

Bylaws of the *Texas Education Review*

RULES AND PROCEDURES of the *Texas Education Review*

MISSION STATEMENT

The Texas Education Review will advance scholarship by publishing an academic journal of the highest quality. The Review will publish works by graduate students, professors, and practitioners focusing on education policy and related issues, with non-exclusive preference given to works that focus on issues in or affecting the State of Texas. The Review will feature Articles, Essays, Notes, and Reviews relevant to a national and international audience of scholars and practitioners. Each issue shall display unparalleled excellence in content and style.

The Texas Education Review fosters the academic and professional development of its members through participation in the editorial process. Each member shall display the highest standards of integrity and professional excellence in every endeavor.

ARTICLE I. ORGANIZATION

The Texas Education Review is a student operated peer reviewed academic journal. The Review

(1) limits its membership to students, faculty members, and staff members of the University of Texas at Austin;

(2) does not deny membership on the basis of sex, gender, socioeconomic status, race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression; and

(3) conducts its affairs in accordance with local, state, and federal laws, the Regents' *Rules and Regulations*, University regulations, and administrative rules.

The Texas Education Review is a Registered Student Organization of the University of Texas at Austin. The Review is not an "Officially Sponsored Student Organization" as that term is defined under Section 6-101(10) of the University of Texas at Austin's *Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities*.

ARTICLE II. EDITORIAL BOARD

SECTION 1. EDITORIAL BOARD MEMBERS

1. The Editors of the Review shall be:

- A. Editor in Chief (EiC).
- B. Managing Editor (ME).
- C. Coordinating Editor (CE).
- D. Editors.

Each of these Editors is an Editorial Board Member entitled to vote on all Board actions, and together these Editors shall constitute the Editorial Board. No person may hold more than one editorial office.

- F. Associate Editors.

The Review also may have Associate Editors with duties as may be determined by the Editorial Board. Associate Editors shall be non-voting members of the Editorial Board.

- G. Eligibility. In order to be eligible to serve as an Editor, one must:

- (1) be a doctoral student in good standing at the University of Texas at Austin;

- (2) commit to serve at least two years on the Editorial Board, and an additional two years as an Alumni Mentor.

SECTION 2. EDITOR IN CHIEF

1. General Duties.

The Editor in Chief (EiC) shall be the chief executive officer of the Review and shall have general supervision, direction, and control of the business and affairs of the Review and of the Editorial Board. The EiC has the authority to preside at all meetings of the members and/or Editorial Board; shall be an ex-officio member of all standing committees; shall have the general powers and duties of management usually vested in the office of EiC of an academic review; and shall have such other powers and duties as may from time to time be prescribed by the Editorial Board or these Rules and Procedures. The EiC has final authority to determine the content of the *Review* and any affiliated publications.

2. Specific Duties.

- A. Selection of Articles. The EiC shall read within one week each submission that receives a recommendation of acceptance from the ME, unless the EiC and the

ME agree to a different time frame, and shall vote whether to submit to peer review within that same time frame.

B. Final Proof (FP) Edits. The EiC will review every FP before it may be approved for publication.

C. Assignment of Edits. The EiC shall have the authority to assign all edits. Additionally, the EiC shall have the authority to reassign edits that have already been assigned. The EiC shall assign edits under the following guidelines:

(1) The EiC shall ensure that the editing load of the ME, the CE, the Editors and Associate Editors are balanced and that no board member is overburdened with editing duties. All editors shall be available to perform any edit as required in order to publish quality works on time.

D. Cite Checks. The ME and the EiC shall be jointly responsible for scheduling Cite Checks. Citations shall conform to then current edition of the APA.

E. Should the ME submit a work for publication, the EiC shall read the work and decide whether to recommend it for peer review.

F. Recruitment of Associate Editors. The EiC, or designee(s), shall be responsible for recruiting and selecting Associate Editors, subject to Editorial Board approval. The EiC, ME, and CE shall determine the responsibilities of Associate Editors.

G. Management of Staff. The EiC shall be responsible for the management of any paid staff.

H. Orientation. The EiC shall be responsible for the orientation of new Members.

I. Meetings. The EiC shall assign an editor to record minutes at all meetings of the Editorial Board. The EiC shall arrange notice of all meetings.

