



Advisor's Handbook
2024-2025



Early Academic Outreach

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About M.E.S.A.

Our Mission

AZ Mathematics, Engineering, Science and Achievement (MESA) is a program designed to increase access to Science, Technology, Engineering, and Mathematics (STEM) pathways and encourage college readiness for low-income, underrepresented, and/or first-generation college-bound students in grades 6-12.

Four Pillars of MESA

- Active Learning – students learn and implement the MESA Engineering Design Process through numerous highly-engaging, relevant, hands-on activities in which their experience of project-based learning, while supported by the teacher, is driven mainly by student teams.
- Exposure to STEM – through college and career mentors and university campus events.
- College Readiness – through activities, resources and events developed by the UA Office of Early Academic Outreach as part of its Start Now college knowledge campaign (startnow.arizona.edu).
- Peer Support – by supporting the development of college-minded peer groups that support and encourage each other throughout the K-16 pipeline.

MESA USA

The AZ MESA program is based on a model that originated in 1970 at the University of California, Berkley. Established in 1984, AZ MESA has grown dramatically. Statewide programs currently provide thousands of middle and high school students with year-round support and college and career guidance.

AZ MESA is one of ten national MESA programs. MESA programs are located in Arizona, California, Colorado, Florida, Maryland, New Mexico, Oregon, Rhode Island, Utah, and Washington.

Goals

The AZ MESA Program is a structured, multi-year, precollege program dedicated to supporting and developing the interests, skills, and abilities of K-12 students in STEM. The program aims to increase the number of engineers, scientists, mathematicians, and related professionals at technical and management levels in the workforce. Additionally, it serves to encourage and increase the number historically underrepresented and economically disadvantaged students in achieving academic and professional success in STEM fields. Through AZ MESA's efforts, participating students receive the educational enrichment experiences and support needed to achieve academic success and prepare for college STEM majors.

Educational Outreach and Activities

To achieve its goals, the AZ MESA program offers the following educational outreach components:

- Field trips and academic competitions
- College readiness information
- Advisor Professional Development (MATI)
- Webinars
- Scholarships/incentives
- Science, Technology, Engineering, Math (STEM) activities
- Industry Involvement

Industry Partnerships and Mentoring Programs

Arizona industries work as partners with Early Academic Outreach staff in a number of valuable ways. Industries provide engineers and other professionals to serve as mentors in the schools, and they fund programs and events such as MESA Day and the Tucson Festival of Books Rocket Activity. Notably, the Tucson office of Raytheon supports the Adopt-a-School engineer program, which won an award from the National Science Foundation. Members of local area industries also serve in advisory capacities and as volunteers for MESA events.

Contact Information

Location

University Services Building
888 N. Euclid Avenue, #501
Tucson, AZ 85721-0158

Mailing Address

P. O. Box 210158
Tucson, AZ 85721-0158

Phone Numbers

Phone: (520) 626-2300
Fax: (520) 626-2307

Website

<http://eao.arizona.edu>
<http://azmesa.arizona.edu/>

MESA Staff

Rudy McCormick
Director
rudymc@arizona.edu

Manny Leon

Assistant Director

leon@arizona.edu

Bill Pike

MESA Coordinator

wpike@arizona.edu

Advisor's Responsibilities

As a MESA Advisor, you agree to:

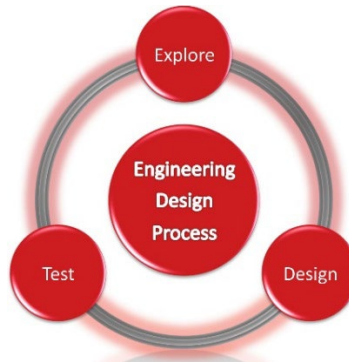
- Recruit 15 or more students to join MESA
- Actively recruit students from target demographics.
- Hold weekly meetings from September through May.
- Support student work outside of weekly meetings.
- Encourage and support college and STEM exposure
- Facilitate use of Engineering Design Process and Engineering Design Notebooks
- Share best practices with the MESA community
- Register students for competitions
- Incorporate college access monthly during meetings
- Have students fill out Student Information Form (SIF) and return them to MESA office
- Maintain communication with MESA office

