



**By-Laws of the  
California State University, Fresno  
Mathematics, Engineering, Science Achievement (MESA)  
Center Advisory Board**

**PREAMBLE**

Mathematics, Engineering, Science Achievement (MESA) is an academic enrichment program that serves educationally disadvantaged students and, to the extent possible by law, emphasizes participation by students from groups with low rates of eligibility to four-year institutions. MESA offers a pipeline of curricular and extra-curricular services from elementary school through university levels to increase the numbers of students who graduate with degrees in math, science, and engineering.

The MESA Center at California State University, Fresno operates two distinct MESA program components. The MESA Schools Program (MSP) assists pre-college students interested in math and science. The MESA Engineering Program (MEP) assists students enrolled in the College of Engineering and Computer Science at California State University, Fresno.

The California State University, Fresno MESA Schools Program was established in 1981 to address the need to increase the number of disadvantaged students, especially those from underrepresented groups who pursue college degrees in engineering, science, and other math based fields.

The California State University, Fresno MESA Engineering Program was established in 1984 to address the need to increase the number of disadvantaged students, especially those from underrepresented groups, who graduate and enter professions requiring degrees in engineering and computer science.

The California State University, Fresno MESA Center Advisory Board was established to assist and advise the staff of the MSP and the MEP.

## **MISSION**

The mission of the MSP at California State University, Fresno is to develop in disadvantaged students, especially those from underrepresented groups, the knowledge and skills needed to become life-long learners, by providing them and their parents with a variety of opportunities that will enhance their interest and prepare them for professions requiring degrees in engineering, and other mathematics-based fields.

The mission of the MEP at California State University, Fresno is to develop opportunities that will prepare disadvantaged students, especially those from underrepresented groups, to graduate and enter professions requiring degrees in engineering and computer science.

The mission of the California State University, Fresno MESA Center Advisory Board is to assist the MESA staff in meeting the goals of the MEP and MSP. Its purpose is to provide support and assistance through a number of direct and indirect activities, which will benefit the students being served by the MESA Programs. The California State University, Fresno MESA Center Advisory Board oversees program operations.

## **ARTICLE I**

### **APPOINTMENT OF MEMBERS**

All vacancies on the Center Advisory Board shall be filled by nominations submitted by the Chair of the Membership Committee. A proposed appointee shall be submitted to the Center Advisory Board. If approved by a majority of the members present, such proposed appointee shall be deemed selected.

All of the members shall be full voting members entitled to one vote. The membership of the Center Advisory Board shall not exceed 14 members except as amended by two-thirds approval of the full Center Advisory Board. The members shall include the Dean of the College of Engineering and Computer Science and the MESA Center Director. It shall also include members from the following groups: local educational agencies; California State University, Fresno; the University of California System; local businesses and industries.

In addition, the Center Advisory Board will consist of the following reporting members: the program staff of both the MSP and the MEP; and four representatives of the MEP student body, who shall be nominated by the MEP student membership and selected by the Executive Committee.

Board members are expected to make a commitment to attend regular meetings and be active in at least one standing or ad hoc committee.

## **ARTICLE II**

### **TERM OF OFFICE**

The term of office of the members shall be for five years. The members may serve an additional five-year term. After completion of two terms the member may serve another term at the request of the membership committee.

### **VACANCIES**

Vacancies in the Center Advisory Board shall be filled by a majority vote of the members present. The Chair of the Membership Committee will forward nominations for membership to the Center Advisory Board.

Vacancies in standing and ad hoc committees shall be filled by the chair of that committee subject to the approval of the Center Advisory Board.

## **ARTICLE III**

### **OFFICERS**

The officers shall be Chair, Co-chair, Treasurer, and Secretary. The members shall elect these officers. These officers shall be elected prior to the beginning of the new calendar year and shall serve a one-year term. Their terms shall expire at the next succeeding annual election or at such time that their successors are elected. No compensation shall be paid to any officer.

## **ARTICLE IV**

### **DUTIES OF OFFICERS**

#### **CHAIR**

The Chair shall have the following responsibilities:

1. Presides over all meetings of the Center Advisory Board.
2. Ensures that all orders and resolutions of the Center Advisory Board are carried into effect.
3. Appoints such committees as necessary subject to the approval of the Center Advisory Board and that any needed follow up be instituted.
4. Establishes a yearly list of priorities for review and implementation as soon as possible during the beginning of the Chair's term.
5. Serves as the chair of the Executive and Membership Committees.
6. Represents the Board at various MESA functions and presentations to appropriate organizations and individuals.

#### **CO-CHAIR**

The Co-Chair shall have the following responsibilities:

1. Performs the duties of the Chair in the event of absence, resignation or inability of the Chair. The Co-Chair's office shall be viewed as one leading to the Chair's position.
2. Coordinates the activities of all Ad Hoc Committees.
3. Serves as the Chair of the Resource Development Committee.

