

# ***FLORIDA STATE UNIVERSITY BUSINESS REVIEW***

## **BYLAWS**

(EFFECTIVE AS OF AUGUST 2018)

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**ARTICLE I – ORGANIZATION NAME**

The name of this organization shall be the *Florida State University Business Review*. Although the University promulgated a new rule limiting the use of the words Florida State University in a recognized student organization’s name, the request for an exception to this rule was granted on October 2nd, 2006.

**ARTICLE II – PURPOSE**

The purpose of this organization is to provide a scholarly forum for contemporary legal discourse and to address the issues and concerns transforming the business law community.

**ARTICLE III – MEMBERSHIP**

**SECTION A - INVITEE REQUIREMENTS**

Membership in the *Business Review* is open to all students who are enrolled at the Florida State University College of Law. The top two to three students from each Legal Writing and Research class shall receive invitations to join the *Business Review*. The top student from each Contracts class shall also receive an invitation to join the *Business Review*. Invitees shall also be selected during the Winter and Summer Write-On Competitions. Any candidate for membership must have a GPA of at least 77 and must not be a member of more than one other journal.

**SECTION B – REQUIRED TRAINING**

In order to become a full member of the *Business Review*, invitees must successfully complete training and all training assignments assigned by the Writing & Research Editor.

### **SECTION C – REQUIREMENTS TO MAINTAIN MEMBERSHIP**

In order to maintain membership on the *Business Review* members must: (1) be enrolled at the Florida State University College of Law; (2) sub-cite at least one article per volume by the deadline; (3) attend all mandatory meetings; (4) evaluate write-on submissions and/or articles for piece selection, as assigned by the deadline; and (5) maintain a GPA of at least 77. It is the member's responsibility to notify any Executive Board member, in writing, of their inability to complete any assignments or attend any meetings at least 24 hours in advance of the due date. That Executive Board member shall have discretion to excuse the absence/tardiness if he or she believes good cause is shown.

### **SECTION D - ANTI-HAZING AND ANTI-DISCRIMINATION**

No hazing or discrimination shall be used as a condition of membership in this organization. No university student may be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status or disability.

### **SECTION E – REVOCATION OF MEMBERSHIP**

Membership shall be revoked for violation of any provision of these Bylaws only after the exhaustion of the following procedure: (1) If any member fails to comply with any portion of these Bylaws, the Executive Board shall issue a warning in writing for first violation. Upon issuance of a warning for failure to complete a sub-citing or evaluation assignment under Article III, Section C, the Executive Board shall set a reasonable amended due date for the completion of the assignment. (2) If said member still fails to complete the assignment by the amended due date, the Executive Board shall set a date for the member to meet with the Executive Board to discuss the situation. The decision to revoke membership shall be made by the Executive Board. Membership can only be revoked upon a 2/3 vote of the Executive Board. The member in question shall be notified in writing of the possible revocation at least 72 hours prior to the vote and shall be allowed to address the Executive Board in order to relate any relevant defense prior to the vote for removal.

### **SECTION F - APPEALS PROCESS**

Any student whose membership is revoked shall have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the Editor-in-Chief and Managing Editor, and must include any relevant information that has not already been presented. The Editor-in-Chief shall then submit the appeal to the Appeals Committee. Members of the Appeals Committee shall be appointed by the Editor-in-Chief. The Editor-in-Chief is proscribed from serving on the Appeals Committee. This committee shall consist of three (3) Executive Board members and four (4) general members. Its decision shall take effect immediately, and shall be conveyed to the Executive Board and the member whose membership was revoked within twenty-four (24) hours. The committee shall announce its decision to the general membership at the next general body meeting or in seven (7) calendar days, whichever occurs first.

### **SECTION G - RESIGNATION**

Resignation must be submitted in a formal writing to the Editor in Chief. Email may be used to alert the Editor in Chief to the resignation, but the resigning member must still submit a signed, formal resignation letter to the Editor in Chief.

The resignation letter must acknowledge that said resignation is irrevocable and that the member may no longer claim to be a member on their resume or otherwise. Members who submit a resignation less than three (3) days before receiving any assignment (e.g. sub citing, write on evaluations) must complete the assignment for ONLY that Round before they will be permitted to resign, unless otherwise arranged with the Editor in Chief. Members will always be notified of assignments no less than four (4) days before they are given. Failure to complete the assignment prior to resignation shall be considered an Honor Code Violation and both the Faculty Advisor of the Journal and supervising Dean will be notified of such violation.

