

The Constitution of *SPIE Optics + Photonics Student Chapter at UU*

Article I

1. The name of this organization shall be *SPIE Optics + Photonics U of Utah Branch*.
2. The membership of this organization shall consist of any UU student, undergraduate or graduate, with an interest in optical science and optical engineering. The members of the chapter shall be either student or regular members of the Optical Society of America and/or Society of Optical Engineering (SPIE).
3. For the purposes of this Constitution, a registered member is defined as one who attends meetings on a regular basis and also, is a member of SPIE.
4. The financial records of this organization shall be made available to university administrators upon request.
5. The *SPIE Optic + photonics U of Utah Branch* does not discriminate on the basis of race, color, national origin, religion, sex, handicap or age in any of its policies, procedures, or practices.

Article II

The objective of this chapter shall be:

1. To promote awareness of the optical science and optical engineering among the academic and local communities,
2. To serve as a means of communication and interaction between students, faculty, and administration,
3. To establish interaction between students and local sections and national headquarters of the Optical Society of America and SPIE
4. To broaden the student's insight of post-graduate opportunities, and try to connect them with people, companies, and universities.

Article III

A quorum of thirty percent of the total membership shall be required for business to be transacted or elections held at any meeting.

Article IV

A. Chapter Officers

1. All officers shall be full time students of UU, members of good standing of the chapter, and national members of the Optical Society of America and/or SPIE.

B. Nominations and Elections

1. The elected officers will be President, Vice President, Treasurer, and Secretary.
2. Nominations for the officers shall be conducted by a committee consisting of three members appointed by the President. All members can nominate and only members can be nominated. The committee's role will be to ensure a full slate of candidates for the officers.
3. Nominations will be open for one week after the first regular meeting of the Spring quarter.
4. Elections will be held at the second regular meeting of the either the Spring quarter. Voting must continue until a candidate wins by majority of members present. If no

majority is obtained, the candidate with the fewest number of votes will be eliminated and voting will continue.

5. In case of a vacant office, a special election will be held at the next regular meeting.

C. Term of Office

1. The term of all officers shall begin at the end of Spring quarter.

D. Removal from Office

1. An elected officer can be removed from office for misconduct or failure to perform the duties of his/her office.

2. Removal must be approved by a two-thirds vote of the members present, after the charges have been openly preferred against the officer by a member of the chapter - one meeting prior to the meeting at which the removal vote is to be taken.

E. Duties of Officers

1. *President* — To organize meetings, to run meetings in an orderly fashion, make necessary decisions, to make sure all necessary tasks are done, and to represent and be responsible for the chapter.

2. *Vice President of SPIE Affairs* — To preside over chapter activities, and responsible for all SPIE Chapter requirements, including but not limited to: submitting the SPIE annual report, program reports and all activity grants accurately and in a timely manner.

3. *Treasurer* — To be responsible for the financial obligations to the chapter, coordinate payment of dues, and distribute funds accordingly.

4. *Secretary* — To take minutes of all chapter meetings and to be responsible for all correspondence of the chapter. To maintain communications with ASUU/SPIE. Responsible for submitting annual reports to the ASUU/SPIE.

5. *Events Coordinator* — To be responsible and organize events, including but not limited to: reserving rooms, making sure there are sufficient provisions (food/drink). Also, contact other chapters for joint events.

6. *Public Relations* — To be responsible for all forms of advertising of the chapter and its events, including but not limited to: designing flyers for events, disbursing said flyers to the appropriate places (e.g. email to the EE chair's office and physically post in the Physics and Astronomy Building), sending emails to the appropriate lists.

Article V

A constitutional amendment may be proposed by any member. It must then be present to the general membership. Proposed amendment must be made available to all members at least five (5) school days prior to voting. Any proposed amendment requires a two-thirds (2/3) approval and shall go into effect immediately, unless otherwise specified, but never later than the last day of the quarter when it was approved.

Article VI

1. Student chapter dues shall be paid and funds will be managed by the Treasurer.