

I ILLINOIS

UNDERGRADUATE
LAW REVIEW

CONSTITUTION

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Article I. Definitions

Section 1. Definition

- A. The Undergraduate Law Review at the University of Illinois at Urbana-Champaign shall be an undergraduate publication composed of articles pertaining to legal subjects that are pertinent to the greater community.

Section 2. Mission Statement

- A. The Undergraduate Law Review at the University of Illinois at Urbana-Champaign strives to bridge the gap between legal professionals and the greater community through accessible, quality writing that illuminates and dissects legal topics.

Section 3. Member Definitions

A. Executive Board

- a. The Executive Board will be comprised of the President, Vice President, Treasurer, Secretary, Technology Chair, Fundraising Chair, and Social Chair.
- b. Each Executive Board member shall hold office for a term of one year. Each member shall be inaugurated on 1 July preceding the academic year during which they will hold office. They will hold office until 30 June after said academic year.
- c. Each Executive Board member shall keep relative documents, receipts, contact information, and all other pertinent information in clear written/printed/online form to be handed down to the next Executive Board member to hold that position.
 - i. These materials are to be updated at the end of the month and shall be available for viewing by the President upon request.
 - ii. A special meeting will be held between outgoing and incoming members of the Executive Board at the end of each academic year to review and evaluate these transition materials. These transition meetings must take place within 14 days of elections. This meeting must take place before a newly elected executive board member may officially cast a vote as a member of the executive board.
 1. If a newly-elected executive board member is not transitioned within the applicable time frame, and no extension has been granted by the incoming President, the outgoing President shall transition that position.

B. Editorial Board

- a. The Editorial Board shall be a sub-unit of the Executive Board. All of the members of the Editorial Board shall be considered Executive Board members. The Editorial Board exclusively maintains and creates the material to be published by the Review.
- b. The Editorial Board shall be comprised of the Managing Editors and the Editor(s)-in-Chief.
- c. Each Editorial Board member shall hold office for a term of one year. Each member shall be inaugurated on 1 July preceding the academic year during which

they will hold office. They will hold office until 31st June after said academic year.

- d. Editor(s)-in-Chief
 - i. Editor(s)-in-Chief shall be responsible for overseeing the projects and goings-on of the Editorial Board. Managing Editors will report to the Editor(s)-in-Chief with updates on articles, members, and any other pertinent details that the Editor(s)-in-Chief may request.
 - e. Managing Editors
 - i. Managing Editors, in turn, will be reported to by the Editorial Staff members in their Editorial Unit. Managing Editors shall be in charge of organizing, aiding, and copyediting the work of their Editorial Unit.
 - f. Editorial Unit
 - i. A set number of members of the Editorial Staff shall compose Editorial Units. Each Unit shall be responsible for writing one article to be published in that semester's Review.
 - ii. There should be a minimum of five Editorial Units per semester.
 - iii. A given Editorial Unit shall be under the authority of more than one Managing Editor only at the discretion of the Editor(s)-in-Chief with the approval of the President.
- C. Editorial Staff
- a. Each Editorial Staff member shall be part of the Undergraduate Law Review from the semester they are accepted until their departure from the University, unless otherwise terminated.

Article II. Meetings

Section 1. General Meetings

- A. General meetings shall take place once a week with all editorial staff, executive board members, and the editorial board members present.
- B. The President or Editors(s)-in-Chief may call or dismiss meetings at his or her discretion.
- C. All members of the organization must attend each general meeting.
- D. In the event a member cannot attend a meeting, he or she must contact their Managing Editor and the Editor(s)-in-Chief at least two hours before the meeting.
- E. Any issues of attendance shall be under the discretion of the President, Editors(s)-in-Chief, and the Managing Editor of said member.
- F. The purpose of general meetings includes skill building, updates, general information regarding the Undergraduate Law Review, and other business as deemed necessary by the President and/or Editors(s)-in-Chief. General meetings shall also include, when scheduled by the Vice President and Editor(s)-in-Chief, workshops with legal professionals to assist in editing or writing articles for the Review.

