

Emory Law Journal Bylaws (revised May 8, 2008)

I. STATUS OF PARTICIPATING STUDENTS

Students may participate on the *Emory Law Journal* in three ways: as Candidates, Contributors, and Members of the Board. All participants must comply with the Emory University Code of Professional Conduct and must sign the Agreement to Comply with the *ELJ* By-Laws found in Appendix D.

A. Candidates

1. Students may qualify for an invitation to the *Emory Law Journal* Candidacy Program in three ways:

a. The top fourteen students of the first year class at Emory University School of Law, as certified by the appropriate administrative office, will be invited to participate as Candidates. The Executive Board will have discretion not to invite a top-fourteen student, which decision will be based in its good faith belief that such student violated Emory Law School's Professional Code or the rules of the *Emory Law Journal* Writing Competition. The decision will require a supermajority vote to be valid (5 out of 7 Executive Editors must agree). This discretion will be used with the utmost caution and the decision not to invite will be formally summarized in a letter provided to the faculty advisors and to the student who is not invited. This policy must be conspicuously included in documents describing the Writing Competition and on grade-on/write-on preference sheets. For each top-fourteen student that is not invited to participate as a Candidate, due to disqualification or because the student does not designate the *Emory Law Journal* as the first choice on his or her grade-on/write-on preference sheet, the number of Candidate positions able to be filled under part b of this section will increase by one. At a time following the release of grades but before offers of Candidacy are made, the Editor-in-Chief or Executive Notes & Comments Editor shall contact each top-fourteen student who designates that he or she is entering a joint degree program in the fall to confirm those plans. For each top-fourteen student who confirms plans to defer his or her Candidacy for a year, the number of Candidate positions able to be filled under part b of this section will increase by one.

b. (1) Up to twenty-six Candidate positions will be filled by a Writing Competition judged by at least three members of the Board and open to all rising second year students and eligible joint-degree/"study abroad" students during a period immediately preceding their second full year in law school. In computing the competition grade for Journal purposes, the paper will count two-thirds (2/3) and the cumulative grade point average will count one-third (1/3); however, the authors of exceptional papers may be invited to become Candidates without regard to their cumulative grade point average. In computing the competition grade for eligible joint degree students, only the student's grades from his or her first year in law school will be considered; grades received through participation in another program will not be considered in determining a joint degree student's cumulative grade point average. (2) The summer journal Writing Competition is open to eligible joint-degree and "study abroad" students who will be returning to the law school for the full academic year immediately following participation in the competition. No student will be eligible to participate in more than one year's competition. Those students who are eligible to participate in the Writing Competition must do so in the first summer in which they are eligible and may not defer to the next year's competition. Those students who will return to the law school for only one of the two semesters immediately following the Writing Competition must receive special permission from the Editor-In-Chief and Executive Notes & Comments Editor of *Emory Law Journal* in consultation with the *Bankruptcy Developments Journal* and the *Emory International Law Review*.

c. Up to three Candidate positions will be filled by a writing competition judged by at least three members of the Board and open to all accepted transfer students during a period soon following notice of their acceptance. Determination as to which transfer students qualify for Candidate positions is based primarily upon the quality of the papers submitted. Class rankings from transfer students' previous law schools will also be factored into the decision.

d. The Executive Board will have discretion not to invite a student who would otherwise be invited through the quality of his/her casenote in combination with grades, which decision will be based in the Board's good faith belief that such student violated *Emory Law School's* Professional Code or the rules of the *Emory Law Journal* Writing Competition or Transfer Competition. The decision will require a supermajority vote to be valid (5 out of 7 Executive Editors must agree). This discretion will be used with the utmost caution and the decision not to invite will be formally summarized in a letter provided to the faculty advisors. This policy must be conspicuously included in documents describing the Writing Competition and on grade-on/write-on preference sheets.

2. A Candidate shall not be entitled to list editorial activities with the *Emory Law Journal* in any other publication; however, students who are participating in the Candidacy Program may list among their activities on an employment resume the following: "Candidate to the Editorial Board of the *Emory Law Journal*" or "Staff Member, *Emory Law Journal*."

