CONSTITUTION

Article 1. Name

1.1 This organization shall be known as the University of Alberta 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 the University of Alberta.

3.2 Members affiliated with the local Chapter may choose to register as student members of SPIE.

3.3 Membership shall consist of a minimum of 10 student members of SPIE.

3.4 There shall be no membership discrimination on the basis of race, color, sex, marital status, religion, national origin, or age.

3.4.1 Protection against membership discrimination shall not be limited to those groups listed in article 3.4.

3.5 Eligible members who wish to become affiliated with the Chapter must indicate this by asking for subscription to the mailing list by emailing spie@ualberta.ca

3.6 The classes of membership that exist in the Chapter are as follows.

3.6.1 Associate Members: An Associate Member is defined as any student who signs up for the student group mailing list and attends at least one group meeting or event over the year as recorded by a member of the Executive. Associate members can vote in all group matters excluding the election of Executive Members.
3.6.2 General Members: A General Member is defined as any student who signs up for the student group mailing list and is a student member of SPIE. General members can vote in all group matters.

3.6.2.1 General members shall be granted access to the clubroom and are eligible for reimbursement of funds for expenses approved by the Executive Committee, including but not limited to conference trips, industry tours, and project parts.

3.6.3 Executive Members: An Executive Member is defined as any member who is elected to an executive position or who is appointed to temporarily assume duties of a vacant executive position, while that individual is in that role. Executive members are able to vote in all group matters. Executive members must be a student member of SPIE for the entire duration of their executive term.

3.7 The conditions of membership in the Chapter are as follows.

3.7.1 To remain in good standing, a member must follow the membership criteria outlined in article 3.6.1 or 3.6.2.

3.7.2 A member in bad standing is defined as any member who violates the criteria outlined in article 3.6.1 or 3.6.2, or who has clearly and purposefully worked against the group’s stated purpose and objectives.

3.7.3 All members in bad standing will be given written notice of this fact by the executive committee, and will be given two months from the receipt of this notice to either attend a group event or meeting or to propose an alternate measure to amend the member’s participation. If a member in bad standing fails to communicate with the executive committee within that time, their membership privileges with the Chapter will be revoked until the next academic year.

Article 4. Student Association

4.1 The Chapter shall be recognized by and subject to the regulations of the University of Alberta’s UAPPOL student group policy as an official on-campus organization.

Article 5. Executive Committee

5.1 The composition of the Executive Committee will be 100% University of Alberta students. The Executive Committee of the Chapter shall be composed of: President, Vice President, Secretary, and Treasurer.

5.2 To be eligible to be a member of the Executive Committee, a candidate must be a current General Member in good standing with the Chapter

5.3 The Executive Committee must act within SPIE’s mandate for Student
Chapter Officers.
5.3 Duties of the Executive Committee Members

5.3.1 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, possesses signing authority on the group bank account, approves expenses, and shall assume all other executive duties not otherwise delegated. The President must also complete annual training with Student Group Services as part of the registration requirement as outlined in the UAPPOL Student Group Procedure. The President will be responsible for completing the student group’s registration process with Student Group Services.

5.3.2 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.

5.3.3 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.

5.3.4 The Treasurer shall be responsible for the financial records of the organization, for the disbursement of funds at the discretion of the Executive Committee by vote with the Faculty Advisor’s mediation in the event of a tie, possess signing authority on the group bank account, and for producing in detail financial records when requested by the membership.

5.4 Other Executive Members

5.4.1 Faculty Advisor

5.4.1.1 The SPIE Advisor shall be a member of the faculty, a current member of SPIE, and have the written endorsement of the Department Head.

5.4.1.2 The SPIE Faculty Advisor shall serve the Chapter and SPIE as an intermediary and resource person.

5.4.1.3 The SPIE Faculty Advisor is a non-voting member of the Executive Committee

5.5 Removal and Replacement of Officers and Members

5.5.1 Members in bad standing will be removed from the group in compliance
5.5.2 If an Executive Member fails to fulfill the duties of their position, any General or Executive Member may petition for their impeachment. The VP Elections/Elections Committee is responsible to present the evidence and petition to the group’s membership at its next meeting, and the impeachment will pass with a 2/3 vote.

Article 6. Elections

6.1 Eligibility

6.1.1 In order to be eligible to run and hold office, a member must be a General Member in good standing with the Chapter at the time of nomination and election.

6.1.2 In order to be eligible to vote in an election a member must be a General or Executive Member in good standing with the Chapter.

6.2 Election Supervision

6.2.1 Elections will be monitored by the current President of the Chapter. If the current President plans to run as a candidate they will appoint an impartial, non-campaigning Member (General or Executive) to monitor the election.

