

Constitution of “The University of Toronto SPIE and Optica Student Chapter”

1. Name

The official name of this recognized campus group is “The University of Toronto SPIE and Optica Student Chapter”

The acronym or abbreviation of this group is: SPIE & Optica Chapter

2. Purpose and Objectives

The purpose, objective, mission and/or mandate of the organization is outlined here:

- (1) to promote awareness of optical science and optical engineering among the student and local communities through SPIE & Optica organized student events and community events.
- (2) to facilitate communication and interaction between students, faculty, administration, and industry professionals by inviting faculty, researchers, and industry professionals to SPIE & Optica organized student events and talks while creating an environment welcoming further interaction with the invitee(s).
- (3) to interact with the SPIE & Optica Chapter members and other student organizations with a focus on information sharing, networking, and collaboration on common goals.
- (4) to raise awareness of post-graduation opportunities for students, through forwarding emails from SPIE and Optica societies and posting advertisements on the chapter website (<https://photonics.utoronto.ca/spie-optica/>).

3. Membership

Executive members with voting privileges shall be currently registered students of the University of Toronto.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

The membership fee will be \$0 per year. Members are encouraged but not required under any circumstance to be registered to both SPIE or Optica Societies. Members who wish to register at the cost of \$20 USD per year (subject to change) can do so at the following websites:

SPIE U of T Chapter – <https://spie.org/membership/explore-membership/students>

Optica U of T Chapter – <https://www.optica.org/membership/join/individual/>

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of memberships are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

4. Executive List and Duties

The Executive Committee shall be comprised of seven (7) elected officers. These include the position of President, SPIE Vice-President, Optica Vice-President, SPIE Secretary, Optica Secretary, SPIE Treasurer, and Optica Treasurer.

The President shall:

- Oversee the operations, management, and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer(s) for financial purposes
- Preside over board meetings as well as general meetings
- Ensure the transition of office to the future Executive Committee
- Manage the completion and submission of the Annual Reports to Optica and SPIE societies

Additional responsibilities may include:

- Calling meetings

The Vice-Presidents shall:

- Assume the duties of the President in their absence
- Oversee the various committees
- Ensure that all activities of the club meet regulations and policies of the University of Toronto
- Ensure that all activities of the club are in line with the guidelines from their respective SPIE or Optica society and notify the president of the chapter is not in good standing with a society
- Coordinate organizational recruitment efforts

The Secretaries shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization
- Handle event advertising

The Treasurers shall:

- Record all financial transactions of their respective SPIE or Optica chapter account
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on the financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

The group may appoint Directors, Coordinators, or Liaisons for various committees such as a social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

5. Termination of Executives or General Members

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. . The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

If the removal is approved by vote(s), the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their Executive position along with their membership in the group.

6. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in September. All members of the Elections Committee shall be non-biased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO shall accept nominations only from registered group members that are also registered U of T students for voting positions, and staff, faculty, or alumni members for non-voting executive positions from the general membership before the beginning of March. Candidates must not have held the same position for more than two (2) years in a row (required by SPIE bylaws).

The CRO shall select one (1) election date before September 30th for the voting period. This date will be announced a minimum of two (2) weeks prior and must fall on weekdays.

The CRO and Scrutinizers shall provide each voting U of T registered student with a paper ballot on the voting dates and ask the student to place their ballot in an enclosed box. In the situation where an election is held virtually, the paper ballots will be replaced with an online form as a virtual ballot (such as through Google forms). Only the Elections Committee will have access to edit and view the results of any election form.

In the event of a tie for any particular position, there will be a second tie-breaking vote taking place over a 24 hour period after the results of the initial vote are announced. If the tie has not been resolved with the second vote, the winner will be decided by flipping a coin.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-registered students may not nominate or vote in elections.

The term of Executive positions shall be one (1) year, from October 1st to September 30th.

7. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the Annual General Meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an Executive meeting.

The group's executives or general members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

8. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require a two-thirds ($\frac{2}{3}$) majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The Executive Committee shall meet on a monthly basis where the date and times are to be set by an Executive. The quorum of Executive meetings shall be 50%+1 of Executives.

9. Amendments

Any registered U of T students may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a two-thirds ($\frac{2}{3}$) majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.