3. A Candidate shall be eligible to become a Board Member in accordance with these By-Laws. Candidates shall be entitled to attend meetings of the Board unless the Board will be considering matters on which Candidates are not entitled to vote. Candidates are eligible to vote on all matters of editorial and administrative policy except matters related to amendment of the Charter or By-Laws, selection of faculty advisors, election of editors, dismissal of a Candidate or Board Member from the Journal, and any other matters on which Candidates are ineligible to vote because of other provisions of the Charter or By-Laws. Candidates shall be entitled to attend meetings of the Board at which the Board will be considering matters on which Candidates are not entitled to vote if their attendance is approved by a majority vote of those Board Members present and

voting. Candidates may be allowed to vote on matters on which they would otherwise be ineligible if their vote is approved by a two thirds (2/3) vote of the Board Members, based on the number of elected positions to the Board.

B. Contributors

1. Papers of Emory Law Students who are not Journal Candidates or Members may be published upon a majority vote of the Board, provided that such students agree to characterize their status with the journal as that of Contributor only on an employment resume or in any other publication.
2. A student who co-authors an article with a professional will receive by-line status without regard to membership on the journal.

C. Members of the Board

1. A Candidate shall be elevated to the status of a Board Member after he or she has satisfied all of the following conditions:
 - a. The completion of one publishable piece of legal writing in accordance with the Board's current editorial policies and in compliance with the applicable provisions of Part III of the By-Laws;
 - b. The completion of editorial training and editorial assignments to the satisfaction of the Executive Managing Editors and the Editor-in-Chief;
 - c. Attendance at Candidates' and Journal meetings;
 - d. Successful completion of any other criteria that shall be provided in the Charter or these By-Laws or which shall be prescribed from time to time by the Editorial Board; and
 - e. Approval by a two-thirds (2/3) vote of all Board Members.
2. Privileges of Board Membership:
 - a. Unnamed Board Members shall be entitled to list their editorial activities in any publication in the following manner: "Editorial Board, *Emory Law Journal*, 20," and named Editors shall be entitled to list their respective positions in lieu of "Editorial Board";
 - b. Board Members shall be entitled to receive a certificate for publication activities upon graduation; and
 - c. The board shall constitute the exclusive voting membership of the Journal as to matters related to amending the Charter or By-Laws, Candidacy requirements, elevation to the Board, dismissal or suspension from the *Journal*, selection of faculty advisors, election of editors and any other matters related to Board functions or *Emory Law Journal* editorial policy.
3. Responsibilities of Board Members:
 - a. Performance of those duties required by the position that the Member holds, as described in Appendix A: Functions and Duties of *Emory Law Journal* Board Members;
 - b. Attendance at Journal meetings; and
 - c. Assisting the Editor-In-Chief as called upon.

II. ELECTION OF OFFICERS

A. The following editorial positions shall be filled by a majority vote of the outgoing Executive Board and the newly-elevated Candidates:

1. Editor-in-Chief;
2. Two Executive Managing Editors and up to eight, but no less than four, Managing Editors;
3. Executive Articles Editor and up to seven, but no less than four, Articles Editors;
4. Executive Symposium Editor and up to two, but no less than one, Symposium Editors;
5. Executive Notes and Comments Editor and up to six, but no less than four, Notes and Comments Editors;
6. Executive Marketing Editor and up to two, but no less than one Marketing Editors; and
7. As many Associate Editors as are needed.

B. In the case of a tie, the outgoing Executive Board shall vote in secret to break the tie. In the case of a tie in the Executive Board vote, the outgoing Editor-in-Chief shall cast one additional ballot. Non-executive Board Members are entitled to attend the elections and voice their support or lack of support for a particular Candidate at the appointed time for discussion, but may not cast votes.

C. The functions and duties of all editorial positions are described in Appendix A.

III. COMPLIANCE WITH CANDIDACY REQUIREMENTS

A. In the event a Candidate appears to be seriously deficient in any of the Candidacy requirements, the Editor-in-Chief shall give the Candidate immediate written notice of such deficiency and a written warning that continued deficiency may result in non-elevation to the Journal. The Candidate will have an opportunity to be heard as long as the Candidate notifies the Editor-in-Chief, in writing, prior to the Elevation Meeting.