Section 2. Executive Board Meetings

- A. Executive Board meetings shall take place once a week and shall be attended by all members of the Executive Board and all members of the Editorial Board, barring the Technology Chair.
- B. The purpose of the Executive Board meetings shall be to discuss all administrative aspects of the organization, review the execution of each Executive Board duty, and communicate the interests of each Editorial Unit.
- C. The date, time, and location of the meetings shall be set by the President.
- D. All Executive Board members are required to attend every Executive Board meeting, with the exception of the Technology Chair.
- E. In the event an Executive Board member cannot attend a meeting, he or she must contact the President regarding the absence prior to two hours before the meeting. In the event that a vote takes place during an executive meeting, the absentee board member must inform the President of their vote prior the meeting time.
- F. Each Executive Board member shall receive one vote during Executive Board decisions regardless of the number of voting positions a member holds.
 - a. The Technology Chair shall not hold voting rights in Executive Board decisions unless pertinent to the upkeep of the website or other Technology Chair responsibilities.
- G. Executive Board Meetings are closed, but non-executive members may attend meetings at the invitation of at least two-thirds of the Executive Board. If a organization member has an issue they wish to discuss with the Executive Board, they may speak to any Executive Board Member and the problem will be addressed.
 - a. An executive board member may call for a non-executive member step outside upon a three-person agreement from executive board members before the meeting continues.
- B. At the request of any member of the organization, a copy of executive board meeting minutes will be given to them by the secretary.

Article III. Responsibilities of Executive Board Members

Section 1. The President

- A. The President shall continually search for opportunities to improve the organization through expansion and/or optimization.
- B. The President and Editor(s)-in-Chief shall preside over all general meetings.
- C. The President and Editor(s)-in-Chief shall preside over all Executive Board meetings.
- D. The President shall work to ensure the execution of all Executive Board duties.
- E. The President shall act as a liaison between the Executive Board and the Editorial Staff.
- F. The President, along with the Editors-in-Chief, shall be responsible for meeting with the organization's faculty advisor on at least a monthly basis.
- G. The President shall maintain the Undergraduate Law Review Gmail account.
- H. The President shall re-register the organization each academic year and update the RSO page as deemed necessary.

- I. The President shall, at the end of his or her term, change the Undergraduate Law Review's account information, update RSO account information, and website privileges with the incoming President's information within 10 business days of the new President's election.
- J. The President shall maintain an Executive Board calendar including deadlines and events related to the Undergraduate Law Review.
- K. The President shall work along with the Executive Board and Editorial Board to establish the logistical timeline of publication.
- L. The President shall maintain administration privileges over the Facebook, GroupMe, and any other applicable communicative devices, apps, or programs of the Undergrad Law Review to ensure all executive board matters are properly communicated. The President is also able to broadcast announcements and press releases on the Undergraduate Law Review's social media accounts as needed or upon the request of Editor(s)-in-Chief.

Section 2. Vice President

- A. The Vice President shall assist the President at their discretion in carrying out the duties of the President.
- B. The Vice President shall reserve rooms in the Law School or another University-owned facility on campus for General Meetings and Executive Board Meetings.
- C. The Vice President shall work with the Editor(s)-in-Chief to set up workshops (to take place during General Meetings) with legal professionals so as to assist Editorial Staff in writing their articles, and to assist the Editorial Board in editing said articles.
- D. The Vice President shall be responsible for establishing and maintaining relations with outside organizations.
- E. The Vice President shall be responsible for establishing and maintaining relations with the University of Illinois College of Law.
- F. The Vice President shall be responsible for finding mentors and advisors (i.e. law students, attorneys in the community, etc.) available to attend general meetings to give feedback on articles and other works to be published.
- G. The Vice President shall be responsible for researching and expanding publication opportunities (i.e. in print).

Section 3. Treasurer

- A. The Treasurer shall assist the President in whatever manner deemed necessary by the President.
- B. The Treasurer shall receive a 100% score on the Student Organization Resource Fee's (SORF's) online test as well as the Treasurers Workshop and Organization Fund Advisory Board (OFAB) online test by the appropriate deadline.
- C. The Treasurer shall manage all of the organization's bank accounts.
- D. The Treasurer shall track expenditures across all accounts into the organization's budget document on at least bi-weekly basis.
- E. The budgeting period for each school year shall range from 1 June of the first year until 31 June of the following year.
- F. The Treasurer shall maintain monthly physical records of Bank, RSO Account, and all other balances and shall maintain hard copies of SORF reimbursement summaries. These

records shall be maintained separately for each budgeting period. The previous 3 years of records shall be kept for potential auditing purposes.

