

Bylaws of the Center for the National Math Alliance

I-Preamble: The National Alliance for Doctoral Studies in the Mathematical Sciences (“Alliance”) is a community of math sciences faculty and students with the following goals:

1. To increase the number of doctoral degrees in the mathematical sciences among groups that have been traditionally underrepresented in those fields.
2. To improve placement of students from these groups in doctoral programs in disciplines that recruit undergraduate mathematics majors.
3. To increase the number of Ph.D.s from these groups who enter the professoriate in the mathematical sciences as well as other appropriate professions.
4. To increase funded research collaborations among faculty members at the universities with mathematical sciences doctoral programs and faculty members at colleges and universities focused on undergraduate students.
5. To foster the growth of a community of mathematical scientists that promotes a diverse workforce.

The National Alliance for Doctoral Studies in the Mathematical Sciences prohibits discrimination on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The Alliance also affirms its commitment to providing equal opportunities and equal access to Alliance programs.

To support this mission, Alliance programs are designed to reinforce and build efforts in the mathematical science professions to address underrepresentation and to accelerate the expansion of the Alliance community and foster its growth. These include the Facilitated Graduate Admissions Process (F-GAP) and the Field of Dreams Conference, as well as activities undertaken by regional alliances, which are independent affiliated organizations.

The Executive Director, Director, Associate Director, and Associate Director for Statistics of the Alliance shall periodically review the structures set forth in this document; any revisions shall be presented to the Executive Council (EC) and the Dean of the College of Science at Purdue University (PU) for approval and adoption.

The Alliance will be administered as a Center at Purdue, which reports to the Dean of the College of Science; we describe this structure of this Center below. This Center will be called the Center for the Math Sciences Alliance.

II. Administration

II-A. Directors

II-A1: Executive Director

The Executive Director shall be a tenured faculty member of a Purdue University department which is home to an Alliance Graduate Program Group. The Executive Director’s duties include day-to-day operations of the Center and supervision of Center staff. The Center shall maintain an efficient and effective staff that performs daily tasks including those related to human resources,

accounting, data acquisition and management, communications, office space, supplies, and computer support. The Executive Director shall also coordinate programs, community building, and education designed to support the mission of the Center. In doing so, she or he shall consult broadly and actively with the Alliance communities at the local, regional and national levels. The Executive Director shall ensure efficient day-to-day operations of the Center and effective use and management of the Center's resources. The Executive Director shall provide the EC and the Partner and Member Advisory Committee (PMAC) with all relevant information prior to their respective meetings. Administratively, the Executive Director reports to the Dean of the College of Science. The Executive Director will carry out all these duties in consultation with the Director, Associate Director, and Associate Director for Statistics.

II-A2: Director, Associate Director, and Associate Director for Statistics

The Director, Associate Director, and Associate Director for Statistics shall be Alliance Mentors who are tenured faculty at a mathematical science department at a U.S. college or university. The Director's duties include designing and implementing new programs that promote the mission of the Center. The Director will be the Chair of the Executive Council (see III). The Associate Director will be responsible for outreach and communication with other national organizations with shared goals, and for providing organizational and administrative support to the regional alliances. Regional alliances are independent affiliated organizations that share goals and missions with the Alliance and that coordinate activities in their region to advance the mission of the Alliance. The Associate Director will also represent the Center in the absence of the other Directors. The Associate Director for Statistics acts as the liaison to the Statistics community and oversees the Alliance Statistics Initiative.

II-B. Terms, Evaluation, and Succession of the Directors

The Executive Director shall serve a term of three years subject to annual approval of the Dean of the College of Science. The Director, Associate Director, and the Associate Director for Statistics shall each serve a term of three years subject to annual approval of the Executive Council. The Directors may serve multiple terms. The Executive Director shall also conduct an annual review of the Alliance office staff.

One year prior to the end of the term of the Executive Director, the Executive Director shall notify the Dean of the College of Science as to whether she or he seeks reappointment or intends to step down. In the first case, the Executive Director shall undergo the standard review process for administrators in the College of Science, as overseen by the Dean of the College of Science. Typically the Dean will seek input from the Executive Council and the Alliance leadership as part of this process. If the Executive Director intends to step down, or the term of the Executive Director is not renewed, the Dean of the College of Science shall appoint a new Executive Director meeting the criteria set forth in II-A, with the advice of the Executive Council.

When the positions of Director, Associate Director, Associate Director for Statistics, or Program Advisor are to be filled, the new appointees shall be chosen by the Executive Council with the advice of the Selection Committee (see VI).

Should the Executive Director become incapacitated, as determined by the Executive Council in consultation with the Dean of the College of Science, the Director will become Acting Executive Director. Should there be no Director, the Associate Director shall become Acting Director.

III. Executive Council

The Alliance shall have an Executive Council (EC), and this will also be the Executive Council of the Center. Members of the Council shall be Alliance Mentors who have leadership experience in areas related to Alliance activities. The EC will be the governing body of the Alliance and shall be responsible for setting all Alliance policy.

