The Constitution of

MIT Student Chapter of the Optical Society of America

Article I: Organization

The name of this organization shall be the "MIT Student Chapter of the Optical Society of America."

Article II: Objective

The objective of this chapter shall be:

1. The chapter shall enhance the quality of student life in optical science and optical engineering.
2. The chapter shall serve as a means of communication and interaction between students, faculty, and administration.
3. The chapter shall promote optics within the Great Boston Area through undergraduate and graduate awareness, optics representation in student government and promotion of interdepartmental and intercollegiate collaboration.
4. The chapter shall act to bring the institute and industry together through seminars, workshops, lab visits and etc.
5. The chapter shall participate in community outreach in the form of Youth Science education, community education, and shall promote the optics programs at MIT to the optics community at large.
6. The chapter shall establish interaction between students and local sections and national headquarters of the Optical Society of America.

Article III: Membership

1. Membership in this chapter shall be open to any student in the Great Boston Area with an interest in optical science and optical engineering.
2. In accord with the objectives stated in Article II, members of the chapter shall be either students or regular members of the Optical Society of America.
3. The chapter shall at all times contain at least five MIT students and be more than half MIT students.
4. The chapter shall not discriminate based on any characteristic listed in MIT’s Nondiscrimination Statement.
5. If the chapter charges any momentary dues, there shall be exceptions made for students that cannot afford these dues.
6. The secretary should maintain the list of the members of the chapter, including name, university, contact information.
Article IV: Officers

A. Chapter Officers

1. All officers shall be full time students of MIT, members of good standing of the chapter, and national members of the Optical Society of America.
2. President and Treasurer must be distinct persons.

B. Nominations and Elections

1. The elected officers will be President, Vice President, Treasurer, and Secretary.
2. 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.
3. Nominations will be open for one week after the first regular meeting of either the Fall or Spring semester.
4. 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.
5. In case of a vacant office, a special election will be held at the next regular meeting.

C. Term of Office

1. The term of all officers shall begin at the completion of the election.

D. Removal From Office

1. An elected officer can be removed from office for misconduct or failure to perform the duties of his/her office.
2. Removal must be approved by a two-thirds vote of the members present, after the charges have been openly preferred against the officer by a member of the chapter - one meeting prior to the meeting at which the removal vote is to be taken.

E. Duties of Officers

1. President — To run meetings in an orderly fashion, to make necessary decisions, and to represent and be responsible to the chapter.
2. Vice President — To assist the President and to serve in his/her absence. To preside over chapter activities.
3. **Treasurer** — To be responsible for the financial obligations to the chapter, coordinate payment of dues, and distribute funds accordingly.

4. **Secretary** — To take minutes of all chapter meetings and to be responsible for all correspondence of the chapter. To maintain communications with OSA. Responsible for submitting annual reports to the National OSA.

**Article V: Meetings**

1. Meetings shall be held at least every month.
2. Meetings shall be presided over by the president, unless he/she is absent, and in that case the vice president shall preside.
3. All decisions shall be made by a majority vote of all members present.
4. Quorum for a meeting shall be one quarter of the members of the chapter.

**Article VI: Amendments**

1. Amendments shall be presented by any member of the chapter.
2. Amendments shall be passed by two thirds voted of the members present.
3. Quorum for amending the bylaws shall be one third of all members of the chapter.

**Article VII: ASA Governance Clause**

The chapter agrees to abide by the rules and regulations of the Association of Student Activities at MIT, and its executive board. These bylaws and amendments to them shall be subject to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations.

**Article VII: Others**

1. Student chapter dues shall be paid and funds will be managed by the Treasurer.
2. The Treasurer shall provide appropriate membership information and materials and coordinate dues payments to the OSA National Headquarters.
3. The OSA National Headquarters shall annually rebate the chapter $5 per each student chapter member who is also a member of the OSA National organization. All monies will be distributed to the chapter faculty advisor who will distribute the funds to the Treasurer.