Members who resign or are removed from the Journal will not be included on the Journal's masthead, will not be recognized as members at the Graduation ceremony, and may not claim themselves to be members on their resume or otherwise.

## **ARTICLE IV – OFFICERS**

### **SECTION A - ELIGIBILITY**

Only active members who have been members in good standing, and have successfully completed the sub-citing training, are eligible to hold offices.

### **SECTION B - TITLES AND DUTIES**

There shall exist a standing Editorial Board consisting of the Executive Board; Articles and Notes Editors; and up to two Associate Editors. The Editor-in-Chief shall have sole discretion in deciding whether or not to appoint Associate Editors. The Editor-in-Chief does not have to appoint any Associate Editors, but may appoint up to two. The *Business Review* shall be governed by an Executive Board consisting of the following officers: Editor-in-Chief (President); Managing Editor (Treasurer); Writing and Research Editor; Article Selection Editor; and two (2) Executive Editors. The Editorial Board members shall serve in rank as listed above with the Executive Editors being co-equal.

#### **SUB-SECTION I – EDITOR-IN-CHIEF**

The Editor-in-Chief is the chief executive and administrative officer of the *Business Review*. Any member who wants to run for the Editor-in-Chief position must have previously served on the Executive Board. The Editor-in-Chief coordinates all *Business Review* activities; has ultimate responsibility for the substantive, technical, and stylistic content of each issue; has ultimate authority (subject to the other provisions of the bylaws) over the *Business Review* operations, including but not limited to final right of determination as to what material shall be published. The Editor-in-Chief shall preside at all meetings. The Editor-in-Chief shall also be responsible for appointing Articles and Notes Editors. If the Editor-in-Chief is unavailable to complete the duties of the position, the Managing Editor shall serve in his or her place.

#### **SUB-SECTION II – MANAGING EDITOR**

The Managing Editor shall oversee all administrative operations, including but not limited to, maintaining all fiscal records, administering all accounts of the organization,

ensuring a successful re-recognition process with the Student Activities Center, and performing any other duties assigned by the Editor-in-Chief. The Managing Editor is responsible for preparing administrative emails to the members and keeping the information on blackboard up to date. Further, the Managing Editor shall work with the Alumni Affairs and Development Office to ensure one hundred percent *Business Review* membership participation in the law school's annual Student Fund Drive, and shall also be responsible for alumni outreach. Lastly, the Managing Editor shall perform the administrative duties of the Editor-in-Chief in his or her absence.

### **SUB-SECTION III – WRITING AND RESEARCH EDITOR**

The Writing and Research Editor shall be responsible for planning all write-on competitions with the other journals and conducting all membership training sessions. The Writing and Research editor shall notify members of assignments no less than four (4) days before they are given. The Writing and Research Editor shall also perform any other duties assigned by the Editor-in-Chief.

### **SUB-SECTION IV – ARTICLE SELECTION EDITOR**

The Article Selection Editor shall be responsible for soliciting and recommending articles for publication in the *Business Review*. The Article Selection Editor shall also appoint an Article Section Committee. The Article Selection Committee shall consist of three to five members in good standing with the *Business Review*. The purpose of the Article Selection Committee is two-fold: (1) to create more faculty interaction with members; and (2) to allow the faculty to ensure the quality of articles to be published in the *Business Review*. The Article Selection Editor shall be responsible for oversight of the Article Selection Committee. The Article Selection Editor shall also perform any other duties assigned by the Editor-in-Chief.

### **SUB-SECTION V – EXECUTIVE EDITORS**

The Executive Editors shall coordinate the editing of each piece for publication. They are responsible for managing the Articles and Notes Editors and reviewing articles after the Articles and Notes Editors. The Executive Editors shall also perform any other duties assigned by the Editor-in-Chief.

### **SUB-SECTION VI – ARTICLES AND NOTES EDITORS**

The Articles and Notes Editors shall coordinate the editing of each piece for publication. There shall be four to six Article Editors. The Article Editors shall be responsible for the technical editing of the footnotes, grammar, and assertions for all scholarly articles chosen for publication in the *Business Review* as assigned by the Editor-in-Chief. They shall provide, when necessary after subciting, each of the subcitors with a list of any subciting problems and the underlying rule or policy, as well as any areas for improvement. They Articles and Notes Editors shall also perform any other duties assigned by the Editor-in-Chief.