B. Special provisions concerning writing requirements:

1. If a Notes and Comments Editor finds any draft (topic proposal, outline, text, etc.) seriously deficient, the Notes and Comments Editor shall notify the Candidate.
2. If any subsequent draft is deemed still seriously deficient by a Notes and Comments Editor, that draft shall be forwarded to the Executive Notes and Comments Editor and the Editor-in-Chief for review. If the Executive Notes and Comments Editor and the Editor-in-Chief agree that the draft is seriously deficient, they shall notify the

Candidate as provided in Part III.A. of these By-Laws.

3. If any final draft is deemed seriously deficient by the Executive Notes and Comments Editor and the Editor-in-Chief, they shall notify the Candidate as provided in Part III.A. of these By-Laws. The Executive Notes and Comments Editor and the Editor-in-Chief have the option to give the Candidate the opportunity to meet the publishability standards of the Board. However, if a draft is deemed finally deficient, a Board meeting will be held pursuant to Part III-B.4 of these By-Laws.

4. If the Executive Notes and Comments Editor and the Editor-in-Chief determine that a paper written by a Candidate to fulfill the writing requirement set out in Part I.C.1.a. of these By-Laws is not publishable, the Editor-in-Chief will call a Board meeting to vote on whether to affirm or disaffirm the determination of nonpublishability of the Candidate's paper and call a majority vote of a quorum of the Board, although all Board Members present may vote. A majority vote for affirmation of the determination of nonpublishability shall be deemed non-elevation of the Candidate to the Journal.

C. Failure to be elevated to the Editorial Board pursuant to Part I.C.1.e. will dismiss a Candidate from the Journal. Procedures found in Part IV are not applicable here. Upon dismissal, the Candidate will sign and submit a form resignation letter, see attached Appendix B, immediately to the Editor-in-Chief, to the Registrar, to the Dean of Students, and to the Dean of Career Services of Emory Law School. The Candidate will also be required to notify any current or prospective employer that she or he has resigned from the *Emory Law Journal*. A copy of such notice, signed and dated, and an amended resume must be immediately provided to the Editor-in-Chief, to the Registrar, to the Dean of Students, and to the Dean of Career Services of Emory Law School. If the student refuses to comply with these requirements, with which he/she has agreed to comply by signing the Agreement to Comply with the *ELJ By-Laws*, then the Journal is entitled to treat such refusal as a violation of the *ELJ By-Laws* and is entitled to refer the case to the Emory Law School Honor Court.

IV. DISMISSAL OR SUSPENSION FROM PUBLICATION ACTIVITIES FOR CAUSE

A. The Board shall have the power to suspend or dismiss any Candidate or Board member from the Journal for cause upon the vote of two-thirds (2/3) of the members of the Board following written notice to such Candidate or Board Member and the opportunity for a hearing before the Board to discuss the proposed suspension or dismissal.

B. "Cause" means conduct that is detrimental to the activities of the *Emory Law Journal* and shall include but shall not be limited to the following:

1. Failure to comply with the Emory Law School Code of Professional Conduct, as determined by the *Emory Law Journal* Editorial Board at the dismissal for cause hearing;
2. Flagrant neglect of assigned editorial and/or publication responsibilities; or
3. Dismissal or suspension from Emory University School of Law for disciplinary reasons.

C. "Written notice" means the Editor-in-Chief shall notify the Candidate or Board Member in writing of the proposed dismissal or suspension, and give a detailed explanation of the cause at least one week before the meeting at which the Board votes on the dismissal or suspension.

D. The Candidate or Board Member may tender his/her resignation prior to the dismissal or suspension for cause hearing, but the Editorial Board may vote to reject that resignation at the dismissal or suspension for cause hearing by a vote of two-thirds (2/3) of the members of the Board.

E. "Opportunity for a hearing" means that any student subject to dismissal or suspension for cause from the Board or the Candidacy Program shall have the opportunity to present a defense at the meeting when the Board votes on the dismissal or suspension for cause. The student shall also have the opportunity to confront any Member(s) of the Board who initiate a dismissal or suspension for cause. The Board shall be entitled to exclude those who are not Board Members from deliberations on any suspensions or dismissals for cause. Disputes over a dismissal or suspension for cause procedure may be advised and resolved by the Journal's faculty advisors.

