**Optical Society of America Student Chapter at Iowa State University Constitution**

Article I Name:

The name of this organization shall be “*Optical Society of America Student Chapter at Iowa State University*”.

Article II Purpose:

The chapter is committed to engaging students at Iowa State University who are interested in optics and photonics. To recruit new members, the chapter plans will pursue the following three directions:

1. Attend the campus-wide student organization recruiting events

2. Build social network accounts (Facebook, Twitter, Instagram) for the chapter and setup connections with new graduate and senior undergraduate students who are interested in photonics and optics

3. Organize research seminars and recruited new members from the audience

The chapter will meet at the beginning of each academic semester to develop working event/activities plans. The idea will be to have members to discuss the research and outreach interested and the available budget. Once a mutual understanding and relationship has been developed, possibly teaming for research projects, new courses, student recruitment, seminars etc. will be discussed to foster a strong recognizable OSA group at Iowa State.

The *Optical Society of America Student Chapter at Iowa State University* abides by and supports established Iowa State University policies, State and Federal Laws.

Article III Statement of Compliance:

“*Optical Society of America Student Chapter at Iowa State University* abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.  *Optical Society of America Student Chapter at Iowa State University* agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required)”

Article IV Non-Discrimination Statement:

“Iowa State University and *Optical Society of America Student Chapter at Iowa State University* do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran”

Article V Membership:

Membership shall be Optical Society of America (OSA) member. Membership shall be who are interested in nonlinear optics, biophotonics, photonic materials, optical imaging, nanophotonics. Membership shall be ME/MS/PhD in electrical engineering. MS/PhD in condensed physics related to optics and photonics.

The *Optical Society of America Student Chapter at Iowa State University* is open to registered students at Iowa State and does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, marital status, disability, or status as a U.S. Veteran.

As a member, one is required to attend organization meetings regularly, and actively support organization projects.

Article VI: Risk Management:

President will take on the risk management duties.

The role of the risk management officer is to [a] help minimize potential risks for student chapter activities, [b] recommend risk management policies or procedures to *Optical Society of America Student Chapter at Iowa State University*, [c] to submit documentation to ISU’s Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization’s events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Article VII Officers:

Officer Duties and Term of Service

President — To run meetings in an orderly fashion, to make necessary decisions, and to represent and be responsible for the chapter’s activities.

Vice President — To assist the President and to serve in his/her absence. To assist with the execution of chapter activities.

Treasurer — To be responsible for the financial activities of the chapter including the collection of chapter dues and the management of incoming funds and payments and maintain a record of the income and expenses of the chapter.

Secretary — To take minutes during all chapter meetings. To maintain communications with the OSA national organization including the submission of the chapter’s Annual Report.

Method of election of officers—Elections will be held at the second regular meeting of the either the fall or spring semester. Voting must continue until a candidate wins by majority of members present. If no majority is obtained, the candidate with the fewest number of votes will be eliminated and voting will continue. In case of a vacant office, a special election will be held at the next regular meeting.

Date(s) for election of officers— This meeting will be held at the end of the Spring semester. Candidates will have no more than 5 minutes to address members before being excused to let the remaining member discuss the pros and cons of each candidate before taking a simple majority vote.

Impeachment/Removal of officers—An elected officer can be removed from office for misconduct or failure to perform the duties of his/her office. Charges of misconduct or failure to perform duties must be openly made against the officer by a member in a chapter meeting. At a chapter meeting after the meeting in which charges are made, removal must be approved by a two-thirds vote of the members present.

Replacement of officers— Replacing vacant positions will occur through a self nomination process and backing of two other student chapter members with confirmation by a student chapter simple majority vote.

Minimum Cumulative GPA for Officers

  "The officers of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

Article VIII Adviser:

Adviser Duties— Provide resources around campus and within the community. Attend at least 2 club meetings. Maintain communication and meet with officers regularly. Awareness and approval of financial expenditures along with the Treasurer. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

Method of election/selection of adviser(s)— The advisor will be elected by the executive committee and will hold the position for a minimum of one year. The adviser will be selected by the officers and then voted on by the general membership. A majority vote is needed for an adviser to be selected.

Adviser(s) Term of Service— The adviser will serve a term of one full year (from August to August).

Replacement of Advisers— Replacing advisors position by a student chapter simple majority vote.

Article IX Finances:

There are no dues for membership.

The Treasurer shall be responsible for all collection of dues, budget application processes, disbursement of funds, and payment authorization. The Treasurer is also responsible for following all Iowa State University cash-handling and accounts payable polices.

All monies belonging to *Optical Society of America Student Chapter at Iowa State University* shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office. All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Article X:

Primary ratification of the *Optical Society of America Student Chapter at Iowa State University* constitution shall be approved by the current student chapter officers; a majority vote will ratify this constitution. Any member of this organization may propose an amendment to this constitution. Amendments shall be offered to student chapter officers present and shall be discussed by the student chapter before a vote may be called for. Amendments of the constitution may be ratified only by two thirds vote of the members present.