

Spectra Student Chapter End-of-Year Report Form

Instructions

This form is to be submitted every year, **no later than June 15th**, by all existing Spectra student chapters. Please complete this form, along with any required additional documents, and email it to the Spectra Membership Committee Chair at membership@lgbtmath.org. This form will be reviewed at the upcoming Spectra board meeting, typically at the end of the month. After which, an email will be sent to your chapter's *current* point of contact, that is, the person submitting this form.

This form is being submitted on behalf of the Spectra student chapter at the following institution:

Institution Name: _____

Section 1 – General Chapter Meetings

Fill in the following table with information about your chapter's general meetings.

DATE	NUMBER OF ATTENDEES	POINTS OF DISCUSSION

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Section 2 – Chapter Activities

Fill in the following table with information about your chapter's activities.

DATE	NUMBER OF ATTENDEES	DETAILS OF ACTIVITIES

Section 3 – Student Chapter Membership

Please send or share a current record of your student chapter’s members to membership@lgbtmath.org. If a spreadsheet is already shared with the Spectra Membership Committee Chair, then make sure it is up to date. Recall from the Welcome Document that you **must indicate which members are no longer active**, that is, change applicable member statuses from ‘active’ to ‘inactive.’

Section 4 – Renewal of the Student Chapter

Part 4.1

Please check **one** of the following boxes.

- This student chapter has elected new officers and wishes to renew its student chapter status for the next academic year.
- This student chapter does not seek to renew its student chapter status for the next academic year.

If your student chapter wishes to renew its student chapter status, please be sure to complete this section. Failure to do so will result in your student chapter status being “dormant” for up to one year; after which, it will be changed to “inactive.” When submitting this report, **also send an updated version of your student chapter bylaws.**

Part 4.2

Write down the names of the students that will comprise the incoming board. The duties of each role shall be stated in the submitted bylaws.

President: _____

Secretary: _____

Treasurer: _____

(Optional)

At Large Board Member: _____

(Optional)

At Large Board Member: _____

Part 4.3

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

Name: _____

Email: _____

Part 4.4

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).

IMPORTANT NOTE: Upon approval of the Spectra Board of Directors, the advisor may be removed from their position if the entire chapter board votes to remove them.

Faculty/Staff Advisor: _____

Advisor Email: _____

Advisor Signature: _____