



PACE I.P., SPORTS & ENTERTAINMENT LAW FORUM CONSTITUTION AND BYLAWS
(Adopted and Ratified August 1, 2010)
(Amended August 3, 2011, Revised and Amended July 13, 2018)

ARTICLE 1. NAME; LOCATION; PURPOSE

- A. This organization shall be known as the Pace I.P., Sports & Entertainment Law Forum (hereinafter “PIPSELF” or “the Forum”).
- B. PIPSELF is located at:
 - Elisabeth Haub School of Law at Pace University
 - 78 North Broadway
 - White Plains, New York 10603
- C. The focus of the Forum is to publish scholarly articles making an original analysis of ongoing issues in the relevant intellectual property, sports, and entertainment legal fields. The Forum’s aim is to track recent changes and emerging issues in these fields of law as well as to serve as a resource and creative outlet to practitioners and students alike, establishing an ongoing exchange of ideas to and from the legal, educational, and professional communities.
- D. The editing board is composed of two boards: (1) Faculty and (2) Students. Both boards are responsible for consulting one another on every academic decision. Faculty will serve as both a mentor and in advisory capacity to the students. The students both edit articles submitted from outside contributors such as practitioners and other professors, and produce original articles encompassing novel legal ideas in the intellectual property, sports, and/or entertainment law fields.
- E. This Forum shall publish, on a regular schedule, at least one issue per year.

ARTICLE 2. FACULTY BOARD; OFFICERS (“EDITORIAL BOARD”)

A. FACULTY BOARD

1. The Faculty Board consists of professor(s) from Elisabeth Haub School of Law.

These professor(s) volunteer to oversee, edit, and/or write for the Forum.

B. OFFICERS

1. EDITOR-IN-CHIEF

- a. The Editor-in-Chief is the final authority on the works published.
- b. The Editor-in-Chief is responsible for consulting with the Faculty and Editorial Board to determine the credibility of a submitted work.
- c. The Editor-in-Chief presides over all meetings and agendas.
- d. The Editor-in-Chief is the sole person to contact as publisher unless that duty is delegated to another member of the Editorial Board.
- e. The Editor-in-Chief is responsible for all aspects of the operation of the Forum.

2. MANAGING EDITOR OF PRODUCTIONS

- a. The Managing Editor may speak for the Forum in the absence of the Editor-in-Chief.
- b. The Managing Editor is primarily responsible for the duties related to subscriptions to the Forum.
- c. This position requires the individual to keep an updated contact list of the alumni and to contact the Pace Alumni and other subscribers for possible submissions, sponsorships, and donations.
- d. The Managing Editor is also responsible for developing and administering an Alumni Mentor Program.

- e. Lastly, they oversee all scheduling events related to the Forum. The Managing Editor is responsible for any duties delegated by the Editor-in-Chief.
3. ACQUISITIONS EDITOR
- a. After the Board of Editors determines a topic or theme for the issue, the Acquisitions Editor primarily works with the Editor-in-Chief to locate unique legal articles based on this topic.
 - b. The Acquisitions Editor will be responsible for actively soliciting work from students, faculty, alumni, and experts in the field to be published by the Forum.
 - c. They are also responsible for the Forum's budget.
 - d. The Acquisitions Editor is responsible for any duties delegated by the Editor-in-Chief.
4. MANAGING EDITOR OF DEVELOPMENT
- a. The Managing Editor of Development is responsible for ensuring technical and substantive accuracy of all works published by the Forum.
 - b. The Forum adheres to the most recent edition of the Bluebook.
 - c. The Productions Editor is also responsible for any duties delegated by the Editor-in-Chief.
5. IT AND MEDIA EDITOR
- a. The IT and Media Editor(s) are responsible for working with the Editorial Board to produce and manage the Forum's blog. Computer expertise and a knowledge of WordPress is required.
 - b. The IT and Media Editor(s) are responsible for advertising the Forum through media and social networking websites.

