

**Cal Poly Pomona
Community Innovation Hub**

Advisory Board

Governance Structure

Article I. Name & Location

Section 1-1 The organization shall be called The Community Innovation Hub or “the Hub” for short.

Section 1-2 Location: The Cal Poly Pomona Community Innovation Hub shall be located at 101 W. Mission Blvd, Suite 111, Pomona, CA 91766.

Article II. Purpose, Mission and Vision

Section 2-1 Purpose of Organization: The purpose of the Community Innovation Hub “the Hub” is to:

- A. Enhance Skills: By offering a range of programs focused on upskilling and reskilling, the Hub equips community members with the necessary tools and knowledge to thrive in various STEAM disciplines.
- B. Empower Entrepreneurs and Local Businesses: The Hub serves as a resourceful beacon for small businesses and entrepreneurs, providing access to essential services, co-working spaces, and equipment for innovation and growth.
- C. Strengthen Community Ties: In response to the significant employment challenges exacerbated by the COVID-19 pandemic, the Community Innovation Hub stands as a cornerstone for economic revival, fostering a skilled, diverse workforce that supports and sustains local business ecosystems.

Section 2-2 Mission: We support the regional ecosystem by fostering creativity, innovation, and entrepreneurship; enhancing learning; encouraging career exploration; and inspiring civic engagement.

Section 2-3 Vision: The Hub connects CPP to the community and the community to CPP to learn by doing good and be a catalyst for innovation through the establishment of

strategic partnerships with internal and external stakeholders throughout the greater Pomona Valley region.

Article III. Advisory Board Purpose and Guidelines

The purpose of the Board is to develop and participate in a collaborative consortium of community leaders to support and advise the Cal Poly Pomona Community Innovation Hub, hereafter referred to as "the Hub." The Board provides insight to the needs of the community and functions in an advisory capacity to Cal Poly Pomona.

Section 3-1 Key leaders in Pomona and community members who are interested in the mission are encouraged to participate. Membership is open to anyone willing to make a commitment to developing and supporting the Hub.

Section 3-2 The Board and all subcommittees shall make every effort to reflect the diversity of the City of Pomona.

Section 3-3 The Board and all subcommittees shall not exclude or discriminate against any member based on their race, age, color, religion, sex, sexual orientation, disability, familial status or national origin.

Section 3-4 The Board and all subcommittees shall make every effort to include all residents and businesses.

Article IV. Board Structure

Section 4-1 Elected Officials. The board has 5 elected positions, which include the Board Chair, Vice Chair, Secretary, Community Engagement Liaison, and Business Support Liaison. The board members serve a two (2) year term that is renewable once, for a maximum of four (4) consecutive years as board member. The responsibilities of each position are as follows:

- A. Chair – The Chair is entrusted with the leadership and oversight of the board's activities and providing support to the members of the board. The Chair shall schedule the regular board meetings, in consultation with the board, and may schedule special meetings of the board outside of the regular schedule. The Chair also can appoint members of the board as described in the bylaws.
- B. Vice-Chair – In the absence of the Chair, the Vice-Chair shall fulfill the duties of the Chair. The Vice-Chair shall also, with the support of the secretary, oversee the process to elect board members as outlined in the Bylaws.

- C. **Secretary** – The Secretary is charged with organizing and maintaining the information of the board and communicating that information to the board members. The secretary also coordinates this duty with the board, committees, and the staff of the board. The key information of the board includes meetings of the board and committees (dates, times, and minutes), financial reports (provided by the staff), and information pertaining to elections.

- D. **Community Engagement Liaison** – The Community Engagement Liaison is responsible for maintaining the professional networks and connection points to the community with respect to community engaged programming. Community engaged programming includes areas of community service, volunteerism, professional & career development, service-learning, and similar programs impacting the health of communities.

- E. **Business Support Liaison** – The Business Support Liaison is responsible for maintaining the professional networks and connection points to the community with respect to supporting small-business programming. Small-business programming includes areas of starting a business, professional services for small businesses, Incubator/Accelerator programs, and similar programs impacting the health of small businesses in the area.

Section 4-2 Members at large: The board also consists of four (4) members at large who chair each of the board committees. There shall be no more than four members at large who will serve congruently as chairs of four ongoing committees. The committee chairs are nominated and elected by the board and serve a two (2) year term. Their appointment may be renewed once, for a maximum of four (4) consecutive years as committee chair. To support board continuity, the committee chair appointments will be staggered with Marketing and Outreach Chair, and Diversity, Equity, and Inclusion Chair appointments starting August 1 of the even calendar year; the Programming Chair and the Sustainability and Fund Development Chair appointments starting August 1 of the odd calendar year. The responsibilities of each chair are as follows:

- A. **Member at large 1: Marketing and Outreach Committee Chair**
The Marketing and Outreach Committee Chair is responsible for ensuring that the committee develops innovative ways to market and publicly communicate the Hub’s campaigns and initiatives, creates and distributes relevant marketing collateral and publications, designs and maintains a website, and develops and manages a social media presence.

- B. **Member at large 2: Diversity, Equity, and Inclusion Committee Chair**
The Diversity, Equity, and Inclusion Committee Chair is responsible for ensuring

that the Hub fosters an atmosphere of inclusivity that is accepting of all community members and that Hub events and programming are accessible to diverse backgrounds.

C. Member at large 3: Programming Committee Chair

The Programming Committee Chair is responsible for ensuring that the committee plans and conducts all Hub events and programs promptly and efficiently.

D. Member at large 4: Sustainability and Fund Development Committee Chair

The Sustainability and Fund Development Committee Chair is responsible for ensuring the sustainability of the Hub by identifying partners and sponsors and developing funding sources to support Hub activities, programs, and operations.

