

SPIE STUDENT CHAPTER APPLICATION PACKET

Name of Educational Institution

Preferred Chapter Name

(Example: Univ. of Southern California SPIE Student Chapter. Please use this name throughout the packet.)

PRIMARY STUDENT CONTACT/APPLICANT INFORMATION:

Name	SPIE ID
Email	Phone

APPLICATION PACKET CHECKLIST:

[Approved SPIE Student Chapter Interest Form](#)

List of all current SPIE student members seeking to form this chapter

- A minimum of ten student members is required
- Students may join or renew their memberships [online](#)

Chapter Advisor Form

- The chapter advisor must be a current SPIE member and a faculty member on campus

Chapter Constitution and Bylaws

- Must be reviewed and signed by potential chapter advisor

Statement Regarding Official Status on Campus

- This requirement may be fulfilled either by having the included form completed by the appropriate person in charge of student organizations at your educational institution or by providing a letter from such an office.

First Year Organization and Activities Plan

Once all of these documents are ready, please scan the completed packet, save as a PDF, and send it via email to Student Services at students@spie.org. We will inform you of the receipt of the packet and the timeline for the review process.

For more information on forming a student chapter, please visit our website: <https://spie.org/membership/student-members/student-chapters/form-a-student-chapter>

Thank you for applying!

POTENTIAL CHAPTER STUDENT MEMBER ROSTER

We, the undersigned, do hereby affirm that we are current student members of SPIE and that we are interested in the formation of an SPIE Student Chapter at our educational institution.

Preferred Chapter Name

Date

No. Printed Name

Signature

SPIE Membership #

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

POTENTIAL CHAPTER STUDENT MEMBER ROSTER (continued - if applicable)

We, the undersigned, do hereby affirm that we are current student members of SPIE and that we are interested in the formation of an SPIE Student Chapter at our educational institution.

Preferred Chapter Name

Date

No. Printed Name

Signature

SPIE Membership #

1.

2.

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12.

*Please include any additional members on a separate page.

CHAPTER ADVISOR FORM

Preferred Chapter Name

ADVISOR CONTACT INFORMATION

Name

SPIE ID

Title

Department

Address

Email

Phone

ADVISOR STATEMENT OF PURPOSE AND SIGNATURE

I, the undersigned, affirm that I am a current member of SPIE and that I am interested in serving as the advisor of an SPIE Student Chapter at my educational institution.

Signature of Advisor

Date

DEPARTMENT HEAD CONTACT INFORMATION

Name

Title

Department

Address

Email

Phone

DEPARTMENT HEAD APPROVAL AND SIGNATURE

I, the undersigned, approve the formation of an SPIE Student Chapter at our educational institution and approve the above signed to serve in the role as chapter advisor.

Signature of Department Head

Date

CHAPTER CONSTITUTION AND BYLAWS

Strict adherence to this sample is not mandatory, however, the sections listed in bold are required. The general intent of these provisions of the Society of Photo-Optical Instrumentation Engineers, described as SPIE – The International Society for Optics and Photonics, hereinafter known as SPIE, sample Chapter Constitution and Bylaws must be retained. If you would like to make changes to this document, please email Student Services at students@spie.org to receive the Word Document version for that purpose.

The minimum requirements for SPIE Chapters are highlighted in this document. Please keep a copy of the completed document in your records for the chapter.

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, graduate, and PhD 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, gender, marital status, religion, national origin, or age.

CONSTITUTION AND BYLAWS (continued)

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 (or other appropriate office) as an official on-campus organization.

ARTICLE 5. OFFICERS

- 5.1 The Chapter offices shall include 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.

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.

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.

CONSTITUTION AND BYLAWS (continued)

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. Officers may only be re-elected to the same position once.
- 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 two years.
- 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.

CONSTITUTION AND BYLAWS (continued)

ARTICLE 10. ANNUAL REPORT

- 10.1 The Chapter shall forward an Annual Report to SPIE Headquarters once per year on or before 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.

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.

Advisor Name

SPIE ID

Signature of Advisor

Date

STATEMENT REGARDING OFFICIAL STATUS ON CAMPUS

Preferred Chapter Name

In accordance with article 4.1 of the SPIE Student Chapter Constitution, please ensure that your chapter is established as an official on-campus organization.

SPIE Student Chapter Constitution Article 4.1:

The Chapter shall be recognized by and subject to the regulations of the University's/College's Student Association (or other appropriate office) as an official on-campus organization.

Each Educational Institution is structured differently. Many universities have Student Associations or the equivalent.

This form may be used to confirm your chapter's official status on campus. A letter from the appropriate office also fulfills this requirement. Any letters certifying the official status may be included in the submission of the SPIE Student Chapter Application Packet.

Please contact Student Services at students@spie.org if assistance is needed.

PLEASE HAVE THE APPROPRIATE OFFICIAL IN CHARGE OF YOUR ON-CAMPUS ORGANIZATIONS/CHAPTERS/CLUBS COMPLETE THE FOLLOWING FORM.

Name of Office Governing On-Campus Organizations/Chapters/Clubs

Address

Name

Title

Email

Phone

STATEMENT OF RECOGNITION AS OFFICIAL ON-CAMPUS ORGANIZATION:

I, the undersigned, certify that the above-named chapter/club is recognized on our campus as an official organization and has met the necessary requirements to be able to hold meetings and activities on our campus.

Signature

Date

FIRST YEAR ORGANIZATION AND ACTIVITIES PLAN

We would like to learn more about your potential chapter! Please use the following template to share more about what motivated your group to form a chapter and your plans are for the first year.

CHAPTER MISSION/GOALS

Does your potential chapter have a mission statement or a list of goals? Yes or Not Yet

If yes, please share those with us

CHAPTER ACTIVITIES

The first year is an important year for on-campus organizations. With your group, brainstorm ideas for activities that you may organize in the first year. Use the spaces under the categories below to list these activities. It is okay if you leave a category blank.

Academic Activities/Technical Talks

Outreach Activities/Demonstrations

Professional Development Activities

Social/Networking/Recruitment Activities

Activities that Build Industry Connections

