

GOVERNANCE

The Juris Mentem Law Review (“the organization”), whose name derives from the latin translation of “legal mind,” is American University’s student-run undergraduate legal studies research journal.

PURPOSE:

1. The organization is charged with providing American University’s students an opportunity to learn and practice legal research while connecting them to a broad professional and peer network to assist their future legal pursuits.
2. The organization is responsible for producing and publishing a biannual research journal (“Journal Contributions” or “the Journal”), and biweekly digital articles (“Digital Contributions”).
 - a. The Journal is published towards the end of each academic semester.
 - b. Digital Contributions are published at the discretion of the organization’s Digital Director, but typically twice a week.
3. The whole organization must meet weekly (“General Body Meetings”) to collectively work towards fulfilling the aforementioned mission.

STRUCTURE:

The University:

1. Despite being “student-led,” the organization is funded by and subordinate to the American University Administration (“University”). The University exercises final control over the decisions and activities of the organization.
2. The organization is an officially recognized entity overseen by the School of Public Affairs (“SPA”), specifically the Department of Justice, Law, and Criminology (“JLC”).
3. The JLC Chairperson is the direct supervisor of the organization. The Dean of SPA is the JLC Chairperson’s supervisor, and larger requests will require their approval.
4. Usage of the University’s services, including funding, must be approved by the JLC Chairperson.
5. The JLC Chairperson must approve of the appointment of the organization’s new Editor-in-Chief.

6. The organization is expected to have university faculty review the substance of the publication.

The Board:

1. The Board is responsible for administering the organization and ensuring continuity.
2. The Board consists of the Editor-in-Chief, Managing Editor(s), Digital Director, and Communications Director.
3. The Board must consist of at least one undergraduate Freshman or Sophomore, and at least one undergraduate Junior. (Class status may be determined by either number of years on campus or credit hours.)
4. The Board must convene weekly to (1) plan the weekly “General Body Meeting,” (2) check on the progress of the publications, and (3) plan any public relations initiatives.
5. The Board may set organization-wide policies through a majority vote, or by order of the Editor-in-Chief.
6. The Board may handle personnel grievances (except violations of University policy or law).
 - a. The Board may remove any non-board member from the organization by a two-thirds majority vote. The refusal to publish a Journal Contributor’s article does not constitute removal from the organization.
 - b. The recommendation of the removal of a member of the Board requires a unanimous vote (not including the member in question) of the Board. The recommendation will then be provided to the JLC Chairperson.
 - c. Removal of a member of the Board may only be ordered by the JLC Chairperson or SPA Dean.
7. The Board must report alleged violations of University policy (committed by personnel who were acting in their organization capacity) to the JLC Chairperson.

The Editor-in-Chief:

EIC Selection Regulations:

1. The Editor-in-Chief (“EIC”) serves a one year term. The EIC must commit to serving the full term. The EIC may be reappointed.
2. The EIC must have been a member of the Board for at least one year before their nomination as EIC.
3. The EIC for the next academic year must be confirmed by May 1st (of the current academic year).
4. The EIC will be nominated by a vote of the Board.
 - a. The JLC Chairperson must approve of the appointment of the EIC.

- b. If the JLC Chairperson rejects the nomination, the Board must submit a new nomination.

EIC Responsibilities:

1. The EIC is the Chief Executive and Financial Officer of the organization.
 - a. The EIC may make executive decisions to assist with the administration of the organization.
 - b. Decisions of the EIC are final, unless directed otherwise by the JLC Chairperson.
2. The EIC reports to the JLC Chairperson.
3. The EIC must submit a budget proposal to the JLC Chairperson within one month of the start of each semester.
4. The EIC is the representative of the organization to all University services. The EIC may not delegate this responsibility.
5. The EIC is the representative of the organization to all off-campus entities. The EIC may delegate this responsibility as they please.
6. Any media, correspondence, or publication (print or electronic) that contains the organization's name or logo must be approved by the EIC.
7. The EIC must set the editorial and publication calendar at the beginning of each semester.
8. The EIC must set and publish the Journal and Digital Contributions Policy at the beginning of each semester, before their applications open.
9. The EIC will be the final reviewer of the biannual journal.
10. The EIC may create additional staff positions to aid the administration of the organization.
11. The EIC must compile, format, and publish the final draft of the journal.
12. The EIC must train their successor after the JLC Chairperson approves the nomination.