Section 4-3 Ex-Officio Members: Ex-Officio members are non-voting board members with specific expertise and affiliation with Cal Poly's Community Innovation Hub. Their roles are as follows:

A. Ex-Officio – CPP Liaison – SIIL Director

The Director of the Cal Poly Pomona Student Innovation Idea Labs will serve as an ex officio board member and act as a liaison between the board and CPP. This shall be a non-voting member.

B. Ex Officio: Cal Poly Pomona Liaison – Center for Community Engagement Director

The Director for the Center for Community Engagement will serve as an ex officio member of the board and act as a liaison between the board and CPP. This shall be a non-voting member.

C. Ex Officio: Youth Leads – open to all (colleges, high schools)

The board will identify four (4) youth leads, including two (2) high school students and two (2) university students to serve as ex-officio board members. The position shall represent student voices and provide insights into how students can engage with and be served by the Hub. These shall be non-voting members. Youth leads shall be appointed by the board for a minimum term of one year which can be renewed once for a maximum of two (2) years of total service on the board.

Section 4-4 Board Meetings: Board meetings will be set by majority vote of the board. The board shall meet quarterly unless it is determined to meet more frequently by a majority vote of the board. The board shall meet at the Hub unless otherwise

determined one month before the next meeting. Meeting notice shall be given no later than 48 to 72 hours in advance.

Section 4-5 Board Meeting Attendance: Board members shall attend all board meetings and assigned committee meetings. To remain on the board each member shall not miss more than one third of calendared meetings.

Section 4-6 Board Elections: Board members are elected by majority vote of the advisory committee membership. Board elections occur annually, before June 15 each year, and upon election, elected members commence their term on July 1 of that same year. To ensure continuity, the board terms are staggered as follows:

- A. Elections for Chair, Secretary and Community Engagement Liaison occur by June 15 of an even calendar year.
- B. Elections for the Vice-Chair and Business Support Liaison occur by June 15 of an odd calendar year.
- C. Board members serve a two (2) year term. Board members may serve a maximum of two (2) consecutive terms in one position.

Section 4-7 The fiscal year of the organization shall be from July 1 to June 30. The Hub Administrative Analyst shall serve as financial secretary to the Hub and shall maintain and monitor financial records to ensure the financial health of the Hub and shall submit an annual report to the Board and any interim reports that may be required.

Article V. Committee Structure

Section 5-1 Committee Membership: The membership of the committee shall comprise the committee chair, and other members of the community willing to help achieve the mission and vision of the hub.

Section 5-2 Meeting Schedule: Each committee will set regular meetings and will present a report to the Board at the general meeting. Each committee shall notify the Secretary of the date, time and place of their meetings prior to the meeting. Each committee shall report their work to the Board at the general meeting.

Article VI. Ad Hoc Committee

Section 6-1 On an as-needed basis an Ad Hoc committee may be formed to complete special tasks not included in the duties of the other committees. Ad Hoc committees are established during board meetings by a majority vote. Chair of an Ad Hoc committee will be determined by a majority vote of the board. Candidates to chair Ad Hoc committees will be limited to the membership of the board. Members of Ad Hoc committees will be selected similarly to the selection of standing committee members.

Section 6-2 The Board shall establish an ad hoc committee composed of three board members every three years to review the bylaws to ensure that it is still serving the purpose of the organization. The ad-hoc committee may propose amendments to the bylaws. The amendments shall be provided in writing at least 30 days before discussion.

Article VII. Decision-Making Process

Decisions of the Board will be made by a simple majority of the Board members. A simple majority must include the Board Chair to constitute a quorum of the Board. A quorum can be obtained by electronic proxy and does not require physical presence of the Board members.

Article VIII. Amendments

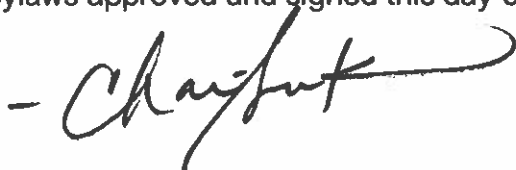
Section 8-1 Any member of the board may propose an amendment to the bylaws. Amendments may be proposed by ex-officio members, committee chairs, committee members, or other representatives of Cal Poly Pomona. Amendments shall be proposed in writing to the Board at least 30 days before discussion.

Section 8-2 A two-thirds vote of the Board is needed for bylaw changes, additions, or deletions.

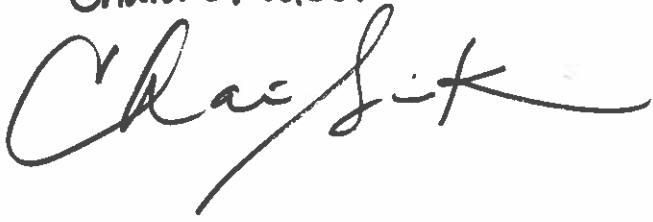
Article IX. Dissolution

Section 9-1 The board may be dissolved by two-thirds vote of the board. The board may also be dissolved by CPP if it is deemed to no longer be needed to fulfill the purpose of the Hub.


Bylaws approved and signed this day of July 1, 2024

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Board Chair

Name: Chará Swodeck
Signature: 

Secretary

Name: Heidi Ortega
Signature: 

Hub Working Group Members: We express our sincere gratitude to the community members who helped launch the Community Innovation Hub. These include the following individuals:

Alexandra Oliva	Anita Torres
Andrea Rico	Benny Ayala
Chará Swodeck	Grace Yao
Hector Lopez	Jacqueline Elizalde
Kenneth Lamb	Lorena Parker
Marcos Molina	Matt Ryczek
Monique Robles	Nastaran Simarasl
Olukemi Sawyerr	Victor Preciado