

# SMPTE Constitution and Bylaws

## Constitution

### ARTICLE I

#### Name

The name of this association shall be SOCIETY OF MOTION PICTURE AND TELEVISION ENGINEERS.

### ARTICLE II

#### Objects and Powers

The purposes for which the Society was founded, and for which it has been operated, shall continue to be as follows:

1. To foster, carry on and advance the engineering and technical aspects of the motion-picture, television and allied arts and sciences;

2. To gather, receive, prepare and disseminate scientific information concerning the motion-picture, television and allied arts and sciences;

3. To provide for and to encourage the delivery and holding of lectures, exhibitions, classes and conferences calculated to advance the theory and practice of engineering involved in the motion-picture, television and allied arts and sciences;

4. To promote and further the interests of the general public in the engineering, technical and safety aspects connected with the use and enjoyment of the benefits provided by the motion-picture, television and allied arts and sciences;

5. To advance the scientific aims and purposes of Subdivisions to the extent that such scientific aims are consistent with or conform to the scientific purposes of the Society;

6. To do everything and anything reasonably or lawfully necessary, proper or advisable for the attainment of the above purposes or for any of them or for the furtherance of any or all such purposes;

7. The Society, in order to foster its scientific purposes as herein provided, shall have the power to own, acquire, purchase, accept gifts, hold as trustee or otherwise, maintain, improve, mortgage, sell, lease or dispose of real and personal property and to obtain, invest, reinvest and use funds and properties of any kind to advance the scientific aims of the Society;

8. To accept in the name of the Society or hold as trustee or otherwise any gift of money or property or the income thereof for one or more limited purposes within the scope of the general purposes of the Society as stated herein;

9. To have all powers of any corporation organized for scientific purposes under the laws of the District of Columbia to the extent not inconsistent with the purposes and powers of the Society as herein provided.

### ARTICLE III

#### Restrictions

The Society shall have no capital stock. No part of the income or property of the Society shall inure to the private benefit of any of its members, officers or any private shareholder or individual; no substantial part of the activities of the Society shall be the carrying on of propaganda or otherwise

attempting to influence legislation, and the Society shall not participate in or interfere in any political campaign on behalf of any candidate for public office.

### ARTICLE IV

#### Disposition of Assets and Dissolution

Upon the liquidation, winding up or dissolution of the Society, whether voluntary or involuntary, and after payment of all indebtedness of the Society, the funds, investments and other assets of the Society shall be given and transferred, as the Board of Governors may determine, to some other nonprofit organization having objects similar to those of the Society. The selection of such other organization shall be made by majority vote of all members of the Board of Governors at a meeting of said Board of Governors called for the purpose of selecting such an organization.

### ARTICLE V

#### Meetings

**Sec. 1. Regular Meeting.** There shall be an annual meeting of the Society held at such time and place as may be fixed by the Board of Governors, and other meetings of the Society shall be called as provided in the Bylaws.

**Sec. 2. Substitute for Annual Meeting.** Whenever the Board of Governors, by a majority vote of all of its members, at either a meeting or by letter ballot, shall declare that by reason of any rule, regulation, request or order of any governmental agency, or for any cause, it is not in the interest of the Society to hold the annual meeting then no such meeting shall be required to be held under this Constitution and these Bylaws, and the Board of Governors shall fix a date by which the members of the Society shall vote by letter ballot on any matters which might be acted upon by the members at the annual meeting. The voting period for such letter ballot shall be sixty days ending on the date fixed as above for voting by letter ballot, and the date upon which the voting period expires shall be deemed to be the date of the annual meeting within the meaning of this Constitution and Bylaws.

### ARTICLE VI

#### Membership

**Sec. 1. Eligibility for Membership.** Any individual, firm or corporation, qualified in the manner prescribed in the Bylaws, shall be eligible for membership in the Society, and shall be admitted to membership under such terms and conditions as may be prescribed in the Bylaws.

**Sec. 2. Rights and Privileges.** All members shall exercise and enjoy such rights as the Constitution and Bylaws of the Association may from time to time prescribe.

**Sec. 3. Dues.** Members shall pay such dues and assessments as the Constitution and Bylaws may prescribe.

### ARTICLE VII

#### Board of Governors

**Sec. 1. Management.** The management of the Society shall be vested in the Board of

Governors elected in the manner prescribed in the Bylaws.

**Sec. 2. Committees.** The Board of Governors shall appoint such committees as may be prescribed in the Bylaws and may appoint such additional committees as it may determine; all such committees shall act under the direction of the Board of Governors and perform such duties and exercise such powers as are specified in the Bylaws and such duties and powers as may be delegated to such committees by the Board of Governors.

### ARTICLE VIII

#### Officers

The officers of the Society shall be a President, not more than 6 Vice-Presidents, a Treasurer and a Secretary who shall be elected and have such duties as the Bylaws may from time to time prescribe. The Past-President shall also be considered as an Officer of the Society.

### ARTICLE IX

#### Subdivisions

**Sec. 1. Formation.** The Board of Governors may authorize the formation of Subdivisions in the manner prescribed in the Bylaws, and may combine, divide or discontinue Subdivisions at its discretion.

