marketing Editor, Technical Editor, and Public Service Editor.

(a) An individual must gain a simple majority of votes cast in order to be declared a winner;

(b) If more than ten (10) people are running for one position:

(1) The candidates will be reduced to the top four (4) vote receivers. If there is a tie for the fourth position, then all candidates tied advance to the next run-off;

(2) Another vote is then held and the candidates are reduced to the top two (2) vote receivers. Again if there is a tie, all candidates tied advance to the next run-off;
(3) The final run-off is then held with the majority vote receiver being declared the winner; and

(4) If a majority is not gained by one individual on the first vote, a run-off between the top two (2) vote receivers shall be conducted.

(c) If six (6) to ten (10) people are running for one position:

(1) The candidates will be reduced to the top three (3) vote receivers. If there is a tie for the third position, all candidates tied advance to a run-off;

(2) The final vote is then held with the majority vote receiver being declared the winner; and

(3) If a majority is not gained by one individual on the first vote, a run-off between the top two (2) vote receivers shall be conducted.

(d) If one (1) to five (5) people are running for one position:

(1) The person who receives a majority of votes will be declared the winner; and

(2) If a majority is not gained by one individual on the first vote, a run-off between the top two (2) vote receivers shall be conducted.

5.5.3 Position(s) Where No Candidate is Running. If there is a position where no candidate has chosen to run, the Editor-in-Chief shall select member(s) from the second year class to appoint and fill the position(s).

ARTICLE 6 – MANUSCRIPT ACCEPTANCE/REJECTION AND EDITING

The selection process for acceptance/rejection is as follows:

(1) Potential articles, notes, or comments shall be reviewed and screened by the Managing Editor;

(2) The Managing Editor shall propose articles to the Executive Board for publication in GJIL;

(3) A simple majority vote of the Executive Board is required to either accept or reject the proposed article, note, or comment;
(4) Each member of the Executive Board will have a single vote, including the Managing Editor who is proposing the article, note, or comment;

(5) Upon acceptance by a simple majority of the Executive Board, the Managing Editor shall convey an offer of publication to the author on behalf of GJIL;

(6) No acceptance, tentative or otherwise, will be given to authors whose work requires major revisions;

(7) Acceptances are conditioned upon the material being substantially correct. This notice shall be given in writing to all authors.

ARTICLE 7 – PUBLISHING TIMELINE

7.1 Publishing Timeline Objectives. The below stated guideline is subject to each author and manuscript's particular circumstance. All efforts should be made to comply with the following objectives:

(1) By agreement of the Executive Board, an editing schedule will be set after the school semester has commenced. The number of days for particular assignments may vary, but the schedule should include:

   (a) Two (2) weeks should be allowed for the completion of the cite-checking assignments, including inter-library loans. Assignments should be returned to Articles Editor by the end of the two weeks;

   (b) Articles Editor shall return a complied, final corrected manuscript to the Editor-in-Chief and Managing Editor no later than two (2) weeks after cite-checking assignments have been completed;

   (c) Managing Editor shall send corrected manuscript to the author by one (1) week after Articles Editor returned corrected manuscript;

   (d) Author shall have one week to reply to corrected manuscript and make corrections, changes, etc.; and

   (e) One (1) week from author's reply, manuscript shall be posted on GJIL website by the Technical Editor.

ARTICLE 8 – MEMBERSHIP

8.1 Vested Membership. The Vested Membership of GJIL consists of those individuals who have completed the Vesting requirements as provided in subsection 8.1.2.
8.1.1 **Rights & Privileges, Certificate of Membership.**

(a) All members who are vested shall be issued a certificate of membership;

(b) The Editor-in-Chief shall ensure that the certificate of membership is distributed to each vested member prior to graduation; and

(c) Persons who have not satisfied the vesting requirements in subsection 8.1.2 of this Article by the time they graduate are not authorized to claim past membership of *GJIL*.

