Article I
Purpose and Mission

Section A

Name of Organization

1. The name of this organization is *I/S: A Journal of Law and Policy for the Information Society*.

Section B

Mission Statement

1. The Mission of *I/S: A Journal of Law and Policy for the Information Society* (hereinafter “I/S”) is to publish, in collaboration with Carnegie Mellon University’s H.J. Heinz III School Law and Public Policy, an interdisciplinary journal of research and commentary concentrating on the intersection of law, policy, and information technology. Our efforts are intended to enhance the depth and rigor of ongoing debate in the field, as well as enhance the quality of educational experience at the Moritz College and Heinz School. *I/S* will accomplish its mission by drawing on the dual strength of highly qualified students and distinguished faculty to edit its publications.

Section C

Nondiscrimination Statement

1. *I/S* practices a policy of non-discrimination in selecting its student and faculty participants. This policy extends to distinctions made on the basis of race, color, national origin, religion, sexual orientation, gender identity or expression, age, creed, marital status, veteran status, political belief, organizational affiliation or disability.
Article II
Journal Leadership

Section A

Faculty Editors

1. Overall responsibility for the management and policies of I/S shall be vested in the Faculty Editors representing both the Moritz College and the Heinz School. One of the faculty editors shall be designated the Chair. The Faculty Editors from the Moritz College shall be the faculty advisors of I/S at the Ohio State University.

2. Both the Moritz College and the Heinz School may designate a professional staff member to serve as a Managing Editor of I/S. The Managing Editors shall undertake those functions as may be assigned by the Faculty Editors and specified in the I/S Constitution and by-laws.

3. A student Executive Board shall consist of the Editor-in-Chief, Issues Editors, the Commentaries Editor, Book Review and Student Research Editor(s), the Business Editor, the Formatting Editor, and the Online Editor, all of whom shall be students at the Moritz College of Law.

Section B

Responsibilities

1. Subject to the review of the Faculty and Managing Editors, the Executive Board shall bear day-to-day responsibility for staff and policy decisions of I/S, and assist the Faculty Editors in subject-matter decision-making. In addition, the individual Members of the Executive Board shall bear responsibility for the following:

   a) The Editor-in-Chief – shall serve as a primary point of contact both within and outside
College of Law for I/S. The editor shall bear responsibility for managing I/S staff and the Executive Board. The Editor-in-Chief shall maintain regular and consistent contact with Faculty Advisors, Managing Editors, and the Guest Editors concerning all I/S matters. For all decisions not reserved by the faculty editors, and except as otherwise provided in this Constitution, the Editor-in-Chief shall have the power to make all decisions regarding the operation of I/S.

b) The Issue Editors - shall each maintain responsibility for the publication of one issue from each I/S volume. With respect to their particular issue, the Issue Editor shall facilitate all communications, format each issue for publication, and consult with the Guest Editors for their approval of all final article edits.

c) The Commentaries Editor – shall maintain responsibility for the editing of commentaries for each I/S journal volume. Commentaries will typically be shorter articles, written in a less formal style that will address cutting-edge policy topics related to IT and society.

d) The Book Review and Student Research Editor – shall maintain responsibility for the editing of book reviews and student research articles for each I/S journal volume. This editor shall initiate efforts to attract high-quality student contributions from both the Moritz College and Carnegie Mellon University.

e) The Business Editor – shall manage all financial and business aspects of I/S. The Business Editor shall develop public relations strategies for I/S, solicit subscriptions and manage publication details.

f) The Online Editor – in consultation with the Faculty and Managing Editors, shall manage aspects of the I/S website. The Online Editor shall also facilitate the maintenance of all journal computer hardware and software.

g) The Selections of Journal Leadership

Section C

1. **The Editor-in-Chief**: Interested parties must submit a statement of interest entailing their relevant experience/qualification and what they hope to accomplish for the journal next year. A resume is required for submission as well. Candidate packets are reviewed by the Faculty Editors, Managing Editor, and current Editor-in-Chief (EiC). Candidates are narrowed down by the above group to no more than a total of 4. Candidates nominated to run in the general election are then presented for a majority vote to the entire journal staff. The statements of interest and resume of candidates selected by above process are posted on TWEN for I/S staff review. Candidate speech and Q&A session will be held during an all-staff meeting. I/S sta...
votes via email ballot; each Associate Editor, Senior Editor, and Masthead Editor shall be entitled to a single ballot. In the case of no candidate receiving a majority of the staff vote, a runoff election will be held between the candidates receiving the most votes.

