

BYLAWS

of



ELSA IE UNIVERSITY
LAW REVIEW

REVISED 8, MARCH, 2025

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RECITALS

Whereas, the *ELSA IE University Law Review* is IE University's premier legal publication focused on the analysis of recent developments, case law, and amendments to the international legal order;

Whereas, the Review has been published since 2023 and is the oldest legal journal at IE Law School;

Now therefore, the Bylaws of the Review shall be as follows.

CLAUSES

CLAUSE 1 – NAME, OFFICES, AND ORGANIZATIONAL STRUCTURE

- 1.1. Name** The Review shall be known by the names “the ELSA IE University Law Review”, “the IE Law Review”, “the IE University Law Review”, “the European Law Students’ Association IE University [Chapter] Law Review”, “ELSA IE Law Review”, and “ILR” (collectively, “**the Review**”).
- 1.2. Offices** The Review office shall be located at the IE University Tower, in Paseo de la Castellana 259, 28029, Madrid, Community of Madrid, Kingdom of Spain.
- 1.3. Organizational Structure** The Review is a part of the European Law Students’ Association IE University and is similarly situated to other student journals of ELSA. More specifically, the Review is an independent subsidiary of ELSA IE University.

CLAUSE 2 – PURPOSE

- 2.1. Mission Statement** The Review seeks to promote academic discourse on all aspects of the international legal order and all national jurisdictions comprising it by Publications, symposia, and related events. The Review’s interest in the

international legal order focuses on, but is not limited to, International Law, European Union Law, and United States Law.

2.2. Apolitical Nature

Review Publications and events shall not have any party affiliation. Further, the Review shall not campaign on behalf of or against any candidate for public office. In compliance with the regulations established by ELSA IE University, ELSA Spain, and ELSA International, it is mandated that any member of the Editorial Board (“Editor”) who engages in or endorses politically affiliated content, regardless of motive, on the same social media or platform where they have previously identified themselves as part of the Review's Editorial Board, shall be considered to have voluntarily relinquished their position as Editor. Consequently, the position will remain vacant.

2.3. Online Review

In order to expand its Online presence and with the purpose of reaching new readership, the Review shall also maintain and operate a website, which will include Articles, Notes, and other digital content to be published exclusively Online in addition to digital versions of Articles and Notes published in the Print version of the Review. The website shall at all times maintain an original interface and Domain (as defined in [Annex 2](#)), and be regularly updated to reflect all events and Publications of the Review.

CLAUSE 3 – CALENDAR

3.1. Issues and Volumes

The Review will publish an annual Volume, in the month of May, made up of all Official Publications introduced in the two bi-yearly Issues. The first Volume, published in May 2025, is defined as “Volume I”, with an additional consecutive numeral being added to every subsequent Volume.

3.2. Publishing Calendar

The Review shall publish one Issue in January and another in May. The editing for each Issue shall take place during the preceding semester. Collectively, the two Issues of a given Academic Year will make up that year's Volume.

3.3. Symposia Calendar

The Review shall host an annual symposium that shall take place during the Academic Year. The four Executive Editors (the “Editor-in-Chief”, the “Executive Articles Editor”, the “Executive Notes Editor”, and the “Executive Forum Editor”) are responsible for coordinating all events related to the symposium. All symposium participants shall be encouraged to submit Articles for publication. The specific terms, topics, rewards, and incentives within a given symposium will be discussed on a case-to-case basis and will be voted upon by the Editorial Board by way of Simple Majority.

3.4. Elections Calendar

The Review shall hold annual elections for Editorial positions under the terms described in [Clause 9](#). The elections shall be held early each spring semester. Elections shall be conducted in accordance with the criteria outlined in the Elections Clause of these Bylaws.

CLAUSE 4 – MEMBERSHIP

4.1. Membership

All ELSA IE University members, IE Law School students, Alumni (as described in [Subsection 4.4](#)), legal professionals, academics, or otherwise licensees to practice the law who successfully assume an Editorial Board or Official Authorship position at the Review shall be considered Members of the Review. Every Member shall have the rights and privileges that accompany such designation (described in [Subsection 4.2](#)). For the purposes of this subsection, Freelance Authors will be considered Quasi-Members of the Review, as defined in [Annex 2](#).

4.2. Membership Benefits

As a Member of the Review, an individual will have irrevocable access to a number of exclusive benefits, including but not limited to:

- (a) consistent editorial support, limited to Official Publications;
- (b) reserved access to all events organized by the Review;
- (c) exclusive eligibility for awards and prizes, wherever applicable;
- (d) exclusive access to all privileges offered by the Sponsors, where applicable;

- (e) exclusive eligibility for the reception of Premium Research Content, to be requested to the Board and subject to its discretion; and
- (f) the reception of a recommendation letter, to be requested by the Member.

4.3. Membership Revocation

The Editorial Board reserves full discretion, upon a vote of Simple Majority, to permanently revoke any given Member's Membership status. The revoking of Membership status may be appealed before the Ethics Board of ELSA IE University, and may be triggered by:

- (a) plagiarism, academic misconduct, or unauthorized/undisclosed use of generative AI tools;
- (b) failure to meet publication or writing requirements and deadlines;
- (c) violation of ethical guidelines or professional standards;
- (d) failure to contribute actively or participate in the Review process;
- (e) deliberate lack of respect to the Review or its Editors;
- (f) breach of confidentiality regarding sensitive information;
- (g) engagement in discriminatory or harassing behavior towards others;
- (h) misuse or unauthorized disclosure of privileged information;
- (i) improper use or sharing of exclusive Premium Research Content;
- (j) violation of conflicts of interest policies;
- (k) non-compliance with the Editorial Board's guidelines and procedures;
- (l) lack of professional conduct or integrity in interactions with peers or faculty;
- (m) expulsion from ELSA IE University; and/or
- (n) any other form of conduct contrary to the Code of Conduct of ELSA IE, AI Use Policy of ELSA IE, or values and principles of ELSA IE University, ELSA Spain, and ELSA International.

Upon revocation of Membership, the Review reserves the right to fully disassociate itself from the Offender, including but not limited to removing all his/her works from the databases of the Review and/or erasing his/her name from all records. Revocation of Membership may occur *ex post facto*.

4.4. Alumni

Membership of the Review is not contingent on active participation. This entails that if a former Member chooses, on a voluntary basis, not to get involved with the Review for a given Volume, their Membership Status will be automatically transferred from “Member” to “Alumnus”. Alumni reserve the same rights and privileges as Members, save for those reserved for Official Authors, wherever applicable. The status of Alumnus, unless revoked, is to be maintained on a permanent basis.

CLAUSE 5 – THE EDITORIAL BOARD

5.1. The Editorial Board

The Editorial Board (the “**Board**”) shall be composed of the Executive Editors, the Forum Editors, Articles Editors, Notes Editors, and Permanent Faculty Advisor (as reflected in [Annex 1](#)). Nothing in the present Bylaws shall prevent the Editorial Board, at the discretion of the Editor-in-Chief, from seeking temporary external assistance for a particular project, publication, or otherwise act done in representation of the Review. Under no circumstance, however, shall the grantor of assistance be allowed Voting Rights at any Board Meeting conducted in the name of the ELSA IE Law Review, as this would entail the appointment of a Board Position in accordance with [Clause 14.4](#) of the Present Bylaws.

