

ARTICLE I. NAME OF ORGANIZATION

OPTICA

ARTICLE II. ORGANIZATION PURPOSE

OPTICA's purpose is to join students and faculty at Ohio State and provide a place to discuss and learn about the many areas of photonics as well as a place to socially connect.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

OPTICA agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with these guidelines.

Section B. Hazing

OPTICA agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

OPTICA retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in these constitutional articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities Department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

Membership is open to any student, current or former, as well as faculty and staff.

Section B. Member Selection

Attend a meeting and join the Microsoft Teams and GroupMe. Voting membership will be limited to current students enrolled at Ohio State that attend at least two meetings a semester.

Section C. Membership Timeline

Membership is open on a rolling basis throughout the semester.

Section D. Member Removal

Members of OPTICA may be removed if they engage in behavior that disrupts club activities, violates the club's constitution or university policies, or fails to meet membership expectations. Any member or officer may submit a written statement requesting removal to the Executive Board, which will review the information and determine if further action is warranted. The member in question will be notified in writing of the charges and given at least one week's notice and an opportunity to respond, either in writing or at a scheduled hearing. A hearing will be conducted by the Executive Board with the club advisor present, and removal will require a two-thirds (2/3) majority vote of the Executive Board. The advisor must be consulted throughout the process to ensure fairness and adherence to university policy. The removed member may appeal in writing to the club advisor within seven (7) days of the decision, and the advisor's decision will be final.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

Advisors are not required to attend every meeting but are expected to help officers of the governing body if their assistance is required.

Section B. Advisor Term

No term limits are associated with the advisor.

Section C. Advisor Selection

OPTICA will be supported by an Advisor who provides guidance, continuity, and institutional support. The advisor will preferably be a member of the university's faculty or administrative and professional staff, selected by the organization. Advisor must complete all university-required certification/training.

Selection Process

1. Identify Needs & Candidates- When the Advisor role becomes vacant or is reviewed annually, the Executive Board evaluates club needs and compiles a list of eligible faculty or staff. Members may also propose candidates.
2. Contact & Meet Candidates- The President contacts potential Advisors to explain responsibilities. Interested candidates meet with the Executive Board to discuss expectations and availability. The Board evaluates each candidate's fit and capacity.
3. Executive Board Decision- After meeting candidates, the Executive Board votes to select one candidate to recommend. A 2/3 majority vote of the Board is required to advance a candidate.
4. Membership Confirmation- The recommended candidate is presented to active members for approval. Appointment is confirmed with a 2/3 majority vote of members present.
5. Formal Appointment- The President notifies the Advisor and submits their information to the university. The Advisor completes all required certification/training.

Section D. Advisor Replacement

Advisor Resignation

If an Advisor chooses to resign, they should:

- Provide written notice to the President and Executive Board at least 30 days in advance, when possible.
- Assist in the transition by sharing relevant information and ongoing responsibilities.

2. Advisor Removal

An Advisor may be removed if they are unable or unwilling to meet expectations.

- Concerns must first be discussed with the Advisor by the Executive Board.

- If issues continue, the Executive Board may vote on removal. A 2/3 majority vote is required.

-The President provides written notice of the decision.

3. Replacement Process

When a vacancy occurs, the organization will follow the steps in Section C. Advisor Selection, including:

- Identifying candidates and meeting with them;
- A 2/3 Executive Board vote to recommend a new Advisor;
- A 2/3 membership vote to confirm the appointment

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

The governing body will consist of four members:

President: Duties are, but not limited to, planning meetings, lead meetings, introduce new members to the club, expanding club reach, complete administrative work for the club, assign tasks to other members of the leadership team and other members of the club, and keep an open and clear conversation going with the advisor as well as with the other members of the governing body.

Past President: Assist and pass off duties to president.

Vice President: Duties are, but not limited to, helping plan meetings, oversee the progress of goals and club objectives, oversee meetings, help with administrative work, and keep an open and clear conversation with the advisor and other members of the governing body.

Treasurer: Duties are, but not limited to, keeping track of the club's funds, managing the club card, creating a budget for the club every semester, help organize events, and communicate financial information and to the other members of the governing body.

Secretary: Duties are, but not limited to, keeping track of club events, record ideas, communicate any problems within the club, organize emails to club members, and keep an open and clear dialogue with the advisor and other members of the governing body.

Social Media Manager: Duties are, but not limited to, designing graphics and social media posts as well as general club communication.

Section B. Officer Eligibility

Officers must be current students at The Ohio State University that can fulfill the term limit of 1 year.

Section C. Officer Selection Process

Each term for the positions listed above will last approximately 1 year. Members have until two weeks before the elections to decide to run for a position. Voting will occur in the spring semester, exact date will be determined by the governing body and sent out to voting members no less than 3 weeks before the expected voting date. Majority vote (more than 50%) wins each position. If a tie was to occur, the two members tied will be put on the ballot again and a revote will happen before the end of the voting session. If a member of the governing body is unable to perform his/her job, a majority vote from the remaining governing will determine whether said person will continue being a part of the governing body or will vote on a replacement until a vote can be arranged.

Section D. Officer Removal

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 Executive Committee may act for removal upon a 2/3 affirmative vote of the executive board in consultation with the organization's advisor.

A complaint must be filed to the government giving a reason for removal.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

If any member calls for it, a dissolution of the club will take place with 3/4 of a general membership vote.

Section B. Dissolution Procedures, including Assets and Debts

If OPTICA votes to dissolve, the organization will address all existing assets and debts before dissolution is finalized.

Settlement of Debts: All remaining organizational assets will first be used to pay any outstanding debts or financial obligations. If the organization's assets do not fully cover its debts, the Executive Board will determine an appropriate plan to resolve the remaining

balance. Under no circumstances will any debt be transferred to The Ohio State University or any of its entities.

Distribution of Remaining Assets: If all debts are paid and assets remain, remaining funds or physical assets will be transferred to another recognized student organization with a similar mission or donated to a charitable organization agreed upon by a 2/3 majority vote of the remaining active members. No individual member may personally benefit from remaining assets.

ARTICLE VIII: CONSTITUTIONAL AMENDMENTS

The process of amending the constitution will consist of a vote by the governing body, advisor approval, and a majority of members at a voting session. Any amendment not passed by either the advisor or the governing body can be passed by $\frac{3}{4}$ vote of general membership.