2. **The Executive Board:** Interested candidates must submit a statement of interest including relevant experience/qualification and a resume. Each candidate must rank their top three Masthead positions for which they wish to apply. No more than 3 positions may be specified in an effort to focus interest on a particular position as opposed to expressing merely a general interest to serve on the Executive Board. Candidate packets are reviewed by the Faculty Editors, Managing Editor, Outgoing EiC, and the newly-elected incoming EiC. Nominations and offers are determined by the above group.

3. **Senior Editor:** Nominations and offers extended by the Faculty Editors, Managing Editor, Outgoing EiC, and incoming EiC based on a number of criteria, including feedback regarding one’s performance over the course of this year, evaluation forms, demonstrated initiative and contributions to I/S, etc.

4. Relevant Criteria: In choosing students for leadership positions, the following criteria shall be deemed relevant: a demonstrated record of excellence in fulfilling the candidate’s obligations to I/S; the applicant’s capacity to organize and lead others effectively in the fulfillment of a common mission; the applicant’s capacity to represent I/S and its interests effectively to all relevant constituencies, including potential authors; the candidate’s apparent commitment to dedicating the time and energy necessary to the best possible execution of the tasks associated with the position sought; the applicant’s demonstrated capacity to work cooperatively, respectfully, and effectively with others.

5. **I/S:** the applicant’s capacity to organize and lead others effectively in the fulfillment of a common mission; the applicant’s capacity to represent I/S and its interests effectively to all relevant constituencies, including potential authors; the candidate’s apparent commitment to dedicating the time and energy necessary to the best possible execution of the tasks associated with the position sought; the applicant’s demonstrated capacity to work cooperatively, respectfully, and effectively with others.

### Section D

### Vacancies

1. In the event of incapacity of the Editor-in-Chief, the Faculty Advisors shall choose a successor from amongst the remaining members of the Executive Board. In the event of incapacity or vacancy in an Executive Board position other than the Editor-in-Chief, a Senior Editor shall fill the vacancy by a majority vote of the remaining Executive Board Members. A tie will be broken by the choice of the Editor-in-Chief.
2. A vacancy among Senior or Associate Editors shall not be considered a vacancy for the purposes of this section.

Section E

Removal: Sanctions and Termination: 3 Strikes Policy

1. **Purpose:** the purpose of this section is to deter and provide accountability for misconduct, negligence in performance of a member’s duties, and any other act or omission that causes a detrimental effect upon the *I/S: A Journal of Law Policy for the Information Society*. When the board determines that application of this Section is warranted, the sanction imposed should follow the succession of the 3 strikes policy.

2. **Events That Trigger Application of this Section:**
   a. Negligence in performance of an Executive Board member, associate or senior editor’s duties, including but not limited to, repeated failure to attend required meetings, failure to complete acc-checks in good faith, failure to complete individual board member duties as applicable, or failure to participate in any other required *I/S* events or duties.
   b. Misconduct, including but not limited to assault, battery, sexual harassment, mismanagement of funds, abuse of power, squandering of resources, destruction of property, unprofessional behavior, failure to observe the College’s Honor Code or other conduct relating to any *I/S* activity.
   c. The Executive Board retains the right to bypass the first two steps in the succession of sanctions and progress directly to a vote for termination in the case of gross misconduct, determined by Executive Board discretion.
   d. Any other act or omission that causes a detrimental effect upon the *I/S* organization or *I/S* related activity.