Administration's Responsibilities

School administration agrees to:

- Identify and recruit advisor(s) for MESA
- Maximize opportunities for available funds to support MESA
- Encourage and support advisor participation in MATI
- Identify school facilities in addition to classroom, if necessary
- Support recruitment of students
- Support in gathering data for program evaluation
- Assist in finding district transportation to MESA Day
- Secure funding for MESA program fees

- Make every effort to compensate Advisor for their time in MESA financially



Ideas for Recruiting Students

One of the biggest challenges to running MESA can be recruiting students to the club. Students have a lot of choices for after school activities (sports, clubs, work, caring for siblings, etc.). The following is a list of ideas for recruitment. It is by no means all inclusive. Different strategies work at different sites. If you have something else that works, please use it and share it.

Personal Touch – Reach out directly to students

Students will come if they feel a personal connection. Some of the best MESA students are those who come because of the advisor. Reach out to students and personally invite them. Ask Math and Science teachers to recommend students who may be interested and send them a note or visit them in class.

Meeting Time

Have the students set the meeting day and time. This does 2 things: 1) It gives the students a sense of ownership over the program and 2) It gives you a sense of when most of the students are available. If virtual, make sure all students have the link.

Advertise

Hang up posters to advertise your meetings. Put the meetings into the announcements. If you have video announcements, make a quick commercial. Encourage students to invite their friends. Have students post on social media. Ask your school if it can be posted on the school's social media. If possible, put previous year's projects on display. The more the word is out in the general public, the more diverse the students who attend.

Groups of friends

Research shows that when friend groups do an after school activity together, they are 50% more likely to stay in the program for the duration of the year. Friend groups offer support, comradery, and a set of dynamics to work together.

Structure

Have a plan for the meetings. Make them fun, engaging, and organized. The students don't want to sit in a class after school but you can provide a structure so the students feel that they aren't wasting their time. If you are unsure what to present, use the MESA Curriculum or have students plan the meetings.

MESA Meetings

Determine the weekly meeting time and location for students. It is recommended that meetings last at least 1 hour. A typical meeting may include the following agenda items:

1. Introduction of Guest Speaker (if applicable)
2. Team Building Activity
3. Attendance and Announcements
4. Administrative Business (forms due, academic status reports, etc.)
5. Activity (guest speaker, STEM projects, tutoring, career development sessions, college or financial aid workshops, goal setting and problem solving activities, tutoring, and/or guest speakers)
6. Activity Summary and Notebooking
7. Next Meeting/Activity (time/date/location)

The structure of your meetings is your choice. Find a structure that works for you. MESA is an academic club and needs to have a structure similar to a classroom. Always try to have a starting point and ending point for your time with the students.

Chaperones

When going to an in person event, chaperones are an important component. The University of Arizona is not responsible for you or your team members while attending any MESA event. Please make sure you:

- Have 1 adult for every 10 children
- Have cell phone numbers of all chaperones
- Let students know your cell phone number
- Have a pre-arranged meeting point in case someone gets lost
- Have student's cell phone numbers, just in case

We want to provide a safe and fun atmosphere for your students. Please help us to keep them safe.

Ideas for Funding

- 21st Century CCLC Grant – About 50% of MESA schools also have the 21st Century Community Learning Center grant. The mission of the grant is *“To assist 21st Century Community Learning Centers in building and sustaining comprehensive out of school time programs that provide high-quality academic enrichment opportunities for all children, and that meaningfully engage adult family members in helping their children succeed academically”* The 21st CCLC grant and MESA aim to provide the same thing to students. Ask your principal/site coordinator how you can get involved with the grant.
- Tax Credit Money - There are pools of tax credit monies. If you can get parents and/or businesses to donate directly to your program, that is always the best. If not, ask your principal about Undesignated Tax Credit Money. It is money that people and/or businesses have donated to be used as the school sees fit. Schools use it throughout the year for field trips, events, etc. It is a source of funding that can go quickly.
- Partnerships with companies – Go to local companies and ask for donations. Donations can be for money, supplies, or expertise (using tools, writing proposals, etc.). Some places (Home Depot, Lowes, Ace Hardware) will let you have unusable pieces of wood (i.e. a 2”x4” that they can’t sell) for either free or a drastically reduced cost. You can write a letter asking for support and/or materials to any company. A good tip is to have students sign it as well.
- Start a GoFundMe account – GoFundMe is a great crowd sourcing site that can provide funding for materials. It works best when cast to a large audience. Have students post it on social media. Have the school post it on their social media. Have the district post it on their social media.
- Supermarket or fast food fundraisers – Some supermarkets (Fry’s) and fast food restaurants (Rubio’s and McDonald’s) will sponsor schools and/or clubs by giving a percentage of proceeds from sales on a specified day to the designated groups. Contact stores to see if they offer this fundraiser.

