



Constitution

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Article 1 – Name

1.1 This organization shall be known as the Carleton University SPIE Student Chapter, hereinafter referred to as the “Chapter”.

Article 2 – Purpose

2.1 The purpose of the Chapter shall be to promote the discipline of optical science and engineering through the organized effort of this group in study, research, and discussion; to disseminate knowledge of the field of optical engineering, and to further the professional development of the members. The Chapter shall promote membership in SPIE by acquainting the student body with the ideas, purposes, and objectives of SPIE.

2.2 The organization and operation of the Chapter shall be in accordance with the Constitution and Bylaws of SPIE.

Article 3 - Affiliations

3.1 The group is a student chapter of SPIE, hereinafter referred to as the “Society”, based out of Carleton University, Ottawa, ON.

Article 4 – Membership

4.1 Membership shall be limited to undergraduate and graduate students at Carleton University.

4.2 There are two classes of membership that exist within the Chapter, detailed as follows:

4.2.1 **General Members** are defined as any student who has signed up for the student group mailing list through the submission of the Membership Form and has an active student membership with SPIE affiliated with Carleton University.

4.2.1.1 **Executive Members** are any General Members who have been elected by the General Membership to the Executive Committee as outlined in Article 6 or a General Member who has been appointed by the existing Executive Committee to temporarily fulfill a vacant role.

4.2.2 **Associate Members** are defined as any student who has signed up for the student group mailing list through the submission of the Membership Form.

4.3 Any Associate Member may choose to obtain student membership with SPIE and become a General Member.

4.4 Membership shall consist of a minimum of 10 General Members.

4.5 There shall be no membership discrimination on the basis of race, colour, sex, marital status, religion, national origin, or age

4.5.1 Protection against membership discrimination shall not be limited to those groups listed in Article 4.5.

4.6 Eligible students who wish to become affiliated with the Chapter must indicate this by asking for subscription to the mailing list by emailing spiecpjc@gmail.com

4.7 The conditions of membership in the Chapter are as follows:

4.7.1 To remain in good standing, a member must meet the criteria outlined in Article 4.2.1 or 4.2.2.

4.7.2 A member in bad standing is defined as any member who does not meet the criteria outlined in Article 3.2.1 or 3.2.2, or who has clearly and purposefully worked against the group's stated purpose and objectives.

4.7.2.1 Should a General Member's membership with SPIE expire, they will be considered an Associate Member until their SPIE membership is renewed.

4.7.3 All members in bad standing will be given written notice of this fact by the Executive Committee and will be given two months from the receipt of this notice to either attend a group event or meeting or to propose an alternate measure to amend the member's participation. If a member in bad standing fails to communicate with the Executive Committee within that time, their membership privileges with the Chapter will be revoked until the next academic year.

Article 5 – Executive Committee

5.1 The composition of the Executive Committee shall be:

5.1.1 President, recognized by SPIE as President,

5.1.2 Vice-President (VP) Events, recognized by SPIE as Vice-President,

5.1.3 Vice-President (VP) Finance, recognized by SPIE as Treasurer,

5.1.4 Vice-President (VP) Internal, recognized by SPIE as Secretary,

5.1.5 Vice-President (VP) External, not a position recognized by SPIE.

5.2 Members of the Executive Committee, or Executive Members, are elected to office by the General Members of the society. Eligibility for the positions are as follows:

5.2.1 General Members with the Chapter,

5.2.2 Must be in good standing.

5.3 The Executive Committee must act within SPIE's mandate for Student Chapter Officers.

5.4 Duties of the Executive Committee Members are as follows:

5.4.1 The President, as Chief Executive of the Chapter, shall:

5.4.1.1 Supervise the Chapter's affairs and activities. The President is the executive, administrative, presiding and reporting officer,

5.4.1.2 Be responsible for public relations, publicity and promotion of the Chapter's activities,

5.4.1.3 Complete annual training as required,

5.4.1.4 Complete student group registration with Carleton University,

5.4.1.5 Possess signing authority on the group bank account, approves expenses, and

5.4.1.6 Assume all other executive duties not otherwise delegated.

5.4.2 The VP Events shall:

5.4.2.1 Plan, advertise and run events on behalf of the Chapter following their allotted budget.

5.4.2.2 Track any expenses incurred from performing duties on behalf of the Chapter and file reimbursement requests to the VP Finance, and

