

HOUSTON JOURNAL OF HEALTH LAW & POLICY

CONSTITUTION

Original Version Dated August 24, 2000

ARTICLE I: DEFINITIONS

Candidate(s):	Selected law student who is ineligible for academic credit and is in pre-requisite training
Student Editor(s):	Law student who is eligible for academic credit and has completed candidacy
Faculty Editor:	University of Houston Law Center professor holding a minimum of J.D. degree
Founding Editor(s):	The four 3L students who began the Journal's establishment process in 1999
Grievance:	A complaint or allegation of wrongdoing
HLPI:	Health Law & Policy Institute
HJHL&P:	Houston Journal of Health Law & Policy
Member(s):	Candidates, Editors and the Faculty Editor
Participant(s):	All members, Peer Review Committee individuals, Advisory Committee individuals
Peer Review:	National medical and legal experts evaluating the merits of HJHL&P article submissions
UHLC:	University of Houston Law Center

ARTICLE II: NAME

Section 1: The name of this student organization shall be the Houston Journal of Health Law & Policy. The name shall be abbreviated, when desired, as HJHL&P.

ARTICLE III: AFFILIATION

Section 1: The HJHL&P is a recognized student organization at the UHLC.

Section 2: The HJHL&P has a working relationship with the HLPI. This relationship's scope shall be determined each academic semester by agreement among the presiding HJHL&P Faculty Editor, Editor-in-Chief and the presiding HLPI Director.

ARTICLE IV: PURPOSE

Section 1: The HJHL&P is committed to providing a scholarly forum for the interdisciplinary exploration of the full range of issues in health law and policy.

Section 2: The HJHL&P is dedicated to publishing the nation's preeminent peer reviewed journal devoted exclusively to health law and policy issues.

Section 3: The HJHL&P is dedicated to making a contribution to the UHLC by representing the school with integrity and providing its students with the opportunity to excel in their legal education and careers.

Section 4: The HJHL&P's goal is to publish two issues per year, one each academic semester.

ARTICLE V: COMPOSITION

Section 1: The HJHL&P members are volunteers selected and elected through procedures outlined in the HJHL&P Bylaws. Student members may be eligible to receive UHLC non-substantive academic credit for their HJHL&P work. In order to obtain credit, each student must complete all responsibilities outlined in the Bylaws.

Section 2: The HJHL&P is neither a partnership nor a corporation. No participant is an HJHL&P employee.

Section 3: The HJHL&P shall consist of student editors, student candidates and one faculty editor, each to be determined annually in accordance with the HJHL&P Bylaws.

Section 4: No HJHL&P member shall serve simultaneously on another UHLC journal or the *Houston Law Review*.

Section 5: Section 4 shall not apply to the inaugural student editors, 2000-2001.

Section 6: All student members must maintain good academic standing and adhere to the Honor Code. All HJHL&P participants must abide by UHLC Sexual Harassment and Non-Discrimination Policies.

ARTICLE VI: VACANCIES

Section 1: Should the Faculty Editor position become vacant, his or her position is filled by the HLPI Director's appointment, pursuant to the HJHL&P Bylaws.

Section 2: If the Editor-in-Chief position becomes vacant in between elections, his or her position is filled immediately by the Managing Editor. If the Managing Editor is not available to replace the Editor-in-Chief, then the Chief Articles Editor becomes the Editor-in-Chief.

Section 3: Should any other HJHL&P student editor position become vacant in between elections, that position is filled by the Editor-in-Chief's appointment.

Section 4: If the Editor-in-Chief changes a student editor's position, but does not remove that editor from the HJHL&P, that editor's **exclusive** grievance procedure is to file a written complaint, **within 30 days of the change**, with the Associate Dean of Student Services, whose decision is **final**.

Section 5: If a student candidate joins the HJHL&P at the start of his or her candidacy, claims HJHL&P membership on his or her resume and then resigns immediately following the UHLC Career Service On-Campus Interview (OCI) program, the Editor-in-Chief may choose to send the ex-candidate's OCI employer a letter indicating the candidate's resignation.

ARTICLE VII: REMOVAL

Section 1: Membership on the HJHL&P is a privilege, not a right. The HJHL&P Editor-in-Chief shall have **exclusive** authority to remove any student member for cause, including failing to complete editorial assignments in a timely and acceptable manner, or for other conduct deemed unacceptable to the efficient and professional operation of the journal. Before any removal action is taken, the Editor-in-Chief must consult with the Faculty Editor.

Section 2: If the Editor-in-Chief removes a member from HJHL&P, the removed member's **exclusive** grievance procedure shall be to file a written complaint, **within 30 days of the removal**, with the Associate Dean for Student Services. If the removed member is unsatisfied with that Dean's decision, the removed individual may file, **within 30 days of that decision**, a written appeal with the Associate Dean for Academic Affairs, whose decision shall be **final**.

ARTICLE VIII: GRIEVANCES

Section 1: Any grievance, related to HJHL&P activity, directed against the Faculty Editor shall be addressed to the Editor-in-Chief. The Editor-in-Chief may choose to represent himself, herself or the HJHL&P, pursuant to the UHLC student handbook, before the Associate Dean for Student Services to petition the UHLC Executive Committee.

