

**BYLAWS
FOR THE MEMBERS AND EDITORS OF THE
HOUSTON LAW REVIEW**

ARTICLE I. DEFINITIONS

Section 1 – Second year students spending their first year on the Houston Law Review (**Review**) shall be referred to as “Members.”

Section 2 – Third year students spending their second year on the Review shall be referred to as “Editors.” As a group, these Editors shall be referred to as the “Board of Editors” or “Editorial Board.”

Section 3 – Members of the Review shall begin their “Official Terms” as Editors on the first May commencement date following elections.

Section 4 – The Editorial Board shall have an “Executive Committee,” which shall consist of the Editor in Chief, Managing Editor, Chief Articles Editor, Senior Articles Editors, and any other department heads that are appointed to the Executive Committee by the sitting Editor in Chief.

ARTICLE II. SCOPE

Section 1 – These bylaws are effective on the date of approval and shall apply to the Members and Editors of the Review.

Section 2 – These bylaws shall be subject to the Statement of Policies promulgated by the Houston Law Review Board of Directors.

Section 3 – Subject to Section 2, these bylaws supplant any and all prior bylaws and other documents to that effect.

ARTICLE III. ADMISSION

Section 1 – Members of the Review shall be selected following each academic year from those students completing their first year at the University of Houston Law Center (**Law Center**). Students that maintain good academic standing and complete their first year at the Law Center within either (1) the top ten percent of their respective sections, or (2) the top ten percent of their first-year class as a whole shall be extended

invitations to join the Review. The Editor in Chief may change this percentage cut-off only if the Editor in Chief determines that the operation of this rule would adversely affect the Review.

a. Full-time students – For students participating in the full-time student program, only those students that successfully complete the entire full-time first year course load, including passing legal research and writing, without participating in any second year courses shall be eligible to grade on to the Review. Such students shall be eligible for the grade-on process immediately following their successful completion of the standard first year course load.

b. Part-time students – For students participating in the part-time student program, only those students that successfully complete that program’s course load for the first school year, including passing legal research and writing, without completing any second year courses shall be eligible to grade on to the Review. Such students shall be eligible for the grade-on process immediately following their successful completion of these requirements.

Section 2 – Other students completing their first year at the Law Center shall have a single opportunity to gain membership on the Review through the annual write-on competition.

a. Full-time students – For students participating in the full-time student program, only those students that successfully complete the entire full-time first year course load, including passing legal research and writing, prior to completing their twelfth hour of second year course work shall be eligible to participate in this write-on competition. Such students shall be permitted to participate only in the write-on competition that immediately follows their successful completion of the standard first year course load.

b. Part-time students – For students participating in the part-time student program, only those students that successfully complete that program’s course load for the first school year, including passing legal research and writing, prior to completing their twelfth hour of second year course work shall be eligible to participate in this write-on competition. Such students shall be permitted to participate only in the write-on competition that immediately follows their successful completion of these requirements.

c. Procedures – Prior to the write-on competition, the Review shall disseminate detailed procedures regarding how the competition shall be conducted and how the papers shall be evaluated. The Review has complete discretion to select or reject any eligible participant for membership based upon the quality of that participant’s submission. In the written procedures, the Review shall designate the minimum grade point average or overall class-percentile ranking for participation in the write-on competition, provided that in no event may students that are not in the top half of their entering class be permitted to participate. The Review may consider each participant’s grade point average when determining which participants, if any, are to be selected for membership on the Review.

Section 3 – Transfer students that transfer to the Law Center after the successful completion of their first year of law school may obtain membership on the Review through the annual transfer write-on competition and are eligible to compete only in the competition that is conducted prior to or at the beginning of their second year of law school and their first year at the Law Center.

Section 4 – Exceptions may be made to the requirement that students successfully complete the standard full-time or part-time course load when necessary to comply with the Americans with Disabilities Act (**ADA**). The Associate/Assistant Dean for Academic Affairs shall determine whether an ADA exception shall be made.