**Sec. 2. Activities.** The activities of Subdivisions shall be subject to such limitations and regulations as may be prescribed in the Bylaws, by the Board of Governors or by resolution adopted at any meeting of the Society.

### ARTICLE X

#### Amendments

**Sec. 1. Procedure and Required Vote.** Amendments may be submitted to the Board of Governors by a member of the Board or may be proposed to the Board of Governors by any ten members of a voting grade. All amendments, before they are submitted to the membership for discussion and vote, shall first have been approved by the Board of Governors by resolution adopted by the votes of a majority of the whole membership thereof. The proposed amendment shall be submitted for discussion at the next meeting of the Society following approval of the amendment by the Board of Governors. The proposed amendment, together with a summary of the discussion thereon, shall be promptly submitted by mail to all members qualified to vote, as set forth in the Bylaws. Voting shall be by letter ballot mailed with the proposed amendment and summary of the discussion to the voting membership. In order to be counted, return ballots must be received within sixty (60) days of the mailing-out date. Such amendment shall become effective if at least one-fifteenth of the duly qualified members shall have voted thereon within the time limit specified herein and if at least two-thirds of the members so voting have voted to adopt the amendment.

**Sec. 2. Restrictions.** No amendment shall be made which shall be contrary to the carrying out of the scientific purposes for which the Society was organized, and all rights conferred herein upon any member of the Society are granted subject to this reservation.

# Bylaws

## ARTICLE I

### Membership

**Sec. 1. Membership Grades.** The membership of the Society shall consist of the following grades: Honorary, Sustaining, Life Fellow, Fellow, Life Member, Active, Associate and Student.

**Sec. 2. Qualifications.** Individuals, firms and corporations qualified in the manner hereinafter prescribed are eligible for membership.

*Subsec. A. Honorary:* An individual who has performed eminent service in the advancement of engineering in motion pictures, television or in the allied arts and sciences, and who has been elected to membership as hereinafter provided.

*Subsec. B. Sustaining:* An individual, firm or corporation subscribing substantially to the financial support of the Society.

*Subsec. C. Fellow:* An individual who is not less than 30 years old and who has by his proficiency and contributions, attained an outstanding rank among engineers or executives in the motion-picture, television or related industries.

*Subsec. D. Active:* An individual who is not less than 25 years of age who meets the qualifications set forth in one of the following paragraphs:

Paragraph 1. An engineer or scientist engaged in the motion-picture, television or allied arts and sciences who has performed, or been responsible for, important engineering or scientific work therein for a period of at least three years; or

Paragraph 2. A teacher in a school of recognized standing who has conducted for at least three years a major course principally concerned with motion-picture or television engineering or a subject involving the related arts and sciences; or

Paragraph 3. An individual who has made a distinct contribution to the advancement of engineering or science in motion-picture, television or the allied arts and sciences, or has contributed to the technical literature thereof, or has made significant inventions therein; or

Paragraph 4. An individual who for at least three years has had, under his executive direction, important engineering and responsible work in the motion-picture, television or related sciences, and who is otherwise qualified for the direct supervision of the technical and scientific features of such work.

*Subsec. E. Associate:* An individual who is not less than eighteen years of age who is interested in the study of the technical and engineering aspects of the motion-picture, television, or related arts and sciences.

*Subsec. F. Student:* Any individual registered for at least a half-time program as a student, graduate or undergraduate, in a college, university or other recognized educational institution, who evidences interest in the study of the technology involved in the motion-picture, television or related arts and sciences.

*Subsec. G. Life:* An individual who meets all the following qualifications: (1) is at least 65 years old, (2) is retired from active business life, (3) has been an Active Mem-

ber or Fellow for a total of 20 years, (4) who has at least 5 years of continuous membership immediately prior to application. Individuals who hold the grade of Fellow at the time of application will become Life Fellows and Active Members will become Life Members.

**Sec. 3. Application for Membership.** Application for membership in grades other than Honorary and Fellow shall be made on forms provided for that purpose. Applicants for membership in Active, Associate or Student grades shall state the name of the person whose reference is required by the following:

*Subsec. A. Active:* An applicant for membership in this grade shall give as a reference at least one Active, Fellow or Honorary member of the Society.

*Subsec. B. Associate:* An applicant for membership in this grade shall give as a reference at least one member of the Society or two nonmembers who are actively engaged in the motion-picture, television or related arts and sciences.

*Subsec. C. Student:* An applicant for membership in this grade must be sponsored by a member of the Society, or by a member of the faculty of the educational institution which he is attending. It is not required that the faculty member referred to in the preceding sentence be a member of the Society.

*Subsec. D. Life:* Life membership grades will not be conferred automatically but will be granted only upon written application to the Secretary by a qualified member.

### Sec. 4. Election to Membership.

*Subsec. A. Honorary.* Honorary membership shall be granted to individuals qualified in the manner prescribed in Subsec. A of Sec. 2 hereof upon recommendation of the Honorary Membership Committee when that Committee's recommendation is concurred in by the affirmative vote of three-fourths of the members of the Board of Governors present at any meeting of the Board.