CLAUSE 6 – BOARD MEETINGS

6.1. Ordinary Board Meetings

Unless otherwise agreed upon through a vote of unanimity in Plenum, the Editorial Board shall formally meet no less than once per month. These meetings shall be referred to as Ordinary Board Meetings, and be communicated with no less than one (1) week anticipation. Any Member of the Editorial Board who fails to attend three (3) or more meetings within an Academic Year or two (2) or more consecutive meetings may be subject to dismissal, at the sole discretion of the Editor-in-Chief, or, if it were to concern the occupant of said position, the three other Executive Editors by vote of unanimity. An exception regarding the Attendance Policy is reflected in [Clause 6.6](#).

6.2. Extraordinary Board Meetings

At the discretion of no less than two (2) Editorial Board Members, or the Editor-in-Chief, an Extraordinary Board Meeting may be called. Extraordinary Board Meetings shall be convened to deal with urgent, time-sensitive, and/or confidential matters. Under no circumstance shall Extraordinary Board Meetings serve the Board as a replacement for Ordinary Board Meetings, which shall continue as scheduled. The absence of a Member during an Extraordinary Board Meeting shall not be considered for the purposes of dismissal where notice of the EBM was shared two (2) days or less prior to the meeting taking place. Any absence from an Extraordinary Board Meeting that does not adhere to the aforementioned notice period shall be considered equivalent to absences as described in [Clause 6.1](#) of the Present Bylaws and added up to the final absence count and/or considered consecutive, wherever applicable.

6.3. Meeting Minutes

Every Ordinary and/or Extraordinary Board Meeting shall be documented in Minutes by a designated individual who agrees to perform this task, or as determined by the Editor-in-Chief during the first meeting of the Academic Year. The individual responsible for taking Minutes, referred to as the “Minuteer”, will be reassessed at the commencement of each Academic Year, irrespective of any changes in the Board’s composition.

6.4. Meeting Agenda

The Meeting Agenda shall be prepared and made available to the Editorial Board no less than twenty-four (24) hours in advance of an Ordinary Board Meeting taking place. It shall be sent via email to all attending Board Members in PDF form, or any other appropriate digital means. With regard to Extraordinary Board Meetings, the Agenda must be shared in any form of written or otherwise recorded communication, no less than ten (10) minutes before the commencement of the meeting.

6.5. Quorum

In order for a Quorum to be met, in conformity with the present Board Structure as outlined in [Annex 1](#), and without prejudice to Annex 2, no less than a Simple Majority of Editorial Board Members—with voting capacity— must be present.

6.6. Permanent Faculty Advisor

The Permanent Faculty Advisor is granted exemption from any and all repercussions that may arise from the breach of Attendance Policy as outlined in [Clauses 6.1 and 6.2](#). They shall receive notice of all Board Meetings in the same manner as every other member of the Editorial Board, but their attendance is entirely voluntary.

6.7. Meeting Transparency

All Review members, as well as Sponsors, shall be eligible to attend any and all Board Meetings, ordinary or otherwise, wherever these don't concern confidential matters. Wherever a Member and/or Sponsor attends a meeting, a part therein will be reserved for their comments, questions, or concerns. They shall also be able to participate in discussions freely, subject to decorum, but under no circumstance shall they vote for any given decision.

6.8. Votings

All Editorial votes, whether in a Board Meeting or otherwise, shall be reflected anonymously in the Minutes. Where a vote is casted in a Board Meeting, Ordinary or otherwise, and said vote ends in a draw, the deciding decision will lie on the Editor-in-Chief, and in the absence thereof, with the Vice-Chairman.

CLAUSE 7 – EDITORS

7.1. The Editorial Board

The Editorial Board of the Review shall at all times be composed of no less than six (6), and no more than fifteen (15), Editors. These shall be collectively entrusted with the tasks of:

- (a)** ensuring the timely publication of all given Volumes and Issues in Print and Online form;
- (b)** offering editorial support to Official Authors;
- (c)** hosting and organizing no less than one (1) event per year, including but not limited to:
 - (i)** Symposiums
 - (ii)** Writing Competitions
 - (iii)** Award Ceremonies;

- (d) maintaining and upkeeping an official website, including an original interface and Domain (as defined in [Annex 2](#));
- (e) safeguarding and sustaining positive relationships with the Sponsors of the Review and, in the absence of one, seeking out Sponsorship Agreements;
- (f) encouraging all ELSA IE University members to involve themselves with the Review, and offering them preliminary assistance in the writing process;
- (g) representing the interests of the organization and its members through projects, competitions, and incentives, all of which will be agreed upon in Board Meetings;
- (h) promoting, via every channel possible, the Review and its events, as well as attending them; and
- (i) reviewing, in a diligent manner, all Publications presented by all Prospective Authors, and executing, in a consistent and transparent manner, the Selection Process.

7.2. Editor-in-Chief There shall be one (1) Editor-in-Chief, who is entrusted with the responsibilities of:

- (a) chairing and presiding over any and all Board Meetings;
- (b) coordinating deadlines for the editing and processing of Official Publications, as well as Freelance Works, for the Review from the time of receipt until the time of publication;
- (c) overseeing the Executive Committee and publishing the Review's tasks and goals for a given Volume;
- (d) designating the Minuteer for a given Academic Year;
- (e) handling and managing the Review's Funds, as well as ensuring transparency in all transactions, in accordance with the present Bylaws;
- (f) seeking Sponsorship Agreements and ensuring positive relationships with the Review's Sponsors;
- (g) coordinating the efforts of the Board, Symposium writers, and participants in the Writing Competition;
- (h) serving as Chairperson of the Articles Selection Committee, Theses Selection Committee, as well as Notes Selection Committee;

- (i)** approving all Edits made to Official Publications, as well as Freelance Authorship works, before these are returned to the Author of a given piece;
- (j)** consulting with the Permanent Faculty Advisor during the topic selection process before approving controversial Article, Thesis or Note topics;
- (k)** applying and executing sanctions, where applicable, in coordination with the relevant authority at ELSA IE University;
- (l)** together with the Executive Articles Editor, Executive Notes Editor and Permanent Advisor contact academics and legal professionals to request them to review and edit the final draft of a given Article, Thesis or Note before publication;
- (m)** informing the Permanent Faculty Advisor and the Sponsors of amendments to the Constitution or Bylaws after they are approved by the Membership;
- (n)** writing no less than two (2) Editorials per Academic Year, jointly with the Executive Articles Editor and Executive Notes Editor, which will be featured at the beginning of each Issue and Volume;
- (o)** communicating and sharing the Agenda with the Board within the deadlines established in the present Bylaws;
- (p)** leading the appointment of Articles and Notes Editors;
- (q)** taking any other actions, consistent with the Constitution and Bylaws, which are necessary in accomplishing the Review's purposes;
- (r)** creating a publication schedule for each Issue and oversee the editing process to ensure compliance therewith, in consultation with the Executive Notes Editor and the Executive Articles Editor;
- (s)** together with the Executive Notes Editor and Executive Articles Editor, contacting academics, legal professionals, and people external to ELSA IE University to invite them to write for the Review;
- (t)** serving as the direct supervisor of the Executive Articles Editor, Executive Notes Editor, and Executive Forum Editor;
- (u)** counting all votes for the Review's Executive Elections;
- (v)** submitting an Executive Editorial Board Report to the Review and ELSA IE University membership, at a minimum of once per semester; and
- (w)** ensuring the printing of the Review in a timely and consistent manner.

