

Photonics Club at UC San Diego

Constitution and Bylaws

Article 1. Name of Organization

The organization shall be called Photonics Club at UC San Diego.

Article 2. Statement of Purpose

Photonics Club at UC San Diego is an organization of undergraduate and graduate students at the University of California, San Diego dedicated to the promotion of Optics and Photonics both to the students at UC San Diego, and to the greater community. The promotion of Optics and Photonics to the community shall be made through educational outreach to students at UC San Diego, as well as to local elementary, middle, and high school students. Furthermore, our organization is required to maintain a faculty mentor from the Electrical and Engineering Department. Part of the directive of the Photonics Club at UC San Diego is to assist its members in attending conferences in order to learn about the latest advances in Optics and Photonics and network with students, researchers, professors and professionals in the industry so as to facilitate the growth in this community. An additional goal is to mentor its members in academia by providing support in an understanding of optics and photonics and by providing assistance in the presentation and publication of their research.

Article 3. Nonprofit Statement and Finances

Photonics Club at UC San Diego is a non-profit student organization. Any disbursement of chapter funding must be used strictly for operating expenses for chapter activities, or for the purchase of equipment which shall remain the property of Photonics Club at UC San Diego, not personal financial gain of any officer, member, or any other individual. Further, all chapter funding is subject to additional conditions set by the funding organization – including periodic submission of reports or audits to sponsoring organizations where applicable.

Article 4. Membership

Membership to the Photonics Club is free of cost, and the obligations include assisting with event planning and promotion. These events primarily include guest lecturers, outreach demonstrations and workshops. Dues to the SPIE (Society of Photo-Optical Instrumentation Engineers, an international professional organization) are suggested to be paid in order to secure financial support from these organizations, but SPIE membership is not required to be a member of the Photonics Club. The Photonics Club does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.

Article 5. Frequency of Organization Meetings

Photonics Club at UC San Diego shall hold meetings at least once every academic quarter at UC San Diego.

Article 6. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

Office Positions shall include primarily, President, Vice President, Secretary, Treasurer, and Outreach Director. The President shall oversee the organization as a whole. The Outreach Director shall plan events tailored to raising awareness of optics and photonics as well as promoting membership to the student organization. The Secretary shall manage advertisement campaigns directed towards the promotion of the organization and its events. Officer positions can change via annual elections. Finances will be monitored by the Treasurer who will provide annual summary reports if necessary.

Article 7. Risk Management

Photonics Club at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself. Photonics Club at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery: Photonics Club at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Photonics Club at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

In Case of Interaction with Minors and/or the Elderly: Photonics Club at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Photonics Club will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Below is a secondary constitution derived from the sample constitution recommended by SPIE.

SPIE Sample-Derived Constitution

ARTICLE 1. NAME

- 1.1 This organization shall be known as the Photonics Club at UC San Diego 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 University of California at San Diego.
- 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, Treasurer, and Student Council Representative (if applicable)
- 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**

ARTICLE 7. NOMINATIONS

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

ARTICLE 8. ELECTIONS

- 8.1 Election of officers for the following year shall be held no later than the last meeting of each year.
- 8.2 Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.
- 8.3 The term of office shall be one (1) year.
- 8.4 Special meetings will be called to elect new officers to fill any vacancies may occur.
- 8.5 No student shall be elected to office if graduating before completing at least one-half year in office.
- 8.6 The newly elected officers shall take office immediately after the election.

ARTICLE 9. MEETINGS

- 9.1 The Chapter shall hold at least three meetings during the school year, with the exact date determined by the officers.
- 9.2 **Any activities which are illegal, potentially dangerous, or prohibited by the Chapter's University, are strictly forbidden.**
- 9.3 Summer meetings shall be optional.

ARTICLE 10. CHAPTER YEAR

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

ARTICLE 11. PROGRAMS

- 11.1 **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.**
- 11.2 A field trip may be scheduled in lieu of a regular monthly meeting.
- 11.3 **Social functions may not be scheduled in lieu of a regular meeting.**

ARTICLE 12. DUTIES OF OFFICERS

- 12.1 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.
- 12.2 In the absence of the President, the Vice President Internal shall preside at meetings and perform all other functions of the President. The Vice President's primary responsibility will be program planning and execution.
- 12.3 **The V.P. Internal shall keep a permanent record of all meetings and activities of the Chapter. The V.P. Internal shall be responsible for maintaining a current roster of members and for timely communications with SPIE Headquarters.**
- 12.4 The V.P. External shall be responsible for contacting and relations with the industry, alumni and the International SPIE headquarters as well as helping the V.P. Internal with program planning and execution which deal with the community and industry.
- 12.5 The V.P. Finance 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 Club's Treasurer.

ARTICLE 13 FACULTY ADVISOR

- 13.1 The Advisor shall be a member of the faculty and a current member of SPIE.
- 13.2 The Faculty Advisor shall serve the Chapter and SPIE as an intermediary and resource person.

ARTICLE 14. ANNUAL REPORT

- 14.1 The Chapter shall forward an Annual Report to SPIE Headquarters by 1 May. This report shall include a Financial Statement and Activity Summary for the year.
- 14.2 The next year's Chapter Activity Plan should be submitted with the Annual Report, but must be submitted no later than 15 December.

ARTICLE 15. PROBATIONARY STATUS AND REVOCATION

- 15.1 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.
- 15.2 Any Chapter that fails to comply with Section 1 of Article 11 shall be placed on Probationary Status for one year.
- 15.3 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 Club.

ARTICLE 16. AMENDMENT

- 16.1 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 17. AUTHORITY AND FINANCIAL OBLIGATION

- 17.1 The Photonics Club at UC San Diego 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 SPIE Photonics Club at UC San Diego agrees that the Club 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.