## **Article V - Selection of Officers**

### **SECTION A - ELIGIBILITY TO VOTE AND HOLD OFFICE**

Active voting membership shall be limited to all students who are active members in good standing and have successfully completed the required sub-citing training.

### **SECTION B - ELECTION PROCESS**

The Editor-in-Chief shall be elected by a majority vote of the Executive Board. Any Executive Board member who wishes to run for the Editor-in-Chief position shall not be present for voting and deliberations. In order to run for Editor-in-Chief, all interested candidates must submit a brief email to the current Editor-in-Chief explaining his or her qualifications to hold the position of Editor-in-Chief. The Executive Board shall elect the next Editor-in-Chief prior to the election of all other officers.

All other officers shall be elected by majority vote of the general membership in a meeting prior to spring break. Candidates shall nominate themselves via e-mail to the current Editor-in-Chief by a time set by the current Editor-in-Chief. The nominated candidates shall be given a chance to address the organization for up to two minutes to discuss their qualifications, and the reasons why they should be selected. Once each candidate has had the opportunity to speak, all eligible members present shall have the opportunity to vote by secret ballot. In the event that only one eligible member declares for an officer position, that member shall automatically be elected to that position.

### **SECTION C - TERM OF OFFICE**

Officers shall hold office for one academic year.

## **Article VI - Officer Vacancies**

### **SECTION A - REMOVAL OF OFFICERS**

Officers may be removed from office for failure to fulfill their duties. An officer can only be removed if a majority of the Executive Board votes to make a recommendation to the general membership to remove the officer. The general membership must then adopt the recommendation by a 2/3 vote. In the event the 2/3 vote is achieved, the removed officer may appeal his removal in accordance with the process contained in Article III, Section F.

### **SECTION B - RESIGNATION**

Officers no longer wishing to serve on the Executive Board must submit their resignation to the Editor-in-Chief at least one (1) week in advance. Prior to the officer's final day in office, he or she shall provide all documents relating to the organization and brief his or her replacement of current projects in his or her care.

### **SECTION C - FILLING VACANT OFFICER POSITIONS**

If an officer resigns or is removed from office, the highest ranking officer shall solicit nominations for the vacant position. At the next general membership meeting, the office shall be determined by a majority vote of the members present.

### **Article VII - Advisor**

The faculty advisor for the *Business Review* shall be appointed by the Executive Board.

### **Article VIII – Finances and Recognition**

#### **SECTION A - FINANCES**

All financial records shall be maintained by the Managing Editor in compliance with FSU COGS policy. Any expenditure shall be approved by the Managing Editor and the Editor-in-Chief prior to purchase. Funds may be reimbursed from earmarked funds or the annual budget, depending on the type of expense, and only with the approval of both the Editor-in Chief and the Managing Editor. The Managing Editor shall set up an account with a vendor to purchase office supplies unless otherwise indicated.

#### **SECTION B - RECOGNITION**

The Editor-in-Chief and the Managing Editor shall ensure that the *Business Review* is properly recognized as a student organization.

### **Article IX - Publications**

#### **SECTION A – PUBLICATION REQUIREMENT**

The *Business Review* shall publish at least one volume per academic year. Pieces for publication shall be recommended by the Article Selection Editor and approved by the Editor-in-Chief.

#### **SECTION B – PRICE AND COMPLIANCE**

The Price of each volume of the *Business Review* shall be determined by the Editor-in-Chief. The Editor-in-Chief shall consult with the Managing Editor prior to setting the price. All publications shall comply with Florida State University’s posting policy, found at <http://posting.fsu.edu>.

### **Article X – Amendments and Suspension**

#### **SECTION A - AMENDMENTS**

Amendments to the Bylaws may be introduced by any member. Any changes shall be adopted by a two-thirds vote of the Executive Board. The Executive Board may make the adoption in-person or electronically.

**SECTION B - SUSPENSION**

Temporary Suspension of provisions of the bylaws may occur by 2/3 vote of the Executive Board and shall not exist for more than thirty (30) days without renewal by another 2/3 vote of the Executive Board.