

THE COLLEGE OF WILLIAM & MARY
THE THOMAS JEFFERSON PROGRAM IN PUBLIC POLICY
BY-LAWS OF THE BOARD OF ADVISORS

As Approved October 6, 1995
and Amended Nov. 21, 1997, June 15, 2000, April 6, 2005, April 28, 2011 & Dec. 19, 2012

ARTICLE I - Name

The name of the "Advisory Board" shall be the Board of Advisors of the Thomas Jefferson Program in Public Policy of the College of William & Mary in Virginia.

ARTICLE II - Purpose

The Board of Advisors is a volunteer organization appointed to promote effective public policy by providing support for the educational programs and activities of the administration, faculty and students, graduate and undergraduate, of the Thomas Jefferson Program in Public Policy.

ARTICLE III - Membership

Section 1 Appointments - The Director of the Thomas Jefferson Program in Public Policy (in collaboration with the President of the Board of Advisors) appoints Members to the Advisory Board for a term of three years, based upon eminent professional achievement, demonstrated interest, personal capacity, and service potential including, but not limited to, relevant and shared public policy expertise, internships and job placements, research opportunities, mentoring, short courses, board participation and financial development. In general, the Board of Advisors shall be composed of a representative spectrum of professions, backgrounds and interests. The president of any William & Mary MPP alumni association may be appointed ex officio to the Advisory Board.

Section 2 Retirements – Prior to the fall meeting of the Board of Advisors, the Director of the Thomas Jefferson program or his/her designee, will ascertain in a written and neutral manner whether advisors with expiring terms prefer reappointment or retirement. The Director will also review the service criteria for Board membership specified in Art. III Sec 1. The Director will subsequently inform the President of the Board of Advisors and the Chair of the Nominations Committee of the results of his/her inquiries, his/her recommendations, and request their respective views. The Director or designee will then inform each Advisor of suggested reappointment or retirement. An Advisor may request a further review and provide any supplemental information for consideration. Retired advisors are eligible for future reappointment after a period of one year.

Section 3 Advisor Emeritus – The Executive Committee may in its discretion appoint from time to time highly selected retired Advisors to Emeritus status based on exceptional , extended, clearly formative and sustained support of the Thomas Jefferson Program. Such persons shall have no vote or duties, but may attend board sessions at volition and received minutes of meetings.

ARTICLE IV - Officers and the Executive Committee

Section 1 - The elected Officers of the Advisory Board shall be a President, a First Vice-President and a Second Vice-President.

Section 2 - The Executive Committee shall be composed of the elected Officers, the Chairs of appointed standing committees, the immediate past or, if vacant, a previous President and, on an ex officio basis, the Director of the Thomas Jefferson Program in Public Policy. The Executive Committee shall meet as deemed necessary, upon the call of the President. A quorum may consist of a minimum of four members, provided advance notice of at least one week has been given to all members of the Executive Committee.

Section 3 - Officers shall be elected for a term of two years and may be re-elected for a maximum period of three terms. After a one-year absence, a previous Officer may be re-elected. A vacancy that occurs in the Office of the President shall be filled for the remainder of the term by the First Vice-President or Second Vice-President as per Art. V Secs. 2-3. Vacancies that occur in other elected offices shall be filled for the remainder of the term by vote of the Executive Committee. No more than one previous President may serve on the Executive Committee at a time unless elected as an Officer other than President or as Committee Chair.

Section 4 - Election of Officers and appointment of Committee Chairs shall normally be during the fall meeting of the Board of Advisors. However, the Executive Committee may vary the date if expedient.

ARTICLE V - Duties of Officers

Section 1 - The President shall preside at all meetings of the Executive Committee and the Board of Advisors, appoint additional officers as delineated in Art. IV Sec. 3 and all Committee Chairs (except the Nominating Committee if so desired by the Board of Advisors as per Art. VI-A2), and be an ex officio member of all committees.

Section 2 - The First Vice-President shall assume the duties of the President in the absence of the President, may serve as Chair of a Committee, and perform any treasurer duties as deemed necessary.

Section 3 - The Second Vice-President may perform any treasurer duties as deemed

necessary, may serve as Chair of a Committee, and assume the duties of the President in the absence of the President and/or the First Vice-President in their respective absence.

ARTICLE VI - Committees

The work of the Board of Advisors shall be accomplished through Standing Committees and Ad Hoc Committees, as needed.

A. STANDING COMMITTEES

1. Development

The Committee on Development will identify and recruit sources of financial contributions to the priority goals of the Thomas Jefferson Program in cooperation with relevant Ad Hoc Committees. In doing so, the Committee shall ensure that all committees receive the advice and support as well as appropriate recognition from the Office of Development.

2. Nominations

The Committee on Nominations for Officers of the Board of Advisors may be appointed by the President every other year to prepare a slate of at least one nominee for each office, secure the consent of the nominee to serve, and submit the slate to the full Board of Advisors for approval at least one week in advance of the fall meeting.

Alternatively, a full or partial slate of nominees may be prepared by a quorum of the Board of Advisors meeting as a Committee of the Whole at the time of the fall meeting of the Board of Advisors.

The Committee on Nominations will identify and recruit on an ongoing basis potential members of the Board of Advisors who meet the criteria stated in Art. III Sec. 1 and recommend their appointments to the President of the Board of Advisors and the Director of the Thomas Jefferson Program, preferably in time for new members to attend the Fall session of the Board of Advisors.

B. AD HOC COMMITTEES

The President, in consultation with the Director of the Thomas Jefferson Program, may appoint and disband such Ad Hoc Committees as deemed useful in the pursuit of the

goals of the Board of Advisors and the Thomas Jefferson Program.

ARTICLE VII - Amendments to the Bylaws

The Bylaws may be amended at any regular or special meeting of the Board of Advisors by a two-thirds vote of those present or voting by proxy, provided two weeks prior notice of the proposed amendment shall have been given to each Member before a vote is taken. Advisor votes on the By-Laws or other Board of Advisor matters may be obtained by electronic means, such as email.