Equity, Diversity, and Inclusion Committee (EDI) Charter
As approved by the SPIE Board of Directors 13 Nov 2020

Purpose

Develop an overarching strategy for SPIE to improve and enhance equity, diversity, and inclusion in all aspects of SPIE. Diversity is defined as any group that is considered to be underrepresented in the fields of science and engineering. This includes race, gender, ethnicity, lifestyle, economic and geographic.

Goals and Deliverables

1. Develop and implement strategies to ensure that the percentage of recognized members in the diverse groups match or exceed membership demographics; activities include committees, conference leadership, plenary, keynote and invited talks and all other aspects of SPIE.

2. Implement a process to increase the diversity in the nomination and recognition of SPIE members.

3. Educate SPIE community about unconscious and implicit bias and build a culture where equity, diversity, and inclusion are a part of the fabric of the community.

4. Develop opportunities for recognition of underrepresented groups within SPIE.

5. Develop and implement strategies to provide equal opportunities and equity in the optics and photonics workforce.

6. Develop strategies to attract a more diverse group to pursue optics and photonics careers.

7. Provide support for our diverse community towards professional development, career guidance, critical conversations, uncomfortable environment, and conflict resolution.

8. Disseminate our goals and strategies to the community, i.e. make visible opportunities, resources and support for a diverse community.

Membership

- The committee consists of a Chair, appointed by the SPIE President-Elect, and approved by the Board (at second Board meeting of year preceding term). Strong preference is given to a Chair candidate who is a current member of the committee and has served at least one year.

- The Chair is asked to serve a three-year term (usually not extended).

- Committee members are appointed by the newly approved Chair and approved by the Board (third Board meeting of year preceding term).

- The Chair selects a group of committee members of diverse technical, national, gender, and ethnicity such that its composition aspires to be in line with the Society’s membership composition and goals.

- The members are asked to serve a three-year term with the possibility of renewal.

- Committee members must be current SPIE voting members, able to devote the necessary time to the committee’s work and attend committee meetings.

Logistics

The committee meets twice per year, whether in person or virtually. Meetings generally coincide with Photonics West in Q1 and Optics+Photonics in Q3. Additional meetings may be arranged as needed.
The Chair of this committee serves on the Strategic Planning Committee. As a member of the Strategic Planning Committee the Chair may be asked to attend one additional in-person meeting each year.

**Authority**

The Equity, Diversity and Inclusion Committee is a Standing Committee of the Board and shall report and make recommendations directly to the Board.

**Quorum**

Quorum is established for in-person and virtual meetings by a simple majority of committee members, inclusive of the Chair. Once a quorum is established a majority of the votes cast is required for the passage of a motion made during in-person and virtual meetings (abstentions and recusals do not count for or against a motion). The Chair may choose or choose not to vote on any motion or may choose to only vote in order to break a tie.

**Guiding Documents**

SPIE bylaws shall take precedence over the Committee Charter.

Members of the committee agree to:

- Abide by the SPIE Code of Conduct, Anti-Harassment, Conflict of Interest and Confidentiality Policies.