Sample Donation Letter

Month Day, Year

Dear [Insert Name Here]

My name is [Insert Name]. I am writing you on behalf of M.E.S.A. at [Insert School Name]. M.E.S.A. is Mathematics, Engineering, Science, Achievement. The goal of the program is to excite first generation, minority, and low income students to become excited about Science, Technology, Engineering, and Math (STEM) careers. The program has problems that the students are to solve using these skills and compete with other students all over Arizona. You can find more information at the Arizona M.E.S.A. website. <http://azmesa.arizona.edu>

We are asking if you could donate materials to our efforts. We are looking for:

[Insert list of materials here]

We plan to use these materials to make

[Insert copy of design here]

We hope that [Insert Company Name] would be willing to donate some or all of these supplies to help us complete our project.

If you donate to our school, it is a charitable donation. Our school tax ID is [Insert Tax ID here]. We can also add your company logo to our final product and thank you in our presentation. We look forward to establishing a partnership with you and [Insert Company Name].

Thank you for your support.

[Team Members Names and Signatures]

[Advisor Name and Signature]

[Address]

[Phone Number]

[Email]

Recommended Timeline

(Revise to reflect program implementation date)

August

- Complete the Program Enrollment Form and make any necessary arrangements to pay MESA fees.
- Register for and attend MESA Professional Development.
- Check with school/district administration to know any restrictions about club meetings

September

- Plan for first meeting, if you haven't had it already.
- Organize the first MESA student meeting and select the meeting times and places for the remainder of the semester
- Describe MESA program so all members will remember the goals are college preparation and fun with math and science
- Discuss Science, Technology, Engineering, and Mathematics (STEM) as career options
- Introduce Engineering Design Process
- Begin to identify guest speakers for meetings, Raytheon partner engineer, and possible teams for competitions.
- If desired, start building trebuchet for Tucson Pumpkin Toss

October

- Introduce concepts that students will need as they begin preparing for competition
- Show students how to critically and comprehensively read the specifications
- Continue to discuss Science, Technology, Engineering, and Mathematics (STEM) as career options
- Continue to discuss the Engineering Design Process
- Attend Tucson Pumpkin Toss (9 am – 12 pm)

November

- Continue introduction of important concepts
- Have students identify competition interests and build their teams
- Have students begin researching and brainstorming designs
- Attend MESA Discovery Day (9 am – 12 pm)

December

- Have students develop of plan of action for design development
- Have students organize all notes, research, drawings
- Teams build projects based on designs, test, analyze, and generate improvements
- Attend MESA Winter Convening (Advisors only)

January

- Teams re-visit plan of action and set calendar to be prepared for Regional MESA Day Competitions
- Teams build projects based on designs, test, analyze, and generate improvements

February

- Teams continue improving designs
- Encourage seniors to apply for MESA scholarship
- Participate in Regional MESA Day Competition
- Use judge's feedback to improve designs
- Attend Region Design Days (8 am – 12 pm)