7.3. Executive Articles Editor

There shall be one (1) Executive Articles Editor, who is entrusted with the responsibilities of:

- (a)** exercising primary responsibility for organizing and coordinating the annual Symposium, should the Review decide to hold a symposium, working in conjunction with the Executive Notes Editor, and the Executive Forum Editor;
- (b)** soliciting topics for future Symposia to be discussed by the Board;
- (c)** organizing and coordinating any Academic Programs sponsored by the Review;
- (d)** collaborating with the Executive Forum Editor to explore new electronic publication and marketing opportunities for Articles, Symposia, and Academic Programs;
- (e)** together with the Editor-in-Chief and Executive Notes Editor, contact academics and legal professionals to request them to review and edit the final draft of a given Article, Thesis or Note before publication;
- (f)** serving on the Executive Committee, Articles Selection Committee and Theses Selection Committee;
- (g)** approving all Edits from the Articles Editors, and sending these to the Editor-in-Chief;
- (h)** writing no less than two (2) Editorials per Academic Year, jointly with the Editor-in-Chief and Executive Notes Editor, which will be featured at the beginning of each Issue and Volume;
- (i)** serving as the direct supervisor to the Articles Editors, and managing, in consultation with the Editor-in-Chief, the Article-editing process for each Issue;
- (j)** participating in the editing of Articles for the Symposium Issue;
- (k)** together with the Editor-in-Chief and Executive Notes Editor, contacting academics, legal professionals, and people external to ELSA IE University to invite them to write for the Review;
- (l)** assisting the Editor-in-Chief, Vice-Chairman, and Executive Notes Editor in the appointment of Articles and Notes Editors;
- (m)** organizing periodic meetings with the Articles Editors to discuss their performance and quality of work;
- (n)** making initial editing assignments for Articles; and

- (o) assisting the Editor-in-Chief in reviewing all Articles for compliance with the Review's publication standards.

7.4. Executive Notes Editor

There shall be one (1) Executive Notes Editor, who is entrusted with the responsibilities of:

- (a) exercising primary responsibility for organizing and coordinating the annual Writing Competition, should the Review decide to hold one, working in conjunction with the Executive Articles Editor, and the Executive Forum Editor;
- (b) soliciting topics for future Writing Competitions to be discussed by the Board;
- (c) collaborating with the Executive Forum Editor to explore new electronic publication and marketing opportunities for Notes, Writing Competitions, and Academic Programs;
- (d) writing no less than two (2) Editorials per Academic Year, jointly with the Editor-in-Chief and Executive Articles Editor, which will be featured at the beginning of each Issue and Volume;
- (e) participating in the editing of pieces for the Writing Competition;
- (f) serving on the Note Selection Committee and Theses Selection Committee;
- (g) together with the Editor-in-Chief and Executive Articles Editor, contacting academics, legal professionals, and people external to ELSA IE University to invite them to write for the Review;
- (h) approving all Edits from the Notes Editors and sending these to the Editor-in-Chief;
- (i) serving as the direct supervisor to the Notes Editors, and managing, in consultation with the Editor-in-Chief, the Note-editing process for each Issue;
- (j) organizing periodic meetings with the Notes Editors to discuss their performance and quality of work;
- (k) assisting the Editor-in-Chief, Vice-Chairman, and Executive Articles Editor in the appointment of Articles and Notes Editors;
- (l) making initial editing assignments for Notes; and
- (m) assisting the Editor-in-Chief in reviewing all Notes for compliance with the Review's publication standards.

7.5. Executive Forum Editor

There shall be one (1) Executive Forum Editor, who is entrusted with the responsibilities of:

- (a) maintaining the Online Content of the Review;
- (b) regularly updating the Review's website to feature upcoming events and elections;
- (c) determining the scope of content provided in the Online format, and the editorial processes for any and all Online Content, in consultation with the Editor-in-Chief;
- (d) contacting legal academics to request re-publishing of their Notes, Theses and Articles in the Review's website;
- (e) soliciting appropriate material for Online publication;
- (f) supervising and/or conducting editorial processes for Online content;
- (g) submitting the selected Articles and/or Notes of a given Symposium to the Review's website;
- (h) collaborating with the Editor-in-Chief and the Executive Editors to ensure that Online content meets the publishable quality and professional standards of the Review;
- (i) making all Official Publications available in Online form upon publication, with their corresponding Edits to the format and front page;
- (j) updating the 'Current Issue' and 'Current Volume' sections to reflect the latest Issue and/or Volume;
- (k) advertising the Executive Elections;
- (l) handling any matter relating to the licensing of the intellectual property of the Review including, but not limited to, seeking ways to publicize new Review scholarship and otherwise seeking to enhance the Online presence of the Review;
- (m) serving on the Theses Selection Committee and Executive Committee; and
- (n) exercising primary responsibility for organizing and coordinating the Art & Law Division (as defined in [Provision 14.4](#)), in coordination with the Editor-in-Chief and the Editorial Board.

7.6. Articles Editors

There shall be at least three (3) Articles Editors, who are collectively entrusted with the responsibilities of:

- (a) serving on the Articles Selection Committee;
- (b) advising the Editor-in-Chief and the Executive Articles Editor as to the publishable quality of Articles through primary editing of Articles selected for publication in forthcoming Issues;
- (c) exercising primary responsibility for editing and preparing Articles for publication, at the discretion of the Executive Articles Editor;
- (d) submitting a detailed report, upon editing an Article, of a given piece's score (as defined in [Provision 11.4](#)), to be sent to the Editor-in-Chief; and
- (e) upon request of the Editor-in-Chief, formatting and editing External Pieces.

7.7. Notes Editors

There shall be at least three (3) Notes Editors, who are collectively entrusted with the responsibilities of:

- (a) serving on the Notes Selection Committee;
- (b) advising the Editor-in-Chief and the Executive Notes Editor as to the publishable quality of Articles through primary editing of Notes selected for publication in forthcoming Issues;
- (c) exercising primary responsibility for editing and preparing Notes for publication, at the discretion of the Executive Notes Editor;
- (d) submitting a detailed report, upon editing a Note, of a given piece's score (as defined in [Provision 11.4](#)), to be sent to the Editor-in-Chief; and
- (e) upon request of the Editor-in-Chief, formatting and editing External Pieces.

7.9. Vice-Chairman

There shall be one (1) Vice-Chairman, a position reserved to the President of ELSA IE University. The Vice-Chairman shall be responsible for:

- (a) chairing all Board Meetings wherever the Editor-in-Chief is not present;
- (b) representing, in a manner consistent with the purpose and nature of the Review, the interests of ELSA IE University in Board Meetings;
- (c) organizing events of the Review in conjunction with ELSA IE University;
- (d) attending any Editorial Board meetings, whether ordinary or extraordinary, with the right to voice their opinion on the matters discussed, but without the right to vote, except as provided for in [Provision 6.8](#) of the present Bylaws;

- (e) assisting the Editor-in-Chief, Executive Notes Editor, Executive Forum Editor, and Executive Articles Editor in the appointment of Articles and Notes Editors; and
- (f) approving any and all Impeachments.

7.10. Permanent Faculty Advisor

There shall be one (1) Permanent Faculty Advisor, a position which shall be held by a faculty member within IE University Law School. The Permanent Faculty Advisor shall be responsible for:

- (a) approving or refusing controversial topics wherever the Editor-in-Chief raises an issue;
- (b) attending Board Meetings and expressing any issues or concerns regarding the topics discussed;
- (c) representing, together with the Editor-in-Chief, the Review before IE University Law School;
- (d) confirming any and all Impeachments, where these do not concern meeting absences, upon the approval by the Vice-Chairman; and
- (e) reviewing all final drafts of Official Authorship works.

