

*The Constitution for*  
**The Spectra: The Virginia Engineering and Science  
Research Journal**

*at the University of Virginia's School of Engineering and Applied Sciences*

**Article I:     Name**

The Spectra: The Virginia Engineering and Science Research Journal

**Article II:    Purpose & Goals**

*Clause I: Mission Statement*

The Spectra is committed to the development of research excellence at the School of Engineering and Applied Sciences at the University of Virginia. It publishes prominent undergraduate research with a threefold purpose: to provide publication opportunities for undergraduates catering to the engineering sciences, to promote a community of research, and to serve as an educational tool for prospective students. It aims to publish faculty-sponsored and peer-reviewed papers reflecting a wide range of topics containing the core values of technical credibility, relevancy, and originality.

*Clause II: Rationale*

Since the University prides itself in its undergraduate engineering research, engineering design and applied science research, and that technical and research based writing is an integral part of the engineering and science curriculums (i.e. STS department, Engineering Thesis Requirements, Distinguished Majors Thesis, independent research) the creation of an engineering and science research journal will provide a much needed service to the University community.

*Clause III: Goal*

The goal of the journal is to establish a well-funded, sustainable undergraduate engineering and science research journal, which would publish prominent research papers. The journal may also include the opportunity for faculty members to publish letters addressing pressing issues in the engineering and science fields. The Student Editorial Board will strive to ensure the journal is widely read through its distribution methods.

**Article III: Election Process**

*Clause I: Officer (Executive Board) Election Process*

The journal officers are elected at the end of every academic year. Only active members of the current Executive and Student Editorial Boards are eligible to attend and participate in officer elections. All votes bear equal weight. If the current Editor-in-Chief deems a lacking of interest in elections, he or she holds the right to offer candidacy to the members of the engineering student body.

Candidates for officer positions will present a brief speech to the voting body and answer questions while rival candidates wait outside the meeting room. Candidates for a given position will wait outside during his or her voting period and cannot vote for the position they run for. The candidate with the majority of the quorum wins. Candidates that did not win the position they first sought may run for other positions. The officer positions open for election each year are:

- (1) Editor-in-Chief (President)
  - (1) Associate Editor-in-Chief (Vice-President)
  - (1) Fundraising Chair (Treasurer)
  - (1) Publicity Chair (Secretary)
  - (1) Layout Editor

*Clause II: Student Editorial Board Application Process*

Students interested in serving on the Student Editorial Board will fill out a brief application created by the newly elected Editor-In-Chief following Elections. The newly elected Executive Board will review these applications and appoint a new Student Editorial Board. The Student Editorial Board should roughly represent all areas of the School of Engineering and Applied Sciences.

Furthermore, a second round of appointments to the Student Editorial Board may be issued during the fall semester by the newly elected Editor-in-Chief. Only undergraduate or graduate students are eligible to serve on the Student Editorial Board.

*Clause III: Committee Appointment Process*

Subsequent to the election of the Student Editorial Board, the Layout Committee, Fundraising Committee, and Publicity Committee will be formed. Each member of the Student Editorial Board is required to serve as a committee member. The newly elected Editor-in-Chief is responsible for distributing the members of the Student Editorial Board to the various committees, while considering the interests of the student editors.

*Clause III: Faculty Advisory Board Appointment Process*

The Editor-in-Chief and Associate Editor-in-Chief will select faculty to serve on the Faculty Advisory Board. Each faculty member will meet with the Editor-in-Chief and Associate Editor-in-Chief to discuss commitment and expectations. The Faculty Advisory Board will contain members that best reflects the diversity of disciplines of the engineering school. One member of the Faculty Advisory Board must be from the Science Technology and Society Department.

*Clause IV: Faculty Advisor Appointment Process*

The Dean of engineering and the Editor-in-Chief are responsible for selecting one tenured faculty member from the School of Engineering and Applied Sciences to serve as Faculty Advisor to the journal.

**Article IV: Responsibilities**

*Clause I: Editor-in-Chief (President)*

The Editor-in-Chief serves as a leader of both the Executive Board and the Student Editorial Board, charged with overseeing every stage of the journal's production. The Editor-in-Chief must be a degree-seeking undergraduate student in the School of Engineering and Applied Sciences. The Editor-in-Chief will work closely with the Faculty Advisor. Furthermore, the Editor-in-Chief is responsible for orchestrating the specific duties of the remaining officers and the Student Editorial Board, not explicitly listed in the constitution and will coordinate meetings of the journal's staff. The Editor-in-Chief is responsible for all actions taken by the journal's staff and must continually advance the journal's finances, goals, and purposes as described in Article II.

