



**North Carolina Journal of Law & Technology
Code of Regulations**

Article 1 – Organization

1.1 Purpose. The North Carolina Journal of Law & Technology (“NC JOLT”) is a student-run law journal at the University of North Carolina School of Law. The hardcopy journal is published each year, once in the fall and once in the spring. NC JOLT also provides content on its website, www.ncjolt.org, in the form of an online edition and the NC JOLT Blog.

Article 2 – Membership

2.1 Classes. NC JOLT has six classes of membership: the Executive Board, the Editorial Board, Senior Staff Members, Staff Members, Faculty Advisor(s), and members of the Board of Advisors (the “BOA”).

2.2 Length of Service. The members of a Volume serve each academic year, starting with Volume 1 (1999-2000).

2.3 Faculty Advisor(s). The Faculty Advisor will provide counsel and advice to NC JOLT, participate in the strategic planning of the Executive Board, and help to assure a high caliber of legal scholarship. More than one faculty member may share Advisor responsibilities. The Faculty Advisor will also serve on the Board of Advisors.

2.4 Board of Advisors (“BOA”). The BOA will engage in long-range planning for the journal and assist the Editor in Chief (“EIC”) in reaching the long-range plan. The BOA will assist the EIC through participation in committees and provide counsel on strategic planning issues. Finally, the BOA will assist JOLT through providing suggested speakers and relevant topics of discussion, providing networking opportunities for students, supporting JOLT-sponsored events, assisting in external fundraising, and working to build the JOLT brand and reputation in the legal community.

2.4.1 Membership and Duties. BOA Members will be auxiliary members of NC JOLT. The BOA will have no management or editorial duties, but will serve only as a forum for advice and mentorship.

2.4.2 Term of Membership. The term of BOA membership will be three years. The Nomination Committee will annually review the BOA and make recommendations for new members or renewed terms for members whose current terms are expiring. Before

renewing a Members term the Nomination Committee will consider the length of service and level of past participation by the member and the needs of the journal.

2.4.3 Meetings. The EIC will schedule a Board meeting at least twice per academic year.

2.4.4 Periodic Updates. The EIC will provide periodic updates on progress and plans to the BOA.

2.4.5 Invitations to Serve on the BOA. Invitations to serve on The BOA will be extended by the Nomination Committee after approval by two-thirds of the BOA and the Faculty Advisor(s). Voting via email will be permitted.

2.4.6 BOA Membership Invitation to Outgoing EIC. To provide continuity, the outgoing EIC will be invited to serve on the BOA for a full term upon completion of their term as EIC.

2.4.7 BOA Composition. The BOA will consist of fifteen professional members who are not employed by the law school. The intellectual property faculty will serve as ex officio members of the board. The BOA will also have two primary faculty advisors.

2.4.8 Faculty Advisors. The Faculty Advisors do not have to be a part of the intellectual property faculty. If there is a vacancy, the EIC and the current faculty advisors will be responsible for recruiting a new faculty advisor.

2.4.9 BOA Committees. The EIC may appoint committees as necessary further the purposes of the journal and the BOA. There are two standing committees, as described below:

- 1) **Nomination Committee.** The committee will conduct an annual review of all board members at the expiration of their three-year terms. In evaluating board members, the committee may consider past participation, length of service, and the overall willingness of the board member to continue active participation on the BOA. The committee will identify professionals or academics to fill vacancies on the board. In recruiting new members, the committee will consider the following goals for board composition: BOA diversity (racial, ethnic, gender, cultural), diversity in technology experience, and ability of the perspective board member to be actively involved. The nomination committee may also appoint non-BOA members to serve on committees. The Nomination Committee will make recommendations for approval by two-thirds vote by the BOA regarding new members. Voting via email will be permitted.
- 2) **Speaker's Committee.** The purpose of this committee is to identify speakers to participate in either an annual symposium or speaker series events hosted by the journal. This committee will work closely with the Symposium Editor

to choose topics of discussion and pertinent speakers on those topics. The committee should recommend speakers to the EIC for publication.

2.5 Editorial Board and Executive Board.

2.5.1 Composition of Editorial Board. The Editorial Board will be made up of the Executive Board members and not more than ten (10) Notes Editors.