CLAUSE 8 – TERMS, REMOVAL OF OFFICE, AND VACANCIES

8.1. Terms

All Editors shall serve during the Academic Year immediately following the semester during which they are elected, including the first summer after their election, and they shall make appropriate provisions for the transfer of responsibilities to new Editors. Incoming Editors must participate in transition meetings and, if necessary, shadow outgoing Editors in the semester during which they are elected, in order to facilitate the transfer of responsibilities. The incoming Editor-in-Chief, Executive Notes Editor, Executive Articles Editors, and Executive Forum Editor will be expected to begin their duties immediately following the election, overlapping with the outgoing Executive Editors, who remain leaders of the Review until the end of the spring semester. The outgoing Editors, during the spring semester, shall remain responsible for the publication of the last Issue and Volume they initiated.

8.2. Removal of Editors

Any Editor of the Review, including an Editor-in-Chief, may be removed if a Supermajority of the Board votes in favor of removal and including, but not limited to the triggers outlined in [Provision 4.3](#). In the case of gross misconduct, or prolonged dereliction of duty, the Editor-in-Chief may, with the approval of both Vice-Chairman and Permanent Faculty Advisor, remove an Editor from their position at the Board. An Editor must be allowed due time and sufficient opportunity to address the Board regarding his or her removal before the removal vote. All Impeachments shall remain confidential until these have concluded. Any attempt at communicating the aforementioned proceedings with an individual external to the Board will constitute a Breach of Confidentiality, as described in [Provision 4.3\(f\)](#).

8.3. Vacancies

Any vacant Editorial position must either be appointed by the Editor-in-Chief or the position must be eliminated by amending the Bylaws. In the event that the position of Editor-in-Chief remains vacant, the Board will elect either the Executive Articles Editor or Executive Notes Editor to fill said position. Subsequently, the executive vacancy will be filled by whosoever the Executive Forum Editor appoints.

CLAUSE 9 – EXECUTIVE ELECTIONS AND APPOINTMENTS

9.1. Elections

The Executive Articles Editor, the Executive Notes Editor, and the Executive Forum Editor, shall be elected by ELSA IE University members, in a vote of anonymous nature once each year. The position of the Editor-In-Chief will be filled by the person voted into Office of Secretary-General of ELSA IE University Board of Directors and will be subject to special Impeachment procedure outlined in [Provision 9.11](#) of these bylaws, without prejudice to [Provision 8.2](#).

9.2. Election Date

Elections shall be held during the spring semester, at the same date and time as the ELSA IE University Officer elections.

9.3. Administration

The Editor-in-Chief at the time of voting shall be entrusted with the task of counting the votes, together with assistance from the Executive Notes Editor.

9.4. Notice and Statements of Interest

The Executive Forum Editor shall make reasonable efforts to notify all members of all open positions and solicit statements of interest at least two days before an election.

- (a) Executive Editor Positions.** The notice(s) shall provide that candidates interested in running for the Executive Editor position *must* submit a statement of interest in the same manner as done for the positions open for the ELSA IE Elections. Any such statement of interest shall be subject to a reasonable word limit determined by the Editor-in-Chief and must be received by a date chosen by ELSA IE Board of Directors in coordination with the Editorial Board;
- (b)** All of the received statements must be disseminated to all members of the Review and ELSA IE University, in the same manner that ELSA IE Candidacies for elections are disseminated.

9.5. Qualifications

Any rising second-year law student or above, where they have enjoyed Membership of ELSA IE University for no less than one (1) month, shall be eligible to apply for an ELSA IE Law Review Editorial Board position. This is subject to exceptions:

- (a)** Only students who either (a) have previously been selected as an Official Author, and have successfully published their work in the Print version of the Review; or (b) have previously spent no less than nine (9) months as a member of the Editorial Board of the review may run for the positions of Executive Articles Editor or Executive Notes Editor.
 - (i)** This requirement may be waived on a case-by-case basis and at the discretion of the Editorial Board by Special Majority on Extraordinary Meeting immediately preceding the election day.
 - (ii)** The position of Editor-in-Chief shall under no circumstances be held by an individual simultaneously occupying the position of Treasurer or President at ELSA IE University.
- (b)** Where the Board, by Supermajority on Extraordinary Meeting, so determines, a candidate may be permanently barred from filing any of the positions which make up the Editorial Board of the Review. This clause is intended to ensure the integrity of the Review, and is expected to be made use of in exceptional circumstances only. The reason for barring and (anonymous) vote outcoming, to be conducted at an ordinary or extraordinary Board Meeting, shall, wherever successful, be recorded in a document compiling all such instances, which in turn must be shared with the Secretary-General and Director of Ethics of ELSA IE University.

- (i) This decision may only be revoked whereupon the barred person appeals it to the Board of ELSA IE University, who shall make no less than two (2) attempts to communicate with all members composing the Board which originally imposed the sanction in question (the “**Original Board**”), for them to submit a joint statement and/or appear before the Board explaining in further depth the reason for the barring of the aforementioned individual. Wherever one or more Original Board members submit a written or oral statement, the barred individual shall be awarded the possibility of challenging their content in no more than 5 minutes speaking time, or, alternatively, 1,000 words.

9.6. Order

Elections shall start with the Executive Articles Editor and proceed through the different positions of the Board in the same order the positions are listed in the Bylaws. Candidates not yet elected to a position may run for any other position.

9.7. Eligible Voters

All members of ELSA IE University who have been so for a period exceeding two (2) months, including those not belonging to the Review, are eligible to vote in Executive Elections.

9.8. Special Vote

In cases where a Member of the Editorial Board is not running for a specific position, their vote shall carry twice the weight of the votes cast by other ELSA IE University members.

9.9. Appointments

The Notes and Articles Editors positions shall be appointed and filled by the new Editor-in-Chief, Executive Articles Editor, Executive Forum Editor, and Executive Notes Editor, who also form the Executive Committee chaired by Editor-in-Chief, no less than three (3) months prior to the next Academic Year’s commencement, upon establishment of an open call for applications, advertised to the ELSA IE University General Membership.

9.10. Prohibition On Holding Double Board Positions

With the exception of the Editor-In-Chief position, held by the Secretary-General of ELSA IE University, no other member of the Editorial Board of ELSA IE Law Review may hold any Vice-President Position at the ELSA IE University Board of Directors. This provision is created to promote wide participation of the Members in the life of both

Organizations, as well as ensure the absence of conflicts during any Impeachment proceedings.

9.11. Special Impeachment Provision

To ensure the stability and exceptional qualifications of the person taking the office of Editor-In-Chief, the elected Executive Editors may bar the elected Secretary-General from taking office, by unanimity and approval of the Vice-Chairman, after private consultations between all aforementioned parties has taken place in person.

- (a) This provision may only be invoked within two (2) weeks from the date of the elections;
- (b) In the event the elected Secretary-General is barred from taking the office, the position must be filled by an appointment and unanimous vote of the elected Executive Editors, upon recommendations of the current at the time President of ELSA IE University acting together with the Permanent Advisor of the ELSA IE Law Review; and
- (c) This procedure will not in any way hinder the ability of the elected person to take office as the Secretary-General of the ELSA IE University.

CLAUSE 10 – FINANCES

10.1. ELSA IE University

Notwithstanding its affiliation to ELSA IE University, the Review and its Editorial Board shall guarantee, maintain, and secure, a great degree of independence therein. Consequently, under no circumstances shall Funds belonging to the Review be transferred to an account belonging to ELSA IE University, nor shall they be utilized to finance, promote, or assist ELSA IE University in any of its endeavors wherever these don't align with the interests of the Review as described in the present Bylaws.

10.2. Misuse of Funds

Any attempt at appropriating, embezzling, or otherwise improperly transferring any and all Funds and assets belonging to the Review will result in the immediate expulsion of the Offender from the Review, and subsequent communication to the LL.B. Office at IE Law School and all Sponsors. The Review, in its capacity as a legal person, or any [of the]

member[s] of its Editorial Board, may choose to initiate legal proceedings against whosoever violates the present provision.