The Editor-in-Chief is responsible for administering the election of new officers to the Executive Board at the end of the academic year. In the case where the Editor-in-Chief is a candidate for a position on the Executive Board, then the Editor-in-Chief will defer his or her responsibilities to the next current non-candidate member of the Executive Board in the order of the positions listed in Article III.

The Editor-in-Chief holds the unique power and final say to accept or reject any paper submitted to the journal over the decision made by the Executive Board. Further, the Editor-in-Chief may also accept a rejected paper for peer review. The Editor-in-Chief is responsible for appointing Primary Editors from the Student Editorial Board. Further, the Editor-in-Chief is responsible for appointing a webmaster.

*Clause II: Associate Editor-in-Chief (Vice-President)*

The Associate Editor-in-Chief, or Vice-President, also serves as the student representative to the Faculty Advisory Board. The Associate Editor-in-Chief serves as a liaison between the Faculty Advisory Board and the Student Editorial Board. This responsibility includes processing the input of the Faculty Advisors and presenting it to the Editor-in-Chief and the Primary Editors throughout the review process. The Associate Editor-in-Chief is also in charge of creating and updating the rubric used to evaluate each submitted paper.

The Associate Editor-in-Chief is in charge of planning the annual banquet to honor the published undergraduates and an unveiling of the year's official journal.

*Clause III: Fundraising Chair (Treasurer)*

The Treasurer also serves as the chair to the Fundraising Committee. The primary responsibility of the Treasurer is to oversee finances and ensure that the Fundraising Committee is actively working to maintain the financial stability of the journal. The Treasurer will submit a proposed budget to the Executive and Student Editorial Boards at the beginning of each academic year. The Treasurer is responsible for securing grants, donations, and endowments for the journal. The Treasurer is responsible for maintaining the general account and operational funds account. Grants and endowments awarded to the journal are initially deposited in the general account. The operation funds account is intended for immediate transactions for administrative functions to be paid. Last, the Treasurer is in charge of the distribution of the distribution of the journal.

*Clause IV: Publicity Chair (Secretary)*

The Secretary also serves at the chair to the Publicity Committee. The Secretary will take meeting minutes and record all dealings of the journal with regards to major decisions, grant acceptances, and publications. The Secretary will also coordinate the paper submission and selection process. This may include holding information sessions to all potential authors and organizing a system for submission. The Secretary is responsible for maintaining open communication with other undergraduate journals on Grounds.

The Secretary may formulate press releases to other publications as necessary throughout the year. The Secretary will direct the Publicity Committee to also design, print, and distribute flyers, posters, and other means of advertisement to prospective authors. The Secretary may coordinate presentations to classes, promoting the journal and the relevant submission information. The Secretary and the Editor-in-Chief are in charge of the mass emails sent out to the undergraduate body in promoting application to the journal for publication.

*Clause V: Layout Editor*

The Layout Editor is in charge of the visual design and layout of the journal. The Layout Editor will construct multiple candidate designs to present to the Executive Board and the Student Editorial Board for discussion and selection. Each published paper will be prefaced with a biographical page of the author and his or her research. The biography section will contain a brief author biography, including the author's research interests and photograph. The Layout Editor may design the Spectra apparel.

The Layout Editor is in charge of the printing arrangements of the journal. The Layout Editor will work with the Treasurer to incorporate financial constraints into the journal design. The Layout Editor and the Editor-in-Chief are in charge of overseeing the printing process. The Layout Editor is in charge of the Layout Committee.

*Clause VI: Webmaster*

The Webmaster is in charge of designing and updating the journal website, including all necessary information for applicants as determined by the Secretary. The webmaster will ensure that an electronic version of the journal at a minimum of three months after the printed publication.

*Clause VII: Student Editorial Board*

The primary purpose of the Student Editorial Board is to thoroughly review and edit submitted papers for publication. The Student Editorial Board is also responsible for assisting the committee chairs as described in Article V. If interested, members of the Student Editorial Board can serve on up to two committees. Members of the Student Editorial Board are classified as either Primary Editors or supporting editors for a paper.