2.5.2 General Editorial Responsibilities. Every member of the Editorial Board is an Editor. Although each Board position has specific and specialized responsibilities, it is also the general responsibility of each Editor to contribute to the overall quality of the journal by scrutinizing both the text and footnotes of each student piece in which she participates in producing or editing.

2.5.1 Executive Board. The Executive Board will be responsible for managing NC JOLT. Executive Board Members serve as the organizational officers, and are responsible for most leadership tasks. Specific duties not essential to each position may be varied from year to year, depending on the needs of the journal and the particular student's talents and inclinations.

2.5.1.1 Members of Executive Board. The members of the Executive Board are: Editor in Chief, Executive Editor, two (2) Executive Editors (print edition and online edition), Managing Editor, Publication Editor, Web Editor, Articles Editors, and an optional Symposium Editor.

2.5.1.2 EIC ("EIC"). The EIC serves as President of NC JOLT. The EIC has primary responsibility for formulating journal policies, such as those relating to organizational operation and editorial issues such as writing style and grammar. The EIC serves as liaison and representative between the journal and the BOA, law school students, faculty, and administration.

2.5.1.3 Managing Editor ("ME"). The ME serves as Treasurer of NC JOLT. The ME is responsible for NC JOLT's financial affairs, including: preparing an annual budget; maintaining the journal's bank account; managing the subscription list; paying bills, invoices, and submissions for reimbursement; and pursuing fundraising opportunities both external and internal to the University.

2.5.1.4 Executive Editor ("EE"). There are two (2) EE positions. One (1) is for the print edition and the other is for the online edition. The EE (print) focuses on the quality and substance of the print publication and the EE (online) focuses on the quality and substance of the online publication. Duties include: coordinating NC JOLT's participation in the JJC; organizing new Staff training along with the PE; maintaining the editing schedule, calendar, and Editor/Staff assignments; and scheduling meeting times as necessary.

2.5.1.5 Publication Editor (“PE”). The PE is responsible for managing the publication process of NC JOLT. Duties include: organizing new Staff training along with the EEs; filling back-issue subscription requests; laying out page proofs during the editing process; integrating changes during later stages of the editing process; and formatting both the print and online journals for final publication. The PE shall be the journal’s Bluebooking expert.

2.5.1.6. Web Editor (“WE”). The WE is responsible for developing and maintaining the journal website. He/she is responsible for the NC JOLT Blog, including assigning, editing, and posting staff pieces. The WE works closely with the EE (online) to format and upload online content, and maintains the online calendar for the editing schedule. The WE is also responsible for ancillary technical issues involving the office and/or journal computers.

2.5.1.7 Articles Editor(s) (“AE”). AEs receive and evaluate all professional article submissions. In consultation with the EIC, AEs identify potential articles for publication and make offers to professional authors. AEs serve as primary editors for professional pieces accepted for publication, and as liaisons between professional authors and Staff during cite checks and page proofs.

2.5.2 Powers of the EIC. Control of and responsibility for the editorial policy of the journal is vested in the EIC. However, the EIC’s decision on a matter of editorial policy may be reversed by a three-fourths vote of the Executive Board.

2.5.3. Notes Editors. Notes Editors are the primary editors of student pieces. They also may be required take on additional responsibilities as needed to meet the overall objectives of NC JOLT. At the discretion of the Executive Board, NEs may be permitted to publish in the online edition over the summer and winter break.

2.6 Staff Members.

2.6.1 Staff Size. Up to thirty (30) students may be chosen for Staff membership. This number includes Senior Staff Members.

2.6.2 Membership. Staff membership is limited to students of the University of North Carolina School of Law who have satisfied the requirements as determined by the Executive Board.

2.6.3 Writing Requirement. Staff Members will produce one Recent Development each semester, not to exceed 15 pages, of publishable quality according to the writing schedule established by the EE (print). Staff Members will produce one Online Recent Development each semester, not to exceed 8 pages, of publishable quality according to the writing schedule established by the EE (online). Staff Members will also produce two Blog assignments as determined by the EIC and the WE. Additionally, each Staff Member must perform cite checks as assigned. Staff Members are required to attend all

trainings, and are required to participate in page proofs. Each Staff Member may also be required to participate in other events as requested by the Executive Board.