10.3. Transaction Records

The Review and its Editorial Board will maintain a diligent record of all expenses incurred in its official capacity on a readily accessible Spreadsheet. This Spreadsheet will be readily accessible to the Sponsors, the Editorial Board, and the Treasurer of ELSA IE University. Under no circumstances will the withholding of this Spreadsheet be permitted if any of the aforementioned parties request to view it. Furthermore, monthly updates of both the Spreadsheet and the Review's bank balance –not by word of mouth, but through the presentation of screenshots and/or the sharing of the document– will be provided to the Editorial Board and the Treasurer on a monthly basis.

10.4. Effects and Notices

Failure to comply with, or abide by, any of the provisions above will warrant the immediate expulsion of the individual(s) responsible from the Review. Furthermore, formal notice will be given to IE Law School and any and all Sponsors. Failure by the Board to comply with this clause, wherever knowledgeable of the violation, will warrant legal action from any and all members at ELSA IE University.

10.5. Bank Account

The Editor-in-Chief will assume full responsibility for, and maintain exclusive access to, the bank account associated with the Review, and the Funds contained therein. This account will be established under the name of the Review, and under no circumstances will the Review's Funds be deposited or held in an individual's name or personal bank account. Any failure to diligently store, account for, or otherwise upkeep the Review's Funds will result in the immediate dismissal of the Editor-in-Chief, subject to the discretion of the Board, via a passing vote of 50%+1.

- (i) Note: This provision is indefinitely suspended, until such time as it will be enacted by the Permanent Advisor and Vice-Chairman in consultation with the Editor-in-Chief. After such time, this Note shall be eliminated from the Present Bylaws.

10.6. Withdrawals and Fund Management

Any and all Withdrawals shall be requested to the Editor-in-Chief and approved in the following manner:

- (a) Any and all Withdrawals with a value not surpassing EUR 50 shall be approved by a vote of Simple Majority in an Ordinary or Extraordinary Board Meeting;
- (b) Any and all Withdrawals amounting to a total no less than EUR 50.01 and no more than EUR 200 will be approved by a vote of $\frac{2}{3}$ of the Editorial Board, in an Ordinary or Extraordinary Board Meeting.
- (c) Any and all Withdrawals exceeding a total value of EUR 200.01 will be approved by a vote of unanimity, where Plenum is met, in an Ordinary Board Meeting. Exceptionally, in the event of a time-sensitive or essential purchase, upon unanimity from the Executive Editors, an Extraordinary Board Meeting may be called to approve a Withdrawal exceeding EUR 200.1.

10.7. Duty to Report

Upon being made aware of an infraction of any of the above provisions, every single Editor, Member (of the Review and/or ELSA IE University), and third parties where applicable has a duty to report said infraction to Permanent Advisor of the Review, ELSA IE University Ethical Committee or IE Law School Office.

CLAUSE 11 – OFFICIAL PUBLICATION

11.1. Officially Selected Authors

At the commencement of each Academic Year, the Board shall conduct Officially Selected Authorship applications. The candidates chosen for this position shall have their work featured in the Print edition of the Review. By accepting the role of an Official Author, the candidate shall automatically acquire Membership in the Review and become eligible for the prizes and awards conferred at the conclusion of the year.

11.2. Publication Date

All Articles, Notes and Theses authored by Officially Selected Authors may be published in a distinct Issue and Volume from the one in which they were originally written.

11.3. Maximum Publications per Person

Any given Official Author may publish up to one (1) piece per Volume. While a former Officially Selected Author may choose to author more than one piece in a given Academic Year, these will be either stored for the following Volume, at the discretion of the Board, or published under Freelance Authorship.

11.4. Application Format

In order to seek Official Authorship, aspiring candidates shall be required to submit a PDF document containing the requisite information, adhering to the specified guidelines as follows: 12-point Century Schoolbook font, 1.5 paragraph spacing, indented and justified paragraphs, and exclusion of any personal identification. The submission must be made within the deadlines set forth and communicated by the Editor-in-Chief, incorporating the following details:

- (a) Title (which shall be original, relevant, and sufficiently specific);
- (b) Table of Contents; and
- (c) Introduction (accounting for no less than five (5) and no more than ten (10) percent of the expected word count of the Piece).

11.5. Selection Process

The Review shall select Articles for publication through an Article Selection Committee. The Article Selection Committee shall be composed of the Editor-in-Chief, the Executive Articles Editor, and the Articles Editors. Similarly, Notes shall be selected through the Note Selection Committee. The Notes Selection Committee shall be composed of the Editor-in-Chief, the Executive Notes Editor, and the Notes Editors.

Upon receipt of an Official Authorship submission, the Committee shall allocate the task of reviewing it to its designated Base Editors, who will conduct an independent analysis without external influence. The Base Editors will provide their suggested Edits, along with the Evaluation Report of the paper based on the outlined criteria, assigning numerical ratings to each aspect. A document encompassing the evaluation metrics, including an opinion on whether the piece merits Official Authorship, will be forwarded to the Editor-in-Chief. Simultaneously, the document containing the suggested Edits will be transmitted directly to the respective Executive Editor supervising the Base Editors. The Executive Editor, after reviewing the edits proposed by the Base Editors and incorporating their own revisions, shall submit the edited document, along with the Evaluation Report, to the Editor-in-Chief. Until both Evaluation

Reports have been submitted, it is strictly prohibited for the Executive Editor to engage in any communication regarding the Publication with their assigned Base Editors. These are the criteria:

(a) Mechanics – ten (10) percent of total score.

Mechanics include proper citation form, proper typefaces, and conformance to all formatting requirements as determined by the Executive Comments Editor.;

(b) Writing Style – twenty-five (25) percent of total score.

Writing style includes all factors affecting writing quality, which shall include, but are not limited to: proper grammar, punctuation, and spelling; complete and clear sentences; effective transitional phrases and sentences to introduce new ideas;

(c) Organization – twenty (20) percent of total score.

Organization includes such factors as whether ideas are presented in a logical format and whether thoughts flow between and within paragraphs;

(d) Use of Authority – ten (10) percent of total score.

Use of authority means that the writer has cited to proper authority where appropriate to support a proposition;

(e) Analysis – twenty-five (25) percent of total score.

Analysis refers to the writer's grasp of the subject matter, resolution of relevant issues, assessment of the case or issue in relation to past law and future ramifications, and use of original ideas;

(f) Topic Appropriateness – ten (10) percent of total score.

Topic Appropriateness refers to the originality, relevance, and depth requirements described in [Provision 11.4](#), and the extent of the writer's ability to abide by them;

11.6. Co-Authorship

Co-Authorship of Official Publications is permitted insofar as:

- (a)** No less than one (1) author is an ELSA IE University member or IE Law School student; and

- (b) Neither one of the authors has written, or is in the process of writing, an Official Publication for the Review within that Volume.

11.7. External Writers

Nothing in the present Bylaws will prevent the Review from contacting and/or accepting External Writers' pieces for Official Publication. External Writers are defined as, but not limited to, Official Thesis Authors.

CLAUSE 12 – THESES AUTHORS

12.1. Officially Selected Theses Authors

At the commencement of each Academic Year, the Board shall conduct Officially Selected Theses Authorship applications. The candidates chosen for this position shall have their work featured in the Print edition of the Review. By accepting the role of an Official Thesis Author, the candidate shall acquire Membership in the Review, upon the vote of 50% +1 of the Editorial Board and become eligible for the prizes and awards conferred at the conclusion of theses' Publications for that application period.

- (a) The Official Theses Authors will become Members of the Review at the point of publication of their thesis.