III-A. Semi-Annual Meeting and Teleconferences: The Council will meet semiannually. One meeting typically takes place in conjunction with the Field of Dreams Conference, and the other approximately six months later. The second meeting may take place at potential sites for future Field of Dreams Conferences, or at Purdue University. Prior to each meeting the Executive Director shall provide the Council with a semiannual report on the programs and activities of the Alliance. At each meeting, the EC will evaluate the Center's financial and operational plans and its performance with respect to its mission. At the request of the Dean of the College of Science, the EC can meet in executive session with the Dean and report on both the state of the Alliance and the Executive Director's performance.

The Council may hold additional meetings or teleconferences as often as deemed necessary.

III-B. Members of the Council: Inaugural members of the Executive Council are Donald Cole (U. Mississippi), Philip Kutzko (U. Iowa, Chair), Leslie McClure (Drexel), Helena Noronha (Cal State Northridge), and William Vélez (U. Arizona). Should vacancies occur, new members shall be selected by the EC from among those recommended by the Selection Committee (see VI).

III-C. Chair of the Council: The Director shall serve as Chair of the Council. The Chair shall preside over all Council meetings and, in consultation with the Executive Director, shall set the meeting agenda. She or he shall insure that EC recommendations are communicated to the Executive Director and to the Dean of the College of Science. The Chair shall serve as a representative of the Council to meetings in which the Executive Director shall deem a Council representative to be useful.

III-D. Bylaws: This is the governing document of the center as approved by the Executive Council with the advice and consent of the Dean of the College of Science, Head of the Mathematics Department, and the directors at the initiation of the Center. Any amendment to, or revision of, these bylaws must be approved by a majority vote of the EC with the advice and consent of the Dean of the College of Science.

IV. The Partners and Members Advisory Committee

There shall be a Partners and Members Advisory Committee (PMAC) that will advise the Directors by discussing mission, goals and activities of the Alliance. PMAC will consist of one representative from each Member GPG and one member from each Partner organization. Members and Partners appoint their own representatives to this committee.

IV-A. Annual Meeting

The Partners and Members Advisory Committee shall meet annually, typically in conjunction with the Field of Dreams Conference. When appropriate, the Executive Director shall provide reports on the programmatic and financial activities of the Alliance. If the Directors or EC deem it appropriate, the directors may communicate with the PMAC outside of the annual meeting in order to gather information and advice.

The EC members attend the PMAC meeting, and the Executive Director functions as the Chair of the PMAC.

V. Center Partners

Center Partners (CP) are organizations whose partnerships are intended to increase their involvement in Alliance activities and in the Alliance community. Partners are represented on the Partners and Members Advisory Committee (IV-A). Partners also meet as a group by teleconference once a year, with the directors and members of the EC, in conjunction with the spring EC meeting, so the Center can brief the CP on the Center's activities and progress. The Center will seek advice from the Partners, as deemed necessary, to help advance the mission of the Alliance.

VI. Selection Committee

There shall be a Selection Committee which will recommend new members for the Executive Council. The Selection Committee shall also advise the EC regarding candidates for Directorships or Program Advisors as described in II-B. The Partners and Members Advisory Committee, and the Regional Council (VII) shall each appoint three Selection Committee members. In addition, the Center Partners shall be represented by an additional member. This member is appointed by a Center Partner and the Center Partners rotate this responsibility by two-year terms in an order determined by the EC. The Director will serve ex officio.

Achieving and maintaining diversity with respect to gender and ethnicity, as well as appropriate balance between various communities within the Alliance, shall be considered in the selection of all Center committee members.

To ensure connections to the wider Alliance community, the Selection Committee will solicit nominations for the Executive Council from representatives that community. The Director shall distribute these names to the Selection Committee.

VII: Regional Alliances

The Alliance is affiliated with several independent regional alliances, and the number of these is expected to increase. The EC shall determine which regional alliances should be officially affiliated with the Alliance.

VIII-A: Regional Council

There will be a Regional Council (RC) consisting of one member from each officially affiliated regional alliance. The Director shall serve *ex officio*. The RC shall meet annually in conjunction with the Field of Dreams Conference.

IX: Consolidation of Regional Council and Partners and Members Advisory Committee

Typically the Regional Council meeting and the Partners and Members Advisory Committee meeting shall share several agenda items, so these meetings may be consolidated for part (or even all) of each committee's agenda.

X. Evaluation and Assessment

The Center shall establish and maintain data collection and management procedures in order to provide the basis for evaluation of its programs. These data will include mentor data, scholar data, conference data, and specific program data. On a regular basis, the Executive Director shall evaluate and assess the programs of the Center in order to determine the extent to which programs advance the mission of the Center and to provide feedback to the EC, PMAC, RC, and the sponsoring agencies and institutions.

XI. Dissemination and Public Outreach

The Center shall disseminate results and achievements of Center programs. This shall include materials assembled from conferences, studies, newsletters, and website announcements.

The Center shall publish a newsletter several times a year to inform the Alliance community of future programs and activities, as well as recent achievements and activities.