SECTION 3. MANAGING EDITOR

1. General Duties. The Managing Editor (ME) is responsible for management of the submissions review process, including internal review of submissions, recommendation of articles to the EiC and CE for peer review, identification of and coordination with peer reviewers, editing of works, citation checking, copy editing, and finalizing works for publication by the CE. In the absence or disability of the EiC, the ME shall perform all the duties of the EiC and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the EiC. The ME shall have such other powers and perform such other duties as may from time to time be prescribed by the Editorial Board or these Rules and Procedures. The ME shall have the authority to assign penalty hours to members for failure to

meet assigned deadlines, subject to review by the EiC. The ME shall be responsible for directing the acquisition, storage, and return of all library and research materials necessary for the editing process.

2. Specific Duties.

A. Selection of Works for Publication. The ME and at least two Editors selected by the ME shall read within one week each work submitted to the ME by the CE, unless the ME and the CE agree to a different time frame, and shall within that same time frame decide whether to recommend the work to the EiC and CE for publication. If a work is recommended for publication, it will be reviewed by the EiC and the CE within one week. A majority vote of the Executive Committee is required for a work to move from submission to peer review.

B. Peer Review. If a majority of the Executive Committee votes to publish a work, it shall be submitted for peer review. The ME is responsible for identifying at least two individuals expert in the field of the work in question to perform peer review of the work. Peer review shall be double-blind. Both (or in the case of more than two peer reviewers, a majority) of the peer reviewers must approve the work for publication in order for the work to proceed to publication. The ME is responsible for keeping the CE informed of the progress and timing of peer review of each work. The ME may delegate oversight of peer review of specific works to other Editors, but the ME is ultimately responsible for the status and progress of each work.

C. Cite Checks. The ME and the EiC shall be jointly responsible for scheduling Cite Checking. All citations will be checked twice as to form and accuracy by two separate Editors.

SECTION 4. COORDINATING EDITOR

1. General Duties. The COORDINATING EDITOR (CE) shall be responsible for notifying authors of the status of their works, solicitation of submissions to the Review, preliminary review of submissions, tracking the flow of all works through the Review, management of the Review website, marketing published works, and for any events or symposia sponsored by the Review.

2. Specific Duties.

A. Article Selection. The CE shall establish the general procedure for reviewing submitted works and recommending them to the ME. This process shall include review for compliance with all submission guidelines, as well as an initial recommendation regarding the academic merit of each work. Works meeting these criteria shall be assigned by the CE to the ME for internal review. The CE shall

call articles meetings of the EiC, ME and CE to vote on articles for publication. The CE or ME may invite to those meeting the Editors who reviewed specific works so that they may advocate for the works whose publication they support.

B. Author Notification. The CE shall be responsible for notifying authors of the receipt of their works, and notifying authors whose works have been rejected. The CE shall also be responsible for notifying authors whose works have been accepted for peer review and for publication, and for coordinating with authors as to revisions.

C. Website Management. The website is a critical tool for the Review as it is the primary medium through which the Review communicates with potential authors and with its readers. The CE will work with LTC on the design and format of the website. The CE will ensure that the website is kept current, and is responsible for all website content, including but not limited to Editor Bios, submissions requirements and published works. The CE will work with the EiC to formulate strategies to enhance the interactivity of the website in order to build the readership and brand value of the Review.

D. Marketing Published Works. The quality of published works is both a driver of future submissions and a source of academic prestige for the Review. The CE will develop marketing practices to ensure that works published in the Review are presented in the best possible and appropriate light to readers and reach the greatest audience.

SECTION 5. EDITORS AND ASSOCIATE EDITORS

1. General Duties. Each editor is responsible for reviewing works submitted for publication as assigned by the CE. The editors also have the responsibility for ensuring that each work published by the Review conforms to the APA, and grammar and style conventions. The editors shall perform edits as requested by the Executive Committee and shall perform other editing duties as may be required.

2. Specific Duties.

A. Article Assignments. Each editor shall be responsible for reading all works assigned by the ME to determine if the work is suitable for publication.

B. Article Selection. Each editor shall attend articles meetings to which the editor has been assigned and shall vote on whether to recommend publication.

C. Edits. Each editor shall do an equal share of the edits, unless the EiC assigns edits to other editors.

ARTICLE III DECISIONMAKING WITHIN THE REVIEW

SECTION 1.