*Subsec. B. Fellow.* Active members qualified in the manner prescribed in Subsec. C of Sec. 2 hereof shall be admitted to membership in this grade upon recommendation of the Fellow Membership Committee when that recommendation is concurred in by the affirmative vote of three-fourths of the members of the Board of Governors present at any regularly constituted meeting of the Board.

*Subsec. C. Active.* Upon determination by the appropriate Regional Admissions Committee that an applicant meets the qualifications set forth in Subsec. D of Sec. 2 hereof and upon approval of his application, the applicant shall become a member of the Society. Any application upon which a Regional Admissions Committee takes adverse action shall be referred by it to the National Admissions Committee together with the reasons for such action. Adverse determinations shall be reversed and the applicant admitted to membership, upon a finding by the affirmative vote of four-fifths of the members of the National Admissions Committee that the applicant meets the qualifications set forth in Subsec. D of Sec. 2 of this Article. Adverse determinations by the National Admissions Committee may be appealed to the Board

of Governors by the applicant or his sponsor, and such determinations shall be reversed upon a finding by the Board that the applicant meets the qualifications required by Subsec. D of Sec. 2 of this Article.

*Subsec. D. Associate.* Upon determination by the appropriate Regional Admissions Committee or by the Chairman thereof that an applicant meets the qualifications set forth in Subsec. E of Sec. 2 of this Article and upon approval of his application, the applicant shall become a member of the Society.

*Subsec. E. Student.* Upon determination by the appropriate Regional Admissions Committee or by the Chairman thereof that an applicant meets the qualifications set forth in Subsec. F of Sec. 2 of this Article and upon approval of his application, the applicant shall become a member of the Society.

*Subsec. F. Life:* Upon determination by the Secretary that an applicant meets the qualifications set forth in Subsec. G of Sec. 2 of this Article, and upon approval of his application by the Executive Committee, the applicant shall be awarded the appropriate Life Membership grade in the Society.

**Sec. 5. Voting Rights.** Each member of the Society in the Honorary, Fellow, or Active grades shall be entitled to one vote on any matter presented the membership, and such members are eligible to be elected to office in the Society. Members of the Society in the Associate, Student or Sustaining grades are not entitled to vote on any matter presented to the membership, and may not be appointed as Chairman of any Committee of the Society. However, Associate and Student members may be appointed to serve as members of committees in which case they shall be entitled to vote on matters considered by the Committee. Life Members and Life Fellows shall be entitled to all the rights and privileges of Active and Fellow Members.

### Sec. 6. Termination of Membership.

*Subsec. A. Resignation.* Resignations of members shall be made in writing and shall be acted upon within 30 days of receipt of said resignation.

*Subsec. B. Suspension and Termination of Membership for Nonpayment of Dues.* In the event that any member shall fail to pay dues by the end of the third month from the due date, the membership of such person in the Society shall automatically be suspended. Suspension of membership results in the forfeiture of all membership rights and privileges. Such suspension shall automatically be revoked and all membership rights and privileges restored, upon payment by any such suspended member of all dues in arrears provided that they are paid within one calendar year from the due date. In the event that dues in arrears are not so paid, the membership of such member shall automatically be terminated.

*Subsec. C. Expulsion and Reinstatement.* Any member may be expelled for just cause, other than nonpayment of dues. Expulsion may take place only upon the vote of a majority of the entire membership of the Board of Governors after an opportunity to be heard before the Board shall have been granted to such member. No accused or accusing member shall be entitled to vote

on the question of any such expulsion. Any former member whose membership has been terminated pursuant to this subsection may be reinstated upon application made to the Board and upon approval by the vote of a majority of the entire membership of the Board of Governors.

## ARTICLE II

### Meetings of the Society

**Sec. 1. Annual Meeting.** The annual meeting of the Society shall be held at such time and place as may be fixed by the Board of Governors. Other meetings of the Society may be called at any time by the President and shall be called by the President upon the written request of at least three members of the Board of Governors.

**Sec. 2. Notice of Meeting.** Notice of the time, place and business to be conducted at the Annual Meeting of the Society shall be mailed by the Executive Secretary to each member of the Society at his last known address appearing on the books of the Society. The notice of the Annual Meeting shall be mailed at least thirty days prior to the meeting. The time and contents of notices of other meetings shall be as directed by the Board of Governors.

**Sec. 3. Quorum.** One-fifteenth of the members of the Society entitled to vote on matters presented to the membership shall constitute a quorum at all meetings of the Society, but a lesser number may adjourn without notice other than announcement of the meeting. At any adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally called.

## ARTICLE III

### Board of Governors

**Sec. 1. Number and Term of Office.** The Board of Governors shall consist of: (1) the elected officers; (2) the Past-President of the Society; (3) not more than thirteen individuals who shall be members of the Society in either Honorary, Fellow or Active grades each of whom shall be elected for a term of two years in the manner hereinafter prescribed; (4) the Chairman of each Section containing 14% of the total membership of the Society; and (5) not more than five individuals who shall be members of the Society in either Honorary, Fellow or Active grade, elected for a term of one year by the Board.

**Sec. 2. Regional Representation.** The thirteen elected governors prescribed in Sec. 1 (3) shall provide for geographical representations as follows:

*Subsec. A. Regions.* For purposes of representation on the Board of Governors, the United States will be divided into three regions: (1) Eastern, (2) Central, and (3) Western. All of Canada will be considered as a fourth region, (4) Canadian. All countries other than the United States of America and the Dominion of Canada will make a fifth region, (5) International.