Section 2: Grievances directed against student members, shall be addressed first to the Editor-in-Chief. Only if the Editor-in-Chief fails to make a timely and reasonable response, may the member appeal second to the Faculty Editor, whose decision shall be **final**.

Section 3: Section 2 supra is subject to the UHLC student handbook.

ARTICLE IX: HJHL&P PARTICIPANTS

Section 1: The HJHL&P will utilize national experts in the medical and legal fields to assess the substantive merits of articles submitted for HJHL&P publication. These peer review individuals will be selected per issue by agreement between the Faculty Editor and Editor-in-Chief. Each individual will independently review the article submitted to them by the HJHL&P. The number of articles and the pieces selected will be determined by agreement between the Faculty Editor and Editor-in-Chief, based on the peer review recommendations and in consultation with the Managing Editor, Chief Articles Editor and Chief Notes & Comments Editor.

Section 2: The HJHL&P may use UHLC faculty to assess the substantive merits of the student articles submitted for HJHL&P publication. These professors would be determined per issue by agreement between the Faculty Editor and Editor-in-Chief, in consultation with the Chief Notes & Comments Editor. Each professor would independently review the articles submitted to them by the HJHL&P.

Section 3: The HJHL&P shall have one Advisory Committee. This committee's membership and terms shall be determined in the HJHL&P Bylaws.

Section 4: The HJHL&P shall have one UHLC faculty sponsor to maintain its status as a UHLC student organization.

ARTICLE X: AMENDMENTS

Section 1: Constitution amendment proposals must be in writing and signed by at least five current HJHL&P editors. Proposals will be submitted to the Editor-in-Chief. The Faculty Editor and the Editor-in-Chief may propose an amendment without the signature requirement.

Section 2: Upon the trigger in Section 1, the Editor-in-Chief shall call a full journal meeting, including an invitation to the Advisory Committee. This meeting will be held no sooner than two weeks but no later than four weeks from the date the proposal was received.

Section 3: Within the week prior to the meeting, the Editor-in-Chief shall distribute an agenda. Additional proposals may be added to this agenda pursuant to Section 1. Riders, unrelated to the proposals, will not be permitted on this agenda.

Section 4: A quorum is required to amend the Constitution. Two-thirds (rounded down to whole number) of student editors will constitute a quorum.

Section 5: Following open floor debate, a written vote shall be cast. Each student editor and the Faculty Editor, will have one equal vote. Abstentions will not be counted in the tally. To ratify the amendment, two-thirds (rounded up to whole number) of the total votes cast must be “for” the amendment.

Section 6: The Editor-in-Chief must type, date, sign and attached any ratified amendments to this document. Copies must distributed to all necessary parties within two weeks from the date of the vote.

ARTICLE XI: ADOPTION

To become valid, this Constitution will be submitted to a majority affirmative vote of the inaugural student editors and the Faculty Editor, 2000-2001. The provisions will go into immediate effect upon ratification. By adoption of this Constitution, all previous documents of the same nature will be invalid (official faculty and administration proposals generated by the Founding Editors will remain valid but inconsistencies will be trumped by this Constitution.) The Constitution shall be filed by the Managing Editor and a copy will be provided to each member and to the Associate Dean of Student Services.

SIGNATURE

With affirmative vote, I ratify. I have read the HJHL&P Constitution and voluntarily agree to abide by its provisions.

Mary Anne Bobinski, J.D., LL.M., Faculty Editor

**Jessica Strickel,
Chief Notes & Comments Editor**

Heather Morlang, Editor-in-Chief

**Jessica Beinart,
Notes & Comments Editor**

Laurel Thorpe, Managing Editor

**Lucia Romano-Ostrom,
Notes & Comments Editor**

Alexander Hecht, Chief Articles Editor

**Gail Rodgers,
Business Development Editor**

Marilyn Larsen, Senior Articles Editor

Christopher Lewis, Publications Editor

William Bailey, Line Editor

Deborah Housel, Associate Editor

Tiffany Kithcart, Line Editor

Lois Miller, Line Editor

Debra Wilkinson, Line Editor

BYLAWS

Original Version Dated August 23, 2000

Amended February 26, 2001

Amended July 28, 2004

Amended September 28, 2004.

Amended Feb. 20, 2005.

Amended April 30, 2007

Amended January, 2014

Amended May, 2016

ARTICLE I: DEFINITIONS

Section 1: Incorporation By Reference

These Bylaws incorporate by reference all definitions found in Article I of the HJHL&P Constitution.

