

Natural Resource Journal (NRJ) Bylaws The University of New Mexico

April 8, 2011

I. NAME

The name of this organization shall be **Natural Resource Journal** hereafter referred to as **NRJ or the Journal**.

II. PURPOSE

The purpose(s) of this organization shall be as follows:

The Natural Resources Journal (NRJ) is published by the University of New Mexico School of Law and is an international, interdisciplinary forum devoted to the study of natural and environmental resources. The Journal is policy oriented, and seeks to overcome the isolation of scholars in various disciplines who are concerned with natural and environmental resources.

Interdisciplinary collaboration in solving resource-related problems was a formative principle in the creation of the Journal and, for 50 years, the Journal has been guided by that principle. The NRJ's contributors come from various disciplines, represent many countries, and provide many approaches to the complex issues raised by the need to balance resource development and environmental concerns.

III. MEMBERSHIP

The Natural Resource Journal offers memberships to students who are entering their second year of law school and are in good academic standing (G.P.A. of 2.0 or higher). All student members of NRJ have shown themselves more than qualified for membership by participating and excelling in a writing competition held once per year at the end of the spring semester.

Staff members shall be selected primarily through a write-on competition administered once per academic year over the summer. Grades may be a secondary consideration in selecting incoming staff members of the Natural Resource Journal.

Every student selection for Natural Resource Journal membership joins the Journal as a Staff member. Staff members must satisfactorily complete 2 semesters of source- and cite-checking assignments within the established deadlines in addition to completing the Natural Resource Journal seminar in the fall semester of their second year.

Neither membership in the Natural Resource Journal, nor services provided by NRJ will be denied to anyone on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

IV. EDITORIAL BOARD

Section 1: Composition

The Board is composed of selected members and is presided over by the Editor(s)-in-Chief. The editorial positions may consist of the following:

Editor(s)-in-Chief
Managing Editor
Submissions Editor
Citations Editor(s)
Manuscript Editor(s)

Section 2: Eligibility

To be eligible to hold an editorial position, an individual must be a member of the Natural Resource Journal and must be in good standing with the School of Law. Members on academic or disciplinary probation or in default of any NRJ requirements are not eligible.

Section 3: Editorial Board Duties

A. Editor(s)-in-Chief

The Editor(s)-in-Chief are the chief administrative officers of the Natural Resource Journal and act as spokesperson, personnel director, faculty liaison, and general troubleshooter. In addition, the Editor(s)-in-Chief have overall supervisory responsibility for publication of NRJ and are the final editing authority for every article which appears in the Journal. Specifically, the Editor(s)-in-Chief are responsible for the following:

1. Reading and evaluating submitted articles and leading weekly manuscript review meetings where the EIC(s), the Managing Editor, and any other board members who are interested in evaluating manuscripts decide whether to accept them.
2. Leading regular status meetings of the full NRJ Board to update everyone on the status of the NRJ and address other NRJ business.
3. Coordinating scheduling and labor division with the Managing Editor and ensuring that the Managing Editor is coordinating efficiently and effectively with the Director of Publications, Staff, and the Board.
4. Supervising the staff training in conjunction with the Citations Editors. This includes updating the staff manual, supporting the Citations Editors in their training, and coordinating the transition to and training of the new Board.
5. Supervising the editing process and providing quality control.
6. Pinch hitting in the other editorial roles as needed.
7. Overseeing the organization of the annual or biennial symposium in collaboration with one or more of the Manuscript Editors.
8. Coordinating Journal recruitment and the tryout process.

B. Managing Editor

The Managing Editor is responsible for assigning and supervising manuscript editing and cite-checking assignments. The Managing Editor also processes each article to make sure that all cites to the Journal and accurate as to form and substance and that there are no typographical or similar errors in the publication. Additionally, the Managing Editor supervises the actual publication of each issue, with the assistance of the Editor(s)-in-Chief. Specifically, the Managing Editor is responsible for the following:

1. Setting and tracking the publication and editorial schedule with the Director of Publications and the Editor(s)-in-Chief.
2. Tracking the status of each issues by updating weekly the publication schedule showing where each article is in the editing process and sharing this information with the rest of the board and staff.
3. Sending out reminder e-mails about upcoming and late deadlines to board and staff members as needed.
4. Maintaining a record of all e-mail correspondence between the Journal and authors and performing a quality control check on all exchanged e-mails.
5. Assigning accepted manuscripts to Manuscript Editors.
6. Assigning edited manuscripts to Citations Editors.
7. Assisting the Editor(s)-in-Chief as needed to complete final reviews of edited articles prior to proof preparation.

C. Submissions Editor/Manuscript Editor

The Submissions Editor supervises the review of all unsolicited manuscripts for possible publication. This includes maintaining a process of determining if submissions 1). address a timely legal issue, 2). provide a thorough and insightful analysis of that topic, and 3). is written in a clear and professional manner. If necessary, the Submissions Editor will be responsible for soliciting articles from faculty and practicing attorneys. Additionally, the Submissions Editor will also work as a Manuscript Editor as needed. Specifically, the Submissions Editor is responsible for the following:

1. Coordinating article review and solicitation.
2. Overseeing the process through which the Staff and Editorial Board members read submitted articles and make recommendations to the Editor(s)-in-Chief for selection of manuscripts for publication.
3. Meeting with the Editor(s)-in-Chief and Managing Editor to discuss incoming submissions and potential article acceptance or rejection.

