

Spectra Student Chapter Application Form

Instructions and Benefits

This form is to be submitted by student organizations applying for recognition as a Spectra student chapter. **Please complete this form and email it, along with your proposed bylaws, to the Spectra Membership Committee Chair at membership@lgbtmath.org.** By submitting this form, your student chapter, should it be approved, acknowledges that it will adhere to the conditions and requirements outlined in all Spectra student chapter forms (application form, welcome document, update form, end-of-year report). Failure to do so may result in immediate dissolution of the Spectra student chapter.

Applications are accepted on a rolling basis and are reviewed at Spectra council meetings, typically at the end of each month. After which, an email will be sent notifying you of your application's acceptance or rejection. Should your application be rejected, comments will be included. You will be allowed to resubmit your application after said comments are addressed. If you have any questions or concerns, please email the Spectra Membership Committee Chair.

Student chapters are entitled to use the Spectra name and brand in connection with its activities, request promotion and advertising of its events and activities within Spectra's channels of distribution, and submit requests to the Spectra Board of Directors for funding (subject to availability). Any such requests must go through the Spectra Membership Committee Chair.

The student members and faculty/staff advisors of all Spectra student chapters are entitled to Individual Memberships with Spectra, allowing you to vote in our annual election determining the Spectra Board of Directors. We also encourage your department to become an [Academic Institution Member](#) for \$100 per year.

IMPORTANT NOTE: If your application is accepted, then your student chapter will be required to submit an end-of-year report outlining your chapter's activities over the academic year. This will be discussed in greater detail in the Welcome Document that will be sent to your point of contact.

Section 1 – Student Members & Faculty/Staff Advisor

Part 1.1

Write down the names of the students that will comprise the inaugural board. The duties of each role shall be stated in the submitted bylaws. Following the first full academic year, the board will be determined by election; see [Section 2](#) for more details.

President: _____

Secretary: _____

Treasurer: _____

(Optional)

At Large Board Member: _____

(Optional)

At Large Board Member: _____

Part 1.2

Write down the name and email of the board member that will be the **point of contact** with Spectra.

Name: _____

Email: _____

Part 1.3

Write down the name and email address of the faculty or staff advisor, and get their signature. The advisor must either be a faculty or full-time staff member of the university or college. However, they do not necessarily need to be from the mathematics department. They may be faculty in another department, or full-time staff in a university office (e.g., Office of Equity, Diversity and Inclusion).

PLEASE NOTE: Upon approval by Spectra, the advisor can be removed from their position if the entire chapter board votes to remove them.

Faculty/Staff Advisor: _____

Advisor Email: _____

Advisor Signature: _____

Part 1.4

You will need to keep a record of your student chapter members in a spreadsheet. We encourage you to use our [student chapter membership spreadsheet template](#). Please title your spreadsheet ‘school’ [underscore] ‘spectra’ [underscore] ‘members’; e.g., UWash_spectra_members. For now, please list all the members that plan to join your student chapter, including the board members. More details about what to include in the spreadsheet will be included in your Welcome Document.

Section 2 – Spectra Student Chapter Bylaws

All Spectra student chapters are required to submit and adhere to their own set of bylaws. You may write the bylaws as your incoming board sees fit, on the condition that the bylaws satisfy the conditions outlined in this section. For your reference, you may modify our [sample set of bylaws](#), derived from the University of Kentucky Spectra student chapter bylaws.

Conditions that must be satisfied by the proposed set of bylaws:

- The bylaws must be formally written, similar to a constitution or charter.
- A **non-discrimination clause** prohibiting discrimination on the basis of at least gender identity, gender expression, sexual orientation, race, ethnicity, color, religion, age, national origin, veteran or service status, or disability. (See the sample set of bylaws for Spectra’s recommended non-discrimination clause).
- Hold at least four general chapter meetings per year, spread out among terms (semester/quarter/trimester).
- The faculty/staff advisor is entitled to attend all chapter board meetings, unless the advisor has been removed by the chapter board.

- There must be **at least three and no more than five** elected officers on the board, excluding the faculty/staff advisor. It is up to the chapter board to decide the responsibilities of the officers, but the following responsibilities must be included in some capacity.
 - Designate the liaison with Spectra.
 - Maintain a written record of all student chapter activities, including the number of participants.
 - Submit the end-of-year report.
 - Manage communication with the chapter members.
 - Ensure all activities are accessible to those with visible and invisible disabilities.
 - **President:** lead all board and general meetings
 - **Secretary:** maintain a written record of all board and general meeting minutes.
 - **Treasurer:** maintain a detailed record of all student chapter transactions.
 - (Additional responsibilities may be made as the chapter board deems necessary).
- Elections must be held at the end of each academic year to determine the incoming officers. A procedure for electing officers must also be made.
- A procedure for amending the bylaws.
 - The [Spectra Student Chapter Update Form](#) must be completed, and the point of contact must email the Spectra Membership Committee chair at membership@lgbtmath.org.
 - Amendments to the bylaws may not take effect until approved by the Spectra Membership Committee.
- Procedures outlining the terms for officer replacement.
 - The [Spectra Student Chapter Update Form](#) must be completed, and the point of contact must email the Spectra Membership Committee chair at membership@lgbtmath.org.
- Procedures outlining the terms for faculty/staff advisor replacement.
 - The [Spectra Student Chapter Update Form](#) must be completed, and the point of contact must email the Spectra Membership Committee chair at membership@lgbtmath.org.
 - A signature is not required from the outgoing advisor, assuming their removal was voted upon by the student chapter board in accordance with the current student chapter bylaws.
- Procedures outlining the terms for dissolution of the student chapter entirely.
 - The [Spectra Student Chapter Request for Immediate Dissolution Form](#) must be completed, and the point of contact must email the Spectra Membership Committee chair at membership@lgbtmath.org.
 - The student chapter is not dissolved until approved by the Spectra Council.

Pending the approval of Spectra, all other details of the proposed bylaws may be written as the incoming chapter board sees fit. For example, duties of the officers, voting procedures, construction of temporary committees, etc...