- G. The Treasurer shall avoid being charged the monthly maintenance fee.
- H. The Treasurer shall facilitate the payments of any expenses of the Review.
- I. The Treasurer shall collect all receipts from Editorial Staff members and submit them for reimbursement within 14 days of funds being available.
- J. The Treasurer shall compile an initial annual budget with all expected revenue and expenses; this budget shall be kept and updated with actual expenses and revenue. He or she shall compile a revised budget by 1 January. Both budgets must achieve majority executive board approval.
- K. The Treasurer shall send a downloadable copy of the budget document to the President on a bimonthly basis.

Section 4. Secretary

- A. The Secretary shall assist the President in whatever manner deemed necessary by the President.
- B. The Secretary shall execute mailing necessary correspondence from the Undergraduate Law Review, including but not limited to thank-you letters.
 - a. He or she shall maintain an updated inventory of required items to execute this duty.
- C. The Secretary shall send out executive board meeting agenda templates at least 3 days in advance of said meetings.
- D. The Secretary shall maintain an executive board Google Drive under the Undergraduate Law Review email address for officers to upload files and important documents.
 - a. This Drive shall include minutes from each executive meeting that the Secretary shall upload within 3 days of each meeting.
 - b. Meeting minutes are defined as a general outline of the executive board meeting, briefly explaining the date, time, and main topics discussed at that meeting.
- E. The Secretary shall send compiled weekly email updates from the Executive Board, including his or her own updates.
- F. The Secretary shall edit the constitution as deemed necessary by the Executive Board during meetings for constitutional changes, and preside over the organization's vote of approval for the updated constitution at the end of each academic year.
- G. The Secretary, shall maintain an updated newsletter mailing list to distribute the Undergraduate Law Review newsletter.
- H. The Secretary shall create and distribute a newsletter to be sent by the end of each month of the entire academic year, including at least one summer issue. The newsletter must be fully prepared and sent to the executive board one week before the end of the respective month for majority approval.
- I. The Secretary shall work with the Technology Chair to upload the monthly newsletter onto the Undergraduate Law Review Website
- J. The Secretary, along with the Technology Chair, shall be in charge of collecting pictures taken themselves and by fellow Editorial Staff members at each event to be added to the newsletter and uploaded to the website.

Section 5. Social Chair

- A. The Social Chair shall assist the President in whatever manner deemed necessary by the President.
- B. The Social Chair shall plan, organize, and coordinate individual Editorial Unit and entire organization social events.
 - a. These events must accommodate all members of the Undergraduate Law Review or pertinent Editorial Unit.
 - b. A minimum of one social event will be planned and executed each month.
- C. The Social Chair shall arrange for the production of Undergraduate Law Review apparel at least once per year.
 - a. All apparel shall be approved by the executive board by a majority vote before purchase options are released to general members.
- D. The Social Chair shall maintain the Facebook, Twitter, Instagram, and any other applicable social media platforms of the Undergrad Law Review to ensure all executive board matters are properly communicated.

Section 6. Fundraising Chair

- A. In general, the Fundraising Chair shall be predominantly responsible for raising all non-dues and non-SORF related revenues.
- B. The Fundraising Chair will draft a schedule for fundraising ideas throughout the year.
- C. The Fundraising Chair shall schedule at least one fundraising event for each academic year.
- D. The Fundraising Chair will attend each finance meeting and present new ideas or updates on fundraising.
- E. The Fundraising Chair will also present new ideas or updates at Executive Board meetings that require executive board participation or approval.

Section 7. Technology Chair

- A. The Technology Chair shall be selected by appointment of the President. This appointment is subject to approval by a majority vote of the Executive Board.
- B. The Technology Chair shall be responsible for the upkeep of the Undergraduate Law Review website.
- C. The Technology Chair does not get a vote on Executive Board issues. The Technology Chair is not required to attend general meetings or Executive Board meetings, but is welcome to attend either or both. The Technology Chair shall attend Executive Board meetings when called upon by the President or Editor(s)-in-Chief.
- D. The Technology Chair shall assist all Editorial Staff members in uploading information, articles, photos, or other media onto the website.
- E. The Technology Chair shall be responsible for updating and continuously improving the website in its appearance, functionality, and accessibility.
- F. The Technology Chair shall be responsible for working with the President and Editor(s)-in-Chief to establish a standardized format for the publication of all issues.
- G. The Technology Chair shall be responsible for uploading and organizing any and all online documentation of photographs throughout the year.