F. Any Candidate or Board Member who is dismissed or suspended for cause must sign and submit a form notice of dismissal or suspension for cause, see attached Appendix C, immediately to the Editor-in-Chief, to the Registrar, to the Dean of Students, and to the Dean of Career Services of Emory Law School. The dismissed or suspended student shall also be required to notify any current or prospective employer that she or he has been dismissed or suspended for cause from the *Emory Law Journal*. (A student who has been suspended for a certain period of time, but who will remain on the Journal afterwards, must report such suspension and the dates in the employer notice letter and on his/her resume). A copy of such notice, signed and dated, and a copy of the amended resume must be provided immediately to the Editor-in-Chief, to the Registrar, to the Dean of Students, and to the Dean of Career Services of Emory Law School. If the student refuses to comply with these requirements, with which he/she has agreed to comply by signing the Agreement to Comply with the *ELJ By-Laws*, then the *Journal* is entitled to treat such refusal as a violation of the *ELJ By-Laws* and is entitled to refer the case to the Emory Law School Honor Court.

V. ACADEMIC CREDIT

A. Academic credit shall be approved for *Journal* Candidates and Members by the Editor-in-Chief in accordance with the program passed by the faculty of the Emory University School of Law. Candidates participating on the *Journal* will receive two credits in their spring semester.

B. Elected Editors: Members who are elected to named editorial positions will receive credit for third-year *Journal* work and shall appear on the masthead in their third year under their named position.

C. Associate Editors: Members who are not elected to a named position will receive credit for their third-year *Journal* work and shall appear on the masthead in their third year as "Associate Editors." Such members will be subject to the same disciplinary, suspension, and credit standards as any member holding a named, elected position.

D. Candidates: Second-year students who successfully complete the Candidacy Program will receive credit and shall appear on the masthead as "Candidates to the Board." Grades will be determined by the Candidates' faculty advisor.

E. Any Candidate or Board Member who has resigned or has been dismissed or suspended from the *Journal* shall not receive recognition or academic credit for participating on the *Journal* for that year (or for the time period of suspension) and any future year.

VI. SELECTION OF FACULTY ADVISORS

The *Journal* shall have two faculty advisors serving two-year staggered terms. Faculty advisors shall be selected by a majority of the incoming Board Members. The Board shall determine the responsibilities of the faculty advisors.

VII. BOARD OF CONSULTANTS

The *Journal* shall have a Board of Consultants consisting of *Journal* Alumni. The purpose of the Board of Consultants is to further assist and support the efforts of the *Journal* and its members. The Board of Consultants shall be governed by its own charter and by-laws and shall have meetings from time to time as determined by the Editor-in-Chief and the Chairperson of the Board.

VIII. EDITING PREFERENCES

The *Bluebook* (most current edition) shall be the citation system/manual for the *Journal*. The selection may only be changed upon a vote of two-thirds (2/3) of all the current Board positions.

IX. PROCEDURE

A. The Editor-in-Chief shall govern the parliamentary procedure of the Board except where a majority of the Board Members present and voting shall vote to suspend such procedure by temporary implementation of Robert's Rules of Order.

B. Meetings: The Editor-in-Chief shall schedule meetings of the Board throughout the academic year as is necessary and appropriate to conduct the business of the journal. Upon written petition signed by two-thirds (2/3) of the Board Members requesting a meeting to consider a matter specified in the petition, the Editor-in-Chief shall promptly and reasonably schedule a Board meeting on such matter.

C. Quorum: In order to transact any business under the Charter or the By-Laws, a majority of the number of elected positions on the Board plus one must be present.

D. Amendment or Suspension: Except as otherwise provided below, these By-Laws may be amended or suspended in whole or in part only by a vote of at least two-thirds (2/3) of the entire Board. A vote of two-thirds (2/3) of those Board Members present at a meeting shall be sufficient to amend or suspend the By-Laws or conduct other business normally requiring two-thirds (2/3) of the entire Board if the following requirements are met:

1. The Editor-in-Chief must give at least three days written notice of the meeting to all Board Members.
2. The written notice must inform all Board members of the agenda, and include all items that would normally require approval of two-thirds (2/3) of the entire Board;
3. Board Members are informed in the notice of the meeting that the Editor-in-Chief will invoke this section if necessary to accomplish the announced purposes of the meeting; and
4. A quorum is present at that meeting in accordance with Part VII.C. of these By-Laws.