8.1.2 **Vesting Requirements.** Requirements for vested *GJIL* membership are as follows:

(a) Serve continuously from acceptance of *GJIL* membership until graduation;

(b) Participate in and attend the Spring Symposium;

(c) Complete all assigned cite-checking and initial read assignments by the established deadline. Failure to satisfactorily complete assignments or duties will result in disciplinary procedures as set forth in subsection 8.4;

(d) Attend all properly called, mandatory *GJIL* meetings unless excused by the Editor-in-Chief;

(e) Participate in a cite-check training session;

(f) All third year students who will be partaking in a distance externship shall be required to attend both the Human Race and the Spring Symposium;

(g) Write, and have accepted as publishable, a scholarly work for *GJIL* pursuant to the following guidelines:

(1) This requirement is not satisfied by publication of a note submitted in the write-on competition;

(2) "Publishable" does not necessarily mean “to be published;” rather, the writing shall be of acceptable *GJIL* quality as determined by the Editor-in-Chief and Executive Editor; and
(3) The writing shall not fall under fifteen (15) pages, double-spaced, in length and including footnotes. Any exception to this rule must be obtained from the Editor-in-Chief prior to submission;

(4) The writing may not have been used previously for any Gonzaga Law School credit unless the member is not accepting credit for GJIL participation;

(5) The final writing must be postmarked on a date as determined by the Editor-in-Chief and Executive Editor, but no later than forty-five (45) days prior to the end of the semester. The Editor-in-Chief may grant an extension of not more than thirty (30) days for a bonafide reason, as determined by the Editor-in-Chief;

(6) All papers for vesting shall be turned into the Executive Editor;

(7) If the Executive Editor determines that the writing is of publishable quality, the Executive Editor shall notify the member and the Editor-in-Chief that the member has vested;

(8) If the Executive Editor determines the paper is not of publishable quality the paper shall be forwarded to the Managing Editor and the Editor-in-Chief whereby a majority vote of the Editor-in-Chief, Managing Editor, and Executive Editor, shall determine whether the paper vests;

(9) In the event a paper is not of publishable quality, the Managing Editor, Executive Editor and Editor-in-Chief shall:

(i) Highlight on a standard “GJIL Publishable Quality Criteria” form the specific areas where the paper falls short of being publishable; and

(ii) The author shall be given twenty-one (21) days (from the date of final notice that the paper was not of publishable quality) deadline to submit a revised paper for vesting. However, if a majority vote of the Editor-in-Chief, Managing Editor and Executive Editor deems the quality of the first paper so inadequate that it would be unjust to grant an extension, an extension will be denied.
(10) If upon resubmission, pursuant to subsection 8.1.2(f)(9), the paper still does not vest, that member shall be permanently expelled from GJIL membership and notice of such expulsion shall be given to the Law School Dean by the Editor-in-Chief.

(h) Board members who satisfactorily complete the vesting requirements pursuant to subsection 8.1.2(a) – (f) shall earn vested membership at the conclusion of their term as a board member without having to complete a vesting paper.

8.1.3 Academic Credit. Academic Credit will be permitted and is available only to those associate members and those holding board positions as specified below. To change the requirements of Academic Credit in this provision section, the Editor-in-Chief must provide a proposal to the faculty for consideration. Only upon approval by the faculty can the provisions of this section be amended to accurately reflect the changes made by faculty.

(a) The Editor-in-Chief, Managing Editor, Executive Editor, Article Editors, Technical Editor, Marketing Editor, Symposium Editors, and the Public Service Editor will each be qualified to receive up to four (4) law school credits throughout their law school tenure. The individual receiving credit may divide the number of credits among different semesters as the individual deems appropriate;

(b) Third year members who have yet to vest will be qualified to earn two (2) law school credits per year, divided among the semesters as the individual deems appropriate. For credit, members must comply with the deadlines set by the Editor in Chief, Executive Editor, and Faculty Advisors;

(c) Academic credit can only be earned for writing a vesting paper or holding a position on the Executive Board;

(d) All Credits will be awarded on a pass/fail method;

(e) The maximum number of credits for anyone participating in GJIL, in any combination from above, is four (4);

(f) In the fall and spring of each year, the Editor-in-Chief will email all third year associate editors and board members and ask if any of these members wish to be registered for academic credit for the following semester. The Editor-in-Chief will then submit a request to the Law School Registrar to register the member(s) for academic
credit. The Editor-in-Chief will then provide a list of registered members to the Executive Editor; and

(g) In December and April of each year, on a date designated by the Editor-in-Chief, the Executive Editor will recommend to the Editor-in-Chief which member's performance merits a passing grade and which member's performance merits a failing grade;

(1) For any member whom a failing grade is recommended, the Executive Editor must include a brief and reasonably detailed report explaining why that member merits such a grade;

(2) The Editor-in-Chief is the final authority on the granting of grades; and

(3) The Editor-in-Chief will provide a complete list of recommended pass/fail grades for members registered for credit to one of the Faculty Advisors for submission to the registrar in a timely manner.