Section 2: Definitions

CITE CHECK(S):	Candidates edit article for content and form
FINAL EDIT:	Act of Chief and Senior Articles Editors proofing the line edits
FINAL REVIEW:	Editor-in-Chief and Managing Editor proof Final Edit
HLO:	Health Law Organization
HLPI:	Health Law & Policy Institute
KEYING:	Hand-edited changes are transferred into word processor
KICKBACK(S):	Any work reassigned by a superior editor for correction or amendment
LINE EDIT(S):	Act of Editors checking the candidates' cite checks
MASTER CALENDAR:	One document depicting all publication and internal deadlines
MOD:	Member on Duty Hour (an hour devoted to HJHL&P work either in the office or off-campus with Managing Editor's consent)
MSF:	Master Source File: system of folders containing hard copies of each source cited in each article submitted for publication
PRINT WEEKEND:	Weekend spent making final keying and where author's final approval is given to authorize transfer to publisher
EXEC. BOARD:	The Editor-in-Chief, Managing Editor, Chief Articles Editor, and Chief Notes & Comments Editor

ARTICLE II: FACULTY EDITOR

Section 1: Duties

- A. Recruit individuals for HJHL&P Professional Peer Review and/or Faculty Review committees;
- B. Assist in solicitation of professional articles for HJHL&P publication;
- C. Assist in HJHL&P fundraising activities, as needed;
- D. Assist in HJHL&P subscription solicitation activities;
- E. Assist the Editor-In-Chief in corresponding with authors during phases of publication;
- F. Correspond with the peer review committee members;
- G. Co-coordinate the annual scope of HLPI and HJHL&P relations;
- H. Coordinate contracts between authors and HJHL&P;
- I. Co-coordinate article selection with the peer review committee and student editors;
- J. Co-represent the HJHL&P's interests before the Advisory Committee;
- K. Oversee appointments to the Advisory Committee;
- L. Prepare successor for office;
- M. Fulfill all obligations arising under the HJHL&P Constitution;
- N. Fulfill related obligations that arise during the course of performing these duties.

Section 2: Stipulations

- A. The Faculty Editor may be the Faculty Sponsor, but concurrent status is not mandatory;
- B. The Faculty Editor may be the HLPI Director, but concurrent status is not mandatory.

ARTICLE III: STUDENT EDITORS

Section 1: EDITOR-IN-CHIEF

A. Duties

- 1. Make final HJHL&P decisions, in consultation with the Faculty Editor;
- 2. Participate in the "Final Review" and "Print Weekend";
- 3. Manage HJHL&P tasks and oversee all HJHL&P student editor and candidate activities;
- 4. Convene and Chair Exec. Board meetings;
- 5. Develop annual Policies & Procedures with Exec. Board members;
- 6. Develop and oversee adherence to the Master Calendar with Exec. Board members;
- 7. Act as liaison between HJHL&P and the Faculty Editor, Advisory Committee, fellow UHLC publications, and UHLC administration;
- 8. Develop the annual budget with the Managing Editor;
- 9. Co-coordinate the scope of HJHL&P and HLPI relations;
- 10. Ensure that all HJHL&P participants adhere to obligations arising from the HJHL&P Constitution and Bylaws;
- 11. Oversee the annual student editor election;
- 12. Take warranted disciplinary or penalty action against HJHL&P participants;
- 13. Coordinate proper awarding of academic credit for HJHL&P student participants;

14. Ensure Statement of Ownership and Copyright documentation is filed;
15. Mediate any conflicts arising between HJHL&P and fellow journals;
16. Prepare successor for office;
17. Comply with all obligations arising from the HJHL&P Constitution;
18. Fulfill related obligations that arise during the course of performing these duties.
19. Act as primary contact for authors.

B. Requirements:

1. Early graduation and taking the February Bar are prohibited.
2. Summer and intersession obligations should be calculated to fulfill all duties and to prepare for the upcoming semester.
3. Prepare and conduct mandatory roundtables during the Summer to prepare pending Volume for publication.
4. Outside employment during the school year should be calculated to allow for sufficient time to fulfill all duties.

Section 2: MANAGING EDITOR

A. Duties

1. Assist the Editor-in-Chief with the management of all aspects of HJHLP tasks and assignments.
2. Assist the Editor-in-Chief with HJHLP decisions.
3. Negotiate contracts with a publisher if necessary.
4. Prepare with Editor-In-Chief and monitor annual budget.
5. Maintain financial records from all transactions.
6. Reimburse student HJHLP expenditures from HJHLP accounts.
7. Deposit income in the HJHLP account with the Houston Law Foundation.
8. Monitor HJHLP tax status.
9. Monitor HJHLP USPS status.
10. Organize all HJHLP contract copies and business files.
11. Maintain all subscription files and accounts and coordinate invoicing.
12. Work with the Faculty Editor and HLPI to build subscription database.
13. Lead all marketing, advertising, and public relations efforts.
 - a. This includes bake sale, banquet, events with staff and professionals, and reaching out to alumni to raise HJHLP funds.
14. Manage subscription over-due accounts and debt collection.
15. Maintain an HJHLP and HLPI alumni list.
16. Work with the Faculty Editor to increase donations.
17. Coordinate networking activities for HJHLP members with health law entities.
18. Maintain the HJHLP web site and other social media sites.
19. Plan and coordinate annual banquet.
20. Assist the Chief Articles Editor and Chief Notes and Comments Editor if necessary.
21. Arrange for all equipment, software, licenses and necessities for the HJHLP office.