E. The Editor-in-Chief may set rules for the use of proxies at particular meetings.

APPENDIX A

FUNCTIONS AND DUTIES OF EMORY LAW JOURNAL BOARD MEMBERS

I. EDITOR-IN-CHIEF

A. Function: Serves as head administrator of all Board operations and is ultimately responsible for publication of the *Emory Law Journal*.

B. Specific Duties:

1. Develop overall policies and goals for the Editorial Board;
2. Maintain a high quality journal;
3. Negotiate and sign the printing contract;
4. Organize Board Members and Candidates as necessary for the successful operation of the Journal;
5. Preside at all Journal meetings;
6. Perform final editing for all writing to be published;
7. Make the final decision as to whether submitted materials are to be published, and the content of each Journal issue;
8. Represent the Board as necessary on student-faculty committees and in matters concerning the school administration or other student groups; and
9. Control academic credit for Board Members and Candidates.

II. EXECUTIVE MANAGING EDITORS

A. Function: Coordinate all activities directly related to publication of the Journal.

B. Specific Duties:

1. Establish, with the Editor-in-Chief, deadlines for submission of manuscripts to meet publication deadlines;
2. Schedule and enforce production deadlines (e.g., establish deadlines for cite checking and textual editing, collating deadlines, and proofreading deadlines);
3. Coordinate activities among authors, editors, and secretaries;
4. Meet regularly with the Managing Editors to discuss their progress and answer their questions;
5. Oversee Candidates' instruction in editing. Meet when necessary with Candidates to discuss and review editing assignments;
6. Communicate with the printing company;
7. Maintain standards of consistency throughout the Journal;
8. Coordinate the ordering of reprints for all authors;
9. Maintain information on correct citation form for all known sources of legal citation;
10. Keep records of Candidate evaluations; and
11. Report to the Board at elections upon Candidates' editing performance.

III. MANAGING EDITORS

A. Function: Under the direction of the Executive Managing Editor, managing editors prepare and oversee all editing by the Candidates and prepare manuscripts for publication.

B. Specific Duties:

1. Meet with designated groups of Candidates and assign editing duties;
2. Collate cite checking and textual editing of Candidates;
3. Ensure that all citations are in proper Bluebook form;
4. Maintain contact with the author and discuss editorial changes;
5. Oversee proofreading;
6. Ensure that articles sent to the printing company are correct in every detail; and
7. Evaluate the Candidates' editing skills, and consult regularly with the Executive Managing Editor on each Candidate's performance.

IV. EXECUTIVE ARTICLES EDITOR

A. Function: Evaluates and selects professional articles submitted to the Journal. Oversees all aspects of the Thrower Symposium in conjunction with the Thrower Symposium Editor.

B. Specific Duties:

1. Evaluates solicited and unsolicited articles for publication;
2. Solicits faculty to review articles;
3. Makes a preliminary selection of articles for publication and makes the final selection in conjunction with the Editor-in-Chief;
4. Maintains correspondence with authors who submit articles;
5. Meets regularly with the Articles Editors and assign articles;
6. Exposes Candidates to the article evaluation process; and
7. Contributes to the process of selecting student comments for publication.

V. EXECUTIVE SYMPOSIUM EDITOR

A. Function: Plans the Thrower Symposium.

B. Specific Duties:

1. Researches topics for the Thrower Symposium, proposes topics to the Board, and proposes the selected topics to the Thrower Committee;

2. Conducts follow-up research and develops a list of potential Symposium speakers;
3. In conjunction with the Editor-in-Chief, selects speakers;
4. Coordinates all aspects of planning the Symposium, e.g., contacting speakers, budgeting, and planning receptions, meals, and travel.

VI. SYMPOSIUM EDITOR

A. Function: Coordinates and implements the activities for the Thrower Symposium, as instructed by the Executive Symposium Editor and the Editor in Chief.

