

UCMC BYLAWS

MISSION:

The overall mission of the United Council of MESA Chapters, (hereby referred to as UCMC), is to develop academic and leadership skills, raise educational exceptions, and instill confidence in educationally disadvantaged students to pursue successfully college-preparatory course work, promote careers in math and science, and develop their pre-professional and leadership skills.

In conjunction with the above mission statement, the objective of UCMC is to help its fellow officers in the development of their leadership skills, as well as in the training of officer responsibilities, in order to run a successful MESA chapter at their respective schools. Per the MESA model, the training will be accomplished in a cooperative manner. UCMC is the student governing body and a very important component of the MESA Schools Program.

RESPONSIBILITY:

UCMC will assist the MESA/MSP SJSU Center Director, and the School Site Chapters with the planning and implementation of all MESA goals and activities.

MEMBERSHIP:

- All High School chapter officers are voting members.
- All interested MESA students are members.
- If an officer is absent for three (3) straight meetings, a new officer will be elected.
- All High School Officers must attend all UCMC meetings during their terms.

Qualifications of voting members:

- All active members of the UCMC shall be entitled to vote.
- Every member will have one vote.

MEETINGS:

Meeting will be held monthly, usually the first Saturday of the month from 9:00 a.m. to 11:00 a.m. The meetings will be held at San Jose State University in Duncan Hall of Science, Room 505.

QUORUM:

The presence of at least one member of the UCMC Executive Committee, and at least 10 members of the voting population shall constitute a quorum for the transaction of business.

SPECIAL MEETING:

If an emergency UCMC meeting is found necessary, each member will be notified via telephone at least 48 hours prior to the meeting. Any action by the UCMC may be taken without a majority of the active members' consent to the action. However, such consent must be filed with the minutes of the proceedings of the UCMC.

MINUTES:

Minutes must be kept and transcribed by the UCMC Secretary. The official set of minutes shall be kept in the office of the Center Director.

EXECUTIVE OFFICERS:

- The UCMC shall elect the President, Vice President, Secretary, and a Treasurer.
- The Center may and can appoint external representatives to the UCMC Executive Board if needed.

ELECTIONS:

- Elections to fill the position of President, Vice President, Secretary, and Treasurer will be held annually at the June meeting for UCMC.
- Chapter Officers elections will be held annually at the school site in the month of April

VACANCIES:

A vacancy in the position of any officer will be filled by through election process at the school site or appointed by the Center.

COMMITTEES:

UCMC Committee will be created in an as needed basis. The President has the authority to empower any ad hoc committees that are necessary to enhance the goals and objectives of UCMC.

UCMC EXECUTIVE COMMITTEE:

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and the Center Director. Responsibilities of the Executive Committee are to meet 2 weeks prior to the next UCMC meeting to formalize agenda and minutes, and to distribute all meetings information to all officers.

CHAPTER OFFICER RESPONSIBILITY:

President

- Be present at all meetings and see that business is carried on efficiently.
- Conduct meetings according to recognized rules of order.
- Keeps in touch with other officers and committee chairs and facilitate communication.
- Always discuss with the chapter advisors the agenda for the next meeting.
- Oversee that all officers are performing their duties.
- Will be responsible to have a back-up plan if an officer is unable to prepare the activity for the general meeting.
- Chapter Spokesperson, Communicator, Motivator, Spirited, Team Player, and Problem-Solver

Vice-President

- Performs the duties of the president in his/her absence.
- Responsible for the revision of the bylaws each year.
- Takes care of any last minutes changes needed and will step in to complete it.
- Will be the one to coordinate most of the field trips with the advisors and members
- Makes Phone Calls to parent/members
- Coordinate all guest speakers and panels

Co-Secretaries

- Keep all official records of the chapter.
- Maintain attendance and agendas for each and every meeting.
- Takes minutes for each and every meeting.
- Writes and answers all chapter correspondence.
- Records attendance and minutes.
- Responsible for the record keeping of all MESA points (track of MESA Bucks)
- Responsible for the updating of the class schedules.
- Announcements: Bulletins, list, and generate sign-up forms.

Treasurer

- Maintains an accurate financial record.
- Handles the deposit and issue of funds
- Must be present at all fund-raisers and secure the cash box.
- Coordinates Fund-raisers/ Fund-raisers Proposals

Historian

- Records chapter activities and events through photos and videos
- Maintains program records and provide record reports when needed.
- Handles all paperwork that needs reproduction
- Maintains enrollment forms (other forms).

Public Relations

- Processes all flyers for meetings, special events, etc. and hangs them up
- Writes and turns in bulletin notices
- Gives accurate directions so the member can get there.

AMENDMENT OF BYLAWS:

These laws may be amended at any regular or special meeting of the UCMC by affirmative of at least 2/3 of the current active membership.

Proposed amendment shall be transmitted in writing to each member of the UCMC at least 14 days prior to the meeting at which they are to be voted on.

These revised bylaws and all subsequent amendments shall be effective at the close of the meeting at which they are to be voted on.

These revised bylaws and all subsequent amendments shall be effective at the close of the meeting at which they are adopted.

Date: _____

President Signature: _____

Vice-President Signature: _____

Secretary Signature: _____

Treasure Signature: _____

School Officers:

Name:

School
