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# Spectra Student Chapter Update Form

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## Instructions

This form is to be submitted by any existing Spectra student chapter for the following updates. **Please check the boxes next to the updates being requested.**

- Amendment to the student chapter bylaws
- Replacing a current officer
- Replacing the faculty/staff advisor

Please complete this form and email it, along with any required additional documents, to the Spectra Membership Committee Chair at [membership@lgbtmath.org](mailto:membership@lgbtmath.org). You only need to complete the applicable sections of this form. Submissions are reviewed by the Spectra Membership Committee, typically within a few weeks of your submission. If there are any issues concerning the update, an email will be sent notifying you.

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

Institution Name: \_\_\_\_\_

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## Section 1 – Amending the Student Chapter Bylaws

### Part 1.1

Additional documents to be emailed to the Spectra Membership Committee Chair along with this form:

- A .pdf, .docx, .word or .html file outlining the changes, both additions and removals, being made to the existing bylaws.
- A .pdf, .docx, .word or .html file of the new proposed bylaws.

### Part 1.2

Please acquire all of the following signatures.



I, the President of this Spectra student chapter, accept the proposed amendments to the chapter bylaws and understand that their effectiveness is contingent upon approval by Spectra.

President Signature: \_\_\_\_\_

I, the Secretary of this Spectra student chapter, accept the proposed amendments to the chapter bylaws and understand that their effectiveness is contingent upon approval by Spectra.

Secretary Signature: \_\_\_\_\_

I, the Treasurer of this Spectra student chapter, accept the proposed amendments to the chapter bylaws and understand that their effectiveness is contingent upon approval by Spectra.

Treasurer Signature: \_\_\_\_\_

I, an At Large Board Member of this Spectra student chapter, accept the proposed amendments to the chapter bylaws and understand that their effectiveness is contingent upon approval by Spectra.

At Large Board Member Signature: \_\_\_\_\_

I, an At Large Board Member of this Spectra student chapter, accept the proposed amendments to the chapter bylaws and understand that their effectiveness is contingent upon approval by Spectra.

At Large Board Member Signature: \_\_\_\_\_

I, the Faculty/Staff Advisor of this Spectra student chapter, accept the proposed amendments to the chapter bylaws and understand that their effectiveness is contingent upon approval by Spectra.

Advisor Signature: \_\_\_\_\_

## Section 2 – Replacing a Current Officer

If more than one officer is being replaced, please submit two Spectra Student Chapter Update Forms, one for each officer.

### **Part 2.1: Information on Position to be Changed**

Position being replaced: \_\_\_\_\_

Is the officer currently in this position also the Spectra point of contact? (YES or NO): \_\_\_\_\_

If you answered “YES” to the above question, then please provide the name and email address of the new Spectra point of contact. This may be the incoming officer. If you answered “NO” to the above question, then write “N/A”.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

### **Part 2.2: Outgoing Officer Information**

Outgoing Officer: \_\_\_\_\_

Outgoing Officer Email: \_\_\_\_\_

I, the outgoing officer, accept my removal from this position and understand that I am still entitled to the general membership of this student chapter.

Outgoing Officer Signature: \_\_\_\_\_

### **Part 2.3: Incoming Officer Information**

Incoming Officer: \_\_\_\_\_

Incoming Officer Email: \_\_\_\_\_

I, the incoming officer, accept my new role in this position and the responsibilities associated with it as outlined by the current student chapter bylaws.

Incoming Officer Signature: \_\_\_\_\_

## Part 2.4: Approval of Officers

Please acquire the signatures of the other officers and the faculty/staff advisor.

We, the remaining officers of this Spectra student chapter, approve the changes being made to this position as outlined in the current student chapter bylaws.

Signature #1: \_\_\_\_\_

Signature #2: \_\_\_\_\_

Signature #3: \_\_\_\_\_

Signature #4: \_\_\_\_\_

I, the faculty/staff advisor of this Spectra student chapter, approve the changes being made to this position as outlined in the current student chapter bylaws.

Advisor Signature: \_\_\_\_\_

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## Section 3 – Replacing the Faculty/Staff Advisor

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.

### **Part 3.1: Outgoing Advisor Information**

Outgoing Advisor: \_\_\_\_\_

Outgoing Advisor Email: \_\_\_\_\_

### **Part 3.2: Incoming Advisor Information**

Incoming Advisor: \_\_\_\_\_

Incoming Advisor Email: \_\_\_\_\_

I, the incoming advisor, accept my new role in this position and the responsibilities associated with it as outlined by the current student chapter bylaws.

Incoming Advisor Signature: \_\_\_\_\_

### **Part 3.3: Approval of Officers**

Please acquire the signatures of all the student officers.

We, the student officers of this Spectra student chapter, approve the changes being made to the advisor position as outlined in the current student chapter bylaws.

Signature #1: \_\_\_\_\_

Signature #2: \_\_\_\_\_

Signature #3: \_\_\_\_\_

Signature #4: \_\_\_\_\_