The areas of the Eastern, Central and Western Regions of the United States shall be defined as encompassing the geographical boundaries of all those Society Sections having their headquarters city located within the (1) Eastern Time Zone, (2) Central Time Zone, and (3) Mountain and

Pacific Time Zones. The Board of Governors may assign a given Section located in regions 1, 2 or 3 to an adjacent one of these regions when the Board of Governors determines that this better serves the interests of the members of that Section. The geographical boundaries and assigned region of each Section shall be defined in the Administrative Practices.

*Subsec. B. Representation.* The Eastern, Central and Western Regions of the United States shall each be represented by not more than four governors elected by the voting membership residing in their respective regions. The Canadian Region will be represented by one governor, residing in Canada, elected by the voting membership of Canada. Members residing in countries other than the United States of America or the Dominion of Canada may vote for any two nominees for Governor, regardless of region, who they feel will be best able to serve their interests.

**Sec. 3. Nominations.** Before the last Monday of May, the President shall appoint a Nominating Committee to nominate not more than three individuals for election to each office of the Society, and not more than three individuals for each vacancy to be filled on the Board of Governors. Individuals nominated for the Board and for offices must be members of the Society in either Honorary, Fellow or Active grade. The President shall designate one of the members of the Committee as Chairman. The members of the Nominating Committee shall be two former Presidents, at least seven voting members of the Society, at least two, and not more than three of whom, shall be members of the Board of Governors, who are not in the last year of office, and thereby ineligible for nomination.

**Sec. 4. Approval of Nominations.** Before the last Monday of July, the list of nominees proposed by the Nominating Committee shall be reviewed by the Board of Governors, and said list shall be final unless the Board shall, by a three-fourths vote of those present, direct that any individual's name be deleted therefrom. It shall be the duty of the Secretary to notify the individuals appearing on said list of their nomination, and each such person shall notify the Secretary within two weeks thereafter whether he will serve if elected. The names of all such persons who indicate their assent shall then be placed upon a letter ballot prepared by the Secretary.

**Sec. 5. Election.** Not later than the third Monday of August the Secretary shall cause a letter ballot to be mailed to each voting member of the Society at his last known address appearing on the books of the Society. On the space provided on the ballot each member who wishes to vote shall indicate the individual and the position to which he wishes to have such individual elected. No individual may cast more than one vote for any one candidate, and the ballots which have been returned to the Secretary before or on the last Monday of September shall be delivered to the Committee of Tellers appointed by the President. Said Committee shall tabulate the votes not later than the first Monday of October. Election of candidates shall be by plurality vote, and in the case of tie, the choice shall be decided by lot. The indi-

viduals elected shall take office as of January 1 of the next following year.

**Sec. 6. Filling of Vacancies.** Whenever a vacancy shall occur in the Board of Governors or in any office of the Society other than that of the President, the remaining Governors may, by the affirmative vote of a majority of them, elect an individual to fill such vacancy. Individuals so elected shall serve for the unexpired term of their respective predecessors.

**Sec. 7. Meetings and Quorum.** The Board of Governors shall hold at least four meetings each year, one of which shall be at the time and place of the Annual Meeting of the Society. At least two weeks' notice of the time and place of all regular meetings shall be sent to the members of the Board. Special meetings may be called at any time by the President or by any two Vice-Presidents upon at least seven days' notice. At each meeting of the Board of Governors, eleven members shall constitute a quorum.

## ARTICLE IV

### Officers

#### Sec. 1. President.

*Subsec. A. Function.* The President shall preside at all meetings of the Society, the Board of Governors, and, if residing in the geographical area located East of the Mississippi River, at all meetings of the Executive Committee. Subject to the direction of the Board of Governors, he shall be the executive head of the Society.

*Subsec. B. Substitute.* During any period of absence or temporary incapacity of the President, the Executive Vice-President shall perform and have the duties and powers of the President.

#### Sec. 2. Executive Vice-President.

*Subsec. A. Residence.* The Executive Vice-President and the President may not reside in the same geographical area of the United States, unless after both are duly elected, one or the other should be required to move his residence to the same region in which the other resides. In this event neither officer shall be deprived of office pursuant to this Subsection.

*Subsec. B. Duties.* In the absence of the President due to death, resignation or incapacity the Executive Vice-President shall perform and have the duties and powers of the President. The Executive Vice-President shall preside at all meetings of the Executive Committee when the President does not reside in the geographical area in which the Society's principal office is located. In addition, the Executive Vice-President shall perform such other duties as may be assigned him by the President.

**Sec. 3. Past-President.** The Past-President shall serve primarily in an advisory capacity to the other officers and governors of the Society. He shall be Chairman of the Fellow Membership Committee and may be requested to assume other duties for which his experience in Society affairs may make him particularly suited.

**Sec. 4. Engineering Vice-President.** The Engineering Vice-President shall be responsible for the supervision and coordination of the work of all technical committees of the Society, and, when authorized to do so by the Board of Governors, may appoint committees, define their

scope, and designate the members thereof.