22. Maintain overall office quality.
23. Create, schedule and oversee MOD hours (enforce all penalty MOD policies, in consultation with the Editor-in-Chief).
24. Create an office-hour program if warranted and enforce adherence.
25. Prepare successor for office.
26. Comply with all obligations arising from the HJHLP Constitution.
27. Fulfill related obligations that arise during the course of performing these duties.
28. Collect member dues.
29. Work with EIC to manage editor/candidate conflict if necessary.

B. Requirements

1. Early graduation and taking the February Bar are prohibited;
2. Summer and intersession obligations should be arranged to allow for sufficient time to fulfill all duties and to prepare for the upcoming semester.
3. Assist the Editor-in-Chief with overseeing and coordinating roundtables during the Summer to prepare pending Volume for publication.
4. Outside employment during the school year should be calculated to allow for sufficient time to fulfill all duties.

Section 3: CHIEF ARTICLES EDITOR

A. Duties

1. Assist the Editor-in-Chief with publication decisions.
2. Assist the Editor-in-Chief with preparation of a master publication calendar.
3. Plan and coordinate roundtable, with Head Senior Articles Editors.
4. Coordinate article editing by assigning articles to Articles Editors and candidates and overseeing the editing and cite check process.
5. Ensure missing MSF sources are located.
6. Attend and moderate majority of Roundtables. Can request or approve requested help of board members or 3L journal members for assistance in moderating.
7. Ensure that Senior Articles Editors and Articles Editors properly kickback any editing or citation errors to candidates.
8. Assist Candidates as liaison to Editor-in-Chief with any questions relating to all aspects of the journal.
9. Assist in the development of candidate training materials.
10. Prepare and train candidates for the cite check process.
11. With Editor-In-Chief, conduct the final read and edit of all articles.
12. Prepare successor for office.
13. Fulfill all obligations arising under the HJHL&P Constitution.
14. Fulfill related obligations that arise during the course of performing these duties.
15. Assist in any journal related jobs or activities requested by Editor-in-Chief.

B. Requirements*

1. Early graduation and taking the February Bar are prohibited;
 2. Summer and intersession obligations should be arranged to allow for sufficient time to fulfill all duties and to prepare for the upcoming semester.
 3. Assist the Editor-in-Chief with overseeing and coordinating roundtables during the Summer to prepare pending Volume for publication.
 4. Outside employment during the school year should be calculated to allow for sufficient time to fulfill all duties.
- Article III Section 5B(1) shall not apply to the inaugural Chief Articles Editor.

Section 4: CHIEF NOTES & COMMENTS EDITOR

A. Duties

1. Coordinate all candidate recruitment efforts, including but not limited to representing the journal before LSS classes, attending conducting recruitment meetings/events, and proactively reaching out to rising 2Ls, beginning immediately upon election until the end of the recruitment period.
2. Manage the candidate grade-on and apply-on processes with the Editorial Board.
3. Coordinate the Write-On Competition process with Houston Law Review.
4. Notify invited/rejected students of their status with the journal and secure invitation acceptance decisions.
5. Prepare all candidate training materials and organize/conduct candidate orientation meetings over the summer.
6. Revise the student paper criteria as needed in consultation with the Faculty Editor, Editor in Chief and Notes & Comments Editors.
7. Create deadlines and requirements for student paper assignment.
8. Assign/Supervise editing assignments with Notes & Comments Editors.
9. Aid Notes & Comments Editors in editing duties as needed to manage particularly large or unexpected work volumes.
10. In consultation with Editor-in-Chief, assign Penalty MOD hours as needed for candidates not in compliance with deadlines or paper requirements.
11. Coordinate paper publication selection with the Faculty Editor and Editorial Board.
12. Work with the Faculty Editor to secure any available writing awards.
13. Coordinate any mid-semester write-on competition deemed necessary to fill an unexpected large number of member vacancies.
14. Assist Editor in Chief with publication decisions and contact with student authors.
15. Be available to Editorial Board members should additional help be needed for their duties or responsibilities.
16. Prepare successor for office.
17. Fulfill all obligations arising under the HJHLP Constitution and UHLC Honor Code.
18. Fulfill related obligations that arise during the course of performing these duties.

B. Requirements

1. Early graduation and taking the February Bar are prohibited.
2. School year obligations should be arranged to allow for sufficient time to fulfill all duties.
3. Obligations outside Houston during the summer must be extremely limited. No obligation can prohibit the Chief Notes and Comments Editor from conducting HJHLP responsibilities during the recruitment period.
4. Solid communication skills are a must. The recruitment period requires both strong people skills and a clear passion for the journal. The CNCE must convince potential candidates of the value in joining HJHLP, without appearing desperate for members.

Section 5: HEAD SENIOR ARTICLES EDITOR

A. Duties

1. Assist the Editor-in-Chief with publication needs.
2. Assist the Editor-in-Chief with professional articles, assignments and editing.
3. Work closely with Chief Articles Editor in organizing roundtables, article assignments and general issues.
4. Attend and moderate Roundtables, alternating with the Chief Articles Editor
5. Macro articles as necessary during the editing process.
6. With Editor-In-Chief, conduct final read of issue.
7. Supervise all SAEs and AEs and make sure that assignments are completed on time.
8. Assist CAE and EIC with any journal related editing or assignments.
9. Prepare successor for office.
10. Oversee, with Chief Articles Editor, the MSF process.
11. Fulfill all obligations arising under the HJHL&P Constitution.
12. Fulfill related obligations that arise during the course of performing these.