5.4.2.3 Assist with all other executive duties not otherwise delegates.

5.4.3 The VP Finance shall:

5.4.3.1 Maintain the financial records of the Chapter.

5.4.3.2 Organize the budget for events.

5.4.3.3 Approve requests for reimbursement.

5.4.3.4 Hold signing authority on the Chapter bank account.

5.4.3.5 Submit the financial report to SPIE by the deadline stated on the website.

5.4.3.6 Assist with all other executive duties not otherwise delegated.

5.4.4 The VP Internal shall:

5.4.4.1 Maintain a record of all meetings.

5.4.4.2 Track membership of the Chapter.

5.4.4.3 Ensure communication channels between members are accessible.

5.4.4.4 Review and update the constitution as needed.

5.4.4.5 Assist with all other executive duties not otherwise delegated.

5.4.5 The VP External shall:

5.4.5.1 Act as liaison between the Chapter and Carleton University, SPIE, and other external organizations,

5.4.5.2 Handle communications with other student groups within Carleton.

5.5 Other Executive Members

5.5.1 Faculty Advisor

5.5.1.1 The SPIE Advisor shall be a member of the faculty, a current member of SPIE.

5.5.1.2 The SPIE Advisor shall serve the Chapter and SPIE as an intermediary and resource person.

5.5.1.3 The SPIE Advisor is a non-voting member of the Executive Committee.

5.6 Removal and replacement of officers

5.6.1 An Executive Member in bad standing will be removed from the group in compliance with Article 4.7.3.

5.6.2 If an Executive Member fails to fulfill the duties of their position, any General or Executive Member may petition for their impeachment. The petition must be presented to the General Membership by the complainant at its next meeting. Impeachment requires a two-thirds (2/3) majority vote to pass.

Article 6 – Elections

6.1 Eligibility:

6.1.1 In order to be eligible to run and hold office, a member must be a General Member in good standing with the Chapter at the time of nomination and election.

6.1.2 In order to be eligible to vote in an election, a member must be a General Member in good standing with the Chapter.

6.2 Election supervision:

6.2.1 Elections will be monitored by the current President of the Chapter. If the current President plans to run as a candidate, they must appoint an impartial, non-campaigning General Member to monitor the election.

6.2.2 This position shall be referred to as the **Elections Supervisor**

6.3 Election procedures:

6.3.1 Elections will be held annually in April, on or before the last day of classes.

6.3.2 Members will declare their candidacy via email to the Chapter email address: s piecpjc@gmail.com. General Members may also be nominated by any other General Member of the Chapter; their candidacy will not become official until the nominee confirms their candidacy via email to the Chapter email address. Members must declare or confirm their candidacy at least two weeks prior to the election.

6.3.2.1 To declare candidacy or nomination, the email must state the full name of the candidate and position.

6.3.2.2 Should a General Member nominate another General Member, the Elections Supervisor must inform the nominee within 24 hours of receiving the nomination.

6.3.2.3 General Members shall have 2 weeks to declare nominations.

6.3.3 The term of office shall be one (1) year starting two (2) weeks following the announcement of the election results to allow for transition of roles.

6.3.4 No General Member shall be elected to office if graduating before completing at least one-half (1/2) year in office.

6.3.5 No officer may hold a particular office for more than two years, as per SPIE chapter regulations.

6.3.6 All eligible members shall be given an opportunity to vote by secret ballot. Ballots shall be counted by a majority of the outgoing officers and supervised by the Faculty Advisor.

6.3.6.1 Votes shall be cast via electronic ballot.

6.3.7 The election period will run for a total of three weeks.

6.3.7.1 The election period is defined from the date where candidates are announced to the end of the voting period.

6.3.7.2 General members shall have 1 week to cast their vote once the voting period has begun.

6.4 Appeals and by-elections:

6.4.1 A candidate of General Member may appeal election results within one week of the election results announcement

6.4.2 Should an executive position not be filled or become vacant partway through the year, the current President will, with two-thirds (2/3) executive support, appoint a General Member to that position.