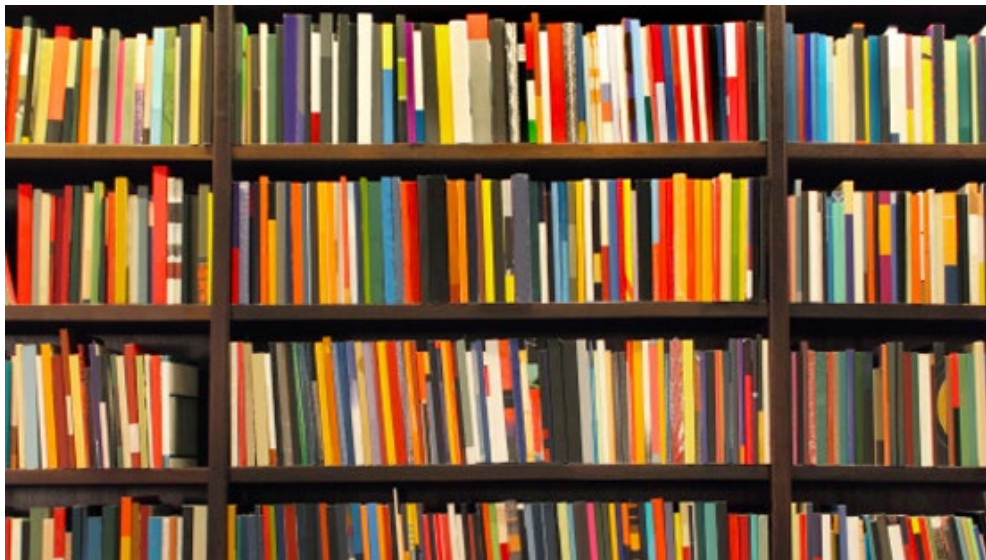
March

- Finalize teams and submit registration for MESA Day.
- Teams finalize designs, formally present their projects to their peers.

April

- Teams participate in MESA Day (8 am – 4 pm)
- Attend awards ceremony.
- Teams reflect on performance during MESA Day
- Youth Recognition and/or End of Year Celebration at Your School

Resources





MESA[®]

Name (Student/Team): _____

Design: _____ Date: _____

Design Cycle # (circle one) 1 2 3 4 5

Explore (Imagine/Brainstorm/Research)

Design Problem (in your own words)	
Success Criteria (e.g. height, speed)	Constraints (e.g. cost, materials)
Other Design Variables (e.g. Cost, Height, Wind, Energy)	
IMAGINE: Brainstorm What You Already Know Or Might Research? What Key Features Matter To You?	

Design (Draw and Build New Prototype or Modifications)

Goal & Why? (rationale for this cycle)	Plan for this cycle (e.g. timeline)
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Sketches:



Test (Create Testing Process, Gather Data, Reflect)

APPROACH: What tools do you need to measure quality?				
HYPOTHESIS: What do you predict for this round of testing – and why?				
REFLECT: What worked – or didn't – with your latest design? What materials might you change? What features might you add? How might you improve your team's process in the next design cycle?				

Basic Goal Checklist

School: _____ **Design Team:** _____

 **MESA Design Goal Checklist**
Plan & Prioritize

Priority (e.g. 1 st , 3 rd)	Goals	Team Members Responsible	Deadline	<input checked="" type="checkbox"/>	To do at MESA only, outside of MESA or both?
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					



Rubric for Engineering Design Notebooks (EDN).

EDN Goals	3	2	1	0
1. Explore				
1.1 Problem Statement. Accurately describes, in your words, the design objective (includes success criteria, constraints constants and variables)	Specific description of problem, success criteria, constraints, variables and constants	Basic...	Weak...	No...
1.2 Depth of Free exploration. Prior knowledge, brainstorming & hands-on exploration documented.	Numerous examples of brainstorming and hands-on exploration observations.	Regular...	Few...	No...
1.3 Research in Design: Research ideas about your design that might be useful. Record information using different sources (e.g. books, websites, interviews from experts).	Clear analysis of other design pros/cons.	Basic...	Scant...	No...
2. Design				
2.1 Design Plan. Includes reasoning on your design choices (materials used, modifications, etc.). Use data from past trials, research and design considerations.	Clear reasons given (based on data or research) for each design choice.	Basic...	Scant...	No...
2.3 Design sketching and/or photos. Prior & during build, team sketches, 2-D or 3-D perspective drawings.	Numerous representations of each design iteration.	Regular...	Scant...	No...
3. Test				
3.1 Observation. Data & written observations (tables, graphs, labeled drawings, etc.).	Numerous presentation of quantitative & qualitative data, graphs & charts follow design progression.	Regular...	Scant...	No...
3.2 Reflection/Analysis. Assesses pros and cons of design/materials, testing procedure, etc. Apply test results and analysis to pose a theory, recommend and argue for a next step, or draw an insightful conclusion. Restate the purpose in your conclusion.	Detailed reflection shows how design considerations and logic flowing from research, test analysis, etc.	Basic...	Scant...	No...
4. EDN Organization				
4.1 Structured. Includes Table of Contents with key elements. Elements of EDN can be used to answer judges questions easily	Clear organization utilizes defined sections.	Basic...	Minimal..	No...
4.2 Labeled. Clearly labeled with School and Team Members names.			Yes	No
Column Totals (for selected categories)				
Subtotal (out of 25)				
Modifier			(S ÷ 25) x P	
Score (out of P)				