B. Requirements

1. Early graduation and taking the February Bar are prohibited.
2. Summer and intersession obligations should be calculated to fulfill all duties and to prepare for the upcoming semester.
3. Outside employment during the school year should be calculated to allow for sufficient time to fulfill all duties.

Section 6: NOTES & COMMENTS EDITOR

A. Duties

1. Assist the Chief Notes & Comments Editor in the candidate recruitment process, including but not limited to representing the journal before LSS classes, attending recruitment meetings/events, and proactively reaching out to rising 2Ls.
2. Meet with each candidate during Topic Proposal period and offer feedback to help

- candidates choose interesting and persuasive Note or Comment topics.
3. Assist the Chief Notes & Comments Editor in approving topic proposals.
 4. Review candidate Annotated Outline Submissions for clarity, logical flow, and organizational structure. Offer feedback as needed to help the candidate mold their paper into a publishable form.
 5. Read and review Partial and Draft Submissions and provide line-by-line feedback for any corrections, modifications, or questions, as needed.
 6. Perform cite checks on Draft Submission to ensure proper citations.
 7. Meet with each candidate during polishing period between draft submission and final submission to address any questions or concerns they may have.
 8. Alert the Chief Notes & Comments Editor of any late or incomplete submissions. Work with candidates to prevent any further issues.
 9. Follow any and all instructions given by the Editor in Chief and the Chief Notes & Comments Editor.
 10. Be available to Chief Articles Editor should additional help be needed for completing Article Editing and Roundtable process.
 11. Be available to other members as needed to ensure journal business is conducted in a timely manner.
 12. Prepare successor for office.
 13. Fulfill all obligations arising under the HJHLP Constitution and UHLC Honor Code.
 14. Fulfill related obligations that arise during the course of performing these duties.

B. Requirements

1. Early graduation and taking the February Bar are prohibited.
2. School year and intersession obligations should be arranged to allow for sufficient time to fulfill all duties.
3. Summer obligations should be limited to help the CNCE during the recruitment period.

Section 7: SENIOR ARTICLES EDITOR

Duties

1. Assist the Editor-in-Chief with publication needs.
2. Be the primary assistant to the Chief Articles Editor.
3. Macro articles as necessary during the editing process.
4. With Editor-In-Chief, conduct final read of issue.
5. Participate with “Roundtable Members” in a print weekend.
6. Coordinate all ILL requests and ensure that all books checked out are placed on the journal’s account and timely returned.
7. Maintain non-UHLC / UH library system contacts and information files.
8. Prepare successor for office.
9. Oversee, with Chief Articles Editor, the MSF process.
10. Fulfill all obligations arising under the HJHL&P Constitution.
11. Fulfill related obligations that arise during the course of performing these.

B. Requirements

1. Early graduation and taking the February Bar are prohibited.
2. School year, summer, and intersession obligations should be arranged to allow for sufficient time to fulfill all duties and to prepare for the upcoming semester.

Section 8: ARTICLES EDITOR

A. Duties

1. Assist the Editor-in-Chief with publication needs.
2. Supervise candidate cite check process.
3. Assign “kickbacks” and verify “kickback” completion.
4. Recompiled completed “kickbacks” into a single article and review for overall consistency in form and style.
5. Incorporate comments assigned by Chief Articles Editor into any cite check or “kickback” necessary.
6. Fulfill related obligations that arise during the course of performing these duties.
7. Assist the Chief Notes & Comments Editor.
8. Instruct candidates as they need assistance with their papers.
9. Prepare successor for office.
10. Fulfill all obligations arising under the HJHL&P Constitution.
11. Fulfill all obligations arising during HJHL&P business.

B. Requirements

1. Taking the February Bar is prohibited.
2. School year, intersession, and summer obligations should be arranged to allow for sufficient time to fulfill all duties.

Section 9: PUBLICATION EDITOR

A. Duties

1. Attend Exec. Boards/Print Weekends;
2. Assist Editor-in-Chief with publication decisions and final proof reads;
3. Communicate with authors and publisher during the publication cycle;
4. Ensure that HJHL&P is listed on Lexis and WestLaw, and other commercial databases such as HeinOnline, as appropriate;
5. Review the publisher contract with the Managing Editor;
6. Primary contact between Journal and publisher;
7. Work with Senior Articles editor to macro/format articles for publication;
8. Prepare successor for office;
9. Fulfill all obligations arising under the HJHL&P Constitution;
10. Fulfill related obligations that arise during the course of performing these duties;

B. Requirements

1. Early graduation and taking the February Bar are prohibited;
2. School year, summer and intersession obligations should be arranged to allow for sufficient time to fulfill obligations.