VII. ARTICLES EDITORS

Functions and Duties: The functions and duties of the Articles Editors are basically the same as those of the Executive Articles Editor but are performed under the supervision and delegation of the Executive Articles Editor.

VIII. EXECUTIVE NOTES AND COMMENTS EDITOR

A. Function: Directs all student activities connected with Candidacy Program.

B. Specific Duties:

1. Directs the Writing Competition for rising second-year students and transfer students:
 - a. Provides materials describing the competition and how to write a case note;
 - b. Plans, organizes, and runs the Writing Competition;
 - c. Obtains the names of the top 14 students from the Register and offers them positions on the Journal, subject to the limitation in Part I.A.1.a; and
 - d. In conjunction with the Editor-in-Chief, selects students from the Writing Competition, invites those students, and contacts those students not chosen from the competition, subject to the limitation in Part I.A.1.d.
2. Directs *Journal* writing requirements:
 - a. Approves Comment topics in conjunction with the Editor-in-Chief;
 - b. Determines writing schedules and deadlines with the Editor-in-Chief;
 - c. Determines, along with the Editor-in-Chief, whether student articles are publishable, and determines modifications necessary to meet those standards; and
 - d. Selects articles to be considered for publication, and submits them to the Editor-in-Chief for final determination.

IX. NOTES AND COMMENTS EDITORS

A. Function: Supervise a group of Candidates in writing their Comments.

B. Specific Duties:

1. Grade Writing Competition papers;
2. Assist the Thrower Symposium Editor with symposium duties as assigned and requested;
3. Investigate potential topics for student Comments;
4. Meet with student authors and their faculty advisors throughout the year;
5. Establish familiarity with Candidates' topics (i.e., read the major cases or articles if necessary);
6. Ensure that the Candidates' work is substantively correct and authority properly cited;
7. Meet with Candidates on each draft and suggest changes for improvement of research and writing; and
8. Recommend whether final draft meets publishable standards.

X. EXECUTIVE MARKETING EDITOR

A. Function: Responsible for all business and social activities that arise in the daily operation of the journal. Responsible for facilitating communication between journal members and staff, and for planning journal functions (formal and social).

B. Specific Duties:

1. Maintains files on all incoming and outgoing correspondence;
2. Ensures that all correspondence is promptly answered.
3. Oversees the collection and deposit of dues and handles reimbursement of member expenses;
4. Completes the U.S. Postal Service form that appears in the back of the fall issue each year;
5. Organizes the binding of the four issues of the previous board for each member of the previous board with their names and positions printed on the spines;
6. Sets up meetings of the board when required;
7. Maintains any bulletin boards and post notices;
8. Coordinates with the secretary to make sure adequate supplies available;
9. Organizes social functions and supports Journal meetings as necessary, e.g., reserving time and place for functions/meetings, providing food and drink, sending invitations and notice of the event;
10. Controls receiving the Journal from the printing company and distributing it to the law school students and faculty;
11. Handles any business problems which arise in the day-to-day operations of the Journal;
12. Acts as liaison with the administration concerning all bookkeeping functions (except subscriptions) of the Journal;
13. Promotes the Journal by advertising and increasing subscriptions, specifically by organizing press releases designed to market each individual article published;
14. Grades Writing Competition papers, if requested to do so by the Executive Notes and Comments Editor;

15. Continually updates the Journal webpage; and
16. Orders and inspects Journal certificates for distribution at the banquet.

XI. MARKETING EDITORS

A. Function: The functions and duties of the Marketing Editors are basically the same as those of the Executive Marketing Editor but are performed under the supervision and delegation of the Executive Marketing Editor.

XII. ASSOCIATE EDITORS

A. Function: Assist the Editor-in-Chief and other editors on special projects.

B. Specific Duties:

1. Grade writing competition papers; and
2. Assist in editing manuscripts and reading articles when necessary.

**APPENDIX B
RESIGNATION FORM**

I, _____, hereby resign as a Candidate to the Editorial Board/ Editorial Board Member of the *Emory Law Journal*, effective _____, _____, 20__.

