



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.]