Section 10: BUSINESS DEVELOPMENT EDITOR

A. Duties

1. Work with the Faculty Editor and HLPI to build subscription data base;
2. Maintain all subscription files and accounts;
3. Work with Managing Editor to bill for issues;
4. Lead all marketing, advertising and public relations efforts;
5. Manage subscription over-due accounts and debt collection;
6. Maintain an HJHL&P and HLPI alumni list;
7. Work with the Faculty Editor to increase donations;
8. Coordinate networking activities for HJHL&P members with health law entities;
9. Cosponsor fundraising and community service activities with the UHLC, HLO or HLPI;
10. Work with Publications Editor to add fresh material to the HJHL&P homepage;
11. Maintain the HJHL&P homepage, internet sites and internet mail;
12. Arrange for abstracts to be posted on the homepage;
13. Prepare successor for office;
14. Fulfill all obligations arising under the HJHL&P Constitution;
15. Fulfill related obligations that arise during the course of performing these duties;
16. Coordinate banquet.

B. Requirements

1. Early graduation and taking the February Bar are prohibited;
2. School year, summer, and intersession obligations should be arranged to allow for sufficient time to fulfill obligations.

Section 11: ASSOCIATE EDITOR

A. Background

1. The Editor in Chief, at his or her discretion, may award the position of Associate Editor to a part-time student, joint degree student, or student who is graduating early, and is unable to satisfy the requirements for candidate membership/another editorial board position;
2. The Associate Editor position may only be awarded to a student who has demonstrated exceptional commitment and dedication in the service of HJHL&P;
3. Associate Editors are not eligible for editorial board positions unless they are part-time students who have chosen Tier Two as described in Article 6, Section 2B(2).

B. Duties

1. Assist Executive Board members;
2. Assist Articles Editors;
3. Fulfill all obligations arising under the HJHL&P Constitution;
4. Fulfill related obligations that arise during the course of performing these duties.

C. Stipulations

1. Early graduation and study abroad are permitted;
2. Must fulfill credit requirements pursuant to direction of Managing Editor;
3. Obligations during the school year, summer and intersession should be arranged to enable successful completion of duties.

Section 12: LINE EDITOR

A. Background

1. The Exec. Board may create line editor positions at any time;
2. The Line Editor position is open to visiting J.D. students and third-year J.D. students;
3. Line Editors are not eligible for editorial board positions;
4. The Line Editor receives no academic credit.

B. Becoming a line editor

1. The Chief Notes & Comments editor is responsible for evaluating line editor applicants;
2. Line editor applicants must have earned an average grade of “B” or better in their first year Legal Research and Writing course or equivalent;
3. Applicants must submit a resume and graded writing sample, preferably from an advanced legal scholarship course such as a seminar, to the Chief Notes & Comments Editor; alternatively or additionally to the graded writing sample, the Chief Notes and Comments Editor, in consultation with the Exec. Board, may require Line Editor applicants to perform satisfactorily on an editing test.

C. Duties

1. Assist Executive Board members;
2. Assist Articles Editors;
3. Fulfill all obligations arising under the HJHL&P Constitution;
4. Fulfill related obligations that arise during the course of performing these duties.

D. Stipulations

1. Early graduation, studying at other institutions, or study abroad are permitted;
2. Obligations during the school year, summer and intersession should be arranged to enable successful completion of duties;

3. Fulfill all obligations arising under the HJHL&P Constitution;
4. Fulfill related obligations that arise during the course of performing these duties.

Section 13: ASSISTANT EDITOR

A. Background

1. The Exec. Board may choose assistant editor positions at any time.
2. The Assistant Editor position is open to L.L.M. students and visiting J.D. students.
3. Assistant Editors are not eligible for editorial board positions.
4. The Assistant Editor may receive one hour of directed research or non-substantive credit per semester, under the supervision of the Faculty Editor.

B. Becoming an assistant editor

1. The Chief Notes & Comments editor is responsible for evaluating assistant editor applicants;
2. Assistant editor applicants who are third-year J.D. students or visiting J.D. students must have earned an average grade of “B” or better in their first year Legal Research and Writing course or equivalent course;
3. Applicants must submit a resume and writing sample, preferably graded, to the Chief Notes & Comments Editor.

C. Duties

1. Assist Executive Board members;
2. Assist Articles Editors;
3. Fulfill all obligations arising under the HJHL&P Constitution;
4. Fulfill related obligations that arise during the course of performing these duties.

D. Stipulations

1. Early graduation, studying at other institutions, or study abroad are permitted;
2. Obligations during the school year, summer and intersession should be arranged to enable successful completion of duties;
3. Must fulfill credit requirements pursuant to direction of Faculty Editor;
4. Fulfill all obligations arising under the HJHL&P Constitution;
5. Fulfill related obligations that arise during the course of performing these duties.

ARTICLE 4: CANDIDATES

Duties

1. Complete the HJHL&P writing requirement pursuant to direction of the Notes & Comments Department: one 40 page (including footnotes) comment (or two 25 page case-notes) on a health law and policy topic that meets the HJHL&P annual criteria;
2. Complete all MSF delegated assignments;
3. Complete all cite check and “kickback” delegated assignments;
4. Complete 40 MOD hours per semester pursuant to the direction of the Managing Editor;
5. Complete any penalty MOD hours pursuant to the direction of the Managing Editor or Editor-in-Chief;
6. Fulfill all obligations arising under the HJHL&P Constitution;
7. Fulfill related obligations that arise during the course of performing these duties.