6.3 Election Procedures

6.3.1 Elections will be held annually in April, on or before the last day of classes.

6.3.2 Members will declare their candidacy via email to the Chapter email address. Members may also be nominated by any other Member of the Chapter, but their candidacy will not become official until the nominee confirms their candidacy via email to the Chapter email address. Members must declare or confirm their candidacy at least two weeks prior to the election.

6.3.3 The term of office shall be one (1) year starting immediately following the announcement of the election results.

6.3.4 No student shall be elected to office if graduating before completing at least one-half year in office.

6.3.5 No officer may hold a particular office for more than two years.

6.3.6 All eligible members shall be given an opportunity to vote by secret ballot. Ballots shall be counted by a majority of the outgoing officers and
supervised by the SPIE Faculty Advisor.

6.3.7 All ballots must be cast in person, or by proxy. Proxy votes may only be submitted in person to the SPIE faculty advisor. Proxy votes must be submitted in writing with the decision, signed and with photo identification presented to the faculty advisor.

6.3.8 A candidate must receive a simple majority (50% or 50% plus one additional vote) to be elected. If an unopposed candidate does not receive a simple majority, that position is considered vacant.

6.4 Appeals and By-Elections

6.4.1 A candidate or General Member may appeal election results within one week of the election results announcement.

6.4.2 Should an executive position not be filled or become vacant partway through the year, the current President will, with 2/3 executive support, appoint a General Member to that position.

Article 7. Meetings

7.1 The Chapter shall hold at least three meetings during the school year, with the exact date determined by the Executive Committee.

7.2 The Annual General Meeting will be held in September or October of every year. All members will be notified in writing two weeks prior.

7.3 Notice of all meetings shall be posted at least seven (7) days prior to the date of the meeting via the mailing list, and may be further publicized in any manner the President deems necessary and proper.

7.4 Any activities which are illegal, potentially dangerous, or prohibited by the University of Alberta, are strictly forbidden.

7.5 Summer meetings shall be optional.

7.6 A Quorum meeting shall be defined as a meeting held where more than two thirds (2/3) of the membership is present.

7.7 Regular meetings shall be primarily devoted to the discipline of Optical Engineering and may be accomplished in connection with a dinner, non-alcoholic refreshments, or other faculty approved student event.

7.8 A field trip may be scheduled in lieu of a regular monthly meeting.

7.9 Social functions may not be scheduled in lieu of a regular meeting.

Article 8. Dues
8.1 The Board of Directors of SPIE shall set the regular annual dues for all SPIE Student members.

8.2 SPIE Student membership dues shall be paid directly to SPIE Headquarters.

8.3 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 9. Annual Report

9.1 The Chapter shall forward an Annual Report to SPIE Headquarters by May 1. This report shall include a Financial Statement and Activity Summary for the year.

Article 10. Probationary Status and Revocation

10.1 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.

10.2 Any Chapter that fails to comply with Article 10.1 shall be placed on Probationary Status for one year.

10.3 If a Chapter does not rectify the situation for which it was given probationary status or fails to comply with Article 10.1 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.

10.4 If the Chapter’s Charter is revoked as detailed in Article 10.3 the group will remove all titles and images affiliating itself with SPIE. The group’s new name will be decided by a 2/3 majority vote.

Article 11. Authority and Financial Obligation

11.1 The SPIE University of Alberta 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 or in the name of the SPIE Faculty Advisor. The SPIE University of Alberta Student Chapter agrees that the Society or the SPIE Faculty Advisor 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.
Article 12. Finances

12.1 Fiscal Timelines

12.1.1 The Chapter’s fiscal year runs from May 1 to April 30.

12.1.2 The Treasurer will be responsible to make deposits when an amount greater than $250 has accumulated in the cash box.

12.1.3 Bank statements and other financial documents are to be kept in a secure location for five (5) years before being shredded.

12.2 Expenses and Reimbursement

12.2.1 The Treasurer and President must approve all expenses under the Chapter’s name prior to any funds changing hands. The outgoing Treasurer and President must transfer signing authority within two weeks of the announcement of election results.

12.2.2 Members may be reimbursed for approved expenses by cheque as long as their reimbursement requests are made with the appropriate Reimbursement Form, with receipts, within two weeks after the transaction.

Article 13. Dissolution

13.1 The Chapter may be dissolved by a 2/3 majority vote at a Special General Meeting convened for the purpose of which 90 days notice must have been given in writing via the mailing list to all members. The group is automatically dissolved upon membership dropping below 10 members. Upon dissolution, the Executive Committee is responsible for ensuring that any remaining financial resources are transferred to SPIE and the bank account is closed down. Any resources or group assets will be transferred to SPIE where appropriate but will not be distributed to individual members.

Article 14. Constitution

14.1 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 SPIE Headquarters ensures that the amendments are in accordance with the mandate of SPIE.

Signature of SPIE Faculty Advisor:
Constitution

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Date: ______________