

Spectra at [University/College] – Bylaws

Section I: Student Chapter Bylaws

Article I: Name

1. This organization shall be called the Chapter of Spectra at [University/College]. In these Bylaws it is henceforth referred to as ‘the Chapter.’

Article II: Purpose

1. The Chapter is organized and will be operated for educational and scientific purposes to promote the following:
 - a. An increased knowledge and greater interest in the mathematical sciences, including pure and applied mathematics, statistics, and their applications; b. A greater understanding of the contributions of LGBTQ+ individuals to the mathematical sciences; and
 - b. Mentoring and encouraging LGBTQ+ individuals as they prepare for careers in the mathematical sciences.

Article III: Membership

1. Membership in the Chapter shall be open to any student at [University/College] in the mathematical sciences, to individuals generally interested in mathematics, and to individuals who are dedicated to the purposes of the Chapter.

Article IV: Nondiscrimination

1. Activities of the Chapter shall be governed by a philosophy of nondiscrimination and fundamental fairness to all. The Chapter shall therefore not discriminate against individuals due to gender identity or expression, sexual orientation, physical or mental (dis)ability, physical characteristics, race, ethnicity, national origin, religion, political affiliation, marital status, veteran status, age, or any other attribute which does not affect an individual's ability to meet the criteria set forth in Article III.

Article V: Executive Board

1. The Executive Board shall consist of the Officers ([Article VII](#)), Advisor ([Article VI](#)), and Committee Chairs ([Article IX](#)).

Article VI: Advisor

1. The Chapter shall have an Advisor. The Advisor shall be a staff or faculty member of [University/College].
2. The Advisor shall help and be responsible for the activities of the Chapter. Specifically, the Advisor should:
 - a. help provide continuity from year to year through student leadership and personnel changes;
 - b. help maintain university standards in all activities of the Chapter
3. The Advisor may provide guidance on activities and decisions, but cannot bar a decision approved by a plurality vote by the Chapter's members; as long as the activity/decision is legal and does not violate any University policies.
4. The Advisor can be removed by unanimous vote of the Officers. In the event the Advisor is removed, a new Advisor must be appointed.

Article VII: Officers

1. The Chapter shall have a President, Secretary, Treasurer, and up to two At-Large Board Members.
2. One of the elected Officers shall act as the point-of-contact with Spectra's Membership Committee Chair.
3. The Officers shall be elected by a plurality of the votes cast by the Chapter members in an Annual Election. The Officers shall take office on May 1st and serve for one year.
4. If a vacancy should arise between elections, the Executive Council shall appoint a new Officer to fill the vacated post until the next election.

Article VIII: Duties of Officers

1. The President is the Principal Officer and is responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of Spectra and these chapter bylaws. The President shall preside at all meetings of the Chapter and of its Executive Council.
2. The Secretary shall take the minutes of all Chapter and Executive Council meetings.
3. The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer shall also include:
 - a. Preparation of the Chapter's Annual Financial Report for annual presentation to the Chapter.
 - b. Additional duties of the officers (including At-Large Officers) may include:
 - c. Maintaining the records of the Chapter members;
 - d. Annual submission of the End-of-Year Report to Spectra;
 - e. Submission of any proposed amendment to these bylaws to Spectra;
 - f. Tallying and reporting votes from the Annual Election; and
 - g. Handling other correspondence pertaining to chapter business.
4. The Officer that agrees to be the point-of-contact with Spectra will submit all relevant forms (e.g., update form, end-of-year report).

Article IX: Committees

1. Committees can be appointed and dissolved by the Officers at any time.
2. Any member of the Chapter can join an existing committee.
3. Once a committee is formed, only members of the said committee can vote on their designated responsibilities.
4. A Chairperson of the committee shall be elected by the Committee members via a plurality of the votes cast.

