



# Wilmington University School of Law

## LAW REVIEW BYLAWS

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## **I. Name, Purpose, and Authority**

### **A. Name:**

- i. The organization will be known as the *Wilmington Law Review* (the “Law Review”).

### **B. Purpose:**

- i. To produce high-caliber legal publications authored by legal scholars, practitioners, and law students.
- ii. To serve the Delaware legal community and beyond through the publication of topical legal analysis.
- iii. To facilitate law student growth and bridge the divide between academia and practice, consistent with Wilmington University’s commitment to help students develop real-world skills.

**C. Location:** The Law Review will be administratively housed within the Wilmington University School of Law.

**D. Affiliation:** The Law Review operates as a student-run publication with oversight from the faculty advisor and following the standards set forth by the Law School.

**E. Authority:** The Law Review is chartered under these Bylaws and Wilmington University School of Law policies as well as ABA standards 302-305.

## **II. Membership**

### **A. Eligibility**

- i. Open to JD students in good academic standing, which requires a minimum overall GPA of 2.50.
- ii. New members will be selected from rising 2L full-time and part-time, and rising 3L part-time, and incoming transfer students with equivalent credits.
- iii. Candidates will be selected through a process compliant with the ABA Standard 305(a).
- iv. Candidates will be selected based on grades, the results of a writing competition, or a combination of these factors, as determined each year by the Law School Dean after consultation with the Law Review Editor in Chief and the Faculty Advisor.

## **B. Classification**

- i. The Editorial Board (the “Board”) will hold the primary leadership positions and oversee the operations of the Law Review.
- ii. The Board positions will consist of:
  1. **Editor in Chief (EIC)**
  2. **Executive Editor (EE)**
  3. **Article Editors (AE)**
  4. **Note Editors (NE)**
  5. **Comment Editors (CE), and**
  6. **Technical Editors (TE)**
- iii. The Junior Editorial Staff (“JES”) will consist of Associates, who assist the Board with the day-to-day operations of the Law Review.

## **C. Selection of the Board**

- i. **The Board Selection Process:**
  1. **Eligibility:** Candidates for Board positions must have completed their second year of study (full time or part time) at Wilmington University Law School and have completed service as an associate.
  2. **Election:** New Board members are selected through an election process conducted by the current Editorial Board. All Law Review members are eligible to vote.
- ii. **The Board Term Limits & Qualifications:**
  1. **Term:** Board members serve a one-year term, with the possibility of re-election for one additional consecutive term.
  2. **Qualifications:** Candidates should have a demonstrated ability to lead, manage teams, and edit legal writing to a high standard.

## **D. Resignation and Removal:**

- i. A Law Review member will provide 30 days advance written notice to Editor in Chief and the Faculty Advisor before resigning from the Board or from the Law Review, if practical.
- ii. A Law Review member whose minimum overall GPA falls below 2.50 is automatically removed from the Law Review.
- iii. A Law Review member may be removed for cause, including:

1. Neglect of responsibilities
  2. Code of Conduct violations
  3. ABA Standard violations
  4. Honor Code violations
  5. Ethics violations, and
  6. Any other conduct deemed “for cause” by the Law School Dean, after consultation with the Editor in Chief and the Faculty Advisor.
- iv. A member may be removed for cause either by the Law School Dean or by a two-thirds majority vote by the Board.
  - v. A member who has been removed for cause by the Board may appeal to the Law School Dean, if the appeal is submitted in writing within ten (10) business days from the date of removal to the Law School Dean and the Faculty Advisor.

### **III. Organizational Structure & Officers**

#### **A. Officers:**

- i. Editor in Chief (EIC)
- ii. Executive Editor (EE)
- iii. Article Editor (AE)
- iv. Note Editor (NE)
- v. Comment Editor (CE), and
- vi. Technical Editor (TE)

#### **B. Officers’ Roles & Responsibilities:**

##### **i. Editor in Chief:**

1. **Responsibilities:** The Editor in Chief is responsible for the overall leadership and direction of the Law Review. The EIC oversees all editorial decisions, coordinates the activities of the Board, and represents the Law Review in official matters. The EIC ensures that the publication meets high academic and editorial standards and manages the overall production process.
2. **Authority:** The Editor in Chief has final authority over content decisions, editorial policies, and any issues that arise in the operation of the Law Review, subject to oversight by the Law School Dean.