- H. The Technology Chair shall collect all pictures and videos of Undergraduate Law Review events. These pictures and videos are to be uploaded to an accessible form for the Technology Chair and Social Chair to access.
- I. The Technology Chair shall keep track of all awards, as well as records that the Review achieves in a document accessible to the Executive Board, Technology Chair, and the Social Chair.
- J. If an individual member of the organization has concerns over any content produced by the Technology Chair in relation to said member, then the Technology Chair must comply with said member's instructions over that content.
- K. The Technology Chair does not have to contribute to the Undergraduate Law Review's publication or any written work.

Article IV. Responsibilities of Editorial Board Members

Section 1. Editor(s)-in-Chief

- A. The Editor(s)-in-Chiefs shall assist the President in whatever manner deemed necessary by the President.
- B. The Editor(s)-in-Chief and President shall preside over all general meetings.
- C. The Editor(s)-in-Chief and President shall preside over all Executive Board meetings.
- D. The Editor(s)-in-Chief and President, along with the Editors-in-Chief, shall be responsible for meeting with the organization's faculty advisor on at least a monthly basis.
- E. The Editor(s)-in-Chief will be reported to by the Managing Editors regarding the Editorial Units on a weekly basis. This includes information on the progress of each Editorial Unit's article and information on each member of the Editorial Unit.
- F. The Editor(s)-in-Chief shall approve the range of publication subjects suggested by the Editorial Staff no later than the second week of each semester.
- G. The Editor(s)-in-Chief will choose a minimum of five subjects for each issue.
- H. The Editor(s)-in-Chief will lead the Editorial Board, and consult the President on all matters relating to the Review.
- I. The Editor(s)-in-Chief will work in conjunction with the Vice President to find mentors and legal professionals who will speak to the Editorial Staff about their experiences, consult the Editorial Staff on their articles, and consult the Editorial Board on editing the aforementioned articles.
- J. The Editor(s)-in-Chief shall publish an essay as the first article in each semester's law review. The topic of said essay shall be chosen by the Editor(s)-in-Chief and approved by the Editorial Board by majority vote.
- K. The Editor(s)-in-Chief shall be in charge of the final copy-editing and final reading of each semester's issue.
- L. Given that the Editorial Board is a subunit of the Executive Board, Editor(s)-in-Chief are considered both Editorial Board members and Executive Board members.

Section 2. Managing Editors

- A. The Managing Editors shall be appointed by the Editor(s)-in-Chief.
- B. Each Managing Editor shall be in charge of one Editorial Unit. Each Editorial Unit shall be in charge of one article to be published in the Review at the end of the semester.
- C. More than one Managing Editor shall be assigned to a single Editorial Unit upon the discretion of the Editor(s)-in-Chief.
- D. The Managing Editors shall be responsible for tasking the Editorial Staff in their Editorial Unit with appropriate, tactful, and useful tasks that will further the progression of their article.
- E. The Managing Editors shall report to the Editor(s)-in-Chief on a weekly basis regarding information on their Editorial Unit. This includes information on the progress of each Editorial Unit's article and information on each member of the Editorial Unit.
- F. In order for the Managing Editors to be officially appointed by the Editor(s)-in-Chief, they must first apply and submit an application to be considered to be appointed at the discretion of the Editor(s)-in-Chief.
- G. Given that the Editorial Board is a subunit of the Executive Board, Managing Editors are considered both Editorial Board members and Executive Board members.

Section 3. Editorial Staff

- A. The Editorial Staff, or the general body of the Undergraduate Law Review, are required to attend all General Meetings unless they inform their Managing Editor at least two hours prior to the meeting.
- B. The Editorial Staff is required to complete the tasks assigned to them by their Managing Editors in a timely manner.
- C. The Editorial Staff shall pay the appropriate member dues required of them by the Undergraduate Law Review.
- D. The Editorial Staff shall follow the no alcohol/drugs policy while engaging in official events and meetings of the Undergraduate Law Review.