#### **TREASURER**

The Treasurer shall have the following responsibilities:

1. Invests funds in a special account within a financial institution approved by the Center Advisory Board.
2. Provides an accounting of funds raised and expended by the Center Advisory Board at each scheduled meeting. **In** absence of the Treasurer, a written report shall be submitted to the Chair before the meeting.
3. Signs all checks and other authorized expenditures.
4. Prepares an annual written report at the end of the academic year outlining revenues and expenditures for the year for review and approval by the Center Advisory Board.

#### **SECRETARY**

The Secretary shall have the following responsibilities:

1. Keeps, or causes to be kept, a record of the proceedings of the Advisory Board and the Executive Committee meetings.
2. Provides the Chair with a summary of the minutes of the previous meeting if the Secretary is unable to attend a Board meeting.

**ARTICLE V**  
**COMMITTEES**

**EXECUTIVE COMMITTEE**

There shall be an Executive committee, consisting of the Chair, The Co-Chair, the Treasurer, the MESA Programs Director, and one other member of the Center Advisory Board named by the Chair. The committee will serve until the next election of officers at the annual meeting.

The committee shall be responsible for setting Center Advisory Board policies and programs. The committee will work closely with other Advisory Board standing committees and the staff of the California State University, Fresno MESA Programs to insure that the mission of the Center Advisory Board is being implemented. The committee shall review the Center Advisory Board mission every three years for revisions.

**MEMBERSHIP COMMITTEE**

There shall be a Membership Committee consisting of the Chair, the Co-chair, and two other members of the Center Advisory Board named by the Chair. The committee will serve until the next election of officers at the annual meeting.

The .committee shall be responsible for the identification and nomination of new members to the Center Advisory in accordance with the membership policies of the Board. The committee shall also conduct periodic (annual) reviews of the selection of members and continued membership of the Center Advisory Board members to insure the policies of the Board are being met.

Recommendation for termination shall be forwarded to the Executive Committee. The committee shall make a quarterly report to the Center Advisory Board.

**RESOURCE DEVELOPMENT COMMITTEE**

There shall be a Resource Development Committee consisting of the Co-chair, the Treasurer, and three other members of the Board named by the Co-chair. The committee will serve until the next election of officers at the annual meeting.

The committee shall be responsible for the identification and implementation of the major fundraising activities and events of the Board. The committee will take the leadership role in fundraising, but all Center Advisory Board members are expected to participate in programs and events selected by the committee and approved by the Center Advisory Board. The committee shall make quarterly reports to the Chair of the Center Advisory Board.

**PROGRAMS COMMITTEE**

There shall be a Programs Committee consisting of the Director, Co-Chair, and three other members of the Board named by the Program Director. The committee will serve until the next

election of officers at the annual meeting.

The committee shall be responsible for the review of existing programs, the identification of new programs and assist in the implementation of existing and new programs. The committee shall coordinate its activities closely with the staff of the California State University, Fresno MESA Programs. The committee shall make quarterly reports to the Chair of the Advisory Board.

### **AD HOC COMMITTEES**

There shall be Ad Hoc Committees appointed by the Chair to address specific issues as deemed necessary by the Chair. The Ad Hoc Committees shall submit a report to the Chair prior to the annual meeting and shall end their activities at the annual meeting unless extended by the Chair.

All Ad Hoc Committees shall submit minutes of their meetings and activities to the Center Advisory Board through the Secretary. Each committee will determine its own meeting schedule to perform its assigned tasks and make quarterly reports to the Chair of the Center Advisory Board.

## **ARTICLE VI**

### **MEETINGS**

Regular meetings of the Center Advisory Board shall be held a minimum of four times per year. The scheduling of these meetings shall be presented to the Center Advisory Board by the Chair at its annual meeting or by written notice.

If the Chair deems a special Center Advisory Board meeting necessary, each Center Advisory Board member will be notified at least forty-eight hours prior to the meeting.

One half of the current number of Advisory Board members shall constitute a quorum necessary for the transaction of business.

Any action of the Center Advisory Board may be taken without a meeting if a majority of the Board consents to this action. Such consent shall be filed with the minutes of the proceedings of the Center Advisory Board.

The agenda for regular meetings shall be conducted by the Chair and include the following:

1. Call to order
2. Approval of the minutes
3. Report of the Chair
4. Report of the Treasurer
5. Report of the Committees
6. Report of the Program Director
7. New Business
8. Adjournment.

If a Center Advisory Board member has missed three consecutive regular meetings without any notice to the Chair, the Center Advisory Board member shall be contacted by the Chair regarding this situation. A determination will be made by the Chair regarding the continuance of the member on the Center Advisory Board.

## **ARTICLE VII**

### **LIABILITIES OF MEMBERS**

A Center Advisory Board member shall not be personally liable to its creditors for any indebtedness or liability of the Center Advisory Board. All creditors shall look only to the assets of the Center Advisory Board for payment. The Center Advisory Board may determine and implement at a later date that additional liability protection of its members may be warranted.

## **ARTICLE VIII**

### **AMENDMENTS**

These By-laws may be amended or repealed and new By-laws adopted by the vote of two-thirds of the members of the Center Advisory Board.

Date Adopted: December 7, 2000