2.7 Senior Staff Members.

2.7.1 Authority to Create Position. The Executive Board may establish a class of Staff members known as Senior Staff Members. Senior Staff will have previously and successfully completed all requirements of Staff membership. Generally, Senior Staff membership will be offered only to students in their final year of law school.

2.7.2 Rights of Senior Staff. Senior Staff will have all the rights and privileges of Staff Members contained in this Code of Regulations. Senior staff may also be awarded up to two (2) credit hours for a full year of completion of senior staff duties.

2.7.3 Duties and Responsibilities. The duties and responsibilities of Senior Staff will be determined by the EIC, subject to approval by the Executive Board. The Executive Board may reverse, by two-thirds majority vote, any decision of the EIC made pursuant to this section. The Executive Board may also adopt duties and responsibilities in addition to those required by the ME.

Article 3 – Staff Selection

3.1 Eligibility for Membership. The following classifications of students are eligible to become Staff Members of NC JOLT: (1) rising second-year students; (2) joint degree students; (3) returning or transferring students; and (4) third-year students.

3.2 Method of Selection. Criteria for selection will be based on: (1) participation in the Joint Journal Competition (the “**JJC**”), and/or (2) having a class rank indicating extraordinary academic achievement. The JJC selection process will supervised by NC JOLT JJC Committee, which consists of up to three (3) members of the incoming Executive Board (usually the ME and the two (2) EEs), who will be named by the incoming EIC with counsel from the outgoing Executive Board.

3.3 Grading Competition. NC JOLT extends automatic offers of membership to students determined to have class ranks in the top 15% of the rising second-year class.

3.4 Exception to Writing Competition Requirement. NC JOLT may reserve up to five (5) Staff Member positions for writers with specialized technology experience (e.g., advanced degrees in science/engineering, licensed patent agents). These writers may provide a short technical writing sample in lieu of JJC participation.

3.5 Confidentiality. Confidentiality of student information is taken very seriously. JJC competition grading must be blind, and any information that could reveal the identity of a candidate must be held in strict confidence.

Article 4 – Board Selection

4.1 Selection Criteria.

4.1.1. Membership Requirements. Membership on the Editorial Board is limited to students meeting the requirements, as determined by the Executive Board, for membership as a Staff Member. A student must have one full academic year remaining to be eligible for membership on the Editorial Board.

4.1.2. Factors. The following factors will be considered in choosing members of the Editorial Board: leadership; editorial and critical competence; administrative ability; caliber of writing; cooperation; demonstrated interest in the continued success of NC JOLT; and willingness to accept significant responsibility. The selection committee should also consider the extent of involvement of a potential candidate in other law school and community organizations to evaluate whether the candidate will have sufficient time to contribute to the journal. The EIC cannot serve on moot court during his or her time as EIC.

4.2 Method of Selection.

4.2.1. Selection Process. The Executive Board will appoint the next Editorial Board. Selection should be careful and deliberate, utilizing an application and interview process. The EIC may also solicit input from NC JOLT members to assist in the decision-making process. These lists should be kept in strict confidence by the EIC.

4.2.2. Staff Membership Requirement. Candidates for Editorial Board positions must have successfully completed the requirements for Staff membership on a University of North Carolina School of Law journal, and must be approved by the Executive Board.

4.2.3. Selection Deadline. Barring extenuating circumstances, Editorial Board selection for each volume of NC JOLT must occur by March 15.

Article 5 – Suspension or Removal of a Member

5.1 Staff Members. Removal from NC JOLT will result from:

- (1) failure to properly perform administrative duties or meet administrative requirements;
- (2) failure to meet writing requirements and, if applicable, publication responsibilities;
- (3) failure to meet academic standards; or
- (4) any other good cause.

