



## New Section Application

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## Background:

The Optica Local Sections Program was established as a way for optics and photonics professionals to connect, keep up-to-date on technical and business innovations, and take part in philanthropic activities that benefit their community. The first Optica Local Section was established in 1916 in Rochester, New York (USA); the number has since grown to 23.

## Mission and Vision:

- The **Mission** of the Optica Local Sections Program is to serve as an outreach supporting professionals in the optics and photonics community by providing them with meaningful opportunities for connection and interaction in their geographic area.
- The **Vision** for the Optica Local Sections Program is to lead Optica into its next hundred years by being at the forefront of member engagement and outreach.

The intent of an Optica Local Section is to:

- Promote optics and photonics awareness;
- Engage in education outreach by participating in or creating initiatives that impact the Sections' local community; and
- Serve as a resource for Optica student and early career members with a focus on professional development.

## Section Information

Optica Local Section Name <i>The section name must follow the following example: "[name of institution/region] Optica Local Section."</i>	
Address Line 1 (limited to 40 characters)	
Address Line 2 (limited to 40 characters)	
City	
State/Province	
Postal Code	
Country	
Please indicate the name and primary contact information for the officers of the section:	
<b>President</b>	
<b>Vice President</b>	
<b>Treasurer</b>	
<b>Secretary</b>	

## Statement of Intent

This statement describes why and what is the purpose of starting an Optica Local Section. Please read and complete the statement, then check the box accepting the statement below.

Dear Optica Staff,

We wish to express our intent to form the (name of new section) \_\_\_\_\_, an Optica Local Section in (location) \_\_\_\_\_. The purpose of our section is described as follows in our "mission statement."

"The Section shall enrich its members through professional networking, and by providing career development and technical programming. The Section will also raise awareness of optics and science learning through participation in events in the local community and through youth education outreach activities such as science fairs, lab tours and classroom demonstrations."

We hope that this letter of intent serves the mission of Optica and that it will be a strong basis for our Optica Local Section.

Sincerely,

\_\_\_\_\_, President of the Section

**We have reviewed and accepted this Statement of Intent.**



## Local Section Bylaws.

Please complete the section below and check the box as accepting the Bylaws.

### Article I.

The name of this organization shall be the "[name of institution/region] Optica Local Section."

### Article II.

The objectives of this Section 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 and local organizations with a focus on information sharing and networking;
4. to raise awareness of post-graduation opportunities for students; and
5. provide professional development and networking opportunities for all members.

### Article III.

Membership in this Section shall be open to any person with an interest in optical science and optical engineering.

### Article IV.

This Section is a local section of Optica. This Section is required to use properly Optica's name, logo, and other trademarks.

### Article V.

The Section must have at least eight at all times who represent the diversity of the local community for optics and photonics through participation with academia, industry and government.

## Article VI.

The Section shall submit an annual activity report and membership roster to Optica's Membership and Education Development Council every year. Optica may declare the Section inactive if the Section fails to submit the activity report and membership roster for two (2) or more consecutive years.

## Article VII.

Optica may revoke the authority of this Section for cause.

## Article VIII.

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

## Article IX.

### A. Section Officers

All officers shall be members in good standing of the section and members of Optica.

### B. Nominations and Elections

- The elected officers will be President, Vice President, Treasurer and Secretary.
- 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.
- Nominations will be open for one week after the first regular meeting of the year.
- Elections will be held at the second regular meeting of the year. 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.

### C. Term of Office

The term of all officers shall begin at the completion of the election and will last for two years.

### D. Removal from Office

- 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 section meeting.
- At a section meeting after the meeting in which charges are made, removal must be approved by a two-thirds vote of the members present.

### E. Duties of Officers

- President — To run meetings in an orderly fashion, to make necessary decisions, and to represent and be responsible for the section's activities.
- Vice President — To assist the President and to serve in his/her absence. To assist with the execution of section activities.
- Treasurer — To be responsible for the financial activities of the section including the collection of section dues and the management of incoming funds and payments and maintain a record of the income and expenses of the section.
- Secretary — To take minutes during all section meetings. To maintain communications with Optica including the submission of the section's Annual Report.

### Article X.

Section dues shall be set by the section and paid by its individual members. These funds will be managed by the Treasurer. The Treasurer shall provide a section membership roster to Optica annually.

**We have reviewed and accepted these Bylaws to govern our section.**





### Membership and Leadership:

A Section may consist of Optica members and non-Optica members who are professionals in the field, whether they are early in their careers or are long-established.

It is important that the Section regularly report any changes to Section membership and leadership to maintain an accurate accounting of Section representation. The Section must include a full roster of current Section members with this signed agreement and have a minimum of eight members at all times.

### Membership Roster:

Last Name, First Name	Optica Member (Y/N)	Email

\*\*\*If more space is required for addition members, please include the roster list in a separate document and send it in along with the application. \*\*\*

### Establishment and Operations:

The Section is responsible for operating its own bank account, complying with any applicable laws and regulations, and purchasing insurance coverage for its Section activities and events.

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

### Optica Name and Logos:

“Optica” is a registered trademark. As long as Optica recognizes the Section as an active affiliate of Optica, Optica grants the Section a royalty-free, non-exclusive license to use the Optica name(s) and logo(s) for the following purposes: to advertise the Section’s affiliation with Optica, to promote the Section and its activities, and to recruit Section members. Any other use of the Optica name and logo is prohibited without Optica’s prior written consent. The Section must comply with any Optica restrictions or requirements related to name and logo usage.

Section Officer:

Optica:

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Signature

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Signature

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Print Name & Officer Title

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Print Name & Title

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Date

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Date