ARTICLE 5: SELECTION & ELECTIONS

Section 1: Faculty Editor

1. The Faculty Editor shall be nominated and appointed by the HLPI Director;
2. Thereafter, the HLPI Director may choose to continue with the nominee’s appointment or nominate another individual.

Section 2: Student Editors

1. The Founding Editors elected the inaugural student editors on March 22, 2000. Post 2001, student editors may be full-time or part-time students who have completed their year(s) of candidacy;
2. The number and title of the student editorial positions shall be determined each year by the Exec. Board members;
3. Each spring semester, the student editors shall hold a meeting to elect the incoming student editors from the current year’s candidates. Each student editor present at the meeting will have an equal vote;
4. Specific procedures for the election will be established by the Exec. Board Members prior to the election. Following the election, the outgoing student editors shall train their successors. The outgoing Exec. Board members shall set the date for the official transfer of authority based on the Master Calendar.
5. The Board may respond to the needs of the journal by making a one-time decision to combine and/or double-up on the staffing of a position, with appropriate changes made to credit-hours, subject to the approval of the Faculty Editor(s) (who will consult with the Associate Dean where necessary).

Section 3: Student Candidates

- A. HJHL&P candidates may be full time or part time students. There are three ways to apply for candidacy: grade-on, apply-on and write-on;
- B. To apply as an HJHL&P member via grade-on, the student must be in the top 30% of his or her entering class or entering section or receive an A or A- in at least one semester of the 1L Legal Research and Writing;
- C. To apply as an HJHL&P member via apply-on, the student must be in the top 40% of his or her entering class or entering section, and complete the apply-on application, which includes submission of a legal writing sample;
- D. To apply as an HJHL&P member via write-on, the student must complete the writing requirement established by the UHLC journals that year and must be selected by the HJHL&P Notes & Comments Department, with the consent of the Editor-in-Chief and Managing Editor;
- E. HJHL&P shall consider write-on submissions from the **full 100% of the target class**. HJHL&P has **complete discretion** to select or reject any eligible applicant for membership based upon the quality of that applicant's written submission;
- F. **Full Time Students:** may use the grade-on, apply-on or write-on processes only at the close of their second semester (the end of the 1L year);
- G. **Part Time Students:** may use the grade-on, apply-on or write-on process after their first spring or second summer semester.
- H. **Transfer Students:** applications shall be addressed on an ad hoc basis by the Chief Notes & Comment's Editor. Transfer Students may also participate in the write-on process for Transfer Students at the end of the 1L year, when such program is offered;
- I. Sections C-G above are subject to the Exec. Board Members' discretion if there is an immediate need to host a mid-semester competition to fill an unexpectedly large number of vacancies;
- J. **Exceptions:** Exceptions may be made to the above requirements when necessary to comply with the Americans with Disabilities Act (ADA). The Associate Dean for Academic Affairs shall determine whether an ADA exception shall be made;
- K. HJHL&P will use the definitions of part time, full time, and transfer student listed in the UHLC handbook and shall classify the student as having the status he or she holds at the time the application is made;
- L. HJHL&P should select approximately 20 new candidates per year. Sizable alterations must be brought to the attention of the Faculty Editor(s), who will decide whether an amendment to the approved business plan is required;
- M. **Alternative credit track:** Students who write-on, apply-on, or grade-on have the option of taking a seminar course to satisfy the writing requirement, rather than preparing an ungraded note or comment. The seminar course must be taken in the first year candidacy unless the Exec. Board grants an exception as to the timing requirement based on good cause. Students are encouraged to take a seminar course in the fall semester of candidacy. Students exercising this option must submit the product of their seminar to the Chief Notes and Comments editor for consideration for publication. The paper as submitted to the Chief Notes and Comments editor must meet all requirements for HJHL&P notes and comments, including but not limited to length and formatting. The paper topic must be related to health law, although there are no constraints upon the subject matter of the seminar in which the

student enrolls. If the paper does not receive a grade of C or better, it must be revised to comply with HJHL&P standards.

ARTICLE 6: MEMBERSHIP DURATION

Section 1: Faculty Editor

- A. The Faculty Editor shall serve until he or she resigns or is removed by the UHLC.

Section 2: Students

A. Full Time Students

1. Candidate: One year consisting of two consecutive semesters
2. Editor: One year consisting of two consecutive semesters
3. Line editor: At least one semester
4. Assistant editor: At least one semester

B. Part Time Students

Part time students must select one of the following options, which the Editor in Chief, in consultation with the Exec. Board, may modify at his or her discretion if appropriate:

1. Tier One: Complete the candidate and editor requirements in two years pursuant to the full time students' requirements or
2. Tier Two: Compete the HJHL&P candidacy in two years and the editor responsibilities in a third year.