12.2. Publication Date

All Theses authored by Officially Selected Theses Authors may be published in a distinct Issue and Volume from the one in which they were originally written.

12.3. Maximum Publications per person

Any given Official Thesis Author may publish up to one (1) piece per Volume. While a former Officially Selected Thesis Author may choose to author more than one piece in a given Academic Year, these will be either stored for the following Volume, at the discretion of the Board, or published under Freelance Authorship.

12.4. Application Format

In order to seek Official Thesis Authorship, aspiring candidates shall be required to submit a PDF document containing their finished thesis. The submission must be made within the deadlines set forth and

communicated by the Editor-in-Chief. Only a thesis on a legal topic will be considered, which obtained a final grade of 8.5 at minimum.

12.5. Selection Process

The Review shall select theses for publication through a Theses Selection Committee. The Theses Selection Committee shall be composed of the Editor-in-Chief, the Executive Articles Editor, the Executive Notes Editor, and the Executive Forum Editor.

Upon receipt of an Official Thesis Authorship submission, the Committee shall conduct an independent analysis without external influence. The Committee will provide their suggested Edits, along with the Evaluation Report of the paper based on the outlined criteria, assigning numerical ratings to each aspect. A document encompassing the evaluation metrics, including an opinion on whether the piece merits Official Thesis Authorship, will be forwarded to the Editor-in-Chief and Permanent Advisor. These are the criteria:

(a) Mechanics – ten (10) percent of total score.

Mechanics include proper citation form, proper typefaces, and conformance to all formatting requirements as determined by the Editor-in-Chief;

(b) Writing Style – twenty-five (25) percent of total score.

Writing style includes all factors affecting writing quality, which shall include, but are not limited to: proper grammar, punctuation, and spelling; complete and clear sentences; effective transitional phrases and sentences to introduce new ideas;

(c) Organization – twenty (20) percent of total score.

Organization includes such factors as whether ideas are presented in a logical format and whether thoughts flow between and within paragraphs;

(d) Use of Authority – ten (10) percent of total score.

Use of authority means that the writer has cited to proper authority where appropriate to support a proposition;

- (e) Analysis – twenty-five (25) percent of total score.

Analysis refers to the writer’s grasp of the subject matter, resolution of relevant issues, assessment of the case or issue in relation to past law and future ramifications, and use of original ideas;

- (f) Topic Appropriateness – ten (10) percent of total score.

Topic Appropriateness refers to the originality, relevance, and depth requirements;

12.6. Acceptance of Official Thesis Authorship Positions The Official Thesis Authorship Positions will be appointed by the Theses Selection Committee in collaboration with Permanent Advisor, and will be communicated by the Editor-in-Chief to the Applicants as soon as the decisions have been made.

12.7. Minimal Edits of Theses Accepted The Editorial Board undertakes the obligation to suggest only the minimal number of Edits to the theses accepted for publication, and only at the acceptance of the thesis author. At the least the Edits will contain formatting changes, so as to conform to the Review’s standards. The formatting changes shall be obligatory for the authors, and the refusal to change the font and other formatting changes may result in refusal of publication. This shall be applicable without prejudice to express agreement of an author with the Review to deviate from the current provision, and alter the substance of the thesis for the purposes of publication.

CLAUSE 13 – PRINT AND ONLINE VERSIONS

13.1. The Print Version

The Review shall maintain a Print edition, which shall serve as a tangible representation of the scholarly works published by the Review. The Print edition shall be produced and distributed once per Academic Year, in accordance with the publication schedule determined by the Editorial Board. Every single Print version of the Review shall be made up of all Official Publications for that given Volume. The Print edition of the Review shall be recognized as an official publication of the organization, showcasing the highest quality legal scholarship produced by its members. The Print version of the Review shall prominently display the names of all Board members for the respective Volume on the page directly preceding the Table of Contents. Within this page, a designated space in the footer shall be reserved to acknowledge and credit the Founder of the Review, Mr. Jorge Sanjuán Femenía. The format and design of the Spine, Cover, and Back cover shall be established and maintained without alterations once finalized on a permanent basis, subject to the provisions established in [Clause 15.1](#). It shall be the collective responsibility of all Executive Editors, Articles Editors, and Notes Editors, to maintain and ensure the utmost quality for the Print version of the Review.

13.2. The Online Version

The Review shall maintain an Online edition on its website, encompassing both Freelance and Official Publications that will be appropriately categorized. The Online Edition, overseen by the Executive Forum Editor, shall serve as a dynamic digital platform to showcase legal scholarship and engage a wider audience. The Online Edition will provide easy access to a comprehensive collection of scholarly works, categorized based on their respective types. The Executive Forum Editor will ensure the accuracy of attributions and citations, while maintaining the website's functionality, user experience, and visual appeal. The Online edition complements the Print edition, both serving as vital mediums for disseminating legal scholarship. The Review acknowledges the importance of embracing digital platforms and the opportunities they provide for advancing legal knowledge and collaboration.

CLAUSE 14 – EVENTS

14.1. Writing Competitions

The Review shall host a yearly Writing Competition, organized by the Executive Notes Editor, providing an opportunity for authors who were not selected for Official Authorship in their initial application round. The competition will have a maximum word limit and aim to encourage participation and foster writing excellence. The Executive Notes Editor, in consultation with the Editorial Board, will determine the competition's theme, rules, and submission deadlines. Participants will be notified accordingly. The competition may feature distinguished legal professionals as judges or advisors, and their expertise may be showcased through panel discussions or interactive sessions. The maximum number of participants in the competition will be determined at the discretion of the Executive Notes Editor, with all Review Members having guaranteed access. Social events and networking opportunities may be arranged in conjunction with the competition. The Review may seek collaborations with other legal organizations and institutions to enhance the competition's impact and reach. The winning entries of the competition will be considered for publication in the Review, subject to the Executive Editors' discretion by way of unanimity. Exceptional authors from the competition may also be eligible for recognition at the Awards Ceremony, as determined by a Supermajority vote by the Board. Furthermore, the Executive Notes Editor, in collaboration with the Writing Competition Committee, the members of which may be appointed by the decision of the Editorial Board by simple majority, shall draft elaborate regulatory guidelines for the Writing Competition, taking into account the minimum rules established by present provision. The final draft of the said guidelines shall be adopted by the Editorial Board by absolute majority, and published on the website of the Review.

14.2. Awards Ceremonies

At the end of the Academic Year, the Board will organize an Awards Ceremony to honor the Members of the Review for their contributions. The Ceremony will take place at a chosen venue and include the presentation of diplomas to the Members. Additionally, awards will be given for the best Article, best Note and best Thesis accompanied by cash prizes. The Editor-in-Chief, in consultation with the Executive Editors, will determine the amount of the cash prizes and any other awards. The Awards Ceremony is a significant event that recognizes excellence,

celebrates scholarly achievements, and encourages outstanding legal scholarship within the Review's community.

