



# SPIE Student Chapter

## Start an SPIE Student Chapter

1. Students should seek out an SPIE Member who will serve as the Student Chapter Faculty Advisor. Search the online member directory to find current faculty members at your school or email [students@spie.org](mailto:students@spie.org) for a list.
2. Submit a petition signed by a minimum of 10 (paying) SPIE Student Members, or applicants for membership. The petition must include:
  - a. Name and department of the intended Faculty Advisor.
  - b. Signature of Advisor (digital copies of signatures are acceptable).
  - c. Signature of Department Head where most of Chapter's students are enrolled.
3. Send a letter or email to SPIE from the Student Association or appropriate office acknowledging that the Student Chapter is an official campus organization.
4. Submit a Constitution and Bylaws using the template in this packet or online. Sections in bold may not be altered.
5. Submit a school catalog or other documentation outlining accreditation, optics course curriculum, and a list of faculty.
6. Send the completed package for approval by the SPIE Board of Directors or Executive Committee at one of their quarterly (January, April, August, October) meetings. Either electronic or paper copies are acceptable.

### SPIE

#### *Attention: Student Services*

PO Box 10

Bellingham WA 98227-0010 USA

Tel: + 1 360 676 3290

Fax: +1 360 647 1445

Email: [students@spie.org](mailto:students@spie.org)

[spie.org/studentchapters](http://spie.org/studentchapters)

## Tips for Building an Active Chapter

It is normal for Chapter commitment to fluctuate over time. Graduation, thesis writing, or other obligations can all impact the ability of the Chapter to function and benefit its Members. Here are some tips to help energize your members:

- Organize activities that require the involvement of many Chapter Members. Science fairs, volunteer teaching, and public outreach are excellent ways to utilize the abilities of your Chapter Members.
- Set up an informal table in the department building with SPIE promotional materials, handouts, and membership applications at the beginning of the school year. Talk to your members and plan events early.
- Share Chapter responsibilities.
- Hold Officer elections.
- Use your website to keep Members informed and in touch. Track project goals through the website.
- Get inspiration from other student leaders—send Members to the Student Chapter Leadership Workshop.



## Maintaining Your Chapter

### Annual Reporting Guidelines

Student Chapters are required to provide an annual report on activities whether they receive SPIE grant funding or not. Chapter reports provide valuable insight into student activities and serve as a resource for future planning. Noteworthy pictures and activities may be included in SPIE publications, including the Student Newsletter or *SPIE Professional*. The information is also provided to the SPIE Board of Directors as an indicator of the health of our student program. Sending a complete report on-time means your Chapter will receive the recognition it deserves for the hard work of its Members.

**Report due dates vary. View a complete list at [spie.org/chapter\\_resources](http://spie.org/chapter_resources)**

*Your annual reports should include:*

1. Names, email addresses, and Member numbers of elected Officers.
2. List of current Student Chapter Members.
3. Details of Chapter activities since last report.
4. Details of planned activities for the future.
5. Financial information:
  - Beginning balance
  - Funds raised and expended (indicate amounts and source/destination)
  - Details of SPIE funding received
  - Other sources (please specify)
  - Ending balance

### Good Standing Requirements

*Student Chapters must:*

1. Maintain a minimum of 10 paying SPIE Student Members.
2. Submit an annual report by the assigned due date (see Reporting Guidelines for details).
3. Hold at least three official meetings per year.
4. Elect officers once each year.
5. Obtain prior written approval from SPIE for any fundraising activities.

### Failure to Maintain Good Standing (Probation)

While the Society strives to work with every Chapters' individual needs, the basic requirements for remaining in good standing are strictly followed. Chapters that fail to adhere to the requirements will be placed on probation.

- SPIE will notify the Chapter Advisor and Officers of the change in status.
- The Chapter will have one year to remedy the situation and return to good standing.
- Failure to return to good standing will result in the Chapter being disbanded by the Board of Directors.
- While a Chapter is on probation it is not eligible to apply for Activity Grants or Officer Travel Grants.
- Student Members will continue to receive all the benefits of an Individual Student Membership throughout the probationary period and beyond, regardless of the status of the Chapter.

### Returning to Good Standing

During probation, SPIE will work with chapters to revitalize their programs. Depending on the circumstances, it may be necessary to recruit more members, submit any overdue reports, plan activities, etc. Contact your Chapter Advisor and [students@spie.org](mailto:students@spie.org) for tips and additional assistance.

SPIE is an international society advancing an interdisciplinary approach to the science and application of light.

## SPIE

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