Article X: Publications and Communications

1. Any publications or communications (written, oral, or electronic), other than those of a purely factual and non-controversial nature, from the Chapter or any persons acting on behalf of the Chapter, shall include the following disclaimer: "The views expressed herein do not necessarily reflect the opinion of Spectra."

Article XI: Disbursements and Dues

1. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer with authorization of the Executive Council and shall be included in the minutes of the Executive Council and Chapter meetings.
2. Dues, if any, shall be fixed annually by the Executive Council.

Article XII: Meetings and Activities

1. Meetings shall be held only in places that are open and accessible to all.
2. All meetings of the Chapter shall be publicly advertised via electronic (e.g., web page, email) means.
3. Other means of communication can be used to advertise meetings, but only to supplement advertisement via electronic means.

Article XIII: Amendment and Voting Procedures

1. All proposed changes to these Chapter Bylaws shall be approved by the Spectra Committee on student chapter before being presented to the Chapter membership for a vote.
2. No official business of the Chapter shall be conducted unless a quorum is involved. A quorum of the Chapter shall be defined as 10% percent of the voting membership of the Chapter or at least 3 members, whichever is greater.
3. A simple majority of the voting members involved shall be required to carry a motion.
4. Officers shall be elected by a plurality of votes cast.

Article XIV: Dissolution of the Chapter

1. Failure to adhere to these Bylaws may result in the suspension of the Chapter, as determined by Spectra.
2. The Chapter may only be dissolved on the condition that there are less than three Officers (the minimum number, as per Spectra's requirements). That is, replacement officers can not be found.

Section II: Suggested Activities for Chapter

Student Chapters of Spectra serve as a mechanism for all students, regardless of major, gender identity and expression, or sexual orientation, to be exposed to the world of professional mathematics, to obtain information about the varied career options in mathematics, to network with professional mathematicians, and to develop leadership skills. The activities as suggested herein can be broken down into 5 main areas: Meetings, Seminar Lecture Series, Mentoring, Special programs, and Collaborative Events.

- **General meetings** of the whole membership should be held frequently and consistently to keep all members informed and involved with the activities of the chapter.
 - We recommend that general meetings be held at least 3 times per semester; but we require that general meetings be held at least twice per semester, as per Spectra's requirements.
 - At these meetings, committee reports should be given and voting should be held for proposed activities.
 - We recommend that meetings include time for discussions of topics of interest to the members.
 - The last meeting could be a social gathering such as a banquet or picnic.
- **Executive Council meetings** must be held at least monthly, as per Spectra's requirements.
- **The Seminar Lecture Series** is the venue for presentations on research or careers in an area or application of mathematical science.
 - Professional mathematicians from industry, government or academia could be invited to give a lecture on their respective careers and the path that was taken, in terms of education, to arrive at that career. One or two lectures from invited speakers should take place each semester.
 - Lectures could also be given by students or by faculty members on their research.
 - Lectures by professional LGBTQ+ mathematicians may be followed by informal discussions with the lecturer (perhaps over tea or a meal) concerning their experiences as a LGBTQ+ individual in mathematics.
- **Mentoring and encouraging students** in their mathematical development. Examples of mentoring programs include:
 - Matching qualified graduate students with non-qualified students to discuss their experiences and difficulties as graduate students and LGBTQ+ mathematicians. The Chapter may want to organize Mentor/Mentee events, such as game nights,

lunch/dinner or other social events.

- Discussions with senior faculty members on post-graduation opportunities.
- **Special Programs.** For example, the chapter may invite a panel of faculty members to discuss how to choose graduate schools or to discuss opportunities for students in the mathematical sciences such as REU programs or research programs on campus.
- **Collaborative Events** are those that are jointly planned and organized by the student chapter and either other Spectra student chapters in the area, other organizational student chapters such as MAA, AWM, AMS, and SIAM, or other LGBTQ+ organizations. Examples include hosting of the following activities:
 - Team Competitions
 - Regional Conferences
 - Panel Discussions
 - Career Days