*Clause VIII: Faculty Advisory Board*

The primary purpose of the Faculty Editorial Board is to advise the Student Editorial Board. The Faculty Advisory Board's level of involvement will be defined by the Associate Editor-in-Chief. It must be noted that this journal is to remain a student-run, student-defined, and student-led endeavor. All major decisions regarding the journal lay in the hands of the Executive Board.

*Clause IX: Faculty Advisor*

The Faculty Advisor will work closely with the Editor-in-Chief and Associate Editor-in-Chief to continually improve the reputation and quality of the journal.

**Article V: Committees**

*Clause I: The Layout Committee*

The Layout Committee, led by the Layout Editor, is in charge of the crafting and design of journal. Any final decisions of the journal's layout must first be approved by the Editor-in-Chief. The Layout Committee is also in charge of the printing process

*Clause II: The Fundraising Committee*

The Fundraising Committee is lead by the Treasurer in seeking funds, grants, and endowments of any sort. This committee is responsible for continually seeking ways to fund the journal's assembly, production, and distribution. The Fundraising Committee will consider previous approaches to receiving funds in addition to seeking out new sources of funding. The Fundraising Committee is in charge designing and implementing the journal's distribution process.

*Clause III: The Publicity Committee*

The Publicity Committee is lead by the Secretary in advertising and promoting the journal to relevant groups within and outside of the University of Virginia. This committee will direct a strategic flow of advertisements to the undergraduates within the School of Engineering and Applied Sciences. The Publicity Committee will work in conjunction with the Editor-in-Chief in the paper submission and selection process.

**Article VI: Paper Selection Process**

*Clause I: Paper Grading*

Once the candidate papers are submitted, the Secretary is in charge of removing all author-identifying information from the papers and making them available to the Student Editorial Board. The papers are to be thoroughly read and graded, using the rubric approved by the Associate Editor-in-Chief, by the Student Editorial Board.

*Clause II: Initial Paper Selection*

Once all of the submitted papers and rubrics are collected, the Secretary will call an official meeting Executive Board. At this meeting, the Editor-in-Chief will distribute the papers and the rubrics. The Executive Board will discuss in length each paper by reviewing the paper and its associated rubrics. The Executive Board will deliberate and select which papers go on to the peer review stage.

*Clause III: Peer Review*

For each of the papers selected for peer review, Primary Editors will be selected by the Editor-in-Chief from the Student Editorial Board. The Primary Editors hold the additional responsibilities of selecting one graduate student to aid in peer reviewing.

The Primary Editor is responsible for maintaining communication between the reviewers, the Editor-in-Chief, and the authors.

*Clause IV: Editing and Final Selection*

Once the authors have completed the editing process, the Editor-in-Chief will discuss the changes with the Primary Editors to confirm that the paper meets the journal's satisfaction. The Editor-in-Chief holds the power to reject a paper that was not edited sufficiently to meet the journal's standards.

**Article VII: Meetings**

*Clause I: Executive Board Meetings*

The Editor-in-Chief will call weekly or bimonthly meetings for the Executive Board.

*Clause II: Student Editorial Board Meetings*

The Editor-in-Chief will call weekly or bimonthly meetings for the Student Editorial Board.

**Article VII: Finances**

All financial arrangements will first be constructed by the Treasurer and approved by the Editor-in-Chief. If secured funds exceed the cost of journal production, the money will be saved and used for subsequent years. Finances may be spent on operational costs of the journal throughout the year in addition to the journal's printing and distribution cost.

**Article IX: Amendments**

The Constitutional amendments must be proposed by a member of the Executive Board and voted upon by the Student Editorial Board. The voting for a constitutional amendment must occur at a minimum of one week after said amendment has been proposed. Constitutional amendments are accepted 3/4 majority of the quorum. The Spectra's quorum shall be defined as 2/3 of the active Student Editorial Board members.

**Article X: Ratification**

This constitution shall go into immediate effect upon being signed by 3/4 of the active 2009-2010 Editorial Board members.

**Founding Executive Committee**

***Editor-in-Chief***

***Associate Editor-in-Chief***

***Treasurer***

***Secretary***

***Layout Editor***

**Founding Editorial Board Members**