Comments/Suggestions:

Scholarship WebSites

Scholarship Universe – U of A site for scholarships. Most are for U of A but there are non- Arizona scholarships. <https://scholarshipuniverse.arizona.edu/suha>

ASU Scholarships – ASU site for scholarships.
<https://students.asu.edu/scholarships>

NAU Scholarships – NAU site for scholarships. <https://nau.edu/finaid/aid-types/scholarships/>

GCU Scholarships – GCU site for scholarships.
<http://www.gcu.edu/admissions/tuition-and-financing.php>

Fast Web –A terrific, free resource where you'll find thousands of scholarships at your fingertips. Not only does Fastweb offer a massive database of monetary awards, but it also features helpful career planning services and learning tools for its registered users! <http://www.fastweb.com/>

Cappex – A site that will help find scholarships throughout college as well as college searches. Very thorough and offers a \$2,500 scholarship to current college students. <https://www.cappex.com/>

Education Forward – A program designed to help Arizonans finish college.
<https://educationforwardarizona.org/innovate/attainment/scholarships/>

Scholarships.com – The name says it all. A resource with scholarships for any level of college. <https://www.scholarships.com/>

Big Future – Collegeboard's site to search for scholarships. Students do not need to be AP students to apply. <https://bigfuture.collegeboard.org/scholarship-search>

Unigo – A scholarship site that has categories to help guide to the scholarship that is right for you. <https://www.unigo.com/scholarships#/fromscholarshipexperts>

Super College – A site to help you throughout your schooling. Has college and scholarships for any student at any level. <http://www.supercollege.com/>

My College Scholarship – A resource of the best methods to find and earn scholarships. <http://www.mycollegescholarship.org/>

Yes College – A huge collection of scholarships categorized by who can apply.
<http://yescollege.com/scholarships/>

Safety Contract

The safety of all students and advisors is paramount for MESA. We want everyone to experience MESA in the safest way possible. The importance of proper usage of tools is tantamount to a full experience. Students need to develop safe work attitudes and habits as outlined by school rules as well as develop building and construction skills.

Students will be completely responsible for the construction of their projects. This process will require the use of tools that are not normally found in a classroom environment. All tools have inherent dangers and can cause injury to the user as well as people in the immediate area. The following are tools that may be used in the construction process.

Parents must initial each of the tools that their child is allowed to use and is allowed to be near any other student who may be using it.

_____ Manual Screwdriver

_____ Soldering Iron

_____ Power Drill

_____ Hammer

_____ PVC Cutter

_____ Power Saw

_____ Hand Saw

_____ Clamps

_____ Rotary Tool

_____ Pliers and wire cutters

_____ Miter Box

Intentionally left blank to add in tools used at MESA Schools

Parents must initial next to each of the tools AND sign the next page

Training Material can be found at <http://azmesa.arizona.edu/tool-usage-links>

I RECOGNIZE THAT:

- Safety is ultimately the responsibility of the person using the tool.
- Safety regulations and training has been provided to me and I am responsible for applying them when using the tools.
- It is possible for accidents to occur even when everyone involved is following safety guidelines. The likely hood of accident and injury increases if I do not follow all the safety guidelines.
- Because there will usually be more students using tools than adults supervising them, I must act responsibly to ensure my own safety AND the safety of others in the work area.