Removal will be within the discretion of the Executive Board, acting under the guidance of the Faculty Advisor(s) and/or Assistant Dean for Student Affairs. The following procedure will be observed in case of a problem:

5.1.1. Informal Meeting. If an Editor ascertains that a Staff Member is failing to perform Staff duties properly, the corresponding Executive Editor will meet informally

with the Staff Member to discuss the specific deficiencies in their work, how those deficiencies may be corrected, and a reasonable time period in which to make the corrections. The corresponding Executive Editor will email a summary of the meeting to the staff member and to the EIC.

5.1.2. Formal Meeting. If the problem continues, the corresponding Executive Editor will request a meeting between the Staff Member, the EIC, and that Editor for the purpose of addressing the member's continued difficulties. The EIC will decide if the meeting is warranted and the specifics of when and where the meeting is to be held. Following the meeting, the EIC will present the member with a contract which includes:

- (1) Specific problem(s) identified in the meeting;
- (2) Improvements needed for continued membership in NC JOLT; and the
- (3) Time period in which the member has to improve his/her performance.

The staff member will sign this letter and the original will go into the Staff member's file in the NC JOLT office and the Staff member will maintain a copy.

5.1.3. Consultation and Recommendation For Removal. If the problem continues after the meeting with the EIC, the EIC will discuss the difficulties with the Faculty Advisor(s) and/or Assistant Dean for Student Affairs. If the Faculty Advisor(s) and/or Assistant Dean agrees, the EIC will submit a recommendation for removal of the Staff Member to the Executive Board. A two-thirds vote of the Executive Board will be required to remove the Staff Member. The EIC will notify the Staff Member by writing of such removal.

5.1.4. Letter to Employers. Upon removal or resignation, the member will be required to contact the Assistant Dean for Student Affairs, and comply with any policies established by the Administration, including, at a minimum, updating all outstanding resumes and drafting a letter for the Administration to send to all employers to whom the student has represented their membership on NC JOLT. Additionally, a letter documenting the member's removal will be placed in their student file.

5.1.5. Emergency Removal Procedure An emergency process to be determined by the Executive Board, after consultation with the Faculty Advisor(s) and/or Assistant Dean of Student Affairs, may be used if time does not permit Steps 5.1.1–5.1.3 above.

5.2 Removal of Editors (Excluding EIC). Suspension from NC JOLT activities will result from:

- (1) failure to perform properly administrative duties or meet administrative requirements;
- (2) failure to meet writing requirements and, if applicable, publication responsibilities;
- (3) failure to meet academic standards; or
- (4) any other good cause.

Removal will be within the discretion of the Executive Board, acting with the advice of the Faculty Advisor(s) and/or Assistant Dean for Student Affairs. The following procedure will be observed in case of a problem:

5.2.1. Informal Meeting. If the EIC ascertains that an Editor is failing to perform Editor duties properly, the EIC will meet informally with the Editor to discuss the specific deficiencies in their work, how those deficiencies may be corrected, and a reasonable time period in which to make the corrections.

5.2.2. Formal Meeting. If the problem identified continues, and two-thirds of all the Editors agree that a meeting is warranted, the EIC will request a meeting between the Editor member, the EIC, and the Executive Board for the purpose of addressing the Editor's continued difficulties. Following the meeting, the EIC will present the member with a letter which includes:

- (1) Specific problem(s) identified in the meeting;
- (2) Improvements needed for continued membership in NC JOLT; and the
- (3) Time period in which the member has to improve his/her performance.

5.2.3. Consultation and Recommendation For Removal. If the problem continues after the meeting, the EIC and another Editor will discuss the difficulties with the Faculty Advisor(s) and/or Assistant Dean for Student Affairs. If the Faculty Advisor(s) and/or Assistant Dean agree, the EIC will submit a recommendation for removal of the Editor to the Executive Board. A two-thirds vote of the Executive Board will be required to remove the Editor. The EIC and Faculty Advisor(s) will notify Editor by writing of such removal.

5.2.4. Letter to Employers. Upon removal or resignation, the Editor will be required to contact the Assistant Dean for Student Affairs, and comply with any policies established by the Administration, including, at a minimum, updating all outstanding resumes and drafting a letter for the Administration to send to all employers to whom the Editor has represented their editorial membership on NC JOLT. Additionally, a letter documenting the Editor's removal will be placed in their student file.

