

THE JEFFERSONS BYLAWS

ARTICLE I MEMBERSHIP

Section 1. Membership.

Members of the Jeffersons shall consist of all participants in the Thomas Jefferson Scholarship Program.

Section 2. Classification.

Membership in the Jeffersons shall consist of three classes: active, inactive, and alumni.

A. Active membership shall be held by full time students of North Carolina State University who are active participants in the Thomas Jefferson Scholars Program.

1. To be considered an active member one must:

- a.** Attend one banquet.
- b.** Attend the mandatory Fall retreat; if the retreat is not held, attend one trip.
- c.** Attend each meeting of the semester, being allowed two excused absences.
- d.** Complete the required Jefferson courses before graduating.
- e.** Maintain a 3.0 cumulative Grade Point Average.
- f.** Attend one service project annually.
- g.** Attend one fundraiser annually.

B. Inactive membership constitutes any member who does not meet one or more of the active member criteria.

C. Alumni are those individuals who have graduated as members of the Thomas Jefferson Scholars Program. Active members shall automatically be granted alumni membership upon graduation from the Thomas Jefferson Scholars Program.

D. Associate Jeffersons will consist of those students who, after applying for admittance before the fall deadline and after peer/faculty interviews, are granted admittance into the program.

1. To be considered an associate member, one must:

- a.** Attend all meetings in accordance with the established guidelines.
- b.** Enroll in and attend the required Jefferson courses.

2. Associate members may be eligible, after a two year period of participation, to advance to Thomas Jefferson Scholars standing.

3. The deadline for associate membership application will be prior to fall break. No late applications will be accepted after this date.

4. The total number of associate members may not exceed five, which is included in the maximum number of twenty per freshman class.

Section 3. Participation and Termination.

A. Attendance shall be taken at each general meeting, trip, banquet, fundraiser, service project or other Jefferson event.

1. Excused absences shall be granted in accordance with the University policy. Reasons for requesting an excused absence shall be submitted by the week prior to the meeting. If it is a conflicting class, the Secretary shall be notified within the first two weeks of classes.
2. If a meeting is missed without prior notice, the President and Secretary must be notified within 24 hours.
3. Unexcused absences shall be dealt with according to guidelines established by the faculty program coordinators in consultation with the Jeffersons Executive Committee (defined below).

B. Active members earn points toward eligibility for textbooks in Jefferson Scholars courses.

1. Points are awarded based on attendance at meetings, with one point awarded for every meeting attended or excused.
2. If the number of eligible members exceeds the number of textbooks, books will be allotted by random drawing.
3. Failure to return textbooks will cancel eligibility, and require the borrower to complete an extra fundraising event.

C. Members who fall below the standards of active membership shall be declared inactive and placed on probation for no more than one year. Within the first two weeks of each semester, the faculty advisers and officers will meet to review probationary cases and appropriate actions will be taken. These actions may include dismissal from the program via letter from the Associate Dean and Director of Academic Programs in the College of Agriculture and Life Sciences, if deemed necessary.

D. All active participants in the Thomas Jefferson Scholars Program shall be automatically granted membership. They may terminate their membership at any time by resignation in writing, thereby forfeiting one's rights and privileges as a Thomas Jefferson Scholar.

Section 4. Voting Privileges.

All active members possess full voting rights. Inactive members and alumni have no voting privileges but may be present for votes.

ARTICLE II OFFICERS

Section 1. Name.

The Executive Committee of the Jeffersons shall be a President, a Vice-President, a Secretary, a Treasurer, a Historian, three College Council Representatives, and the Chairs of the Service, Fundraising, Resource, Social, and Technology Committees. It is the responsibility of the Executive Committee to provide leadership for the program in cooperation with the faculty and administration.

Section 2. Eligibility.

Each candidate for office must be an active member of the Jeffersons.

Section 3. Term.

- A. The term of office for each officer shall be one year.
- B. No officer shall hold more than one office at the same time.

Section 4. Vacancies in Office.

A vacancy in office shall be filled as provided for in this section. Any officer may be declared incompetent and removed by a three-fourths vote of the total active membership. All retiring officers shall deliver to their successor all pertinent materials related to their office.