1. The Editorial Board of the Review shall exercise sole power to perform the duties of editors, to communicate to the public or individuals on behalf of the Review, to make any decisions explicitly delegated by the membership to the Editorial Board, and to make any decisions necessary and proper for carrying out these powers.
2. The membership of the Review retains the right to amend the bylaws or change or adopt a method of member selection, by voting on recommendations made by the Editorial Board.

SECTION 2. PROCEDURE FOR BOARD DECISIONS

1. Call, Notice, and Holding of Meetings. Regular meetings of the Editorial Board shall be held on such schedule as shall be announced by the EiC. Unless otherwise specified herein, special meetings of the Editorial Board may be called by the EiC or any combination of three other editors. Special meetings of the Editorial Board shall be held upon four days notice by mail (including electronic mail), or forty-eight hours notice delivered personally or by telephone or telegraph.
2. Quorum and Board Action. A quorum for all meetings of the Editorial Board shall be three fifths ($5/7$) of the total number of voting board members. A quorum may be formed through attendance at the meeting or by representation at the meeting through written proxy. The act of a majority of the editors shall be the act of the Editorial Board, unless a greater number is required by law or provision of these rules and procedures.

ARTICLE IV DELEGATION OF POWER

EDITORIAL BOARD—POWERS & PROCEDURES

SECTION 1. NUMBER

The authorized number of Editors composing the Editorial Board shall be no fewer than seven (7) and no more than (11).

SECTION 2. ELECTION AND TENURE OF OFFICE

All Editorial Board positions are for a minimum of two years and a maximum of four.

Each year, on or before the last Friday in January, each Board Member who will have completed two years of service by the end of the then current school year, will advise the EiC in writing whether they will continue to serve on the Board for

another year, or will leave the Board upon completion of the school year.

The EiC will then open applications for Board seats to come available either due to editors voluntarily leaving the Board, or due to editors completing four years on the Board. New editors will be selected from the pool of applicants by majority vote of all voting members of the Board using a ranking process to be established by the Executive Editors. During this time, Associate Editors may also apply for positions as voting Editors of the Board.

If any of the Executive Editors provides notice that s/he will be leaving the Board, or must leave due to completion of four years, that Executive Editor is responsible for selecting her/his replacement from all the voting editors (including new editors just voted on). The process may be conducted by application, nomination, or indication of interest – as the Executive Editors see fit. The selection shall be in consultation with the other Executive Editors. Each Executive Editor is responsible for training her/his replacement.

All Editorial Board Members must agree, as a condition of invitation to the Board, to serve two years as an Alumni Mentor after they leave the Board.

Newly elected editors will work in conjunction with the editor they are replacing until the end of the school year. Outgoing editors are responsible for training their replacements regarding the scope and duties of the office.

SECTION 3. SPENDING

1. The EiC, ME, and CE shall have the authority to make purchases for the Review. These Editors may delegate this authority to another member of the Review.
2. Purchases of \$500 or more require the approval of two of the Editors with the authority to make purchases.

SECTION 4. COMPENSATION No salary shall be paid to members of the Editorial Board for their services but the Executive Committee may allow expenses to be paid for attendance of conventions and other meetings. Nothing contained herein shall prevent an editor from serving the Review in any other capacity and receiving compensation therefor.

SECTION 5. REMOVAL AND RESIGNATION

1. An editor may resign at any time upon written notice to the Editorial Board and the EiC of the Review. Any such resignation shall take effect on the date of receipt of such notice or at any other time specified therein. The acceptance of a resignation shall not be necessary to make it effective. In the event of such a

resignation, should the Executive Editors so determine, application may be opened to fill that position, in which case the selection process shall adhere substantially to the selection provisions of this Article IV, as set forth above.

2. Removal by the Editorial Board

- a. An Editorial Board Member may be removed by the Editorial Board for:
 - (1) Failure to meet the enumerated requirements of his or her position,
 - (2) Failure to maintain good academic standing within the University of Texas,
 - or (3) Conduct that reflects poorly on the Review.

