

**BYLAWS
OF THE
JOURNAL OF INTERNATIONAL ORGANIZATIONS
STUDIES**

PREAMBLE

The Journal of International Organizations Studies (JIOS) is a peer-reviewed journal that seeks to encourage the creation of a distinct field of international organizations studies. JIOS provides a window into the state of the art in international organizations research and a platform for interdisciplinary dialog on international organizations.

JIOS supports papers which explore innovative approaches to the study of international organizations, that research new grounds, and that transcend the traditional perspective of international organizations as merely the sum of its members and their policies. JIOS accepts the full range of theoretical approaches and theoretical and empirical studies will be hosted in equal proportion.

JIOS works across disciplines and therefore especially values meta-disciplinary analyses that will provide a foundation for communication across academic fields and disciplines.

JIOS encourages scholarship about specific organizations as well as about the phenomenon of international organizations, their structures, processes, and politics, and their place in the international community.

ARTICLE 1: NAME AND PURPOSES

Section 1: Name.

The organization shall be named the Journal of International Organizations Studies (“JIOS”).

Section 2: Purpose

The purpose of JIOS is the analysis and development of International Organization’s specific concepts, theories and methodologies.

Section 3: Goals

The goals of JIOS shall be:

- a. Aims to open up opportunities for innovative conceptual and theoretical research on international organizations;
- b. Aims to provide a platform for dialogue within different fields of international organization research (e.g. UN Studies, EU Studies) as well as between them;
- c. To engage practitioners in advancing knowledge about international organizations and to engage with those who work in and shape these organizations.
- d. To build strong bridges between researchers and practitioners to support a better understanding of international organizations and to help shape a strong and viable future for them.

ARTICLE 2: OFFICIAL DOCUMENTS AND PUBLICATIONS

Section 1: Official Format Requirements

All articles, notes, and comments published in JIOS shall conform, in the following order to:

- a. Submission Guidelines.
- b. Formatting Guidelines.

Section 2: Size and Content of Published Material.

- a. JIOS shall publish two (2) issues per calendar year in Spring (April/May) and Fall (October/November).

- b. JIOS publishes three types of articles:
- Research papers (8,000 -10,000 words, including footnotes and references);
 - Reviews of literature or disciplinary approaches (book review:800 – 1,200 words, subject reviews: 2,000 – 3,000, including footnotes and references);
 - “Insider’s View” (3,000 – 7,000 words, including footnotes and references): contributions from practitioners on the inner workings of international organizations.

Section 3: Masthead.

Each issue of the JIOS shall include the current masthead listing the title of the article and the author.

ARTICLE 3: ORGANIZATION

Section 1: General Organization

The Journal Management shall consist of the following:

- a. Editors-in-Chief (s);
- b. Associate Editor(s);
- c. Review Editor;
- d. Editor “Inside View”;
- e. Managing Editor;
- f. Editorial Board.

Section 2: Size of Editorial Board.

The Editorial Board shall be comprised of not less than ten members and not more than thirty members.

ARTICLE 4: RESPONSIBILITIES AND FUNCTIONS

Section 1: Editorial Board.

The Editorial Board shall be the governing body of the Law Review and shall meet no less than two times during the calendar year, to discuss the general affairs of JIOS. The responsibilities of the Editorial Board include but are not limited to the following:

- a. Interpret and execute these Bylaws;
- b. Select the Associate Editor, Review Editor, Editor “Insider’s View”, and Managing Editor;
- c. Select Editors for the Editorial Board;
- d. Discuss the strategic planning of JIOS;
- e. Administration of JIOS.

Section 2: Editor-in-Chief

The Editor-in-Chief shall be responsible for the effective functioning of the JIOS by performing activities including but not limited to the following:

- a. Ensure the substantive quality of JIOS
- b. Oversee and coordinate the operation of JIOS;
- c. Convene meetings of the Editorial Board;
- d. Participate in the selection of research papers, reviews, and “Insider’s View”.
- e. Perform additional duties as may be required.

Section 3: Associate Editor

Duties: As required, an Associate Editor will assist the Editor-in-Chief in processing and reviewing manuscripts and working with authors.

Section 4: Review Editor

Duties: The Review Editor is responsible for arranging at least one review of an important recent work in international organizations studies each issue.

Section 5: Editor “Insider’s View”

Duties: The Insider’s View Editor is responsible for periodically inviting comments from senior officials at international organizations that will be of interest to JIOS readership.

Section 6: Managing Editor

Duties: The Managing Editor acts as a liaison between the editorial staff and the production team at BYU. S/he also promotes the journal and oversees its finances.

