

1/21/03

CONSTITUTION

of

Optical Society of America (OSA)
Student Chapter

at

School of Optics/CREOL,
University of Central Florida, Orlando, Fl. 32816

Compiled by

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on

January 12, 2003

Revised on

January 28, 2003

Article 1. Name

1.1 The Chapter shall be known as the **Optical Society of America (OSA) Student Chapter**, at the School of Optics/CREOL, University of Central Florida.

Article 2. Mission

2.1 The purpose of the Chapter shall be to promote the discipline of Optics through an organized effort of study, research, and discussion. We shall disseminate the knowledge of the field of Optics to the general public and further the professional development of all our student members.

Article 3. Officers

3.1 The Optical Society of America Student Chapter at the School of Optics/CREOL, UCF shall have a President, Vice President, a Treasurer, and a Secretary. These shall form the Office Chair of the Chapter and be referred to as Officers. In order to hold a leadership position in this Chapter, members shall be required to meet the minimum leadership requirements. The current minimum requirements to have a leadership position are:

- 1) be currently enrolled as a fee paying student in at least one class at UCF;
- 2) be in good academic and disciplinary standing with the University;
- 3) have an overall GPA of at least 3.0;
- 4) be free of any hold on university records;
- 5) be a member of the parent Chapter of the Optical Society of America.

3.2 The President shall be responsible for relations, publicity and promotion of the Chapter activities and assume all other executive duties not otherwise delegated. The President shall determine and appoint any additional committees deemed necessary and proper to fulfill the objectives of the Chapter. The President shall be responsible for reporting the annual activities of the Chapter to its parent chapter, the Optical Society of America.

3.3 The Vice President shall be responsible for coordinating the outreach activities of the Chapter. These activities may include but are not limited to: Optics display projects, on campus tours, and off-campus demonstrations.

3.4 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.

3.5 The Treasurer shall be responsible for the financial records of the Chapter and for the disbursement of funds at the direction of the membership (by vote) with the approval of the Faculty Advisor. Income may be received through grants from the parent chapter of the Optical Society of America, income producing functions approved by the membership and the Faculty Advisor, and funds delegated by the UCF Student Government.

Article 4. Selection of Officers

4.1 Selection of officers shall take place at least once per academic year, in the Fall semester.

4.2 Active voting membership will be limited to all students who are active members in good standing, are currently enrolled at the University of Central Florida and are members of the parent chapter of the Optical Society of America.

4.2 Nominations may be made only by OSA Student Chapter members.

4.3 The nominees must be OSA Student Chapter members.

4.4 The condition required to elect an officer is a simple majority of votes cast by eligible members.

4.5 If the number of valid votes is less than 50% of the total number of members, a proxy ballot shall be used no later than a month after the first attempt.

4.6 For the second ballot, the condition of 50% presence shall not apply.

4.7 No officer can hold more than one position at a time

Article 5. The Term of Office

5.1 The length for the term of the Chair Office is one year.

Article 6. Removal of Officers

6.1 In order to remove an officer, the President must be notified by an explanatory letter signed by at least 10 members. An extraordinary ballot shall take place no later than 4 weeks after the notification.

6.2 Officers may be removed by a 2/3 vote.

Article 7. Voting Powers of Officers

7.1 Officers retain voting rights.

7.2 The President votes only in the event of a tie.

Article 8. Vacancies

8.1 When an officer resigns or is removed, the vacancy shall be filled according to Article 4, no later than a month from the resignation or removal.

Article 9. Membership

9.1 Membership is limited to all students who have paid membership fees to the parent chapter of the Optical Society of America and are enrolled with the University of Central Florida.

9.2 Students not affiliated with UCF may not be Chapter members.

9.3 The Chapter shall consist of at least 10 members. There shall be no membership discrimination on the basis of race, color, sex, marital status, religion, national origin, or age.

9.4 The Chapter shall be recognized by and subject to the regulations of the UCF's Office of Student Activities and the Golden Rule as an official on-campus Chapter.

9.5 OSA Student Chapter members can be recruited at any time upon approval of the Officer Chair.

9.6 Chapter membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the Chapter in order to relate to members any relevant defense prior to the voting for removal. Chapter membership can only be revoked upon a 2/3 majority vote of eligible members.

Article 10. Meetings

10.1 The quorum required to conduct business is fifty (50) percent of the officers and fifty percent (50) of the Chapter's active members. The President will be in charge of calling meetings and the secretary will be responsible to notify all members. Members must be notified of meetings at least 48 hours in advance and shall be notified via e-mail and/or telephone. The president shall preside over all meetings and shall follow Roberts Rules of Order in conducting Chapter meetings.

Article 11. Finances

11.1 Membership dues are not required for the OSA Student Chapter. However, membership in the parent chapter of the Optical Society of America is required (section 9.1).

11.2 The officer responsible for the financial transactions is the Treasurer.

11.3 Any financial transaction requires the agreement from the President or Vice President.

11.4 The funds will be spent for the interest of all the members and according to the mission of the Chapter.

11.5 All financial records shall be provided by the Treasurer upon request to any OSA Student Chapter Officer at any time.

11.6 It shall be the responsibility of all account signers to change contact information as well as assisting in the update of new account signatures after each election with the Chapter's financial institution. In addition, the Treasurer will be responsible to pass along all information from previous years budget and current budget.

11.7 In the event that the Chapter ceases to exist, any funds remaining in the Chapter's account shall be donated to the parent chapter of the Optical Society of America.

Article 12. Faculty Advisor

12.1 One Faculty Advisor shall be elected by a simple majority vote. The Advisor shall be a member of the UCF faculty.

12.2 The role of the Faculty Advisor is to promote the OSA Student Chapter principles to the School of Optics/CREOL faculty. The Advisor shall inform the OSA Student Chapter

about faculty decisions that involve its members. The advisor shall support the OSA Student Chapter mission, as stated in Article 2, with advice and appropriate actions.

12.3 The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the Chapter in order to relate to members any relevant defense prior to the voting for removal. Upon a 2/3 majority vote of eligible members the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 14 calendar days.

Article 13. Publications

13.1 All publications of the Chapter must comply with the Golden Rule "Advertising and Signs" section, Student Chapter Guidelines "Advertising" section, and the University Identity and Standards Manual.

13.2 All publications must be approved by the Secretary and President prior to duplication and distribution.

Article 14. Amendment

14.1 This Constitution may be amended by a 2/3 vote of the OSA Student Chapter membership provided the amendments were proposed at least one meeting prior to the time of voting. Upon passage, an amendment becomes effective.