Article 7 – Meetings

7.1 The Chapter shall hold at least three meetings during the school year, with the exact date determined by the Executive Committee

7.2 Two (2) Annual General Meetings will be held in January and September of every year to mark the start of each term. All members will be notified in writing two weeks prior.

7.3 Notice of all meetings shall be posted at least seven (7) days prior to the date of the meeting via the mailing list and may be further publicized in any manner the President deems necessary and proper.

7.4 General Meetings shall be optional during the summer term (May-August), the Executive members shall still hold regular meetings.

7.5 At all Special Meetings of the Members, every question shall be determined by a two-thirds (2/3) majority of votes cast unless the consent of a greater number is required by law, the Constitution, or any rules of order adopted by the Members.

7.5.1 General Members shall receive 90 days notice of a Special Meeting.

7.6 Special meetings of the Members include, but are not limited to, any meeting called for the purpose of:

7.6.1 Expelling a Member of the society;

- 7.6.2 Removing a Board Member of the Society from office;
- 7.6.3 Approving amendments and appeals to the Society's by-laws;
- 7.6.4 Withdrawing funds from the investment portfolio; or,
- 7.6.5 Increasing the minimum balance of the investment portfolio.
- 7.6.6 Dissolution of the club.

7.7 For all other business a majority of votes cast shall be sufficient to pass a motion.

Article 8 – Dues

8.1 The Board of Directors of SPIE shall set the regular annual dues for all SPIE Student members.

8.2 SPIE Student membership dues shall be paid directly to SPIE.

8.3 Members of the Chapter may make a voluntary contribution to the Chapter Treasury. This amount may be classified as donation and shall be paid directly to the Chapter treasury for use by the Chapter. SPIE shall be notified of the amount.

Article 9 – Annual Reports

9.1 The Chapter shall forward an Annual Report to SPIE by May 1. This report shall include a financial statement and activity summary for the year.

Article 10 – Probationary Status and Revocation

10.1 The Chapter shall maintain a minimum of ten (10) SPIE members and hold at least three (3) meetings per year to retain SPIE Student Chapter status.

10.2 Any Chapter that fails to comply with Article 10.1 shall be placed on Probationary status for one (1) year.

10.3 If a Chapter does not rectify the situation for which it was given probationary status or fails to comply with Article 10.1 in any other way during the year of probation, its Charter will be revoked by action of the SPIE Board of Directors. A Student Chapter's Charter may also be revoked if its continuance is considered by the Board of Directors not to be in the best interest of the Society.

10.4 If the Chapter's Charter is revoked as detailed in Article 10.3, the group will remove all titles and images affiliating itself with SPIE. The group's new name will be decided by a two-thirds (2/3) majority vote.

Article 11 – Authority and Financial Obligations

11.1 The SPIE Carleton University Student Chapter shall not have authority to act for or in the name of SPIE and shall not incur any financial obligations whatsoever in the name of SPIE or in the name of the Faculty Advisor. The SPIE Carleton University Student Chapter agrees that the

Society or the Faculty Advisor shall not be held responsible, directly or indirectly, for any claims or damages arising in satisfying the provisions of this agreement unless specifically agreed upon by the SPIE Executive Committee or its designated representative.

Article 12 – Finances

12.1 Fiscal timelines:

12.1.1 The Chapter's fiscal year runs from May 1 to April 30.

12.1.2 The VP Finance shall be responsible for making deposits when an amount greater than \$250 has accumulated in the cash box.

12.1.3 Bank statements and other financial documents are to be kept in a secure location for five (5) years before being shredded.

12.2 Expenses and reimbursement:

12.2.1 The VP Finance and President must approve all expenses under the Chapter's name prior to releasing any funds.

Article 13 – Dissolution

13.1 The Chapter may be dissolved by a two-thirds (2/3) majority vote at a Special Meeting convened for the purpose of which 90 days notice must have been given in writing via the mailing list to all members. Upon dissolution, the Executive Committee is responsible for ensuring that any remaining financial resources are transferred to SPIE and the bank account is closed down. Any resources or group assets will be transferred to SPIE where appropriate but will not be distributed to individual members.

Article 14 – Constitution

14.1 This Constitution may be amended by a two-thirds (2/3) majority vote of the Chapter membership provided the amendments were proposed at least one (1) meeting prior to the time of voting.