Article V. Composition

Section 1. Application Process for Editorial Staff Selection

- A. The application for the Undergraduate Law Review shall be written by the Editorial Board.
- B. The selection of the Editorial Staff will be made by the Executive Board and Editorial Board.
- C. The Editor(s)-in-Chief and the President have veto power when it comes to the selection of the Editorial Staff. All Editor(s)-in-Chief and the President must agree on the lack of qualification of a candidate in order to veto said candidate.

Section 2. Protocol for Member Termination

- A. In the event that an existing member is not performing up to his or her abilities, or is becoming a major detriment to the rest of the organization in any way, or the member

terminates his or her involvement, then the appropriate Managing Editor will call a meeting with the Editor(s)-in-Chief and the President.

- B. In order to terminate a member from the organization, the member must be given at least one written warning, from the President and Editor(s)-in-Chief, that their termination from the organization is possible if their behavior continues.
- C. If a meeting is called, it must be a unanimous decision to remove the individual from the organization. This decision should be made by the Executive board by a $\frac{3}{4}$ vote.
- D. In the event that a member is removed from the organization or terminates his or her involvement with the organization, dues will not be returned. Dues are nonrefundable.
- E. If the member under evaluation is a member of the Executive Board, that individual is excluded from the vote.
- F. Upon termination from the organization, there is no appeal process.
- G. If the terminated member wishes to apply again the following year, that is at the discretion of the incoming executive board by a majority vote.
- H. If the terminated member is allowed to rejoin the organization, that member will be on a “no-strike” policy: no warnings will be given if behavior deemed inappropriate is enough to justify being removed from the organization again.
- I. If a member is terminated from the organization a second time, that member will be permanently banned from the organization.
- J. If a member of the organization violates the law, they may be dismissed prior to an official warning.

Article VI. Publication

Section 1. Expectations for Issues

- A. The Undergraduate Law Review shall be published twice a year, once each semester.
- B. Each issue is required to have a minimum of five articles, in addition to the essay written by the Editor(s)-in-Chief.
- C. The Undergraduate Law Review is expected to be written in the highest quality of writing attainable by the Editorial Staff.
- D. The issues by the Undergraduate Law Review are to use the BlueBook system of citation and proper professional formatting. This formatting shall be standardized by the Undergraduate Law Review.

Section 2. Expectations for Format

- A. The Undergraduate Law Review is to be cited using the BlueBook citation.
- B. The Undergraduate Law Review shall adopt a professional format, replicating that of professional Law Reviews.

Section 3. Online Publication

- A. The President, Editor(s)-in-Chief, and Technology Chair shall work together to create the standardized format of the online publication of the Review.
- B. The Technology Chair shall be the liaison for all members of the Editorial Staff and the Editorial Board for publishing articles onto the website.

Article VII. Executive Board Elections and Appointments

Section 1. Annual Elections

- A. The President shall call a meeting in April of each year to hold elections for the Executive Board.
 - a. Notice of the meeting must be given at least one week prior to the meeting time.
 - b. Names of candidates shall be submitted to the President to be placed on the ballot.
 - c. An individual may be a candidate for more than one position.
 - d. Candidates must have been a member of the organization for at least one year, including the year of which the elections refer to, to be eligible for election.
 - e. Candidates must be available and on the University of Illinois campus for the two semesters following their election.
 - f. Voting shall be conducted in the following order: President, Vice President, Treasurer, Secretary, Social Chair, Fundraising Chair, and Editor(s)-in-Chief.
 - g. The President will send out an email with all candidates and positions listed. Up to three days before elections, any member of the organization can submit anonymous questions to the President for any candidate. These questions will be read anonymously to the candidates on the day of elections.
 - h. Once elections for a position start, candidates for that position shall remain outside the election room until after all of the speeches for the position have been given. Speeches should be no more than three minutes.
 - i. After the speech is given, the anonymous questions will be asked and the candidate will answer them. The floor will then be open to questions from anyone in the room. Other candidates running for the position will remain outside the room.
 - j. In the event of a tie, voting will continue until a winner has received a majority of the votes.
 - k. In event of an election with more than two candidates, should no candidate receive a majority of the votes, the candidate receiving the lowest will be eliminated from subsequent voting until a winner is declared.
 - l. In the event of a tie between the final two candidates, a second round of questions will occur before another vote takes place. If there is still a tie, only those members who intend to return may cast a vote.
 - m. In order to be elected, the individual must secure a majority of the votes.
 - n. During an election for an executive board position, only those people that have accepted their nominations may speak for that position.

