



Checklist to Create an SPIE Student Chapter

- Petition signed by at least 10 SPIE student members.
- Chapter named and included on Petition, Constitution, and Bylaws.
- Applications and payment for any non-members included.
- Chapter Constitution and Bylaws signed by advisor.
- Letter sent by Student Association (or appropriate office) acknowledging chapter as official campus organization.
- Chapter advisor petition signed by advisor and department head.
- School catalogue or other documentation (internet links and digital copies accepted) describing optics/photonics related accreditation, courses, and faculty list.
- Send to:

SPIE
Attention: Student Services
PO Box 10
Bellingham, WA 98227-0010 USA
Fax: +1 360 647 1445
E-mail: Students@SPIE.org

Done! You will be contacted once we receive your application packet. Thank you for applying!



For SPIE use only Master Co: _____ Chapter Co: _____ CH Product ID: _____
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Petition to Form an SPIE Student Chapter

We, the undersigned SPIE Student Members, do hereby petition the SPIE Board of Directors for permission to establish a new Student Chapter.

Student Chapter Name: _____ Date: _____

	Printed Name	Signature	SPIE Membership #
1			
2			
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SPIE Student Chapter Advisor Petition

Name of Institution: _____

Optical Engineering courses/degrees available (or attach catalog page/s):

The following individual is a member of SPIE and will serve as Student Chapter's Faculty Advisor:

Signature of Advisor: _____ Date: _____

Name (Please print): _____

Address: _____

Tel: _____ E-mail: _____

This action has the approval of the department in which the majority of interested students are enrolled:

Signature of Department Head: _____ Date: _____

Department: _____

Name (Please print): _____

Address: _____

Tel: _____ E-mail: _____



_____ SPIE Student Chapter

Constitution and Bylaws

Strict adherence to this sample is not mandatory, provided that the provisions of the Society of Photo-Optical Instrumentation Engineers, described as SPIE – The International Society for Optical Engineering, hereinafter known as SPIE, Constitution and Bylaws are not violated and that the general intent of this sample Constitution is retained.

The minimum requirements for SPIE Chapters are highlighted in this document.

CONSTITUTION

ARTICLE 1. NAME

- 1.1 This organization shall be known as the _____ SPIE Student Chapter, hereinafter called 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 students. 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. MEMBERSHIP

- 3.1 Membership shall be limited to undergraduate and graduate students of _____ (indicate school).
- 3.2 **Membership shall consist of a minimum of 10 student members of SPIE.**
- 3.3 There shall be no membership discrimination on the basis of race, color, sex, marital status, religion, national origin, or age.

ARTICLE 4. STUDENT ASSOCIATION

- 4.1 **The Chapter shall be recognized by and subject to the regulations of the University's/College's Student Association as an official on-campus organization.**

ARTICLE 5. OFFICERS

- 5.1 The Officers of the Chapter shall be President, Vice President, Secretary, and Treasurer.
- 5.2 To be eligible for Office, a candidate must be a current student member of SPIE, and a member in good standing in the Student Chapter.
- 5.3 The Officers of the Chapter shall be elected in the manner prescribed by the Bylaws of the Chapter. They shall hold office for a period of one (1) year.

ARTICLE 6. CONSTITUTION

- 6.1 This Constitution may be amended by a two-thirds vote of the Chapter membership provided the amendments were proposed at least one meeting prior to the time of voting. **Upon passage, an amendment becomes effective as soon as it is approved by SPIE Headquarters.**



Constitution and Bylaws *Continued*

BYLAWS

ARTICLE 1. DUES

- 1.1 The Board of Directors of SPIE shall set the regular annual dues for all SPIE Student members.
- 1.2 SPIE Student membership dues shall be paid directly to SPIE Headquarters.
- 1.3 The Chapter membership shall be authorized to suggest a voluntary contribution to the Chapter Treasury. This amount may be classified as Chapter dues and shall be paid directly to the Chapter treasury for use by the Chapter. **SPIE shall be notified of the amount.**

ARTICLE 2. NOMINATIONS

- 2.1 A Chapter member may make nominations.
- 2.2 Nominations, nomination speeches, elections, and officer installation shall all take place at the normally scheduled election meeting.

ARTICLE 3. ELECTIONS

- 3.1 Election of officers for the following year shall be held no later than the last meeting of each year.
- 3.2 The term of office shall be one (1) year.
- 3.3 Special meetings will be called to elect new officers to fill any vacancies which may occur, provided that written notice of the meeting, its purpose, and the office to be filled has been posted on the Bulletin Board of the Department under which the Chapter was formed at least ten (10) days prior to the date of such meeting.
- 3.4 No student shall be elected to office if graduating before completing at least one-half year in office.
- 3.5 No officer may hold a particular office for more than one year.
- 3.6 A majority vote of all members present shall be necessary to elect an officer.
- 3.7 All elections shall be by secret ballot. Ballots shall be counted by a majority of the outgoing officers and supervised by the Faculty Advisor.
- 3.8 The newly elected officers shall take office immediately after the election.