8.2 **Associate Membership.** The non-vested membership in *GJIL* consists of those individuals who have been selected for membership pursuant to the write-on competition or Performance Based Admission, but who have not yet met the requirements of Vested Membership under subsection 8.1.2.

8.3 **Mandatory Cumulative G.P.A. for ALL Members and Editors.** All members, associates, and editors must maintain a cumulative 2.700 GPA.

(1) A member who falls below this mandatory academic requirement will be placed on probation for one (1) semester. During this probationary semester, such members will be required to fulfill their *GJIL* duties, obligations, and responsibilities. If such member fails to restore his or her grades to a 2.700 or above after the probationary semester, such member will be permanently expelled from *GJIL* membership.

(a) The same one semester probationary period shall be extended to applicants as outlined in subsection 8.5.

(2) The Editor-in-Chief will check with the registrar at the beginning of each semester to ensure maintenance of the mandatory GPA by all members. Approval to do so is conditioned upon membership and in accordance with the Buckley Waiver.
8.4 Discipline and Removal.

8.4.1 Strike Policy in General.

(a) The Editor-in-Chief shall issue a strike for each failure to attend a mandatory meeting, unless otherwise excused by the Editor-in-Chief;

(b) The Editor-in-Chief shall keep a log of all absences from mandatory meetings, including written reasons for the absence, if made available to the Editor-in-Chief by the absent GJIL member prior to the missed meeting;

(c) The Editor-in-Chief is responsible for maintaining a written record of all strikes issued and reasons thereof;

(d) The general provisions apply to all GJIL members.

8.4.2 Strike Policy – Cite Checking Assignments. The cite-checking strike policy is instituted to ensure proper, efficient, and complete cite checking assignments in order to expeditiously continue the editorial process. There are two degrees of violations to a cite-checking assignment.

(a) First Degree Violation – A First Degree Violation warrants an immediate strike. A strike shall only be administered when:

(1) An assignment is not fully completed by the set date and time and prior arrangements have not been made with the Executive Board for an extension; or

(2) A written warning has already been administered, and a subsequent assignment is done in an unsatisfactory manner that would constitute a Second Degree Violation.

(b) Second Degree Violation – Unsatisfactory work will not be tolerated. When the Editor-in-Chief, Executive Editor, or an Articles Editor determines that an assignment has been done in an unsatisfactory manner, either may issue a written warning to that staff member. That written warning constitutes notice of the Second Degree Violation and shall include the reason for deeming the work unsatisfactory and notification that any further work done in an unsatisfactory manner will result in an immediate strike. The person issuing the notice of a second-degree violation shall report such action to the Editor-in-Chief. Examples of unsatisfactory work include, but are not limited to, failure to identify a substantial percentage of technical or substantive errors.
8.4.3 “For Cause” Removal of Members. Removal of any member must be preceded by a petition, signed by the Executive Board, clearly setting forth the reasons for removal, and presented to the Faculty Advisors upon which:

(a) The Faculty Advisors will call a closed session of the Executive Editorial Board that the Faculty Advisors will chair;

(b) The member involved and one (1) representative of the petitioning group will be allowed to present their respective cases;

(c) The Executive Editorial Board will anonymously vote on a recommendation of whether or not the member should be removed and that recommendation will then be forwarded to the General Membership;

(d) The Faculty Advisors shall not vote on the recommendation of removal, unless necessary to break a tie;

(e) A general membership meeting will be called within two (2) weeks of the Executive Editorial board meeting, by the Faculty Advisors, who will also chair the meeting;

(f) The Editor involved and one (1) representative of the petitioning group will each be allowed to present their cases;

(g) A two-thirds (2/3) vote of the general membership is required to remove a member; and

(h) Except as otherwise provided, any vacancy occurring in the Executive Editorial Board positions shall be filled by appointment by the Editor-in-Chief, subject to approval by a majority of the membership at the next regularly scheduled meeting.

8.4.4 Strike Issued Against Executive Editorial Board Members. The Executive Editorial Board strike policy is instituted to ensure thorough and timely editorial performance.

(a) The Editor-in-Chief may issue a strike to Executive Editorial Board members who fail to satisfactorily perform their duties as Executive Editorial Board members. The issuance of a strike shall be subject to ratification by the Executive Editorial Board by a majority vote, secret ballot. An unexcused absence from a mandatory meeting or an Executive Editorial Board meeting is grounds for a strike. The Editor-in-Chief must make written records of all strikes, detailing the reasons for those strikes;
(b) A strike may be issued to the Editor-in-Chief upon a majority vote of the Executive Editorial Board (not to include the Editor-in-Chief) for unsatisfactory performance of his or her duties or unexcused failure to attend mandatory meetings.