Year One: Complete all candidate MSF and Cite Check responsibilities;
Year Two: Complete candidate paper and candidate MOD requirements at the discretion of candidate*;
Year Three: Complete editor responsibilities.

* Article 5 Section 2B(2) is subject to the following provision: should the candidate group have 25% or more part-time students, the Managing Editor reserves the right to modify the MOD provision in Year Two.

C. Stipulations

1. Should a part time student become a full time student during the course of Tier Two or should a full time student become a part time student opting for Tier Two, both circumstances shall be resolved at the discretion of the Exec. Board based on the circumstances;

2. Inaugural student editors, must complete their editorial responsibilities during the 2000-2001 year.
3. If any student editor remains a UHLC student following completion of his or her editorial year, he or she may apply with the Faculty Editor and Editor-in-Chief-elect to serve in an ad hoc voluntary capacity. The editor may not seek re-election nor may the editor petition for additional academic credit for any voluntary ad hoc position granted at the Faculty Editor or Editor-in-Chief's discretion.

ARTICLE 7: ADVISORY COMMITTEE

- A. The Faculty Editor(s) shall have the discretion to establish an Advisory Committee if necessary;
- B. The Faculty Editor(s) shall have the discretion to define the Advisory Committee's role.

ARTICLE 8: ACADEMIC CREDIT

- A. The UHLC faculty approved non-substantive academic credit for the HJHL&P on April 7, 2000. Students must complete the candidate requirements and be current as to their editor requirements before any credit will be given. Also, all credit hours claimed for a given semester must be earned before the Managing Editor may sign off on those hours for the Office of Student Services;
- B. The Editor-in-Chief shall complete necessary paperwork from Student Services to verify that requirements have been met. The method for credit registration shall be determined each semester by the Office of Student Services;
- C. If a student editor receives credit in the fall semester and then fails to fulfill all spring obligations, credit may be removed for the previous fall semester, at the discretion of the Associate Dean for Academic Affairs;
- D. The **exclusive** grievance procedure for any editor that has credit hours withheld or removed by the Editor-in-Chief shall be to file a written complaint **within 30 days** after grade posting, with the Associate Dean for Student Services. If the editor is unsatisfied with that Dean's decision, the editor may file a written appeal, **within 30 days of that decision**, with the Associate Dean for Academic Affairs, whose decision shall be **final**.
- E. The hours approved are:

	Inaugural Editors:	Subsequent Editors:
Editor-in-Chief:	5	6
Managing Editor:	5	6
Chief Articles Editor:	5	6
Senior Articles Editor:	5	4
Articles Editor:	4	4

Chief Notes & Comments Editor:	5	6
Business Development Editor:	4	5
Publications Editor:	3 (4)	5
Associate Editor		0
Assistant Editor		Directed Research Credit under direction of Faculty Editor
Line Editor		0
Head Senior Articles Editor		5

F. The hours approved under the seminar paper option described in Article 5, Section 3M are:

	Prior Approved Hours:	Subsequent Editors:
Editor in chief	4	0
Managing editor	4	0
Chief Articles Editor	4	0
Senior Articles Editor	3	0
Articles Editor	3	0
Chief Notes & Comments Editor	4	0
Business Development Editor	3	0
Publications Editor	3	0
Associate Editor	0	0
Assistant Editor	Directed Research Credit under direction of Faculty Editor	0
Line Editor	0	0

ARTICLE 9: AMENDMENT

- A. Bylaw amendment proposals must be in writing and signed by at least five current HJHL&P editors. Proposals will be submitted to the Editor-in-Chief. The Faculty Editor and the Editor-in-Chief may propose an amendment without the signature requirement;
- B. Upon the trigger in Section A, the Editor-in-Chief shall call a meeting. This meeting will be held no sooner than two weeks but no later than four weeks from the date the final proposal was received;

- C. Within 5 days prior to the meeting, the Editor-in-Chief shall distribute an agenda. Additional proposals may be added to this agenda pursuant to Section 1. Riders, unrelated to the proposals, will not be permitted on this agenda;
- D. Following open floor debate, a written vote shall be cast. Each student editor will have one equal vote. Two-thirds affirmative vote by student editors present will ratify the amendment(s). Abstentions will not be counted.
- E. The Editor-in-Chief must type, date, sign and attach any ratified amendments to this document. Copies must be distributed to necessary parties within one week from date of the vote. Instead of attaching separate amendments, the Editor-in-Chief may also, at his discretion, create a tracked-changes version of the bylaws and distribute such.

ARTICLE 10: ADDITIONAL CLAUSES

Anti-Hazing Clause

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).

Non-Discrimination Clause

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

ARTICLE 11: ADOPTION

To become valid, these Bylaws will be submitted to a majority affirmative vote of the inaugural student editors and the Faculty Editor. The provisions will go into immediate effect upon ratification. By adoption of these Bylaws, all previous documents of the same nature will be invalid (official faculty and administration proposals generated by the Founding Editors will remain valid but any inconsistencies shall be trumped by these Bylaws). Copies shall be distributed to each member, the Faculty Editor and the Office of Student Services. The original shall be filed by the Editor-in-Chief.