4. Corresponding with submitting authors about the receipt of their article and the acceptance or rejection of said article.

D. Citations Editor(s)

The Citations Editor(s) are supervises the Staff in the cite-checking process and act as a liaison between the Staff and the Editorial Board. In addition to this, the Citations Editor(s) are responsible for ensuring that the Staff is adequately prepared for their cite-checking assignments and will provide training as necessary. Specifically, the Citations Editor(s) are responsible for the following:

1. Training the staff on Bluebook format and the source and cite-checking process.
2. Meeting with the rest of the Board at Board meetings to check in with the other Board members about the status of the NRJ.
3. Creating a comment chart for each article and distributing the article, the LIBROS chart, the comment chart, and any relevant cite-checking instructions or guidance to the staff for their cite-checking assignment. The Citation Editor(s) will work with the Managing Editor to determine which staff members will check each article and how many citations will be assigned to each staff member.
4. Informing the Managing Editor of any requests from Staff for extensions and working with the Managing Editor to revise the schedule prior to granting any extensions.
5. Meeting periodically with the Editor(s)-in-Chief and the Managing Editor to organize assignments, discuss their progress, ask questions about difficult cites, and reach consensus about how to cite sources for which there is not solid Bluebook rule.
6. Reviewing all citations contained in the returned cite-checked articles and ensuring that they are consistent and in Bluebook format. This includes reviewing enough of the propositions to ensure that they have been thoroughly checked by the Staff.
7. Resolving propositions reported by the Staff as "Not OK" by examining the sources and professionally conveying the remaining queries to the author.
8. Sending the article to the Managing Editor and delivering the article to another Citations Editor for a second review.
9. Giving the Staff feedback and showing the corrections that were made to their work.

E. Manuscript Editor(s)

The Manuscript Editor(s) are responsible for

1. Meeting with the rest of the Board at Board meetings to check in about the status of NRJ.
2. Volunteering to help with NRJ recruiting events, social events, and Symposia.
3. Writing an introductory email to the author as soon as possible following assignment.
4. Editing the manuscript text for context in conformity with the NRJ Filename Flowchart and the NRJ Board Manual instructions.
5. Evaluating any images contained in the assigned article.
6. Emailing the author, Managing Editor, and Editor(s)-in-Chief the editing article.
7. Creating the LIBROS chart and requesting sources in conformity with the guideline set out in the LIBROS Charts & Manuscript Editors section of the NRJ Board Manual.
8. Working with the Managing Editor, Citations Editor, and Director of Publication to resolve any outstanding author inquiries or outstanding issues with the article itself.

Section 4: Terms of Office

The newly elected editorial board may begin planning and preparation for the upcoming year immediately following selection. The official term of the editorial board commences the day following the last day of the final examination period of the Spring semester and extends for one year. Editors must enroll in Natural Resource Journal both semesters of their final year. Exceptions may be made for Editors who are graduating a semester early. Editors are expected to be available for NRJ work during the summer between their second and third year of law school, and after graduation if necessary to finish the volume that their Editorial Board began. Once selected, the incoming Editors are required to apprentice to their outgoing counterparts in order to gain experience in their positions. New Editors are expected to participate in the publication process of the last issue of their Staff-year volume in order to gain experience with the publication process. The outgoing Editor(s)-in-Chief and Managing Editor are expected to be available during the summer after graduation to assist their incoming counterparts when necessary.

Section 5: Selection

Each Editorial Board position shall be filled through application and selection. Editorial Board Editors shall be

selected no later than the end of February of each academic year.

Section 6: Removal

Editorial Board members may be removed from their positions if they demonstrate continual disregard for the duties and responsibilities of the position, act in a dishonest or unethical manner, or violate the UNMSOL's Honor Code.

Nothing in these bylaws shall be construed to prevent the Student Bar Association from pursuing disciplinary sanctions under the Honor Code.

V. ADVISORS

The faculty advisor for the Natural Resource Journal is appointed by the Dean of the Law School. The Dean solicits the recommendation of the Editorial Board prior to such appointment. The Advisor shall serve as the Law School Administration representative to the NRJ. It shall be the Advisor's function to serve as a liaison between the Editorial Board and the Administration. However, the Board shall be free to contact the Law School Administration directly when it feels that such contact is required.

VI. AMENDMENTS

The policies established in the Natural Resource Bylaws are binding on the NRJ Editorial Board and Staff and may only be amended by a three-quarters (3/4) vote of the Editorial Board.

These Bylaws may not be amended unless the proposed amendment is submitted to the Editorial Board in writing, and the proposed amendment is under Editorial Board consideration for a minimum of one (1) week.

Prepared and Adopted in April 2011 by the 2010-2011 and 2011-2012 Editorial Boards.