

SPIE Student Chapter Constitution

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Rev. 2025

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1: Name

The official name of this organization shall be **SPIE Student Chapter**

This name will be used for identifying the chapter and for all communications related to the chapter.

Section 2 – Purpose

The purpose of the Chapter is to promote the study, research, and application of optics and photonics while providing a platform for professional growth, networking, and career development. The organization aims to serve students interested in optics and photonics, enhancing their knowledge through workshops, seminars, conferences, and outreach activities.

Section 3 - Non-Discrimination Policy

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, SPIE Student Chapter expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article II - Membership: Qualifications and categories of membership.

Section 1: Membership Requirements

At least 80% of the chapter's members must be current Ohio State University students.

Section 2: Membership Categories

1. SPIE Registered Student Members: these members are registered and current SPIE members through SPIE.org. They have full voting rights and the ability to hold officer positions.
2. Regular Student Members: these members do not pay dues but are actively involved in the organization. They have access to most benefits and activities; except they cannot vote or hold an officer position.
3. Non-Student Members: these members include post-docs, faculty, alumni, professionals, and other community members. They are non-voting associate or honorary members and may participate in activities and events but do not have voting rights.

Article III – Removal of Members and Officers

Section 1: Member Removal Process

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

Section 2: Officer Removal Process

Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes but is not limited to violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The officers may act for removal upon a two-thirds affirmative vote of the officer board in consultation with the organization's advisor.

Article IV - Organization Leadership:

Section 1: Officer Rules

1. Officers dedicate their efforts to sustaining the chapter and continuing its operation
2. All officer positions are one year
3. A person cannot hold the same officer position more than once

Section 2: Officer Positions and Duties:

- a) *Primary Leader (President)*: Responsible for managing the chapter, meetings, and decision making
- b) *Secondary Leader (Vice President)*: Assist president and fill in when they are not available.
- c) *Secretary*: Responsible for keeping track of chapter membership, and recording notes for meetings
- d) *Treasurer*: Responsible for the financial activities of the chapter, including management of receiving funding, tracking, and approving spending made by the chapter.
- e) *Event Manager*: Responsible for organization of events such as booking rooms.
- f) *Social media manager*: Responsible for managing the website and social media pages of the chapter.

Article V- Election / Selection of Organization Leadership

Section 1: Method

1. Any member under categories 1 or 2 may run or be nominated for an officer position
2. Elections shall be held in person, anyone running for office must be present

Section 2: Time

1. Elections are to be held within the first month of the Autumn semester every year.
2. Newly elected officers shall officially take their position on November 1.

Section 3: Transition period

After elections, new officers must shadow current officers in the interim. After new officers take their roles, old officers must stay available to answer questions about documentation.

Section 4: Non-traditional Circumstances

1. **Vacant Officer Positions**: If an officer position becomes vacant during the middle of the year, an election will be held as soon as possible. In the interim, the remaining officers will assume the duties of the vacant position or appoint a member to fill the role.
2. **Remote Voting**: Members who are unable to attend the in-person election may be permitted to vote remotely at the discretion of the current president or vice president.
3. **Interim officers**: 1) If an officer is unavailable for a short term in the year, the officer needs to choose an interim officer to assume the duties of the respective position, until the officer is back to duty. 2) If the officer resigns, the officer needs to choose an interim officer to assume the duties of the respective position, until elections are held, and the position is filled.

Article VI – Method of Amending Constitution

Amendments to this constitution may be proposed by any member. An agreement by all officers must be made to put the amendment into effect.