- A. President. The Vice-President shall assume the responsibilities of President until such a time when a regular meeting, consisting of a quorum, can hold a special election. If both positions are vacant, the Secretary and/or Treasurer shall assume acting President until an emergency meeting, with enough members to form a quorum can hold a special election.
- B. Vice-President. The President shall assume the responsibilities of the Vice-President, until such a time when a regular meeting, with enough members to form a quorum, can hold a special election.
- C. Secretary. The President or Vice-President shall assume the responsibilities until a quorum can hold a special election.
- D. Treasurer. The President or Vice-President shall assume the responsibilities until a quorum can hold a special election.
- E. Historian. The President or Vice-President shall assume the responsibilities until a quorum can hold a special election.
- F. College Council Representatives. The secondary representatives will take the place and responsibility of the primary representative until a new representative can be elected.
- G. Committee Chairpersons. The President or Vice-President shall assume the

responsibilities until a quorum can hold a special election.

Section 5. Duties.

A. President.

1. The President shall represent the Jeffersons in any official capacity required.
2. The President shall be an *ex officio* member of all committees, except the Nomination/Election Committee.
3. Regular duties of the President shall include:
 - a. Chair all meetings.
 - b. Serve as needed in capacities deemed necessary by the organization.
 - c. Coordinate activities with program coordinators.

B. Vice-President.

1. The Vice-President shall assist the President in his/her duties as needed by the President.
2. In the absence of the President, the Vice-President shall perform the duties of the President.
3. The Vice-President shall serve as the liaison for the Thomas Jefferson Alumni organization.
4. The Vice-President shall organize and coordinate speakers for the bi-weekly meetings.

C. Secretary.

1. The Secretary shall be responsible for posting meeting synopses on the listserv.
2. The Secretary shall keep an active roster (including current addresses and telephone numbers) of all members, active and inactive.
3. The Secretary shall record attendance at all Jeffersons events.

D. Treasurer.

1. The Treasurer shall hold and disperse all student club funds belonging to the Jeffersonians with co-approval of the President.
2. The Treasurer shall assist the Agri-Life College Council Representatives in preparing the semester budget.

E. Historian.

1. The Historian shall be responsible for the end of the year slide show.
2. The Historian shall maintain visual and written artifacts for the activities during term.

F. College Council Representative.

1. At least one College Council Representative shall attend all Agri-Life and CHASS Council meetings.
2. A College Council Representative shall report previous Agri-Life and CHASS

Council activities at the Jeffersonian meetings.

3. A College Council Representative shall submit and present the club budget to the Agri-Life and CHASS Councils.

G. Committee Chairpersons.

1. Organize committee.

2. Plan events.

**ARTICLE III
ELECTIONS**

Section 1. Procedure.

- A. Nominations shall be called for at the regular meeting two weeks prior to scheduled elections or sent over e-mail.

- B. Elections shall be conducted by secret ballot. Absentee ballots shall be submitted 24 hours in advance directly to the President.

- C. Runoffs will be held for positions within two votes. Runoffs will be held within one week by e-mail vote directly to the President.

- D. Eligible members elected for more than one office shall receive the higher office and the runner up will take the other office.

**ARTICLE IV
COMMITTEES**

Section 1. Definition.

Special committees shall be formed by the President as needed, and the duties of said committees shall be outlined by the President.

Section 2. Membership.

Members of the committees shall be selected off the floor by the officers on a volunteer/appointment basis.

Section 3. Reports.

Each committee shall report as requested by the President.

Section 4. Chairperson.

The President will designate a committee chairperson. The Chairperson will be responsible for meetings and updates.

**ARTICLE V
FUNCTIONS**

Section 1. Organizational Dates.

The Executive Committee will meet with the faculty program coordinators to set up an activities calendar that will be distributed to all Jeffersons.

Section 2. Activities.

A. Classes.

1. There shall be specific Jefferson classes held during the first four academic years. All Jeffersons are required to take them at that time unless unavoidable class conflict occurs.
2. The particular semester in which the class will be offered is determined by the faculty member(s) offering the class.
3. A panel of active members and the faculty advisors shall determine changes in course curriculum.

B. Required Functions. These consist of the end of semester banquets, regularly scheduled meetings, and semester trips unless allowed excused absences.

C. Other Functions. Other functions shall be considered and acted upon according to the wishes of the Jeffersons.

D. Alcohol Policy. No underage drinking at any Jefferson function or activity will be tolerated.

**ARTICLE VI
AMENDMENTS TO THIS CONSTITUTION**

Section 1. Procedure.

Amendments to this Constitution shall be dealt with as needed by special committee made of volunteers, as needed and voted into existence by a two-thirds quorum of active Jeffersons.

*As Amended
7 February 2012*