##### **ii. Executive Editor:**

1. **Responsibilities:** The Executive Editor assists the Editor in Chief in managing the day-to-day operations of the Law Review. The Executive Editor is responsible for coordinating the editorial processes, ensuring that

deadlines are met, and assisting in the decision-making process for article selection and revisions. The Executive Editor also acts as a liaison between the Editor in Chief and the other members of the Board.

2. **Authority:** The Executive Editor has decision-making authority on editorial procedures and manages the Board's workflow and communication.

iii. **Article Editors:**

1. **Responsibilities:** Article Editors are responsible for reviewing, editing, and making decisions on submitted articles. They conduct detailed reviews to ensure that articles meet the Law Review's standards in terms of legal accuracy, clarity, and academic merit. Article Editors also provide feedback to authors and manage the revision process.
2. **Authority:** In consultation with the Editor in Chief, Article Editors decide which articles will be accepted for publication and coordinate the editing process for those articles.

iv. **Note Editors:**

1. **Responsibilities:** Note Editors oversee the writing, editing, and review process for student-written notes. These notes are typically in-depth analyses of legal issues or topics. Note Editors assist student authors in refining their notes and ensure that the final version meets the Law Review's academic and stylistic standards.
2. **Authority:** In consultation with the Editor in Chief, Note Editors decide which student notes will be published, and they provide editorial guidance to student authors throughout the revision process.

v. **Comment Editors:**

1. **Responsibilities:** Comment Editors oversee the editing and review of student-written comments, which are typically shorter pieces written by Associates. Comment Editors ensure that student comments meet the Law Review's publication standards, focusing on legal analysis, clarity, and proper citation.

2. **Authority:** In consultation with the Editor in Chief, Comment Editors decide which student comments are suitable for publication, and they guide the editing process for those comments.

vi. **Technical Editor:**

1. **Responsibilities:** The Technical Editor is responsible for ensuring the technical accuracy and formatting of all content published in the Law Review. This responsibility includes checking citations, footnotes, and references to ensure that they conform to the Bluebook or any other citation style adopted by the Law Review. The Technical Editor also verifies the proper organization and layout of the publication.
2. **Authority:** The Technical Editor has final authority over all technical aspects of the publication, including citation accuracy and adherence to formatting standards.

C. **Faculty Advisor**

- i. The Faculty Advisor will be appointed by the Dean.
- ii. The Faculty Advisor will assist the Dean by overseeing compliance with School of Law, University, and ABA standards.
- iii. The Faculty Advisor will provide guidance and mentorship to Board members and Associates.

D. **Associates**

- i. Associates will assist the Board in the day-to-day operations of the Law Review.
- ii. The duties of Associates will be determined by the Editor in Chief and the Board. Duties typically include:
  1. **Research:** Associates will engage in research assignments, assisting with sourcing and verifying legal references for the articles published in the Law Review.
  2. **Editorial Work:** Associates will assist with the editing of articles and other submissions to the Law Review, providing feedback and ensuring that submissions meet the required academic standards.
  3. **Attendance:** Associates are expected to attend

meetings, adhere to deadlines, and contribute regularly to the work of the Law Review.

- iii. **Writing:** Associates may submit comments and notes for consideration for Law Review publication.

**E. Committees:**

i. **Article Selection Committee:**

- 1. **Role:** Assisting in the selection of articles to be published. The evaluation of submissions is based on the quality of writing, legal analysis, and contribution to legal scholarship.

2. **Members:**

- a. AE as chair
- b. NE as vice chair
- c. TE as secretary
- d. Other JES members as necessary for completing the committee's functions.

ii. **Note and Comment Selection Committee:**

- 1. **Role:** Assisting in the selection of student-written and notes and comments to be published.

2. **Members:**

- a. NE as chair
- b. CE as vice chair and secretary
- c. Other JES members as necessary for completing the committee's functions.

**IV. Meetings and Governance**

**A. Editorial Board Meetings**

i. **Requirements:**

- 1. Must be held regularly through the year, with sufficient frequency to ensure consistent engagement.
- 2. The agenda must be created and submitted to the Board forty-eight hours (48 hours) before the next meeting.
- 3. Minutes must be taken by the executive editor (EE) at every meeting to keep a detailed record of the Law Review's duties and tasks as assigned.