5.2.5. Emergency Removal Procedure. An emergency process to be determined by the Executive Board, after consultation with the Faculty Advisor(s) and/or Assistant Dean of Student Affairs, may be used if time does not permit Steps 5.2.1–5.2.3 above.

5.2.6. Appointment of New Executive Board Member. Should an Executive Board member, excluding the EIC, be removed, the remaining four members will appoint an existing Editor to fill the vacant Executive Board position.

5.3 Removal of EIC

5.3.1. Informal Meeting. If the Executive Board, excluding the EIC, ascertains that the EIC is failing to perform Board duties properly, the Executive Board will meet informally with the EIC to discuss the specific deficiencies in the EIC's work, how the deficiencies may be corrected, and a reasonable time period in which to make the corrections.

5.3.2. Formal Meeting. If the problem identified continues, and two-thirds of the Executive Board agree that a meeting is warranted, the Executive Board will request a

meeting between the EIC and the Executive Board for the purpose of addressing the EIC's continued difficulties. Following the meeting, the Executive Board will present the EIC with a letter, which includes:

- (1) Specific problem(s) identified in the meeting;
- (2) Improvements needed for continued membership in NC JOLT; and the
- (3) Time period in which the EIC has to improve his/her performance.

5.3.3. Consultation and Recommendation for Removal. In the event that the meeting with the Executive Board and the formal notice do not resolve these problems, the Executive Board will discuss the EIC's specific deficiencies with the Faculty Advisor(s) and/or Assistant Dean for Student Affairs. If the Faculty Advisor(s) and/or Assistant Dean agrees that further action should be taken, the Executive Board will submit to all the Editors a recommendation for removal of the EIC. This recommendation may include a proposal that a specified number of credit hours be withheld from the EIC. The EIC will have an opportunity to make a statement before all the Editors before they vote. Upon a two-thirds vote of all the Editors, the Executive Board may remove the EIC and vote to recommend withholding a specific number of credit hours. The Executive Board and the Faculty Advisor(s) will notify the EIC by writing of his/her removal.

5.3.4. Appointment of New EIC. After removal of the EIC, all the remaining Editors will meet to nominate an existing Executive Board member as EIC. Upon two-thirds vote of all the Editors, any member of the Executive Board may be elected to serve as EIC for the remainder of the school year. The vacant Executive Board position will then be filled using the same procedure as when an Editor is removed.

Article 6 – Finances

6.1. Allocation of Responsibility. The EIC serves as President and the ME serves as Treasurer of NC JOLT. Unless otherwise designated by the Executive Board, all financial expenditures must be approved by the ME and/or EIC. Financial records are located in the NC JOLT office.

6.2. Reimbursement Authorization. The ME has authority to issue reimbursements for sums less than twenty dollars (\$20.00) expended on the behalf of NC JOLT. For sums exceeding twenty dollars, approval from both the ME and the EIC must be obtained in advance.

Article 7 – Miscellaneous Provisions

7.1 Revision of the Code of Regulations. The Executive Board may amend this Code of Regulations, after consultation with the Faculty Advisor(s) and/or Editorial Board. The Executive Board must approve any Amendments to this Code by a three-quarters vote. The Law School Faculty must adopt any changes to this Code before they become effective.

7.2 Satisfaction of the WE Requirement for Graduation. Completion of one (1) year of Staff membership on NC JOLT satisfies the WE requirement for purposes of graduation.

7.3 Academic Credit. The Law School Faculty will determine the appropriate academic credit for Editors of NC JOLT. The current level of academic credit is three (3) credit hours per year for all members of the Editorial Board.

7.4 Nondiscrimination Policy. NC JOLT will not discriminate or take action of any nature against an individual on the basis of race, religion, sex, national origin, political affiliation, sexual orientation, or level of physical ability.

7.5 Article Selection. Articles for publication will be chosen by the Executive Board of the Volume of NC JOLT which will publish the article. Articles will be chosen by the Editor-in-Chief, with the advice of the Executive Editors and Faculty Advisor(s).

7.6 Voting. All voting required by the board of advisors, the executive board, or the staff can be conducted either in person or electronically via email.

For adoption by the UNC Law School Faculty, this the ____ day of _____, 20__.