3. **Process: Succession of Sanctions: 3 Strikes**

   a. **Sit down discussion/verbal warning**
      i. A member of the Executive Board, upon noticing that another member of the Board or staff member has failed to fulfill a requirement of the *I/S* Constitution shall notify the Executive Board and the violating party shall receive a verbal warning, including a discussion detailing the violation of the Constitution. The verbal warning/discussion shall be a first notice of a member’s deficient performance.

   b. **Write up/written warning**
ii. A member of the Executive Board, upon noticing that another member of the Board or staff member has failed to fulfill a requirement of the I/S Constitution for the second time, and after a sit-down discussion/verbal warning, shall notify the Executive Board and the violating party shall receive a written warning, including details of the violation of the Constitution. The written warning shall be a second notice of a member’s deficient performance.

c. **Termination of I/S membership, including loss of academic credit**

ii. Termination of Executive Board Member: In the event that any Executive Board Member fails to meet their responsibilities through negligence, misconduct or otherwise, for the third time, the Editor-in-Chief or a Faculty Editor may introduce a resolution for removal. The resolution shall be provided to all Executive Board Members, and shall become effective by a 2/3 vote of the board and approval by the Faculty Advisor.

iii. Termination of Senior or Associate Editor: In the event that any Senior or Associate Editor fails to meet their responsibilities through negligence, misconduct or otherwise, for the third time, the Editor-in-Chief or a Faculty Editor may introduce a resolution for removal. The resolution shall be provided to all Executive Board Members, and shall become effective by a 2/3 vote of the board and approval by the Faculty Advisors.

### Article III

**Senior and Associate Editors**
Section A

Eligibility

1. Except as otherwise provided in this Constitution or in the bylaws, any person who is currently enrolled at the Ohio State University Moritz College of Law and who holds the rank of second or third-year law student shall be eligible for the position of Associate Editor. The term of membership is for one year for second-year law students and one year for third-year students.

2. Upon successfully receiving academic credit as an Associate Editor, the student will be eligible for promotion to the status of Senior Editor. These promotions will be made on recommendations of the editor-in-chief to be approved by the managing editor, in consultation with the faculty editors.

3. No I/S member who resigns, who is removed, or who is denied academic credit shall be eligible thereafter for membership.

4. Any student who was invited to be an Associate Editor, but could not participate for the reasons enumerated below, will be entitled to join upon return from military service, family leave, or participation in a dual degree program, or other excused absence from the law school with the approval of the Editor-in-Chief.

Section B

Responsibilities

1. Each Senior and Associate Editor is responsible for fully supporting the Executive Board in carrying out the mission and purpose of I/S. Criteria for successfully meeting the responsibilities of the positions of Senior and Associate Editors are enumerated in the bylaws.

Section C

Selection

1. As needed to fill available editorial positions, invitations to join I/S shall be extended to Moritz College of Law students based on an assessment of an “Application for Membership in I/S: Journal of Law and Policy for the Information Society.”

2. Selection shall be based entirely on a composite assessment, taking into account (a) the
3. applicant’s score on an objective test of editing skills, (b) the quality of a writing sample that applicant shall provide, (c) the quality of the applicant’s statement of interest for joining I/S evidence of prior high-quality work, academic or otherwise, in fields relevant to I/S, including public policy research and information technology policy and management; (e) prior experience in editorial leadership for a publication at the college or professional level; and (f) evidence of overall intellectual achievement and commitment. The procedures and policies governing application and the scoring thereof shall be addressed in an appropriate bylaw.

4. Additions to Journal Staff After Summer Selection. Additional staff members may be selected after the normal summer selection process. Such members may be selected at the discretion of the faculty editors in consultation with the managing editors and the Editor-in-Chief.
Article IV
Faculty Advisors and Editors

Section A

Faculty Advisor Selection

1. The Faculty Advisors shall be those Faculty Editors who are members of the faculty of the Moritz College of Law, and who shall be approved for their positions by the Dean.