**Sec. 5. Financial Vice-President.** The Financial Vice-President shall be responsible for the financial operations of the Society to ensure that they conform to the budget submitted by him and approved by the Board of Governors. He shall keep all funds in the name of the Society in a bank, or banks, approved by the Board of Governors. He may invest the surplus funds of the Society in such manner as may be approved by the Board of Governors. At the end of each fiscal year his books shall be audited by a certified public accountant selected by the Board of Governors, and a report of such audit shall be made to the Board of Governors which shall mail it to each member of the Society.

**Sec. 6. Treasurer.** The Treasurer shall have custody of the funds and assets, except invested surplus, of the Society, and shall keep proper books of account. He shall disburse the funds of the Association under the direction of the Financial Vice-President and the Board of Governors. He shall give a surety company bond for the faithful performance of his duties in such amount as may be required by the Board of Governors. The premium on such bond shall be paid by the Society.

**Sec. 7. Editorial Vice-President.** The Editorial Vice-President shall be responsible for the content and publication of the Society's *Journal* and the editorial aspects of all other publications of the Society. He shall appoint and supervise the work of certain administrative committees as defined in the Administrative Practices.

**Sec. 8. Convention Vice-President.** Subject to the approval of the Board of Governors, the Convention Vice-President shall be responsible for the national conventions of the Society.

**Sec. 9. Sections Vice-President.** The Sections Vice-President shall be responsible for the coordination and administration of Subdivisions to ensure that their activities conform to the purposes set forth in Article II of the Constitution, and shall aid and assist Subdivisions by interpreting the Society's policy. He shall be responsible for aiding and furthering the formation of new Subdivisions. He shall appoint the Chairman of the National Admissions Committee, and shall be responsible for the supervision and coordination of the activities of the various other Admissions Committees.

**Sec. 10. Secretary.** The Secretary shall keep a record of all meetings of the Society, the Board of Governors and the Executive Committee. The Secretary shall be responsible for the maintenance of a membership roster. The Secretary shall have the custody of the records of the Society and the corporate seal. The Secretary shall perform such other duties as may be required by these Bylaws or specified by the Board of Governors.

## ARTICLE V

### Committees

#### Sec. 1. General.

**Subsec. A. Appointment.** Such standing and ad hoc committees as may be necessary or convenient for the proper conduct of the affairs of the Society may be appointed as provided by the Constitution, Bylaws and

Administrative Practices of the Society. The chairmen of all such committees shall be voting members of the Society.

**Subsec. B. Term.** The members of all standing committees shall hold office until December 31 of the year following appointment or until their successors are appointed.

**Subsec. C. Term of Office of Chairman.** No person shall hold the office of Chairman of a standing committee for more than two consecutive terms, but may be reappointed if there has been a lapse of one year between the date of his retirement and his subsequent appointment.

**Subsec. D. Quorum.** A majority of the members of a committee shall constitute a quorum unless otherwise specified in these Bylaws.

**Subsec. E. Voting.** No member of a standing committee may vote by proxy. Where alternates have been appointed, an alternate may vote in the absence of the Committee member for whom he has been designated as an alternate.

#### Sec. 2. Standing Committees.

**Subsec. A. Executive Committee.** The members of the Executive Committee shall be either the President or Executive Vice-President of the Society, whichever resides in the geographical area in which the Society's principal office is located, and three other officers selected by the President and approved by the Board of Governors. Subject to direction by the Board of Governors, the committee shall have all the powers of the Board of Governors to transact business between meetings of the Board and shall have such other powers and duties as may be delegated to it by the Board. All transactions of this Committee shall be fully reported at the next scheduled meeting of the Board of Governors.

**Subsec. B. Honorary Membership Committee.** The President shall appoint five individuals to this Committee who shall be members of the Society in either Honorary, Fellow or Active grades. The Committee may recommend persons to the Board of Governors for election to membership in the Honorary grade or their name for addition to the Honor Roll if the person is deceased.

**Subsec. C. Fellow Membership Committee.** The membership of this Committee shall consist of the elected officers of the Society, the Past-President, the Chairman of each Section, and the Chairmen of engineering committees of the Society. The Past-President shall serve as Chairman of the Committee, or, if unavailable, the President shall appoint a Chairman from among the members of the Committee. The Committee may recommend persons to the Board of Governors for election to membership in the Fellow grade.

**Subsec. D. National Admissions Committee.** The members of this Committee shall be the Chairmen of each of the Regional Admissions Committees, and a National Admissions Committee Chairman appointed by the Sections Vice-President. The Committee shall make such determinations as may be required under these Bylaws and shall review the activities of Regional Admissions Committees to ensure that the activities of such committees conform to the

Constitution, Bylaws and policies of the Society.

**Subsec. E. Regional Admissions Committees.** There shall be an Admissions Committee for each of the following four regions: Western, Central, Eastern and International. The territorial jurisdiction of each such committee shall be as defined by the Board of Governors. Each Regional Admissions Committee shall consist of a chairman and three other members of the Society in either Active, Fellow or Honorary grades. The members and Chairmen of such Committees shall be appointed by the Chairman of the National Admissions Committee with the concurrence of the Sections Vice-President. It shall be the duty of Regional Admissions Committees to process and consider applications for membership as specified by the Constitution and Bylaws.