ARTICLE IV. MEMBERSHIP

Section 1 – Members of the Review must maintain good academic standing and satisfy the other requirements necessary to maintain Review membership status. These requirements shall include the satisfactory completion of a predetermined number of cite checks and office hours, including any penalty hours, a written product that is deemed publishable by the Notes and Comments Department, and other requirements as set forth by the Editor in Chief. The precise number of cite checks and office hours shall be determined by each Editorial Board. The Editor in Chief shall determine whether these requirements are completed satisfactorily. Failure to complete these requirements satisfactorily shall subject any Member to removal from the Review.

Section 2 – Membership of the Review is a privilege, not a right. The Editor in Chief shall have complete discretion to remove any Member from the Review.

Section 3 – If the Editor in Chief removes a Member from the Review, the removed Member's exclusive grievance procedure shall be to file a written complaint with the Associate/Assistant Dean for Student Services. If the removed Member is unsatisfied with that Dean's decision, the removed individual may file a written appeal with the Associate/Assistant Dean for Academic Affairs, whose decision shall be final.

V. EDITORIAL BOARD: RESIGNATION AND REMOVAL

Section 1 – Editors must maintain good academic standing and satisfy the work requirements for their respective editorial positions. The Editor in Chief shall determine whether these requirements are completed satisfactorily. Failure to complete these requirements satisfactorily shall subject any Editor to removal from his or her position and the Review.

Section 2 – If the Editor in Chief removes an Editor from the Review, the Editor's exclusive grievance procedure shall be to file a written complaint with the Associate/Assistant Dean for Student Services. If the Editor is unsatisfied with that Dean's decision, the removed Editor may file a written appeal with the Associate/Assistant Dean for Academic Affairs, whose decision shall be final.

Section 3 – If the Editor in Chief changes an Editor's editorial position but does not remove that Editor from the Review, the Editor's exclusive grievance procedure shall be to file a written complaint with the Faculty Advisor(s), whose decision shall be final.

Section 4 – Vacancies on the Board of Editors caused by the resignation or removal of any Editor other than the Editor in Chief may be filled by an Editor selected by the Editor in Chief. If the Editor in Chief resigns or is removed, the Managing Editor shall become the Editor in Chief.

ARTICLE VI. CREDIT HOURS

Persons successfully completing the Review's membership and editorial requirements may choose to receive a specified number of credit hours. The precise number of credit hours shall be assigned to each editorial position and detailed in the

annual election packet, provided that no editorial position shall be assigned more than seven or less than four credit hours without the approval of the Associate/Assistant Dean for Academic Affairs. Persons failing to complete the Review's membership and editorial requirements successfully are not entitled to receive any credit hours for their work with the Review. Editors that fail to complete the Review's membership and editorial requirements successfully but that register for and receive Review credit hours shall, upon written request submitted by the Editor in Chief to the Assistant Dean for Student Services and Records, have those hours removed from their transcripts. 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 with the Associate/Assistant Dean for Student Services. If the Editor is unsatisfied with the Dean's decision, the Editor may file a written appeal with the Associate/Assistant Dean for Academic Affairs, whose decision shall be final.

ARTICLE VII. SENIOR WRITING REQUIREMENT

Members of the Review must produce a written product that is deemed publishable by the Notes and Comments Department. At the time that the Notes and Comments Department certifies that a Member's written product is publishable, the Member's senior writing requirement is deemed satisfied, provided that the Member successfully completes the Review's membership requirements for at least one year. It shall be the responsibility of the Editor in Chief to inform the Assistant Dean for Student Services and Records of same.

ARTICLE VIII. EDITOR WORK REQUIREMENTS

Section 1 – The Editor in Chief, Managing Editor, and Chief Articles Editor shall work full time for two weeks in the Law Review office during the summer following their election. The Senior Articles Editors shall work full time for one or two weeks in the Review office during the summer following their election, with the exact number to be determined by the incoming Editor in Chief. Other editorial positions may be assigned full-time summer work weeks in the annual election packet by the outgoing

Editor in Chief, although the incoming Editor in Chief may modify these assignments subject to the approval of the individual(s) whose work week assignment is affected.

Section 2 – During his or her Official Term, the Editor in Chief shall not spend more than two weeks of employment outside Houston.