- c. The IT and Media Editor(s) will have control over the PIPSELF twitter account alongside the Editor-in-Chief. All Editorial Board officers wishing to post a tweet must submit the proposed tweet (with relevant links, if necessary) to the IT and Media Editor(s). The tweet shall be posted by the IT and Media Editor within 24 hours of the submitted request.
 - d. The IT and Media Editor(s) are also responsible for duties delegated by the Editor-in-Chief.
6. ARTICLE EDITORS
- a. The Article Editors will be responsible for overseeing a small group of Associates.
 - b. Article Editors will assure the quality citation checking and editing of each article to be published, and will be required to manage a group of Associates in their weekly “office hour” sessions.
 - c. The Article Editors are also responsible for duties delegated by the Editor-in-Chief.

ARTICLE 3. MEMBERSHIP QUALIFICATIONS

1. ELIGIBILITY

- a. Prospective Associates must have successfully completed their 1L year, and are in good academic standing.
- b. Prospective Associates shall apply to PIPSELF through a highly selective application process which may include, but is not limited to: a written application, a Bluebook examination, submission of a legal writing sample, and updated resume and law school transcript.

2. GENERAL MEMBERSHIP

- a. Associates shall be responsible for researching and writing legal issues in the field of Intellectual Property, Sports, or Entertainment law.
 - i. Associates shall submit at least four (4) blog posts in a school year, two (2) per semester, to the PIPSELF website.
 - ii. Associates shall also complete and submit a case note or comment to the Forum for consideration of publication.
- b. Each Associate will also be required to assist in the process of citation checking and editing of each article they are assigned for publication.
- c. The Associates are also responsible for duties delegated by the Editor-in-Chief.

3. EDITORIAL BOARD FORMATION

- a. Associates seeking positions on the Editorial Board must be in good academic standing.
- b. Associates seeking positions on the Editorial Board shall apply for a position through a highly selective application process, which may include but is not limited to: a written application, a submission of an updated resume and law school transcript.
- c. The current Editorial Board shall meet to review the applications. After thorough review of the applications materials, the current Editorial Board shall vote on the positions for the new Editorial Board. An applicant must gain a majority vote to be appointed to an Editorial Board position.

4. NON-DISCRIMINATION POLICY

- a. PIPSELF shall not discriminate against any individual on the basis of race, ethnicity or national origin, religion, color, age, gender, marital or parental status, veteran status, disability, or sexual orientation.

ARTICLE 4. ORGANIZATIONAL MEETINGS

1. FREQUENCY; ATTENDANCE

- a. At a minimum, PIPSELF shall hold one (1) organizational meeting per semester.
- b. At the discretion of the Editor-in-Chief, an additional meeting during a semester may be called if the Editor-in-Chief, or any officer of the Editorial Board, feel it necessary.
- c. The Editor-in-Chief may request mandatory attendance with discretion.
- d. The Editor-in-Chief may request the attendance of the organization as a whole or just the Editorial Board, with discretion.

2. SCOPE

- a. Organizational meetings may be called for, but are not limited to, the following reasons:
 - i. Organizational progress check-ins
 - ii. Informational announcements regarding due dates, case notes, comments, article groups, blogs, etc.
 - iii. Organizing events
 - iv. Budgeting
 - v. Reasons relating to the Publication
 - vi. Student outreach strategy
 - vii. Faculty outreach strategy

3. END-OF-YEAR STUDENT INTEREST MEETING

- a. At a minimum, PIPSELF will hold one student interest meeting a year.
- b. The meeting must be open to all current Elisabeth Haub School of Law students
- c. The Editorial Board and current associates shall present information about:
 - i. what PIPSELF is
 - ii. what prospective associates can expect if they are chosen to be on PIPSELF
 - iii. eligibility and how to apply
 - iv. any other relevant information to build student interest
- d. The Editorial Board and current associates shall hold a Question and Answer session after presentation for students in attendance