## ARTICLE VI

### Administrative Practices

**Sec. 1.** Special rules relating to the administration of the Society and known as Administrative Practices shall be established by the Board of Governors and shall be added to or revised as necessary to the efficient pursuit of the Society's objectives.

## ARTICLES VII

### Dues and Indebtedness

#### Sec. 1. Dues

**Subsec. A.** The annual dues shall be twenty dollars (\$20) for Fellows and Active members, fifteen dollars (\$15) for Associate members, payable on or before January 1 of each year, and five dollars (\$5) for Student members, payable on or before October 1 of each year.

**Subsec. B. Honorary Members, Life Fellows and Life Members** are not required to pay any further dues after the end of the year in which the Honorary or Life Membership is awarded.

**Subsec. C.** Current or first year's dues for new members in any calendar year shall be at the full annual rate for those notified of election to membership on or before June 30; one half the annual rate for those notified of election to membership in the Society on or after July 1.

#### Sec. 2.

**Subsec. A.** Transfer of membership to a higher grade may be made at any time subject to the requirements for initial membership in the higher grade. If the transfer is made on or before June 30, the annual dues of the higher grade are required. If the transfer is made on or after July 1, and the member's dues for the full year have been paid, one half of the annual dues of the higher grade is payable less one half the annual dues of the lower grade.

**Subsec. B.** No credit shall be given for annual dues in a membership transfer from a higher to lower grade, and such transfers shall take place on January 1 of each year.

**Sec. 3.** Annual dues shall be paid in advance.

**Sec. 4.** Failure to pay dues may be considered just cause for suspension.

## ARTICLE VIII

### Publications

**Sec. 1.** The Society shall publish a monthly technical journal. The editorial

policy of the *Journal* shall be based upon the provisions of the Constitution and a copy of each issue shall be supplied to each member in good standing, mailed to his last address of record. Copies may be made available for sale at a price approved by the Board of Governors.

**Sec. 2.** The Society may publish such books, pamphlets, or other publications as may further the objectives of the Society.

## ARTICLE IX

### Local Sections

**Sec. 1.** Sections of the Society may be authorized in any locality where the voting membership exceeds twenty. The geographic boundaries of each Section shall be determined by the Board of Governors. Upon written petition for the authorization of a Section of the Society, signed by twenty or more voting members, the Board of Governors may grant such authorization.

#### **Sec. 2. Section Membership.**

*Subsec. A.* All members of the Society of Motion Picture and Television Engineers in good standing residing within the geographic boundaries of any local Section shall be considered members of that Section.

*Subsec. B.* Should the enrolled voting membership of a Section fall below twenty, or should the technical quality of the presented papers fall below an acceptable level, or the average attendance at meetings not warrant the expense of maintaining that Section, the Board of Governors may cancel its authorization.

#### **Sec. 3. Section Officers.**

*Subsec. A.* The officers of each Section shall be a Chairman and a Secretary-Treasurer. When the technical quality of the presented papers and the average attendance of meetings reach a satisfactory level, the Board of Governors may authorize that the Section Chairman become ex officio a member of the Board of Governors. Each Section officer shall hold office for one year, or until his successor is chosen.

**Sec. 4. Board of Managers.** The Board of Managers shall consist of the Section Chairman, the Section Past-Chairman, the Section Secretary-Treasurer, and six voting members. Each manager of a Section shall hold office for two years. Vacancies shall be filled by appointment by the Board of Managers until the annual election of the Section.

**Sec. 5. Section Elections.** The officers and managers of a Section shall be voting members of the Society. All officers and managers shall be elected to their respective offices by a majority of ballots cast by the voting members residing in the geographical area of the Section. Not less than three months prior to the annual fall convention of the Society, nominations shall be presented to the Board of Managers of the Section by a Nominating Committee appointed by the Chairman of the Section, consisting of seven members, including a chairman. The committee shall be composed of the present Chairman, the Past-Chairman, two other members of the Board of Managers not up for election, and three other voting members of the Section not currently officers or managers of the Sec-

tion. Nominations shall be made by a three-quarters affirmative vote of the total Nominating Committee. Such nominations shall be final, unless any nominee is rejected by a three-quarters vote of the Board of Managers, and in the event of such rejection the Board of Managers will make its own nomination.

The Chairman of the Section shall then notify the candidates of their nomination. From the list of acceptances, not more than three names for each vacancy shall be selected by the Board of Managers and placed on a letter ballot. A blank space shall be provided on this letter ballot under each office, in which space the name of any voting member other than those suggested by the Board of Managers may be voted for. The balloting shall then take place. The ballot shall be enclosed with a blank envelope and a business reply envelope bearing the local Secretary-Treasurer's address and a space for the member's name and address. One of these shall be mailed to each voting member of the Society residing in the geographical area covered by the Section, not less than forty days in advance of the annual fall convention.

