

**Advisory Board Bylaws
Bonita J. Campbell Endowment
for
Women in Science and Engineering (WISE)
California State University, Northridge
University Library**

In 2009, Dr. Bonita J. Campbell established an endowment to “facilitate both the participation of women in science and engineering, particularly those fields in which they are insufficiently represented, and the development and preservation of knowledge about women in the science and engineering disciplines.”

To achieve the objectives of the endowment, an Advisory Board has been established.

Mission:

To encourage women to build careers in the fields of science and engineering; to advance in their careers; to preserve the story of women who have pioneered in the science and engineering disciplines; and to inform leaders and educators about the contribution that women make in these important fields.

Activities:

To achieve this mission, the following activities are annually or bi-annually planned:

- offer a program calendar featuring a distinguished-speaker series and mixers providing networking opportunities;
- provide research opportunities for CSUN faculty and visiting scholars, and service opportunities for CSUN faculty and students;
- maintain and supplement a local history or chronology about CSUN women in science and engineering through interviews and data collection;
- maintain and supplement a library collection that informs and inspires women to select STEM college majors, access success in STEM and technical careers, and advance women and diverse populations in these fields.

Membership:

Eight to fifteen members serve at any one time, with the goal of twelve active members at all times. Standing members of the Board are Dr. Campbell, the Library Director of Development, and the Dean of the Library.

Conditions of Board Membership:

New members should show evidence of an interest in and affiliation with the fields of science, technology, engineering, or mathematics and similarly show evidence of commitment to the mission and goals of the endowment. Before nomination and consideration, prospective members must attend one Advisory Board Meeting and if possible one WISE function or event. New board members are nominated and unanimously approved by the Executive Committee.

Meetings:

Meetings are scheduled on a monthly basis. A quorum of at least fifty percent must be present for any vote of the Board. Continuing members shall serve in good faith by attending at least fifty percent of board meetings held in person or via teleconference. Members are also expected to attend at least fifty percent of the annual events and functions sponsored by WISE.

Service Term:

Board members are appointed for a three-year term that will be renewed automatically **three** times for a maximum of twelve years continuous service. After a one-year break in service, a member may return to the Board. A Board member's term may be concluded early given a majority vote of the Board or by resignation.

Executive Committee:

The Executive Committee will consist of the WISE founder, the Board Chair, the Past Chair, and the Dean of the Library. Any changes to the bylaws must be unanimously approved by the Executive Committee, with 2/3 ratification by the entire board.

Officers of the Board:

The Executive Committee will each year select the Board Chair, who calls the meetings and runs the agenda. The term of office is one year but may be renewed twice. The Dean of the Library will serve as the Board Treasurer (see fiduciary responsibilities below). The Dean will also serve as the Board's Executive Secretary, providing administrative assistance to the Board when necessary. In lieu of a Board Secretary, the Executive Committee may delegate responsibilities for taking minutes to a rotating group of members throughout the year, or to the WISE Intern.

Fiduciary Responsibility:

As an officer of the University, the Dean of the Library has fiduciary responsibility for the endowment funds which are managed and invested by the University's Foundation. Thus, the Dean will serve as the de facto Treasurer of the Board. Funds will be distributed in consultation with Dr. Campbell and Board members.

Bylaws created June 2, 2010

Revised September 9, 2013

Revised October 9, 2015

Revised January 9, 2019

Revised February 10, 2020

Revised February 21, 2022