The Managing Editors:

1. The Managing Editors ("MEs") serve on a semester-by-semester basis. The MEs may be reappointed.
2. The MEs are appointed at the end of each semester by the EIC.
3. There must be at least one but no more than three MEs every semester.
4. The MEs will supervise a cohort of Journal Contributors.
5. The MEs will meet weekly with their cohort to foster the development of their work.
6. The MEs are ultimately responsible for their cohort meeting the established deadlines and following all organization policies.

7. The MEs may propose organization policy relating to the production of the biannual journal.
8. The MEs are responsible for coordinating faculty reviewers for every article accepted for publication.

The Digital Director:

1. The Digital Director (“DD”) serves on a semester-by-semester basis. The DD may be reappointed.
2. The DD is nominated at the end of the semester by the EIC, and confirmed by a vote of the Board.
3. The DD is the Chief Information and Technology Officer of the organization.
 - a. The DD must be an expert on the organization’s digital infrastructure.
 - b. The DD shall organize and administer the Digital Contributions program.
 - c. The DD must upload all Digital Contributions into the American University Research Archives (“AURA”).
 - d. The DD must ensure the organization’s website is up to date.

The Communications Director:

1. The Communications Director (“CD”) serves on a semester-by-semester basis. They may be reappointed.
2. The CD is nominated at the end of the semester by the EIC, and confirmed by a vote of the Board.
3. The CD is the Chief Marketing and Communications Officer of the organization.
 - a. The CD leads the public promotion of the organization by garnering public support via social media platforms and email communications.
 - b. The CD must organize the Journal Releases Event, to showcase the publication of the Journal.
 - c. The CD must respond to all incoming correspondence to the organization (unless another Board Member is better suited to respond. In that case, the CD must communicate that responsibility with them).
 - d. The CD must ensure all correspondence is responded to within 32 hours.
 - e. The CD is charged with updating and monitoring the organization’s “Engage” page (<https://american.campuslabs.com/engage/organization/jurismentem>).

Staff Editors:

1. Staff Editors serve on a semester-by-semester basis. They may be reappointed.
2. Staff Editors are appointed at the start of the semester by a vote of the EIC and MEs.
3. Staff Editors assist with editing all Journal Contributions prior to publication.
4. Staff Editors may be used to assist with editing Digital Contributions.

Staff Writers:

1. Staff Writers serve on a semester-by-semester basis. They may be reappointed.
2. Staff Writers are appointed at the start of the semester by a vote of the EIC and MEs.
3. Staff Writers are classified as either “Journal Contributors” or “Digital Contributors.”
 - a. By the end of the semester, Journal Contributors will produce a ten-page manuscript to be compiled into our biannual research journal. Journal Contributors must meet a rigorous review standard.
 - b. Digital Contributions are academic grey literature covering any legal studies related topic. These articles are brief and are published weekly.
4. Staff Writer standards will be published at the beginning of each semester by the EIC.

STANDING POLICIES:**Continuity Policy:**

1. This policy outlines the details of all administrative resources, account information (including various logins and passwords), and publication instructions.
2. The EIC must meet with the JLC Chairperson within the first two weeks of the Fall semester to ensure this policy is up to date.
3. After the Board is fully confirmed, the EIC will present this policy to all new members of the Board.
4. This policy will not be published, as it includes private information.

Writing Standards:

1. These standards ensure the organization has a clear and consistent voice through all written communications and publications.
2. These standards shall remain the same throughout transitions, and may only be changed with the approval of the JLC Chairperson.
3. The EIC and MEs will work to ensure the Journal follows these standards.

Graphic Standards:

1. These standards ensure the organization has a clear and consistent visual identity.
2. These standards shall remain the same throughout transitions, and may only be changed with the approval of the JLC Chairperson.
3. The EIC and CD will work to ensure all organization graphics follow these standards.

Publication Standards:

1. This standing policy ensures all publications of the Journal look consistent.
2. These standards shall remain the same throughout transitions, and may not be amended.
3. The EIC must publish the journal in accordance with these standards.

AMENDMENTS:

1. Amendments to this policy may be ordered by the Dean of SPA or JLC Chairperson.
2. The organization's EIC may propose amendments to the JLC Chairperson, on behalf of the Board.