14.3. Symposia

The Review shall host a yearly Symposium to facilitate discussions and knowledge exchange among legal scholars, practitioners, and students on contemporary legal topics. Led by the Executive Articles Editor, the Editorial Board will determine the theme, date, and venue, considering the topic's relevance and timeliness by way of Simple Majority. Notice will be provided to encourage participation. Distinguished legal professionals will be featured as speakers, alongside panel discussions and interactive sessions. The Symposium's maximum attendance capacity will be limited at the discretion of the Executive Articles Editor, with all Review Members having guaranteed access. Social events and networking opportunities may be included. Collaborations with other legal organizations and institutions may be sought. The final product of the Symposium will be the production of a compilation of Notes on the chosen topic. Non-ELSA IE University members may attend at the discretion of the Executive Articles Editor, and outstanding non-members may be granted Review Membership for the subsequent Issue, subject to the conditions set forth in [Provision 4.1\(a\)](#). At the discretion of Supermajority by the Board, the Symposium may be substituted by the Writing Competition for a given year. Subject to the discretion of the Editor-in-Chief, the most acclaimed author of a given Symposium may be eligible to receive an award at the Ceremony. Furthermore, the Executive Articles Editor, in collaboration with the Symposium Committee, the members of which may be appointed by the decision of the Editorial Board by simple majority, shall draft elaborate regulatory guidelines for the Symposium, taking into account the minimum rules established by present provision. The final draft of the said guidelines shall be adopted by the Editorial Board by absolute majority, and published on the website of the Review.

14.4 Art & Law Division

The Art & Law Division is hereby established as a part of the ELSA IE Law Review. Led by the Executive Forum Editor, in collaboration with other Executive Editors that express their interest in being a part of the Art & Law Selection Committee, the Committee shall draft, and present the Editorial Board with Art & Law Division guidelines for adoption. The

Selection Committee will also consist of any Notes or Articles Editors, willing to participate in this Division. The guidelines shall at the minimum allow for uninterrupted all year round submission period for works intended for publication, as well as define the scope of such works, elaborate on the selection rules and publication requirements. The Editor-in-Chief and the Editorial Board have the power to oversee the work of the Art & Law Division, as well as the power to amend and propose such amendments to the aforementioned guidelines, by way of Simple Majority at the Ordinary or Extraordinary Editorial Board Meetings. Any person eligible to submit an application for an Official Authorship position, shall be eligible to submit an application for the Art & Law Division. Works published under this Division shall be featured in the Online Version of the Review, and exceptionally may be featured in the Print version, at the Special Majority decision of the Executive Committee, upon recommendation of the Art & Law Selection Committee.

CLAUSE 15 – PROCESS FOR AMENDMENT

15.1. Entrenched Provisions

Certain clauses within the present Bylaws hold a permanent status, rendering them non-amendable. Consequently, any attempt to modify these provisions necessitates a unanimous vote from the Editorial Board, to be conducted at Plenum (as defined in [Annex 2](#)), and mandates the dissolution of the Review along with the complete erasure of the current Bylaws. The specific clauses subject to this restriction are [1.1](#), [1.3](#), [2.2](#), [9.1](#), [9.11](#), [10.1](#), [10.5](#), [12.1](#), [12.2](#), and [Annex 3](#). Furthermore, the present provision ([14.1](#)) is subject to amendment where it concerns the addition of content, but not the removal of any of the provisions stated above.

15.2. Offering of Amendment

Amendments to the Bylaws may be offered by any Editor by emailing the entirety of the Board. The Editor proposing the changes may, but is not required to, petition any Executive Editor to schedule an Extraordinary Board Meeting to further discuss their proposal(s).

15.3. Voting on Amendments

When an amendment is properly offered at a meeting of the Board, the Board shall vote upon the amendment within one month. If the

amendment carries two-thirds or more of the entire Board, the amendment so offered shall pass and be formally adopted.

**15.4. Amendments
Affecting Board
Positions**

Any amendment eliminating a Board position currently occupied by a member of the Board may only be offered as a Resolution. If the Board approves the Resolution by way of Simple Majority, the Issue shall be subject to a vote at the next Review election. If a majority of members approve the measure, it shall pass and be formally adopted. An unoccupied Board position may be eliminated in a manner consistent with any other amendment to the Bylaws.

**15.5. Amendments
Affecting General
Review
Membership**

Any amendment affecting the general Membership of the Review may only be offered as a Resolution. If the Board approves the Resolution, the Issue shall be subject to a vote at the next Review election. If a majority of members approve the measure, it shall pass and be formally adopted.

**15.6.
Non-Substantive
Amendments**

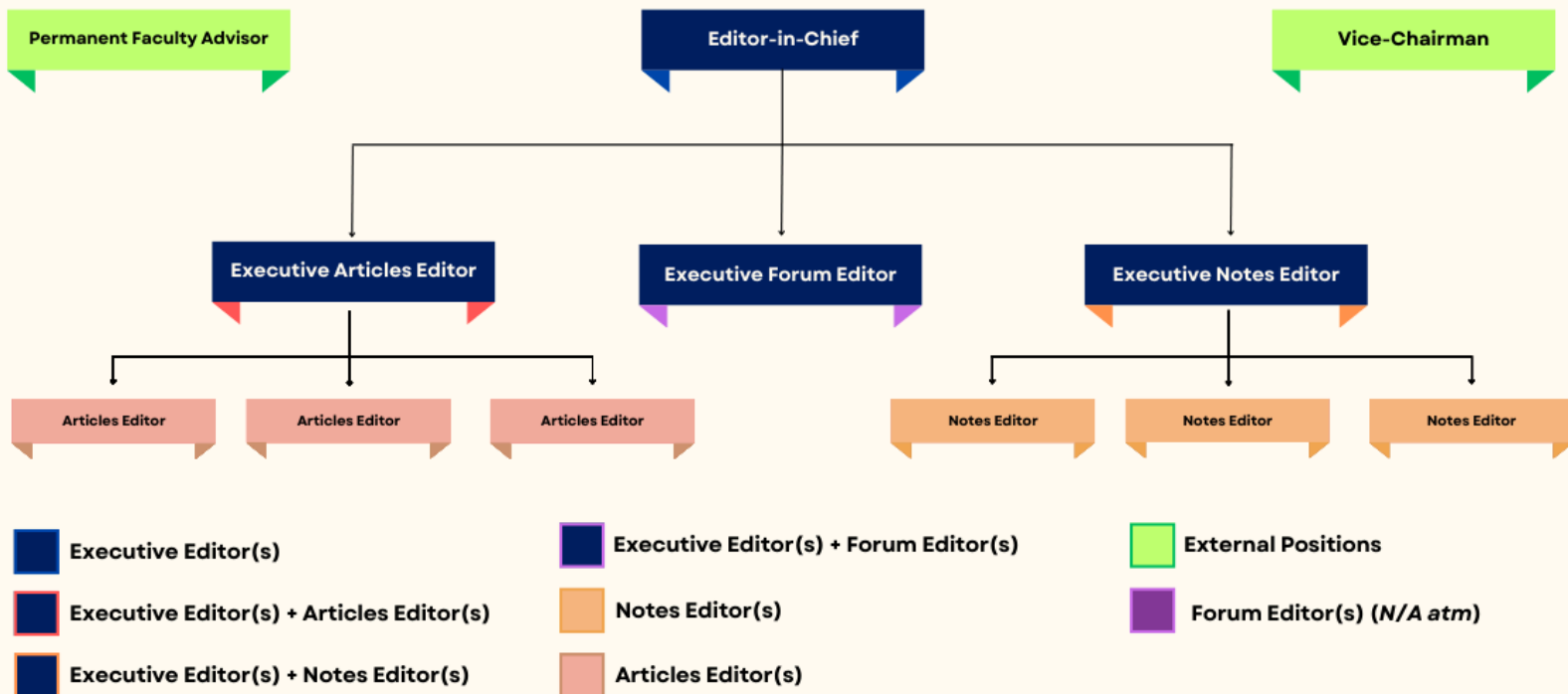
Any amendment correcting grammatical errors in the existing bylaws, increasing the number of individuals holding a given position, or changing the title of an existing position may be approved at the Editors-in-Chiefs' discretion as long as notice is provided to the Board by email.

