



Rutgers Journal of Law and Religion Bylaws  
Ratified on Saturday, August 15, 2020  
Amended Friday, August 15, 2025

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- I. **Name.** The name of this organization shall be the Rutgers Journal of Law and Religion (or otherwise known as, “RJLR” or “JLR,” and hereinafter referred to as “Journal”). The organization shall be located at and affiliated with Rutgers Law School at Camden, New Jersey and Newark, New Jersey.
- II. **Purpose.** The Journal’s purpose is to publish high-quality legal scholarship; provide training and experience for students in legal research, writing, and editing; foster dialogue on legal issues both within the Law School and in the broader legal community; and encourage academic excellence and the professional development of all Staff Members.
- III. **Definitions.** For purposes of these Bylaws:
- a. “Executive Board” or “Board” shall mean the elected or appointed student officers of the Journal as provided herein.
  - b. “Board Editor” shall mean a member of the Executive Board.
  - c. “Staff Editor” shall mean a member of the Journal who is not a Board Editor.
  - d. “Senior Editor” shall mean a returning 3L member of the Journal who is not a Board Editor but who continues to serve in an editorial role.
  - e. “Faculty Advisor” shall mean a Rutgers Law School faculty member appointed by the law school administration to advise the Journal.
  - f. “Unprofessional Conduct” shall mean any conduct by a member of the Journal that substantially interferes with the ability of the Journal to accomplish its mission, including without limitation any violation of the Rutgers Law School Honor Code, Journal policies, or other standards of professional conduct.
  - g. “Quorum” means a simple majority of the Editorial Board, not including a Board Editor subject to removal under section 10.
- IV. **Membership.** Membership eligibility for the Journal is available to Rutgers Law students who are in good academic standing and have at least two semesters remaining in their program. Selection is based on performance in a write-on competition, alongside a holistic review conducted by the Board. Each year, the Executive Board determines the membership size according to publishing needs and capacity. Membership is granted for

two semesters and may be renewed for additional semesters, provided the member maintains good standing. Members may also choose to resign voluntarily by submitting written notice to the Editor-in-Chief. Additionally, all members are required to sign an annual certification affirming that they have read the bylaws and training materials, and that they fully understand their membership obligations.

- V. **Journal of Law and Religion Executive and Editorial Board Duties.** The Rutgers Journal of Law and Religion shall publish at least two issues each academic year, in the fall and spring semesters. A summer issue may be produced at the discretion of the Executive Board, taking into account membership capacity, editorial resources, and the quality of available submissions. The Editor-in-Chief shall oversee all aspects of publication alongside the Board and shall have ultimate supervisory responsibility for the timely and professional production of the Journal.
- a. The Editor-in-Chief is responsible for supervising the overall publication process, coordinating article selection, managing author relations, and ensuring the quality and integrity of the Journal. The Editor-in-Chief shall work closely with the Managing Editors and other members of the Executive Board to implement the publication schedule, review and approve edits, and ensure compliance with Journal policies and professional standards. The Editor-in-Chief shall also serve as the primary liaison to faculty, administration, and outside organizations, and shall certify credit for Journal members in coordination with the law school administration.
  - b. The Managing Editors, under the general supervision of the Editor-in-Chief, shall coordinate the day-to-day operations of the Journal. Their responsibilities include assigning and supervising staff editor work, consolidating edits, ensuring adherence to The Bluebook and Journal conventions, and providing feedback and training throughout the year. They shall also assist in scheduling, managing author communications, and implementing Board policies.
  - c. The Articles Editor shall have primary responsibility for the review and management of outside submissions, including those received through Scholastica. The Articles Editor shall serve as a point of contact for authors of accepted submissions and assist in substantial editing of those articles. The Articles Editor does not exercise direct supervisory authority over staff editors but may coordinate with them on specific assignments at the direction of the Managing Editors.
  - d. The Notes & Comments Editors shall have supervisory authority over staff editors in the preparation of their student notes and comments. Their responsibilities include aiding in topic selection, providing substantive feedback on drafts, supervising the preparation of notes and comments selected for publication, and performing the first edits on student notes and comments in accordance with the publication schedule. The Notes & Comments Editors work closely with staff editors throughout the note-writing process to ensure timely completion and publication quality.

- e. The Business and Symposium Editor shall oversee the Journal's financial operations, fundraising, and alumni relations, as well as coordinate symposia and events. This Editor shall also assist the Editor-in-Chief in preparing budgets and ensuring compliance with law school financial procedures.
- f. The Technical Editor shall oversee the Journal's website, online presence, and digital communications. This includes updating the Journal's masthead, maintaining professional social media or networking pages, and ensuring timely electronic publication of Journal materials.