The voter shall then indicate on the ballot one choice for each office, seal the ballot in the blank envelope, place this in the envelope addressed to the Secretary-Treasurer, sign his name and address on the latter, and mail it in accordance with the instructions printed on the ballot. No marks of any kind except those above prescribed shall be placed upon the ballots or envelopes. Voting shall close seven days before the opening session of the annual fall convention. The sealed envelopes shall be delivered by the Secretary-Treasurer to his Board of Managers at a duly called meeting. The Board of Managers shall then examine the returned envelopes, open and count the ballots, and announce the results of the election.

The newly elected officers and managers shall take office on January 1, following their election.

**Sec. 6. Section Business.** The business of a Section shall be conducted by the Board of Managers.

#### **Sec. 7. Section Expenses.**

*Subsec. A.* At the beginning of each fiscal year, the Secretary-Treasurer of each Section shall submit to the Board of Governors of the Society a budget of expenses for the year.

*Subsec. B.* The Treasurer of the Society shall deposit with each Section Secretary-Treasurer a sum of money for current expenses, the amount to be fixed by the Board of Governors.

*Subsec. C.* The Secretary-Treasurer of each Section shall send to the Treasurer of the Society, quarterly, or on demand, an itemized account of all expenditures incurred during the preceding period.

*Subsec. D.* Expenses other than those enumerated in the budget, as approved by the Board of Governors of the Society, shall not be payable from the general funds of the Society without express permission from the Board of Governors.

*Subsec. E.* The Section Board of Managers shall defray all expenses of the Section not provided for by the Board of Governors from funds raised locally.

*Subsec. F.* The Secretary of the Society shall, unless otherwise arranged, supply to each Section all stationery and printing necessary for the conduct of its business.

**Sec. 8. Section Meetings.** The regular meetings of a Section shall be held in such places and at such hours as the Board of Managers may designate. The Secretary-Treasurer of each Section shall forward to the Sections Vice-President of the Society, not later than five days after a meeting of a Section, a statement of the attendance and of the business transacted.

**Sec. 9. Constitution and Bylaws.** Sections shall abide by the Constitution and Bylaws of the Society and conform to the regulations of the Board of Governors. The conduct of Sections shall always be in conformity with the general policy of the Society as fixed by the Board of Governors.

## ARTICLE X

### Student Chapters

**Sec. 1.** Student Chapters of the Society may be authorized in any college, university, or technical institute of collegiate standing. Upon written petition for the authorization of a Student Chapter, signed by twelve or more Society members, or applicants for Society membership, and the Faculty Adviser, the Board of Governors may grant such authorization.

#### **Sec. 2. Chapter Membership.**

*Subsec. A.* All members of the Society in good standing who are attending the designated educational institution shall be eligible for membership in the Student Chapter, and when so enrolled they shall be entitled to all privileges that such Student Chapter may, under the Constitution and Bylaws, provide.

*Subsec. B.* Should the membership of the Student Chapter fall below ten, or the average attendance of meetings not warrant the expense of maintaining the organization, the Board of Governors may cancel its authorization.

**Sec. 3. Chapter Officers.** The officers of each Student Chapter shall be a Chairman and a Secretary-Treasurer. Each Chapter officer shall hold office for one year, or until his successor is chosen. Where possible officers shall be chosen in May to take office at the beginning of the following school year. The procedure for holding elections shall be prescribed in the Administrative Practices.

**Sec. 4. Faculty Adviser.** A member of the faculty of the same educational institution shall be designated by the Board of Governors as Faculty Adviser. It shall be his duty to advise the officers on the conduct of the Chapter and to approve all reports to the Sections Vice-President and the Treasurer of the Society.

**Sec. 5. Chapter Expenses.** The Treasurer of the Society shall deposit with each Chapter Secretary-Treasurer a sum of money, the amount to be fixed by the Board of Governors. The Secretary-Treasurer of the Chapter shall send to the Treasurer of the Society at the end of each school year or on demand an itemized account of all expenditures incurred.

**Sec. 6. Chapter Meetings.** The Chapter shall hold at least four meetings per year. The Secretary-Treasurer shall forward to the Sections Vice-President of the Society

at the end of each school year a report of the meetings for that year giving the subject, speaker and approximate attendance for each meeting.

## ARTICLE XI

### Amendments

**Sec. 1.** Proposed amendments to these Bylaws may be initiated by the Board of Governors or by a recommendation to the Board of Governors signed by ten voting members. Proposed amendments may be approved at any regular meeting of the Society at which a quorum is present, by the affirmative vote of two-thirds of the members present and eligible to vote thereon. Such proposed amendments shall have been published in the *Journal* of the Society, in the issue next preceding the date of the stated business meeting of the Society at

which the amendment or amendments are to be acted upon.

**Sec. 2.** In the event that no quorum of the voting members is present at the time of the meeting referred to in Sec. 1, the amendment or amendments shall be referred for action to the Board of Governors. The proposed amendment or amendments then become a part of the Bylaws upon receiving the affirmative vote of three-quarters of the entire membership of the Board of Governors.

## ARTICLE XII

### Standards and Recommendations

**Sec. 1. Purpose.** The Society's "Recommended Practices," as well as American Standards sponsored by the Society, are adopted in the public interest; they are designed for the purpose of promoting and

furthering the interests of the general public through the statement and dissemination of technical and engineering principles applicable to the motion-picture, television and the related arts and sciences.