8.4.5 Removal. A member of GJIL may be removed from membership:

(a) Upon the third strike being issued, after notice and a hearing before the Executive Editorial Board, which must then recommend removal to the full membership; and

(b) By a majority vote of the Executive Editorial Board for good cause stated in writing.

8.5 Selection of Members. GJIL is open to all law students with a minimum 2.700 GPA that have completed their first year of study or equivalent (part-time students). Entering third year law students who plan on participating in the summer write-on competition must remain enrolled at Gonzaga and attend classes at Gonzaga during the full academic year. Any additional qualifying factors may be set by the Executive Board at its discretion.

8.5.1 Summer Write-on Competition.

(a) Not later than the third Sunday of April of each year the Executive Editor shall make available to all interested students application materials for membership on GJIL for the following fall semester. However, the write-on problem may be distributed at a later date;

(b) The Editor-in-Chief and Executive Editor shall hold an open meeting to explain the operation and purpose of the review and to explain the rules of the membership selecting process;

(c) Board members shall be required to attend informational and recruitment meetings at the request of the Editor in Chief or the Executive Editor; and

(d) Notice of this meeting shall be posted on GJIL board on the Second Floor and via email by the Editor-in-Chief;

(e) Selection for the Summer Write-on Competition is done so in the following manner:

(1) The Editor-in-Chief and Executive Editor shall make all final decisions as to which applicants are accepted. Acceptance will be determined based on applicant's scores
on writing sample and review of Letter of Intent and resume;

(2) The Executive Editor shall utilize the Editor-in-Chief and Managing Editor in scoring submissions. The Executive Editor is charged with ensuring that each writing sample submission is scored anonymously; and

(3) The Executive Editor may request an additional board member score a writing sample when any dispute or question is addressed concerning the applicant's other scores.

(4) The Executive Board, at its discretion, may reopen the application period for the Summer Write-on Competition.

**8.5.2 Performance Based Admission.** At the end of each academic year, any first-year student who received a CALI award in Legal Research and Writing may apply for membership on *GJIL*.

(a) Such qualifying students must submit a resume and a letter of intent with a maximum page limit of five (5) pages;

(b) A Review Committee comprised of the Editor-in-Chief, Executive Editor, and the Managing Editor will review any applications under this provision; and

(c) Acceptance requires an affirmative vote of two out of three of the reviewing board members.

**8.5.3 New Member Selection Process.**

(a) In the spring semester of each year, *GJIL* will begin the process of recruiting new candidates for membership;

(b) Any eligible student interested in joining *GJIL* must participate in the Summer Write-on Competition, or be accepted under the Performance Based Admission processes;

(c) The outgoing Executive Editor shall coordinate with and assist the newly elected Executive Editor in the procedures to be followed for the candidate selection process. All procedures should be designed to ensure anonymity of the applicant and a fair grading process;
(d) Each applicant shall be provided with written guidelines for the competition, a copy of the evaluation sheet that will be used in grading, specific research and writing rules, and a deadline for submission;

(e) For the Summer Write-on Competition, all applicants must submit a legal writing sample between ten (10) and fifteen (15) double spaced pages in length. Length is determined by the body of the writing sample and does not include Table of Contents, Questions Presented, Table of Authorities, and/or Appendixes. Length does include footnotes or endnotes;

(f) Summer write-on submissions, resumes and Letters of Intent shall not contain the applicant's name. This is to ensure anonymity in the grading process. If an applicant erroneously places name on selection materials, a non-grading member of the board will immediately ink-out the applicant's name or other identifying marks;

(g) Summer Write-on submissions shall be scored according to the rubric and shall account for ninety-percent (90%) of the total scoring criteria in regards to accepting new members;

(h) Each prospective applicant shall submit a Letter of Intent indicating their interest in GJIL. A professional resume may be included as part of the application process;

(i) Letters of Intent (if included as part of the application process) shall account for ten percent (10%) of the selection criteria;

(j) For the Summer Write-on Competition, the decision of the Editor-in-Chief and Executive Editor will be final on the acceptance or denial of an application for membership.