ANNEXES

ANNEX 1 - ORGANIZATIONAL STRUCTURE

The ELSA IE Law Review

Organizational Chart



ANNEX 2 - DEFINITIONS

“Academic Program” refers to any event in collaboration with any External Person.

“Academic Year” denotes the timeframe from June to May of the subsequent year, during which a Volume comprising two (2) published Issues is produced.

“Alumnus” means a former Member of the Review who at no time rescinded his/her Membership, nor was it revoked.

“Article” refers to a written piece no less than 9,000 and no more than 14,000 words long, excluding the bibliography and footnotes.

“Author” refers to the writer of a publication submitted to the Review.

“Awards Ceremony” as established in [Provision 14.2](#), shall take place at the same date and place as the Gala Ball organized by ELSA IE at the end of each Academic Year, where the awards of the ELSA IE Law Review are announced, such as those mentioned in [Provision 14.1](#), [Provision 14.2](#) and [Provision 14.3](#), or any other award established by the Editorial Board by absolute majority. Alternatively, in the case that ELSA IE does not organize the Gala Ball or any other official end of Academic Year Event, the ELSA IE Law Review shall be tasked with organization of the Awards Ceremony Event, which can coincide with the presentation of the Second Issue and Volume for that Academic Year.

“Base Editor” refers to all those Editors who do not those who possess a subordinate position underneath them in the chain of command (i.e. Articles Editors, Notes Editors, and Forum Editors).

“Board Meeting” is the aggregate of Ordinary and Extraordinary Board Meetings.

“Domain” refers to the unique (exclusive) address or name that identifies the Review’s website on the World Wide Web.

“Edit” refers to the process of reviewing and making revisions to a written submission for publication.

“Editor” is a title used to encompass every single member of the Editorial Board.

“Editorial Board” refers to the collection of any and all elected or appointed members to serve for the Review in a term lasting no less than one (1) year and not including Authors.

“Evaluation Report”, as presented in [Provision 11.5](#) and [Provision 12.5](#), refers to the anonymous report to be independently prepared by the Base Editors and Executive Editors to be sent to the Editor-in-Chief.

“Executive Editors” means the Executive Articles Editor, Executive Forum Editor, Executive Notes Editor, and, interchangeably, the Editor-in-Chief.

“Executive Elections” refers to the yearly elections through which the Executive Articles Editor, Executive Notes Editor, and Executive Forum Editor are selected.

“External Person” refers to an individual not possessing Membership or Quasi-Membership of the Review.

“External Piece” means any original work produced by an External Writer and submitted for publication at the Review.

“External Writer” refers to IE University faculty members, legal professionals, LL.B. graduates, and otherwise licensees to practice the law which are external to ELSA IE University and have the intention of publishing a piece in the Review.

“Freelance Works” refers to any type of work submitted outside of the sections or divisions that are clearly outlined and set up in the present Bylaws, and which can be published in the Online version of the ELSA IE Law Review, at the discretion of the Executive Forum Editor, upon the approval of the Editorial Board with a simple majority.

“Funds” refers to the financial resources or monetary assets available for the operation and activities of the Review.

“Impeachment”, within the meaning of [Provision 8.2](#), refers to the expulsion of an Editor from the Editorial Board.

“Issue” refers to the collection of Officially Selected Works collected and published bi-yearly and which makes up half of a given Volume.

“Meeting Agenda” is a document prepared by the Editor-in-Chief in advance of the meeting, as outlined in [Provision 6.4](#), and should include at the minimum the approval of the previous Editorial Board meeting’s minutes, as well as cover the developments and decisions taken by the Executive, Articles, Notes, Art & Law

Division, Writing Competition and Symposium Committees, as well as any business that needs immediate attention at the discretion of the Editor-in-Chief, and any other matters brought to the attention of the Board by any member of the said Board.

“Membership” is a reflection of an individual’s active participation, whether through writing an Official Publication or by serving at the Board, for a given Volume.

“Membership Status” refers to an individual's position or standing within the organization, indicating their level of involvement and any specific roles or responsibilities they may have.

“Minuteer” a person appointed according to the [Provision 7.2](#), and who has the responsibility of drafting and keeping the minutes of each Editorial Board Meeting of the Review, be that Ordinary or Extraordinary meeting, in accordance with the [Provision 6.3](#). At the minimum, the Minuteer should keep the record of all motions made at the aforementioned meetings and their voting results, as well as summaries of each discussion and topic mentioned or discussed during the meeting. Furthermore, if the designated Minuteer is not a part of a given Committee, the head of that Committee shall appoint another member of that Committee in order to keep the minutes of the respective Committee meetings.

“Minutes” refer to the official written record or summary of the proceedings, discussions, and decisions made during Board Meetings of the Review.

“Note” refers to a written piece no less than 5,000 and no more than 7,000 words long, excluding bibliography and footnotes.

“Offender” means a person who committed an act contrary to the provisions of the present Bylaws.

“Official Publications” refers to the collection of Articles, Notes and Theses, which were, are, or will be featured in the Print version of the Review.

“Officially Selected Authors” and **“Official Authors”** may be used interchangeably and refer to the writers of Official Publications.

“Online” means the digital form of the Review in the World Wide Web.

“Online Content” refers to any and all content published by the Review on its Website or social media.

“Plenum” means 100% attendance at a Board Meeting.

“Premium Research Content” refers to paid-for websites displaying high-quality, authoritative articles or studies offering valuable insights and in-depth analysis on legal topics, produced by renowned legal scholars or experts.

“Print” refers to the physical Volume that will be published at the end of the Academic Year.

“Prospective Author” means an individual who has applied, or intends to apply, for Official Authorship, but has not yet received a response.

“Publications” refers to any and all Articles and Notes published on the Review, whether Official or Freelance.

“Quasi-Membership” is a term exclusive to Freelance Authors. These shall enjoy the right to be published on the Review’s website, subject to the discretion of the Editor-in-Chief and the Executive Forum Editor, and receive some assistance in the process of writing and editing their Article. Quasi-Members of the Review will also have priority rights over non-Members.

“Quorum” means the minimum number of attendees necessary to conduct any vote at Board Meetings, as described in [Provision 6.5](#).

“Resolution” means any and all decisions taken at Board Meetings which require an approval vote by Simple Majority.

“Simple Majority” refers to 50%+1 of all present and voting members.

“Special Majority” refers to $\frac{2}{3}$ of all present and voting members.

“Special Vote” refers to the votes casted by the Review’s Members, and it carries double the value as the vote of a non-Member.

“Sponsor” refers to an individual, organization, or entity that provides financial support or resources to the Review without expecting or demanding a monetary return.

“Sponsorship Agreement” refers to the contract regulating the relationship between the Sponsors and the Review.

“Spreadsheet” refers to the digital document outlining any and all expenses incurred by the Review.

“Supermajority” refers to $\frac{3}{4}$ of all present and voting members.

“Thesis” refers to a piece previously written as a graduation thesis for a law-related degree.

“Treasurer” refers to the individual holding the charge of Treasurer of ELSA IE University.

“Volume” refers to the yearly Print publication which represents a compilation of the two Issues published in a given year.

“Voting Rights” means the legal capacity to vote at a Board Meeting of the Review regarding any of the decisions discussed therein.

“Withdrawal” refers to the retraction of Funds from the Review’s account.

ANNEX 3 - BRANDING

Official Color	The official color of the Review shall be #031f60.
Language	Any and all Articles, Notes, Theses or other works featured in the Review shall be published in American English.
Font	The official font of the review shall be Century Schoolbook.
Logo	The official logo of the Review shall be that featured at the cover page of the present Bylaws, to be used interchangeably with other identical versions displaying the colors white, black, or gray as opposed to blue.