- b. Procedure.
 - (1) Any Editorial Board Member (including Associate Editors) may recommend the removal of any other member of the Editorial Board, provided such recommendation is seconded by two other voting editors.
 - (2) When an Editorial Board Member wishes to recommend removal of another Editorial Board Member, he or she shall report to the EiC in writing the name of the person recommended for removal and the reasons for the removal. The writing must be accompanied by the signature of two other voting Board Members.
 - (3) Upon receiving a recommendation for removal, the EiC shall call a meeting for removal to be held within one week from the day of receipt of the recommendation.
 - (4) The Editorial Board Member who has been recommended for removal has the right to attend the meeting for removal to present his or her side of the case, but the Editor recommended for removal may not participate in or be present for any votes by the Editorial Board on his or her removal.
 - (5) Every Editorial Board Member shall be notified of the time and place of the meeting for removal no fewer than four days prior to such meeting.
 - (6) A quorum of at least five member must be present for the meeting to proceed. To remove an Editorial Board Member for either (1) failure to meet the enumerated requirements of his or her position or (2) failure to maintain good academic standing, at least three-fifths, four-sixths or five-sevenths (as the case may be) of the Editorial Board must approve the removal. To remove an Editorial Board Member for (3) conduct that reflects poorly on the Review, at least four-fifths, five-sixths or six-sevenths (as the case may be) of the Editorial Board must approve the removal.

(8) Proxies voting for the removal of a Board Member shall not be counted. Proxies voting against such removal shall be counted.

SECTION 6.

1. A vacancy in any office because of death, resignation, removal, or other cause shall be filled by the Editorial Board, in which case the selection process shall adhere substantially to the selection provisions of this Article IV, as set forth

above.

ARTICLE V COMMITTEES

SECTION 1. COMMITTEE FORMATION. An Editorial Board Member or group of Editorial Board Members may form any committee, so long as that committee exercises no power that the Board member or members cannot delegate. Unless otherwise indicated in this Article, members of all standing committees shall be appointed by the EiC, CE, and ME. However, a majority vote of the Editorial Board can remove a member of a committee.

SECTION 2. DISCIPLINARY COMMITTEE.

1. A committee may be organized as needed to discipline Editors and Associate Editors. This committee shall be composed entirely of the EiC, ME, and CE. In the event that one of these three is the party to be disciplined, a third member of the committee shall be elected by a majority of the Editors (not including the Executive Editors).

2. Any person sent before the Disciplinary Committee shall be notified in writing of the time and place of the hearing and the reasons for the hearing at least five business days before the hearing is scheduled to occur. He or she shall have an opportunity to appear at the hearing, but may not be present for any votes by the Committee.

3. The Disciplinary Committee's general discretion to assign appropriate punishments shall be determined by the Editorial Board at the time that the Committee is organized. Any punishment involving a reduction in a member's status from Editor to Associate Editor, however, must be approved by a majority of the Editorial Board. Any punishment involving a revocation of membership must be approved by two-thirds of the Editorial Board.

5. A Member of the Board may be referred to the Disciplinary Committee for hearing if one member of the Editorial Board so moves, and two other members second the motion. If the EiC, ME or CE refers a Member of the Board to the Disciplinary Committee for disciplinary action, that committee member must recuse himself or herself forming a part of the committee, and a new member must be appointed as per IV.2.1 above.

SECTION 5. ORIENTATION AND OVERSIGHT COMMITTEE. A committee may be appointed to plan orientation for Members and to develop recommendations for continuous improvement of the training and supervision processes of the Review. Any member of the Editorial Board may be a member of this committee.

ARTICLE VI. ACCESSIBILITY OF RULES AND PROCEDURES

A copy of these Rules and Procedures shall be made available to every Member of the Review.

ARTICLE VII AMENDMENT OF RULES AND PROCEDURES

These Rules and Procedures may be amended only by a vote of the membership of the Review, acting within the procedures set forth in Article III.

ARTICLE VIII ADOPTION OF RULES AND PROCEDURES

These Rules and Procedures shall be adopted and become effective upon a vote of the Founding Editors of the Review.

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APPROVED AND ADOPTED THIS 15 DAY OF MARCH, 2013, BY:

Electronically Signed by Raúl Calvoz

Raúl R. Calvoz, Founding Editor-in-Chief

Electronically Signed by Melinda Lemke

Melinda A. Lemke, Founding Managing Editor

Electronically Signed by Meghan Lehr

Meghan D. Lehr, Founding Coordinating Editor