I AGREE TO:

- Never work in the shop without adult supervision.
- Read and practice all the safety regulations that have been distributed to me in this course or have been posted in the work areas.
- Act in a responsible manner at all times during building and construction time.
- Follow all instructions given by the instructors and mentors.
- Immediately report any unsafe condition or activity to my instructor or mentor.
- Know where all safety equipment is located and what should be done in an emergency.
- Wear eye protection at all times when working with tools or working anywhere near someone who is using tools.
- Tie back long hair, remove dangling jewelry, secure loosed clothing, and wear shoes with closed toes in the shop.
- Clean all work areas and put equipment away before being dismissed.

I, _____, recognize that the MESA work area is a safe place in which to work and learn, if I conduct myself in a responsible manner. I have read through, and I agree with, all of the statements on this two-page form with my parent or guardian. I agree to assume responsibility for my own safety and work diligently to make the work area a safe place for others. I have read and understand my instructor's safety regulations. I agree to abide by the safety regulations and any additional instructions, written or verbal, provided by the district and/or instructor.

Student signature _____ date _____

Parent/Guardian Permission

I have read through all the statements on this two-page form with my child. I believe that my child understands his/her responsibility with regard to safety in the work area. I believe that my child is able to act responsibly in the work area. I authorize my child to undergo safety training only for the tools that I've indicated by my initials on the previous page. I authorize my child to use the tools and be in the immediate area while other students are using the tools specified below.

Parent/Guardian signature _____ date _____



CLUB CONSTITUTION AND BY-LAWS

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be *[name of school]* Mathematics, Engineering, Science Achievement (MESA).

Section B: National Affiliation – *[name of school]* MESA will be an official chapter of Arizona MESA.

Section C: Purpose – The purpose of this club shall be:

1. Introduce students to the Engineering Design Process through hands-on projects
2. Generate a greater awareness of Science, Technology, Engineering, and Mathematics post-secondary education and career options.
3. Create a college-going peer group and provide access to information and resources about pursuing college
4. Work in groups on engineering design challenges to compete at Arizona MESA competitions.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to all students attending *[name of school]*

Section B: Dues – There are no dues for members unless required by *[name of school]* Dues shall be determined annually and listed on the Memorandum of Understanding provided by Arizona MESA. Completion of the Memorandum of Understanding and payment of dues will register *[name of school]* as an official charter of Arizona MESA and will entitle us to participate in events facilitated by Arizona MESA.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, and Treasurer. Additional officers needed as determined by *[name of school]* are listed below:

Section B: Eligibility – Officers must be active members of MESA as noted by submission of the Student Information Form (SIF)

Section C: Election – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of the Program Committee

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held weekly during the regular school year.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee or by the MESA Advisor.

Section C: Quorum – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

Section D: Parliamentary Authority – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws. For a summary of Robert’s rules visit http://toastmasters.arizona.edu/sites/toastmasters/files/roberts_rules_0.pdf

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III and the MESA advisor.

Section C: Meetings – This committee shall meet at least once a month to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the school administration.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the School Administration overseeing clubs.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.
- Assist officers in recruiting 15 or more students in support of MESA’s mission to serve students who are low-income, would be the first in their families to graduate with a bachelor’s degree, or who come from ethnic minority backgrounds.
- Engage students on a weekly basis in activities related to hands-on STEM activities, college readiness and/or preparation for MESA competitions.
- Encourage and/or support college and STEM exposure through field trips and/or guest speakers from technical industry or institutions of higher education.
- Facilitate student introduction and use of the Engineering Design Process through the use of the Engineering Design Notebook.

- Register students to participate in Arizona MESA Day Engineering Design Competition, and accompany students as the chaperone or find chaperones for MESA Day, Regional Design Day and other optional MESA events.
- Work with officers to incorporate monthly activities and/or messages relating to college readiness
- Distribute, collect, review and submit the Student Information Form, the official enrollment form, for each student participating in MESA, and assist MESA staff in conducting program assessment by administering assessments and returning them to the MESA staff.

ARTICLE VIII: COMMITTEES

Section A: Program Committee – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

Section B: Project Committee – A project committee comprised of team leads for MESA projects will meet with the President and MESA Advisor to report on team progress for each project. The committee will be responsible for setting project benchmarks and deadlines to ensure all projects are completed and ready to compete at Region Design Day and MESA Day.

Section C: Other committees – [List other committees germane to the club such as finance, publicity, membership, professional relations, social, etc.]

Section D: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]