

SECTION BYLAWS

Revised May 2016

Article I. Section Name

The name of this section shall be "Washington State University Local Section of OSA-SPIE".

Article II. Section Goals

The objectives of this section shall be:

1. To promote awareness of the optical sciences and optical engineering among the academic and local communities,
2. To provide members with professional development opportunities,
3. To establish interaction between students and local sections and national headquarters of the Optical Society of America and SPIE.

Article III. Section Membership

Section membership shall be open to any student currently enrolled at Washington State University. Section members shall include students with dues-paying membership in the The Optical Society of America or SPIE and any students recognized as a member by at least three officers.

Article IV. Quorum

The members present at any properly announced meeting shall constitute a quorum.

Article V. Voting

Section I. Bylaws Revision

Amendments to the bylaws require a $\frac{2}{3}$ vote of the members present. The changes to the bylaws must be provided in writing during the meeting prior to the vote.

Section I. General Votes

All other issues to be voted on shall require a majority vote of the members present.

Article VI. Section Officers

Section I. Section Offices

There are four section offices: President, Vice President, Treasurer, and Secretary

Section II. Duties of Officers

All officers shall be full time students of WSU, members of good standing, and national members of both OSA and SPIE. A student may only hold one office at any given time. The officers shall appoint a section advisor as dictated by Washington State University.

Subsection A. President

It is the president's duty to run meetings in an orderly fashion and create agendas for each meeting, to make necessary decisions, and to represent and be responsible to the section. The president may form committees and appoint committee heads. The president is also the head of the traveling lecturer committee and is ultimately responsible for inviting, scheduling and planning for the lecturers. The president is also ultimately responsible for submitting the annual reports to OSA and SPIE.

Subsection B. Vice President

It is the Vice President's duty to assist the President and to serve in his/her absence. The vice president is the head of the outreach committee and is responsible for booking times to do outreach, assisting in creating outreach activities, assisting in training outreach volunteers, and maintaining contact with the group's outreach collaborators.

Subsection C. Treasurer

It is the Treasurer's duty to oversee for the financial obligations of the section, coordinate payment of dues, and distribute funds accordingly. The treasurer is the head of the grant writing committee and is ultimately responsible for submitting grants on behalf of the section. The treasurer *should* update the club's finances after each transaction and *must* maintain all financial records.

Subsection D. Secretary

It is the duty of the Secretary to take minutes of all section meetings and to manage all correspondence with members, to oversee elections as addressed in Article VI Section III, to encourage members to become dues-paying members of The Optical Society of America and SPIE and to ensure the section has an adequate number of dues-paying members of each society to be in good standing.

Section III. Annual Elections

Annual elections shall take place each year during the spring semester as defined by the University academic calendar. The vote may be conducted online or during a section meeting.

Online voting is to be open to all members during a period of at least 24 hours. The voting system shall be single transferable vote.

Nominations shall be accepted for at least one full week prior to the election. Before nominations begin, the dates of the nomination period and the election are to be announced in a section meeting. A member may nominate him/herself or another member. Those who accept nominations prior to the election shall have their name on the ballot.

Section IV. Special Elections

A special election shall be held when an office has been vacated in the middle of a term. The special election shall take place within one month of the office being vacated. Nominations will follow the procedures prescribed in Article VI Section III of this constitution.

Section V. Term of Office

An officer must vacate his/her office after elections, but before the first day of the fall semester. When an officer vacates his/her office the newly elected officer officially begins his/her term. Any vacancies outside this timeframe shall follow the procedures prescribed in Article VI Section IV of this constitution.

Section VI. Removal From Office

An elected officer can be removed from office for failure or inability to perform the duties of the office or for misconduct.

Subsection A. Removal by Members

Members may bring charges against any officer. At the following section meeting the issue of removal must be brought to vote. Removal must be approved by a two-thirds vote of the members present.

Subsection B. Removal by Officers

Officers may bring charges against another officer. The issue must be brought before the section advisor. Removal requires unanimous approval by the other three officers and the section advisor.