ARTICLE 4. MEETINGS

- 4.1 The Chapter shall hold at least three meetings during the school year, with the exact date determined by the officers.
- 4.2 Notice of all meetings shall be posted on the Department (or other appropriate) Bulletin Board at least ten (10) days prior to the date of the meeting, and may be further publicized in any manner the President (and/or Publicity Committee) deems necessary and proper.
- 4.3 **Any activities which are illegal, potentially dangerous, or prohibited by the Chapter's University, are strictly forbidden.**
- 4.4 Summer meetings shall be optional.

ARTICLE 5. CHAPTER YEAR

- 5.1 The Chapter year shall be the same as the regularly scheduled school year.

ARTICLE 6. PROGRAMS

- 6.1 **Regular meetings shall be primarily devoted to the discipline of Optical Engineering and may be accomplished in connection with a dinner, refreshments, or other faculty approved student event.**
- 6.2 A field trip may be scheduled in lieu of a regular monthly meeting.
- 6.3 **Social functions may not be scheduled in lieu of a regular meeting.**

Constitution and Bylaws Continued

ARTICLE 7. DUTIES OF OFFICERS

- 7.1 The President, as Chief Executive of the Chapter, shall supervise the Chapter's affairs and activities. The President is the executive, administrative, presiding and reporting officer. The President shall be responsible for public relations, publicity and promotion of the Chapter's activities, and shall assume all other executive duties not otherwise delegated.
- 7.2 In the absence of the President, the Vice President shall preside at meetings and perform all other functions of the President. The Vice President's primary responsibility will be program planning and execution.
- 7.3 **The Secretary shall keep a permanent record of all meetings and activities of the Chapter. The Secretary shall be responsible for maintaining a current roster of members and for timely communications with SPIE Headquarters.**
- 7.4 The Treasurer shall be responsible for the financial records of the organization, for the disbursement of funds at the direction of the membership (by vote) and with the approval of the Faculty Advisor, and for reporting in detail when requested by the membership. Income may be received through Chapter dues and through income-producing functions approved by the membership, Faculty Advisor, and the Executive Director of SPIE acting under the direction of the Society's Treasurer.

ARTICLE 8. COMMITTEES

- 8.1 The Officers and the Faculty Advisor shall make up the Executive Committee.
- 8.2 The President, Program Committee, Publicity Committee, and Membership Committee may appoint the following standing committees or their equivalents.
- 8.3 The standing committees shall consist of from two (2) to five (5) members of the Chapter.
- 8.4 The President shall appoint the Chairperson of the standing committees, and, with the approval of the Chairperson, shall appoint the members of the respective committees. The Vice President shall be Chairperson of the Program Committee.
- 8.5 The President shall determine and appoint any additional committees deemed necessary and proper to fulfill the objectives of the organization.

ARTICLE 9. FACULTY ADVISOR

- 9.1 The Advisor shall be a member of the faculty, a current member of SPIE, and have the written endorsement of the Department Head.
- 9.2 The Faculty Advisor shall serve the Chapter and SPIE as an intermediary and resource person.

ARTICLE 10. ANNUAL REPORT

- 10.1 **The Chapter shall forward an Annual Report to SPIE Headquarters once per year on their appointed [due date](#). Reports shall include a Financial Statement and Activity Summary for the period.**
- 10.2 **The Annual Report must include next year's Chapter Activity Plan.**

ARTICLE 11. PROBATIONARY STATUS AND REVOCATION

- 11.1 **The Chapter shall maintain a minimum of ten (10) SPIE student members and hold at least three (3) meetings per year to retain SPIE Student Chapter status.**
- 11.2 **Any Chapter that fails to comply with Article 10 or Section 1 of Article 11 shall be placed on Probationary Status for one year.**
- 11.3 If a Chapter does not rectify the situation for which it was given probationary status or fails to comply with Section 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.



Constitution and Bylaws Continued

ARTICLE 12. AMENDMENT

- 12.1 These Bylaws may be amended by a two-thirds vote of the Chapter membership provided the amendments were proposed at least one meeting prior to the time of voting. Upon passage, an amendment becomes effective as soon as it is approved by SPIE Headquarters.

ARTICLE 13. AUTHORITY AND FINANCIAL OBLIGATION

- 13.1 The _____ (Student Chapter) shall not have authority to act for or in the name of the SPIE and shall not incur any financial obligations whatsoever in the name of the SPIE. The _____ (Student Chapter) agrees that the Society shall not be held responsible, directly or indirectly, for any claims or damages arising out of its actions in satisfying the provisions of this agreement unless specifically agreed upon in advance by the SPIE Executive Committee or its designated representative.

Signature of Advisor: _____ Date: _____