Under the terms of my resignation, and in compliance with Section ____ of the By-Laws of the *Emory Law Journal*, I agree to inform all of my present and future employers and all potential employers who have outstanding resumes for me, in writing, that I have resigned from and am no longer affiliated with the *Emory Law Journal*. Furthermore, I agree to provide these letters, signed, dated, and unsealed, to the Editor-in-Chief, to the Registrar, to the Dean of Students, and to the Dean of Career Services by _____, _____, 20__. I also agree to remove any reference to the *Emory Law Journal* from my current resume and not to refer to my prior affiliation with the *Emory Law Journal* in any future resume, job application, or other employment form or letter. I agree to provide a copy of this amended resume to the Editor-in-Chief, to the Registrar, to the Dean of Students, and to the Dean of Career Services by _____, _____, 20__. I understand that the Editor-in-Chief, the Registrar, the Dean of Students, and the Dean of Career Services may forward these documents to the aforementioned employment parties. Lastly, I understand that the Editor-in-Chief will provide copies of this resignation form, signed by me, to the Registrar, to the Dean of Students, and to the Dean of Career Services.

I agree, and am notice of the fact that, if I fail to abide by the above conditions, the Editor-in-Chief is required to contact the aforementioned employment parties on behalf of the *Emory Law Journal* and inform them of my resignation from the *Emory Law Journal*. If any employer should at any time contact the Editor-in-Chief to discuss the circumstances of the Candidate/Board Member's resignation, the Editor-in-Chief shall retain discretion as to whether to discuss the circumstances with that employer.

I have voluntarily agreed to the above conditions.

Signed Date

This resignation has been accepted by:

Editor-in-Chief Date

**APPENDIX C
NOTICE OF DISMISSAL OR SUSPENSION FOR CAUSE**

I, _____, am hereby dismissed/suspended for cause as a Candidate to the Editorial Board/ Editorial Board Member of the *Emory Law Journal*, effective _____, _____, 20__.

Under the terms of my dismissal/suspension for cause, and in compliance with Section ____ of the By-Laws of the *Emory Law Journal*, I agree to inform all of my present and future employers and all potential employers who have outstanding resumes for me, in writing, that I have been dismissed/suspended for cause from and am no longer affiliated with the *Emory Law Journal*. Furthermore, I agree to provide these letters, signed, dated, and unsealed, to the Editor-in-Chief, to the Registrar, to the Dean of Students, and to the Dean of Career Services by _____, _____, 20__. I also agree to remove any reference to the *Emory Law Journal* from my current resume and not to refer to my prior affiliation with the *Emory Law Journal* in any future resume, job application, or other employment form or letter. (If suspended for cause, student must agree to refer to the time period of suspension in his/her amended resume). I agree to provide a copy of this amended resume to the Editor-in-Chief, to the Registrar, to the Dean of Students, and to the Dean of Career Services by _____, _____, 20__. I understand that the Editor-in-Chief, the Registrar, the Dean of Students, and the Dean of Career Services may forward these documents to the aforementioned employment parties. Lastly, I understand that the Editor-in-Chief will provide copies of this notice of dismissal/ suspension for cause, signed by me, to the Registrar, to the Dean of Students, and to the Dean of Career Services.

I agree, and am notice of the fact that, if I fail to abide by the above conditions, the Editor-in-Chief is required to contact the aforementioned employment parties on behalf of the *Emory Law Journal* and inform them of my dismissal/suspension for cause from the *Emory Law Journal*. If any employer should at any time contact the Editor-in-Chief to discuss the circumstances of the Candidate/Board Member's dismissal/suspension for cause, the Editor-in-Chief shall retain discretion as to whether to discuss the circumstances with that employer.

I have voluntarily agreed to the above conditions

Signed Date

This dismissal/suspension for cause has been received by:

Editor-in-Chief Date

APPENDIX D

AGREEMENT TO COMPLY WITH THE *EMORY LAW JOURNAL* BY-LAWS

By signing this Agreement to Comply with the *Emory Law Journal* By-laws, I, _____, agree that I will take notice of and be bound by the rules and conditions of the *ELJ* By-Laws during my Candidacy and as a Member of the Editorial Board, should I be elevated.

Signed Date