

**LOYOLA UNIVERSITY CHICAGO
PUBLIC INTEREST LAW REPORTER
BYLAWS
2024-2025**

I. Name and Purpose

- A. Name: the publication shall be called the Public Interest Law Reporter (PILR).
- B. Statement of Purpose: PILR shall be a student edited and student managed journal published by the Loyola University Chicago School of Law (Loyola). The purpose of PILR shall be:
 - 1. To participate actively in the constructive development of public interest law through the publication of journalistic articles that have current and future relevance;
 - 2. To develop the self-discipline and research writing, and legal analysis skills of participating students;
 - 3. To provide an opportunity for the intellectual development and expression of Loyola students;
 - 4. To expand opportunities for Loyola students to become more aware of and conversant in public interest legal matters; and
 - 5. To establish a reputation of professional excellence for PILR and Loyola.

II. Membership Selection and Requirements

- A. Membership Selection: PILR member status is attained by invitation, which is extended to qualified students on the basis of the writing competition
 - 1. Eligibility: Loyola students who have completed at least one year of legal education at Loyola may become a staff writer for PILR only through participation in a writing competition conducted by the PILR Editorial Board.
 - 2. Transfer Students: A student who transfers from another law school to Loyola may become a PILR member only through participation in a writing competition conducted by the Editorial Board at their discretion.
 - 3. Writing Competition Procedures
 - a) The PILR Editorial Board shall conduct a writing competition during the spring semester each year. At the sole discretion of the Board, additional writing competitions may be conducted at any time it deems appropriate.
 - b) The writing competition will consist of a written application issued by the Board. At the sole discretion of the Board, the competition may also consist of a Bluebook citation editing exercise.
 - 4. Selection of Members
 - a) The Board shall not establish a minimum or maximum number of students that may be accepted for membership. Instead, the Board shall select as many students as they choose.

- b) Selection of members shall be based on factors including the quality of the written submission, public interest law experience, news writing background, and a personal statement. The Board may weigh these factors as it deems appropriate.
5. Procedures for Identifying New Members
- a) The Board shall issue invitations via phone or e-mail and will make every reasonable effort to contact any student not reached in one of these manners. Acceptance of the invitation must be communicated to the Editor-in-Chief not later than two weeks after the date on which the invitation was extended.
 - b) Upon selecting all members based on the above criteria, the Editor-in-Chief shall submit to the Registrar a list containing the selected students' names and shall request that the Registrar provide the names and addresses of selected students.
- B. Membership Requirements: PILR is composed of three types of members: Staff Writers, Associate Editors, and Editorial Board members. The Editorial Board may elect to offer returning PILR members the role of Senior Editor.
1. Staff Writers and Associate Editors: Once a membership invitation is accepted, a student serves in the role assigned for one semester.
- a) Staff Writers: Each Staff Writer is required to complete one article per issue during their first year of PILR membership in a timely manner. In addition to the writing requirement, Staff Writers may be required to proofread and cite check articles, aid in the selection of topics, and perform any other duties that would lead to the timely publication of PILR or facilitate PILR's annual symposium (the "Symposium"). The Editor-in-Chief or other members of the Board acting in the Editor-in-Chief's role may assign members other tasks. In all cases, the Board will seek an equitable distribution of labor and will avoid unduly hindering a writer in performing their primary task of producing a publishable paper. Additionally, Staff Writers are required to attend all mandatory PILR staff meetings.
 - b) Associate Editors: Each Associate Editor is required to proofread, cite check, and perform article-related editorial tasks throughout the semester. In addition to the editing requirement, Associate Editors may be required to aid in the selection of topics and perform any other duties that would lead to the timely publication of PILR or facilitate PILR's annual symposium (the "Symposium"). The Editor-in-Chief or other members of the Board acting in the Editor-in-Chief's role may assign members other tasks. In all cases, the Board will seek an equitable distribution of labor and will avoid unduly hindering an editor from providing quality editorial support to writers. Additionally, Associate Editors are required to attend all mandatory PILR staff meetings.

2. General Guidelines for Requirements and Obligations: Membership meetings may be called by the Editor-in-Chief when needed or requested by one-fifth of the membership. Reasonable notice of all meetings must be given. All PILR members are required to attend mandatory meetings.

III. Editorial Board

- A. Board Structure: PILR shall be managed by a Board of Executive Editors (the "Board") as follows:
 1. Editor-in-Chief;
 2. Executive Editor;
 3. Managing Editor;
 4. Outside Articles Editor; and
 5. Editor-at-Large.
- B. The current Board shall determine the application process for the incoming Editorial Board using their discretion. This process may include a cite check, an essay, and an in-person interview. There is no requirement that an applicant be a current member of PILR.
- C. Editor-in-Chief
 1. General Responsibilities: Oversee all editorial activities, coordinate and support PILR staff, and ensure that all scheduled issues are produced in a timely fashion.
 2. Specific Responsibilities
 - a) Plan, attend and run all scheduled PILR class meetings with the help of other Board members.
 - b) Ensure that staff meets all deadlines for submitting proposals and articles.
 - c) Make final decisions regarding appropriate topics for news pieces and features articles.
 - d) Assist writers and editors research and complete assignments by communicating effectively, giving timely feedback, and answering questions.
 - e) Edit all news stories and features articles, return article to the appropriate editor or staff member, and meet all scheduled deadlines.
 - f) Keep staff informed of PILR's progress in addressing emerging administrative concerns.
 - g) Incorporate staff member's ideas and suggestions into PILR planning process.
 - h) Coordinate Letter from the Editorial Board.
 - i) Communicate and interact with PILR Advisor and Law School administration, negotiating in the best interest of PILR.