Section 3 – During their Official Terms, the Managing Editor and Chief Articles Editor shall not spend more than six weeks of employment outside of Houston.

Section 4 – During their Official Terms, the Senior Articles Editors shall not spend more than ten weeks of employment outside of Houston.

Section 5 – Except for summer clerkships, the Editor in Chief and Managing Editor shall not hold employment outside of the Review. The Chief Articles Editor and Senior Articles Editors are strongly discouraged from holding employment outside of the Review, other than summer clerkships.

Section 6 – Additional restrictions may be placed in the annual election packet by the sitting Editorial Board.

ARTICLE IX. EXECUTIVE COMMITTEE

Section 1 – The members of the Executive Committee shall attend the semi-annual meetings of the Houston Law Review Board of Directors.

Section 2 – Subject to Section 1, the role of the Executive Committee, including the frequency of meetings and the issues to be discussed, shall be determined by the Editor in Chief.

Section 3 – Only the Editor in Chief shall be permitted to call a meeting of the Executive Committee.

Section 4 – If the Editor in Chief calls a meeting of the Executive Committee, a majority of a quorum is required for a vote to be passed. Attendance by two-thirds of the Executive Committee shall constitute a quorum.

ARTICLE X. ELECTIONS

Section 1 – Each spring semester, the Editorial Board shall hold a meeting to elect the incoming Editorial Board. Each Editor present at that meeting shall have an equal vote.

Section 2 – Specific written procedures regarding elections shall be established by each Editorial Board prior to the elections.

Section 3 – Following the election of the Editorial Board, the outgoing Editors shall train their successors. Prior to their Official Terms, the incoming Editors shall perform tasks necessary to ensure a smooth transition.

XI. FACULTY ADVISORS

Section 1 – The Review shall have at least one Faculty Advisor.

Section 2 – The role of the Faculty Advisor(s) shall be to advise and counsel the Review.

XII. AMENDMENT

Section 1 – Article VIII shall not be amended without approval from the Houston Law Review Board of Directors.

Section 2 – The remaining Articles may be amended through a vote of the Editorial Board. The vote shall be held by secret ballot at a closed meeting. A majority of a quorum is necessary to amend these bylaws. Attendance by two-thirds of the Editorial Board shall constitute a quorum.

Section 3 – Any Editor that wishes to call for a vote to amend these bylaws shall present the proposed amendment(s), accompanied by the signatures of at least nine other Editors, to the Editor in Chief. The Editor in Chief may call a meeting for the amendment of these bylaws without the necessity of the nine additional signatures.

Section 4 – Following the submission of a proposed amendment, a meeting shall be held not less than two and no more than four weeks later. Not less than one week prior to the meeting, the Editor in Chief shall distribute the agenda for the meeting to the Editorial Board. Prior to the Editor in Chief's distribution of the agenda, additional requests to amend these bylaws may be placed on the meeting agenda in accordance with Section 3. Once the Editor in Chief distributes the agenda for the meeting, the Editor in Chief may place on the agenda only items that do not involve the amendment of these bylaws.

* These Bylaws were drafted in substantial part by Kevin Blodgett, Bob Sergesketter, D’Andra Millsap Shu, and the other members of the Houston Law Review Bylaw Amendments Committee: Claudia Wilson Frost, Cathleen C. Herasimchuk, Bruce Levy, and Eileen F. O’Neill. The members of Board 34 approved these Bylaws on April 3, 1997. The Houston Law Review Board of Directors approved these Bylaws on May 8, 1997.

These Bylaws were amended on February 1, 2005 by the members of Board 42 to reflect a shift from one Senior Articles Editor to three Senior Articles Editors.

These Bylaws were amended on February 18, 2006 by the members of Board 43 to reflect the change in grade-on policy from top 10% of each section to include top 10% of the class as a whole, and to reflect the change in the write-on criteria to allow the Review to designate the minimum grade point average *or overall class-percentile ranking* for eligible participants.

These Bylaws were amended on April 20, 2010 to change the summer work requirements for the Editor-in-Chief, Managing Editor, and Chief Articles Editor from four (4) weeks of full time work in the Law Review office over the summer to two (2) weeks.

Last Amended: April 2010 (Board 47)