

Standard Optica Student Chapter By-Laws

Article I.

The name of this organization shall be Caltech Optica Student Chapter (the "Chapter").

Article II.

The objectives of this Chapter shall be: (1) to promote awareness of optical science and optical engineering among the student and local communities, (2) to facilitate communication and interaction between students, faculty, administration and industry professionals (3) to interact with Optica members and its student organizations with a focus on information sharing and networking, and (4) to raise awareness of post-graduation opportunities for students.

Article III.

Membership in this Chapter shall be open to any California Institute of Technology ("University") student with an interest in optical science and optical engineering.

Article IV.

This Chapter is a student chapter of Optica. This Chapter is required to use properly Optica's name, logo, and other trademarks as directed by Optica. When promoting any events funded by Optica, the Chapter must use the official Student Chapter logo provided by Optica.

Article V.

The Chapter and its members will abide by the Code of Conduct or similar document set forth by University. The Chapter will maintain official recognition and/or registration as a student organization with the University in any case where it is an option. In the event that complying with University policies requires changes to these By-Laws, the Chapter will submit the updated Bylaws to Optica for review and approval.

Article VI.

All members of the Chapter will be students at the University, and the Chapter must have at least five Optica Student Members at all times.

Article VII.

To be considered an 'active' chapter and be eligible for benefits, the chapter must:

- Submit an Annual Report
- Certify the roster for the upcoming year and transfer chapter permissions in both the Member Management Portal and Grants Database where applicable
- Submit an updated finance packet for processing grant funding

Article VIII.

Optica may revoke the authority of this Chapter for cause.

Article IX.

A quorum of thirty percent of the total membership shall be required for business to be transacted or elections held at any meeting.

Article X.

1. Chapter Officers
 - a. All officers shall be students of University, members in good standing of the Chapter, and members of Optica.
2. Nominations and Elections
 - a. The elected officers will be President, Vice President, Treasurer and Secretary.
 - b. Nominations for the officers shall be conducted by a committee consisting of three members appointed by the President. The committee's role will be to ensure a full slate of candidates for the officers.
 - c. Nominations will be open for one week after the first regular meeting of either the fall or spring semester.
 - d. 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.
 - e. In case of a vacant office, a special election will be held at the next regular meeting.
3. Term of Office
 - a. The term of all officers shall begin at the completion of the election.
4. Removal from Office
 - a. An elected officer can be removed from office for misconduct or failure to perform the duties of his/her office.
 - b. Charges of misconduct or failure to perform duties must be openly made against the officer by a member in a chapter meeting.
 - c. After charges are made, removal must be approved by a two-thirds vote of the members present at the following chapter meeting.
5. Duties of Officers
 - a. President — To run meetings in an orderly fashion, to make necessary decisions, and to represent and be responsible for the chapter's activities.
 - b. Vice President — To assist the President and to serve in his/her absence. To assist with the execution of chapter activities.
 - c. 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.

- d. Secretary — To take minutes during all chapter meetings. To maintain communications with Optica including the submission of the chapter's Annual Report and membership roster.

Article XI.

Chapter dues shall be set by the chapter and paid by its individual members. These funds and all other funding that the Chapter receives will be managed by the Treasurer. The Chapter will manage any reporting of income and requirements to maintain tax exemption from municipal, state/provincial and national governments.