Section 2. Appointments

- A. Presidential Appointments
 - a. The President shall appoint the Technology Chair to serve a term of one year, from 1 July to 30 June of the following year.
 - b. Said appointment shall be approved by the Editor(s)-in-Chief.

B. Editorial Appointments

- a. The Editor(s)-in-Chief shall appoint all Managing Editors for one issue. These appointments shall be made at the beginning of each semester after article topics are decided and approved.
- b. The Editor(s)-in-Chief shall, in conjunction with the Executive Board, create an application for prospective Managing Editors.
- c. Prospective Managing Editors chosen by the Editor(s)-in-Chief shall be approved by the President.

Section 3. Removal and Succession

- A. If an Executive Board member does not fully execute their responsibilities as outlined by the Constitution, the President shall call an impeachment hearing at the request of any member of the organization with the consensus of at least 3 executive board members. The Executive Board member under evaluation will be present for this meeting.
 - a. The scheduled hearing is to take place within 7 days of the three supporting members notifying the president of their consensus.
 - b. The purpose of the meeting shall be to review the responsibilities of that Executive Board member and their fulfillment of those duties.
 - c. The Executive Board member shall be immediately removed by a 2/3 vote by the Executive Board.
- B. If a vacancy arises in the Executive Board a special election will be held within 7 days of the removal.
 - a. Should results of this election create another Executive Board vacancy elections will be held until all Executive board positions are filled.
 - b. If necessary, at the discretion of the executive board, an online election will be held to fill the vacant position.
- C. If the Executive Board member who is unable to fully execute their constitutional duties is the President, then the steps listed above may take place with meetings called by the Vice President.

Article VIII. Misconduct

Section 1. Use of Alcohol/Drugs

- A. There shall be no consumption or use of drugs/alcohol during officially affiliated events under the Undergraduate Law Review, regardless of whether or not members are of age.

Section 2. Violation of Article VIII Section 1

- A. Any violation of the drugs/alcohol policy shall result in immediate expulsion from the organization and a \$100 fine upon a $\frac{2}{3}$ majority vote of the Executive Board.

Article IX. General Member Expectations

Section 1. Conduct

- A. Members will be held to a high standard of ethical, personal, and academic integrity.
- B. Any instances of plagiarism shall result in immediate expulsion and reporting to the University.
- C. Any engagement in illegal activity while representing the Undergraduate Law Review shall result in immediate expulsion and reporting to the University.

Article X. Constitution

Section 1. Adherence

- A. The members of the Undergraduate Law Review must adhere to all aspects of this Constitution.
- B. The Executive Board may suspend this Constitution by a 2/3 organizational vote.

Section 2. Ratification

- A. The Secretary must send out the proposed Constitution each academic year to the rest of the organization at least 72 hours before the day on which it will be voted.
- B. The proposed Constitution must be approved by a 2/3 vote of all the organization's members.

Section 3. Updates

- A. Any member who wishes to amend, revise, or update this Constitution must publish to the Executive Board a copy of both the original version and a version with the proposed revision. If the changes are merely cosmetic, the Secretary can edit both the Constitution accordingly, as long as any change is approved by a 2/3 vote of the Executive Board at the next meeting.
- B. The Executive Board will vote on the proposed amendment at the next Executive Board Meeting. Only updates that are passed by a 2/3 vote of the Executive Board shall result in an altering of the Constitution.
- C. Once the updates(s) have been passed by at least a 2/3 vote by the Executive Board, then the Secretary shall preside over a vote at the next Undergraduate Law Review general meeting. At this meeting the updated Constitution must be passed by a 2/3 vote of the members present.
- D. If, for any reason, an organizational issue should arise that is not outlined in the constitution, it shall be left up to the discretion of the President. The President will then decide whether it merits a meeting of the Executive Board.