8.5.4 **Deadlines.** The deadlines for submitting completed applicant packages and notes shall be as follows:

(a) Applicant packages containing a submission, Letter of Intent, resume, and a Buckley Waiver form must be turned in at a time and place determined by the Editorial Board;

(b) All applicants must turn in completed application packets at a time and place to be determined by the Editorial Board. However, in no case shall this date be any later than the first day of July for the Summer Write-on Competition
8.5.5 **Number of New Members to be Selected.**

(a) Selection of new *GJIL* members shall be limited to a number that the Executive Editorial Board feels is necessary for the optimum operation of the Journal;

(b) The number of members selected shall be determined by a majority vote of the Editorial Board.

8.6 **Miscellaneous.** All members of *GJIL* are expected to work on *GJIL* during summer and winter vacations. Members who do not remain in the Spokane area during such vacations must maintain communication with the Editorial Board by e-mail or other method so that they may assist with on-going work projects.

**ARTICLE 9 – MEETINGS**

9.1 **In General.**

(1) All meetings relating to *GJIL* are open to all members unless otherwise stated in these By-Laws;

(2) Mandatory meetings must be preceded by reasonable notice accompanied by a non-binding agenda;

(3) Mandatory meetings may not be held during any official law school vacation period.

9.1.1 **General Membership Meetings.** Meetings of the general membership may be called by:

(a) The Editor-in-Chief or the Managing Editor;

(b) A majority of the Executive Editorial Board in a signed petition to the Editor-in-Chief; or

(c) Twenty percent (20%) of *GJIL* membership in a signed petition to the Editor-in-Chief.

9.1.2 **Executive Editorial Board Meetings.** The Editor-in-Chief must call a meeting of the Editorial Board once each month to maintain accountability, resolve issues as they arise, set journal goals and update the editorial staff on *GJIL* progress unless a majority of the committee signs a statement waiving that month's meeting.
(a) The Board does not need to meet in person during the months of May, June, July, or December, so long as electronic communication is maintained for urgent matters;

(b) An Editorial Board meeting may also be called by written request of three members of the Executive Editorial Board to the Editor-in-Chief.

9.1.3 Other. Any other committee meeting may be called by the Editor-in-Chief or the committee chairperson.

9.2 Required Meetings. The Editor-in-Chief is required to call a mandatory general membership meeting at least two (2) times each fall and spring semester for the purpose of maintaining accountability and updating the membership on the progress of GJIL. In addition, each Associate Member is required to meet with the Articles Editor in which they are assigned for the semester or year at least once per semester.

ARTICLE 10 – COMMITTEES

The Editor-in-Chief may serve as the ex-officio chair on any committee or may appoint members to chair any committee. The Editor-in-Chief may create any committees and appoint committee members, as he/she shall deem appropriate.

ARTICLE 11 – COMMUNICATION AND NOTICE

Forms of Communication:

(1) The accepted form of communication and notice is the law school e-mail. Any notice placed in any individual mailbox is presumed proper notice;

(2) Other arrangements for formal communication may be made through the Editor-in-Chief.

ARTICLE 12 – MISCELLANEOUS

12.1 Quorum. A quorum for all meetings, unless otherwise stated, will be 60 percent (60%) of the total membership. A quorum for an Executive Editorial Board meeting will be 7 of 11 board members.

12.2 GJIL Year. Each newly elected group of editors will begin to serve on April 1. However, the authority to make all decisions will remain vested in the outgoing board through the current academic school year.

12.3 Amendments to By-Laws.
(a) Any proposed amendment to the By-Laws must be presented in written form to the Editor-in-Chief;

(b) Any amendment to the By-Laws that affect requirements for receiving academic credit for work on *GJIL* must accurately reflect what has been approved of by the faculty in faculty minutes;

(c) The Editor-in-Chief will make available the written proposal to all Executive Editorial Board members at least one (1) week prior to the next scheduled Editorial Board meeting at which the proposed change will be discussed and voted upon. The decision of the Executive Editorial Board will serve as a recommendation to the rest of the board;

(d) The Editor-in-Chief will make available the written proposals to all members at least one week prior to the next scheduled general membership meeting at which the proposed changes will be discussed and voted upon. If waiting for the next scheduled general membership meeting to vote on the proposals is not expedient and expediency is necessary, the Editor-in-Chief may email the proposed amendments to the by-laws to the entire membership and ask for a vote by email. If the vote is conducted via email, the Editor-in-Chief must receive a two-thirds (2/3) majority for the proposal to pass;

(e) At a properly called, mandatory, general membership meeting, the proposal must gain a 2/3 majority of those members present to gain approval.