**Sec. 2. Definition.** "Recommended Practices" of the Society and an American Standard sponsored by the Society describe a product, process or procedure with reference to one or more of the following: nomenclature, composition, tolerances, safety, operating characteristics, performance, rating, testing and the service for which designed.

**Sec. 3. Use.** Existence of a "Recommended Practice" of the Society does not in any respect require that any member or nonmember adhere to it, and such persons are free to accept or reject any adopted "Recommended Practice" as they see fit in the exercise of their individual discretion.

## SUPPLEMENT TO A DIRECTORY FOR MEMBERS

*April 1962 Journal, Part II*

Since publication of the April issue and the Supplement in the July 1962 *Journal*, we have obtained the descriptions of Sustaining Members given below.

**Birns & Sawyer Cine Equipment Co.,** 6424 Santa Monica Blvd., Hollywood 38, Calif.

This is an integrated sales, manufacturing and rental organization situated in two easily accessible locations in the heart of Hollywood. The sales and manufacturing division produces such equipment as underwater lights, underwater camera housings, camera heater barneys, stop motion projectors, and telephoto lenses. This division also imports motion-picture equipment for resale under their own brand names. The rental division has its own staff and large inventory of motion-picture production facilities including cameras, lights, dollies, sound recorders, and editing equipment. The company is currently undergoing a manufacturing expansion which will give it a source of products for its own sales. Among these products are the new underwater lights and telephoto lenses computed for 70mm format. Small products such as triangles, splicing blocks, stop watches, camera adapters and other accessory motion-picture equipment are also manufactured or imported for the trade.

**Address inquiries to:** Sales and Manufacturing Div.: 6424 Santa Monica Blvd., Hollywood, Calif. Rental Division: 1014 North Vine St., Hollywood 38, Calif.

**Camera Service Center, Inc.,** 333 West 52 St., New York 19, N. Y.

Besides specializing in the rental, sale and maintenance of professional motion-picture cameras and related equipment, this organization manufactures special motion-picture equipment of its own design or to customer specifications. A part of the service is incorporating special features and improvements over original designs. The firm's rental program includes all types of professional 35mm and 16mm motion-picture cameras, lenses, tripods, dollies, recording equipment, lighting, and also high-speed cameras, stop-motion drives, 10:1 ratio zoom lenses. Its manufacturing program includes a large variety of items for the professional filmmaker, such as: wide-angle adapters for zoom lenses, lens correlators, zoom lens control knobs with zoom limit stops, stop-motion motors, intervalometers, voltage regulators that handle 110-v/1/60 and 220-v/3/60 in the same unit, rotary converters to supply 110-v/1/60 a-c from 24-v d-c, nickel-cadmium camera batteries, microphone booms and geared camera wedges. Also provided are consultation and design services to assist the professional motion-picture producer in any special problems. All sales of equipment are handled by CSCI's sales affiliate, Camera Sales Center Corp.

**Address inquiries to:** Henry H. Hesse *at the address above.*

**Canadian Marconi Co.,** 2442 Trenton Ave., Montreal 16, Que., Can.

As Canadian agents for Marconi's Wireless Telegraph Co. Ltd. of Chelmsford, Essex, England, the firm's Broadcast and Television Station Equipment Department offers a sales engineering service covering the complete line of television studio and transmission equipment by Marconi's Wireless Telegraph Co. Ltd. The audio and broadcasting products of the Gates Radio Co. of Quincy, Ill., are also handled by Canadian Marconi Company.

**Address inquiries to:** Broadcast and Television Station, Equipment Sales, *at the address above.*

**Eagle Film Laboratory,** 4971 N. Elston Ave., Chicago 30, Ill.

Eagle Film Laboratory, Inc., was established in 1951, to meet the quality requirements of producers. The firm occupies its own new building on the Northwest side of Chicago, just off the Edens expressway. The services are: 16mm printing in color reversal, black-and-white positive, black-and-white reversal, color inter-negative and color positive. Other services include: edge numbering, conforming, optical and magnetic track transfer and ultrasonic film cleaning of all original materials and prints. They also do processing of black-and-white negative and positive. The firm is proud to be called "A 16mm Specialist Film Laboratory."

**Address Inquiries to:** Robert J. Yuskaitis *at the address above.*

**Ferrania, S.p.A.,** Corso Matteotti 12, Milano, Italy

The firm manufactures the following products: (1) motion-picture films of every type, sizes 35mm and 16mm, with production schedules which include both negative and positive films, in color and black-and-white; (2) graphic arts films and plates; (3) sound recording films; (4) magnetic tapes on cellulose acetate base and on polyesterine base, for all television applications; and (5) perforated films for magnetic recording, 35mm, 17.5mm and 16mm.

**Address inquiries to:** *the address above.*

**Guffanti Film Laboratories, Inc.,** 630 Ninth Ave., New York 36, N. Y.

Commercial motion-picture film processing has been carried on since 1929, and at the present address. The firm was originally incorporated under the name of Film Service Laboratories, Inc., then under the name of Guffanti Film Laboratories, Inc. since 1946, with no change in ownership. The laboratory has been under the personal supervision and direction of Paul Guffanti since 1929. Processed are motion-picture film of all types and widths from 35-32mm to 16mm; this includes developing of