- a. For minutes to take place, a quorum must be held throughout the meeting.
  - b. The minutes must be voted on and approved by a simple majority vote for them to be accepted and adopted.
- ii. **Quorum and Voting:**
  - 1. **Quorum:**
    - a. The majority of the Board constitutes a quorum.
  - 2. **Voting:**
    - a. On general business matters, a simple majority vote on behalf of a specific outcome will be sufficient.
    - b. For officer removal, a two-thirds majority vote of the Board will be required.
  - 3. **Bylaw amendments:**
    - a. In general, a bylaw in this document can be amended by a simple majority vote of the Board, subject to approval by the Law School Dean.
    - b. Bylaws affecting the selection or removal of Law Review members can be amended by the Law School Dean, after consultation with the Editor in Chief and the Faculty Advisor, or by a two-thirds majority vote of the Board, subject to approval by the Law School Dean.
- iii. **Special Meetings:**
  - 1. If needed, the EIC or four members of the Editorial Board will call for a special meeting in writing.
    - a. A forty-eight-hour (48-hour) notice must be provided, if practical.

## V. Selection and Publication Workflow

### A. Solicitation and Selection of Articles:

- i. **Solicitation:**
  - 1. A biannual call for articles will take place, and the AE will distribute pertinent tasks to the Selection Committee for anonymous review.
- ii. **Criteria:** The content should be original, scholastic, and legally relevant
  - 1. **Selection:** If the article meets the required criteria, it will be recommended to the Board for a final vote, and a majority vote will suffice.



**B. Editing Process:** The editorial process includes:

- i. Structural and substantive feedback
- ii. Cite-checking by JES or other assigned members
- iii. Bluebook citation compliance
- iv. Final author review and sign-off
- v. EIC issues publication approval

**C. Productions and Publication:**

- i. **Timeline:** The expectation is to publish an issue each Spring.
- ii. Optional additional publications may be considered.

**D. Circulation and Indexing:**

- i. ISSN registration and legal depository filing.
- ii. Law library cataloging and access through WilmU Law Library.
- iii. Hosting via Wilmington University online platforms and archiving with institutional repositories.
- iv. Registration with indexing databases (HeinOnline, SSRN, Westlaw, LexisNexis, etc.).

**E. Digital and Technical Standards:**

- i. The Law Review adheres to best practices required for digital publications. Including open access formats, metadata tagging, alt-text for visuals, ADA-compliant PDFs, and digital permanence protocols.

**VI. Finance and Resources**

**A. Budget Process:**

- i. Annual budget drafted by EIC, reviewed by the Board and the Faculty Advisor, submitted to the Dean.

**B. Funding and Revenue:**

- i. Includes university allocation and external fundraising. EE leads sponsorship outreach and grant applications.

**C. Expenditure Approval:**

- i. Faculty Advisor approves major expenditures (> \$500) that are within the authority delegated by the Law School Dean. Minor expenditures are approved via EIC oversight.

**D. Financial Oversight:**

- i. Quarterly reports shared with Board and Advisor, annual fiscal audit or review.

**VII. Ethics, Conflicts, and Intellectual Property**

**A. Code of Conduct:**

- i. Members must follow the Wilmington University School of

Law Honor Code and policies, and ABA standards of ethics and professionalism.

- ii. Violations are subject to potential removal from the Law Review.

**B. Conflicts of Interest:**

- i. Disclosure required for potential bias in article reviews or decisions. Recusal may be required in appropriate circumstances.

**C. Intellectual Property:**

- i. Authors retain copyright.
- ii. Law Review retains non-exclusive publication and distribution rights.
- iii. Contributor acknowledgments are preserved.

**D. Plagiarism & Academic Integrity:**

- i. All work is screened through anti-plagiarism software and reviewed by editors. Plagiarism may lead to removal of an already accepted piece.

**VIII. University and ABA Compliance**

**A. Policy Compliance:**

- i. Law Review operations will be consistent with Wilmington University policies on FERPA, digital security, academic integrity, and nondiscrimination.

**B. ABA Standards:**

- i. Law Review operations will be consistent with ABA Standards 302-305.

**C. Training and Orientation:**

- i. As appropriate, Law Review members will receive annual training related to compliance with Wilmington University policies and ABA Standards.