2. The Faculty Advisors shall represent the interests of I/S to the faculty and administration of the Moritz College of Law. In addition, the chair of the Faculty Editors shall attend meetings of the Executive Board upon the request of the Editor-In-Chief, when reasonable.

Section B

Managing Editor Responsibilities

1. The Managing Editor at the Moritz College, in consultation with the Heinz School and Moritz College, shall serve as a counselor for both the Executive Board and I/S in its decision-making, as well as assist in the publication work.

2. The Managing Editor at the Moritz College shall attend meetings of the Executive Board upon the request of the Editor-In-Chief, when reasonable.

Section C

Expert Advisory Board

1. An Expert Advisory Board shall be selected through invitation of the Faculty Editors and Managing Editors of I/S.
Article V
Writing Program

Section A

Student Writing

1. Any member of I/S shall have the option to complete a publishable student note, case note, or student commentary subject to faculty supervision. The Issue Editor(s) for the Privacy Year in Review annual issue and/or the Book Review and Student Research Editor(s) shall determine the guidelines of the writing program, and maintain the schedule of deadlines.

2. The purpose of the Journal writing program is to promote the publication of student academic writing either within or in some corresponding forum.

3. The Editor-in-Chief, in conjunction with the faculty advisors, shall make the final determination of whether the student writing is publishable, and in the event it is not, shall be the proponent of advertising the student work to corresponding forums.

Section B

Journal Credit

1. Each member of I/S is eligible for one academic credit for each year of participation. One additional credit is awarded in the third academic year for successful Executive Board participation. A member may earn up to two additional credits and fulfill the “Second Writing Requirement” through the College of Law’s independent study program by writing a publishable piece for I/S.
2. At the end of each academic year, unless otherwise determined by the Managing Editor’s discretion, the Executive Board shall convene to recommend that credit be granted to each individual member of the journal. The board must vote by secret ballot to recommend that credit be granted or denied to each individual member. Recommendation is determined by a majority vote of the total board members. In the event of a tie, the faculty advisors shall cast the tie-breaking vote.

3. In the event a member is recommended for denial of credit, the member shall be notified in writing that the denial of credit will be recommended by the board, and shall also be notified of the grounds for the recommended denial. The member may then make a written request for a formal hearing before the board, which shall be granted for good cause shown. When the board recommendations are presented to the faculty advisor justifications for such recommendation shall be given. A member for whom denial of credit has been given may appeal to the faculty advisor. The standard denial of credit shall be based upon a determination by the board of breach of good faith or extended inactivity by the member.
Article VI
Journal Publications and Conferences

Section A

Symposia, Conferences, and Other Events

1. In maintaining the purpose of the Journal, symposia or conferences may be held in conjunction with the publications of the journal. In addition, and in keeping with the purpose of I/S, live events may be held to promote discussion and critical thought on law, policy, and information technology issues.
Article VII
Ratification of the Constitution

Section A
Ratification

1. Upon approval by the faculty advisors and the Dean of the College of Law, the Constitution of I/S: A Journal of Law and Policy for the Information Society shall be ratified at a meeting called for that purpose and at which 3/4 (three-quarters) of the total membership are present and when approved by 2/3 (two-thirds) of the total membership of the board. The same process shall be used in the ratification of a superseding constitution.

Section B

Amendment

1. Proposed amendments to the Constitution shall be published to the Executive Board, the faculty advisors, and the journal staff at least seven days before being voted on. During this time, comments may be submitted to any member of the Executive Board and shall be considered by the entire Executive Board before a vote is held. Amendments shall be ratified by a vote of at least 2/3 (two-thirds) of the Executive Board, if approved by the faculty advisors.
Article VIII
By-laws

Section A

Creation of Bylaws

1. Proposed by-laws to this Constitution shall be passed by a majority of the Executive Board, with approval of the Faculty Editors, and in consultation with the Managing Editor.