VI. **Duties of Members.** All Staff Editors are responsible for completing spading and source collection assignments as directed by the Managing Editors. These tasks must be performed within the deadlines established, and failure to complete them in a timely or satisfactory manner may result in disciplinary action.

- a. Each Staff Editor shall also participate in the student Note process under the supervision of the Lead Notes Editor, who shall establish and oversee the schedule for each stage of the Note-writing process. Editors working in specialized subsections, including New Developments or Nuremberg, shall report to the Subsections Editor for all article-writing assignments and are required to complete such work in accordance with the directives provided.
- b. Staff Editors are expected to attend mandatory orientation and training sessions, to conduct themselves in a professional manner consistent with the standards of the Journal and the law school, and to contribute in good faith to the Journal's publication efforts. Senior Staff Editors, returning 3L members of the Journal, may be appointed to assist with the supervision of staff editors, to serve as mentors, and to provide additional support in spading, source collection, and training.

VII. **Election of the Executive Board.** The election of the all Executive Board members shall be held during the spring semester.

- a. Candidates for Editor-in-Chief shall submit a written statement of interest to the sitting Executive Board, describing their contributions to the Journal, their vision for its future, and the reasons they seek the role. The written statements shall be distributed in full to the membership of the Journal. After review of the statements, the membership shall vote by anonymous ballot or electronic poll. The candidate receiving a majority of the votes cast shall be elected Editor-in-Chief. If no candidate receives a majority on the first ballot, a run-off election shall be held between the two candidates receiving the highest number of votes.
- b. Following the election of the Editor-in-Chief, the membership shall elect the remaining Executive Board positions, including but not limited to the Managing Editors, Lead Articles Editor, Lead Notes Editor, Subsections Editor, Business and Symposium Editor, and Technical Editor. Candidates for these positions shall also

submit written statements of interest, which shall be distributed to the membership. Voting shall proceed by anonymous ballot or electronic poll. Each position shall be filled by the candidate receiving a majority of the votes cast. In the event of a tie, the Editor-in-Chief shall cast the deciding vote.

- VIII. **Use of Artificial Intelligence.** Staff Editors may not use generative artificial intelligence tools, including but not limited to ChatGPT, Gemini, and Claude, to perform sourcing, spading, or editorial work without prior approval of the Editor-in-Chief or Managing Editors. Authors must disclose any use of AI in drafting submissions. Generative AI may not be cited as an authority in any Journal publication. Undisclosed or unauthorized use of AI tools that compromises scholarly integrity shall be treated as unprofessional conduct subject to sanction under these Bylaws.
- IX. **Disciplinary Procedures.** Any member of the Executive Committee may recommend that a member of the Rutgers Journal of Law and Religion be subject to sanction for failure to fulfill membership obligations or for unprofessional conduct. The Editor-in-Chief shall have authority to impose appropriate sanctions, including the issuance of demerits, subject to review by the Executive Board. Sanctions may include warnings, reassignment of work, or the imposition of deadlines, as well as demerits for failure to complete assignments in good faith.
- a. The Journal shall maintain a progressive demerit system. A first demerit shall result in a meeting with the Executive or Managing Editors and a written acknowledgment of responsibility. A second demerit shall require a meeting with the Editor-in-Chief and acknowledgment of the serious consequences of continued noncompliance. A third demerit shall create a presumption of removal from the Journal. The Editor-in-Chief may recommend removal of a member from the Journal for the accumulation of three demerits, for repeated failures to perform assignments, or for conduct that materially undermines the Journal's mission.
  - b. When the Editor-in-Chief recommends removal, a special meeting of the Executive Board shall be convened. At the meeting, the Editor-in-Chief shall present the reasons for removal, and the member shall be given an opportunity to respond. A member may only be removed upon a majority vote of the Executive Board. In the event of such a vote, the Editor-in-Chief shall abstain.
  - c. A member removed from the Journal shall have the right to appeal within seven days of removal by submitting a written request to the Editor-in-Chief. The appeal shall be conducted in a hearing before the Executive Board. The removed member shall be permitted to present their case, and the Editor-in-Chief shall again present the reasons for removal. Hearings shall be conducted promptly and fairly, with adequate time for each party to be heard, provided that the appellant shall not harass or unduly burden the Board. Following the hearing, the Executive Board shall deliberate in closed session and vote on reinstatement. A simple majority shall be required to reinstate a removed member. In an appeal vote, the Editor-in-Chief may participate.

- X. **Amendments.** These Bylaws may be amended or repealed by a two-thirds vote of the Executive Board and a two-thirds vote of the full membership. Proposed amendments must be circulated to the membership at least one week prior to the vote.

*These bylaws have been ratified by the Executive Committee on Saturday, August 15, 2020.*

*These bylaws have been amended Friday, August 15, 2025.*