- j) Assist other Board members in completing their respective tasks, when necessary.
 - k) Writing Requirement: Optional but encouraged.
 - 3. Position Number/Credits
 - a) 1 Position
 - b) 3 Credits/Semester
- D. Executive Editor
 - 1. Responsibilities
 - a) Attend all scheduled PILR class meetings.
 - b) Meet all relevant deadlines.
 - c) Recommend to EIC suggestions for feature writers and topics from PILR staff.
 - d) Communicate all PILR guidelines to authors.
 - e) Stay in touch with authors to make sure that they comply with PILR's editorial guidelines for their article.
 - f) Keep EIC informed regarding soliciting feature articles from outside authors.
 - g) Edit all articles for content, organization, style, grammar, punctuation, spelling and word choice.
 - h) Provide guidance and leadership to Articles Editors.
 - i) Assist other Board members in completing their respective tasks, when necessary.
 - j) Writing Requirement: Optional.
 - 2. Position Number/Credits
 - a) 1 Position
 - b) 3 Credits/Semester
- E. Managing Editor
 - 1. Responsibilities
 - a) Attend all scheduled PILR class meetings.
 - b) Meet all relevant deadlines.
 - c) Help EIC plan/organize PILR events, including the Symposium.
 - d) Manage PILR subscriptions database as well as making sure back or missing issues are mailed to appropriate subscribers.
 - e) Maintain PILR archives and Social Media accounts.
 - f) Ensure PILR issues are posted on PILR website.
 - g) Assist EIC and other Board members in completing their respective tasks, when necessary.
 - h) Writing Requirement: Optional.
 - 2. Position Number/Credits

- c) 1 Position
 - d) 3 Credits/Semester
- F. Outside Articles Editor
 - 1. Responsibilities
 - a) Attend all scheduled PILR class meetings.
 - b) Meet all relevant deadlines.
 - c) Manage outside articles process, including evaluating submissions from Loyola students who are non-PILR members.
 - d) Assist Executive Editor with all responsibilities.
 - e) Writing Requirement: Optional.
 - 2. Position Number/Credits
 - a) 1 Position
 - b) 3 Credits/Semester
- G. Editor-at-Large
 - 1. Responsibilities
 - a) Attend all scheduled PILR class meetings.
 - b) Meet all relevant deadlines.
 - c) Work with EIC on presentation to Deans for approval of symposium.
 - d) Take leading role in planning and coordination of annual symposium.
 - e) With Managing Editor and EIC, plan and coordinate Symposium Issue.
 - f) Help train staff writers in cite checking for Symposium Issue.
 - g) Assist other Board members in completing their respective tasks, when necessary.
 - h) Writing Requirement: Optional.
 - 2. Position Number/Credits
 - a) 1 Position
 - b) 3 Credits/Semester
- H. Changes and Penalties
 - 1. Credit hours, editorial titles, and scholarship support may be changed due to streamlining of journal responsibilities.
 - 2. Responsibilities are subject to change.
 - 3. Failure to fulfill responsibilities could jeopardize receipt of academic credit for the semester.
- I. Board Responsibilities
 - 1. The Board shall be collectively responsible for planning, producing and publishing three volumes of PILR, developing professional student-

written contributions to PILR, selecting and training the successor Board during the Board transition period and performing all tasks necessary to fulfill the purpose of PILR.

2. Board members are expected to work diligently to achieve the goals of PILR.
3. Each member of the Board must work until all of their assigned issues of PILR are published.
4. All Board members must follow the schedule developed by the Editor-in-Chief.
5. Board members are not only responsible for the duties associated with their position but are also responsible for any other task necessary to ensure timely publication of PILR.
6. Accommodation may be made under certain circumstances, but in no event will absence from campus excuse Board members from fulfilling assigned duties or tasks.
7. Failure to fulfill responsibilities could jeopardize receipt of academic credit for the semester.

IV. Plagiarism Policy

- A. Plagiarism is an extremely serious offense and will not be tolerated in any PILR publication. If any PILR member fails to cite the source of an idea or fails to use quotation marks around a direct quote, he or she may face disciplinary action.
- B. Types of Plagiarism
 1. Failure to cite the source of an idea: If a member uses the idea (or organization) of another author, the idea must be attributed to the other author. Merely paraphrasing the other author's words is not sufficient. The other source must be cited per Bluebook citation guidelines.
 2. Failure to use quotation marks around a direct quote, use of the same words: If a member uses the idea and the words of another author, quotation marks must be placed around those words and the quote must be cited to the source. Both are required. If either the quotation marks or the citation is missing, the other author's work has been plagiarized.
 3. The use of artificial intelligence (AI) programs, per Loyola University Chicago policy.
- C. Intent is not required for a writing to be plagiarized.