ARTICLE 5: DECISION MAKING

Section 1: Notice and Records of Meetings.

- a. Sufficient written notice of any meeting of the JIOS Editorial Board shall be given to applicable attendees at least one week prior to the start of the meeting.
- b. Such notice shall specify the nature of the business to be considered as well as the date, time, and location of the meeting.
- c. The Editor-in-Chief shall ensure that the minutes of all meetings under this section and the outcome of any vote be recorded, archived, and made available.

Section 2: Editorial Board Decisions.

A decision by the Editorial Board shall become binding on the current membership, provided that all of the following conditions are satisfied:

- a. A majority of the Editorial Board has voted to approve the decision;
- b. Reasonable notice of the vote was given to every member of the Editorial Board prior to the vote; and
- c. Any Editorial Board member may vote by authorized proxy.

Section 3: Publication Decisions.

When deciding what professional pieces shall be published in JIOS, the following rules shall apply:

- a. Decision to extend publication offers to professional authors shall be made by the Editor-in-Chief.
- b. The Editor-in-Chief shall be the final authority on the substantive aspects of all pieces, subject to the rights of the author.
- c. The Review Editor and the Editor of “Insider’s View” shall be the final authority on the technical aspects of all articles.

ARTICLE 6: MEMBERSHIP ON THE EDITORIAL BOARD

Section 1: Membership Duties

- a. Membership requires participation in Editorial meetings.
- b. As a peer-reviewed journal, members are required to have professional experience, such as academic or work related experience, in the structures and processes of international organizations.

- c. Membership on the Editorial Board should not exceed five (5) years. At the expiration of the five year participation as a member on the Editorial Board, a member may rejoin the Editorial Board after a period of two years.

Section 2: Equity and Balance

- a. The Editor-in-Chief and the Editorial Board of JIOS are to encourage diversity and fairness. This includes membership diversity in the areas of gender, ethnic backgrounds, age, race, geographical perspectives, and other areas that encourage cultural, gender, and geographic fairness.

ARTICLE 7: SELECTION OF A NEW EDITORIAL BOARD

- a. To be considered for an Editorial Board position, the Editor-in-Chief must submit a full and truthful application about the prospective member to the current Editorial Board;
- b. All members on the Editorial Board shall be selected in a fair, impartial, and confidential process without regard to race, nationality, religion, gender, or familial status.

Section 2: Timing of Selection.

By no later than the last day of January in the calendar year, the current Editorial Board shall select and approve of new Editorial Board members.

Section 3: Selection of Candidate for Editor-in-Chief.

By a majority of vote, the current Editorial Board shall approve candidates for Editor-in-Chief for the new Editorial Board after consideration of the following criteria:

- a. Editing, writing, analytical, and skills;
- b. Leadership skills;
- c. Recommendations from members on the Editorial Board;
- d. Prior publications.

Section 4: Election of Editor-in-Chief.

- a. Within seven (7) days following the current Editorial Board's selection of two candidates for Editor-in-Chief, the current Editorial Board shall hold a meeting with the entire membership of JIOS to present the names of the two candidates.
- b. By a majority vote, the entire membership of JIOS shall select the Editor-in-Chief from the two candidates selected.
- c. If only one candidate is recommended, a majority vote of the Editorial Board will be taken to confirm the candidate.

Section 5: Selection and Removal of Members of the Editorial Board.

- a. By a majority vote, the current Editorial Board shall select all other members of the new Editorial Board by weighing criteria of professionalism and competence in the discipline.
- b. Members of the Editorial Board may be removed at any annual meeting by a simple majority vote of the Editor-in-Chief, and Editorial Board Members present.

Section 6: Transfer of Responsibilities.

Once the new members of the Editorial Board are selected, the outgoing members of the Editorial Board shall turn over work to the new members of the Editorial Board.

Once the new Editor-in-Chief is selected, the outgoing Editor-in-Chief shall turn over work to the new Editor-in-Chief.

ARTICLE 8: AMENDMENTS TO BYLAWS.

- a. Proposals to amend these Bylaws shall be initiated through either of the following procedures:
- b. Written submission by any member to the a Managing Editor after receiving the signature of one-third of the JIOS Editorial Board; or
- c. A majority vote of the Editorial Board.
- d. The Managing Editor will call for a vote no sooner than one (1) week and no later than thirty (30) days after the recommendation has been sent to the JIOS membership.
- e. A two-thirds vote of the entire membership of JIOS and a one-third vote of the members of the Editorial Boards shall be required to amend these Bylaws.
- f. The Editor-in-Chief may cast the deciding vote in the event that any vote results in a tie.

