

CONSTITUTION AND BY-LAWS
OF THE
SOCIETY OF MOTION PICTURE ENGINEERS*

CONSTITUTION

Article I

Name

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

Article II

Object

Its objects shall be: Advancement in the theory and practice of motion picture engineering and the allied arts and sciences, the standardization of the equipment, mechanisms, and practices employed therein, the maintenance of a high professional standing among its members, and the dissemination of scientific knowledge by publication.

Article III

Eligibility

Any person of good character may be a member in any class for which he is eligible.

Article IV

Officers

The officers of the Society shall be a President, a Past-President, an Executive Vice-President, an Engineering Vice-President, an Editorial Vice-President, a Financial Vice-President, a Convention Vice-President, a Secretary, and a Treasurer.

The term of office of the President, the Past-President, the Executive Vice-President, the Engineering Vice-President, the Editorial Vice-President, the Financial Vice-President, and the Convention Vice-President shall be two years, and the Secretary and the Treasurer one year. Of the Engineering, Editorial, Financial, and Convention Vice-Presidents, two shall be elected alternately each year, or until their successors are chosen. The President shall not be immediately eligible to succeed himself in office.

Article V

Board of Governors

The Board of Governors shall consist of the President, the Past-President, the five Vice-Presidents, the Secretary, the Treasurer, the Section Chairmen, and five elected Governors. Two, and three, of the Governors shall be elected alternately each year to serve for two years.

* Corrected to January 1, 1939.

Article VI*Meetings*

There shall be an annual meeting, and such other meetings as stated in the By-Laws.

Article VII*Amendments*

This Constitution may be amended as follows: Amendments shall be approved by the Board of Governors, and shall be submitted for discussion at any regular members' meeting. The proposed amendment and complete discussion then shall be submitted to the entire Active, Fellow, and Honorary membership, together with letter ballot as soon as possible after the meeting. Two-thirds of the vote cast within sixty days after mailing shall be required to carry the amendment.

BY-LAWS**By-Law I***Membership*

Sec. 1.—The membership of the Society shall consist of Honorary members, Fellows, Active members, Associate members, and Sustaining members.

An **Honorary member** is one who has performed eminent services in the advancement of motion picture engineering or in the allied arts. An Honorary member shall be entitled to vote and to hold any office in the Society.

A **Fellow** is one who shall not be less than thirty years of age and who shall comply with the requirements of either (a) or (b) for Active members and, in addition, shall by his proficiency and contributions have attained to an outstanding rank among engineers or executives of the motion picture industry. A Fellow shall be entitled to vote and to hold any office in the Society.

An **Active member** is one who shall be not less than 25 years of age, and shall be:

(a) A motion picture engineer by profession. He shall have been engaged in the practice of his profession for a period of at least three years, and shall have taken responsibility for the design, installation, or operation of systems or apparatus pertaining to the motion picture industry.

(b) A person regularly employed in motion picture or closely allied work, who by his inventions or proficiency in motion picture science or as an executive of a motion picture enterprise of large scope, has attained to a recognized standing in the motion picture industry. In case of such an executive, the applicant must be qualified to take full charge of the broader features of motion picture engineering involved in the work under his direction.

(c) An Active member is privileged to vote and to hold any office in the Society.

An **Associate member** is one who shall be not less than 18 years of age, and shall be a person who is interested in or connected with the study of motion picture technical problems or the application of them. An Associate member is not privileged to vote, to hold office or to act as chairman of any committee, although he may serve upon any committee to which he may be appointed; and, when so appointed, shall be entitled to the full voting privileges of a committee member.

A **Sustaining member** is an individual, a firm, or corporation contributing substantially to the financial support of the Society.

Sec. 2.—All applications for membership or transfer, except for honorary or fellow membership, shall be made on blank forms provided for the purpose, and shall give a complete record of the applicant's education and experience. Honorary and Fellow membership may not be applied for.

Sec. 3.—(a) An **Honorary** membership may be granted upon recommendation of the Board of Governors when confirmed by a four-fifths majority vote of the Honorary members, Fellows, and Active members present at any regular meeting of the Society. An Honorary member shall be exempt from all dues.

(b) Fellow membership may be granted upon recommendation of at least three-fourths of the Board of Governors.

(c) Applicants for **Active** membership shall give as reference at least three members of Active or of higher grade in good standing. Applicants shall be elected to membership by the approval of at least three-fourths of the Board of Governors.

(d) Applicants for **Associate** membership shall give as reference at least one member of higher grade in good standing. Applicants shall be elected to membership by the approval of at least three-fourths of the Board of Governors.

By-Law II

Officers

Sec. 1.—An officer or governor shall be an Honorary, a Fellow, or Active member.

Sec. 2.—Vacancies in the Board of Governors shall be filled by the Board of Governors until the annual meeting of the Society.

By-Law III

Board of Governors

Sec. 1.—The Board of Governors shall transact the business of the Society between members' meetings, and shall meet at the call of the president.

Sec. 2.—A majority of the Board of Governors shall constitute a quorum at regular meetings.

Sec. 3.—When voting by letter ballot, a majority affirmative vote of the total membership of the Board of Governors shall carry approval, except as otherwise provided.

Sec. 4.—The Board of Governors, when making nominations to office, and to the Board, shall endeavor to nominate persons, who in the aggregate are representative of the various branches or organizations of the motion picture industry, to the end that there shall be no substantial predominance upon the Board, as the result of its own action, of representatives of any one or more branches or organizations of the industry.

By-Law IV

Meetings

Sec. 1.—The location of each meeting of the Society shall be determined by the Board of Governors.

Sec. 2.—Only Honorary members, Fellows, and Active members shall be entitled to vote.

Sec. 3.—A quorum of the Society shall consist in number of one-tenth of the total number of Honorary members, Fellows, and Active members as listed in the Society's records at the close of the last fiscal year.

Sec. 4.—The fall convention shall be the annual meeting.

Sec. 5.—Special meetings may be called by the president and upon the request of any three members of the Board of Governors not including the president.

Sec. 6.—All members of the Society in any grade shall have the privilege of discussing technical material presented before the Society or its Sections.

By-Law V

Duties of Officers

Sec. 1.—The **President** shall preside at all business meetings of the Society and shall perform the duties pertaining to that office. As such he shall be the chief executive of the Society, to whom all other officers shall report.

Sec. 2.—In the absence of the president, the officer next in order as listed in Article 4 of the Constitution shall preside at meetings and perform the duties of the president.

Sec. 3.—The five vice-presidents shall perform the duties separately enumerated below for each office, or as defined by the president:

(a) The **Executive Vice-President** shall represent the president in such geographical areas of the United States as shall be determined by the Board of Governors, and shall be responsible for the supervision of the general affairs of the Society in such areas, as directed by the president of the Society.

(b) The **Engineering Vice-President** shall appoint all technical committees. He shall be responsible for the general initiation, supervision, and coordination of the work in and among these committees. He may act as chairman of any committee or otherwise be a member ex-officio.

(c) The **Editorial Vice-President** shall be responsible for the publication of the Society's JOURNAL and all other technical publications. He shall pass upon the suitability of the material for publication, and shall cause material suitable for publication to be solicited as may be needed. He shall appoint a papers committee and an editorial committee. He may act as chairman of any committee or otherwise be a member ex-officio.

(d) The **Financial Vice-President** shall be responsible for the financial operations of the Society, and shall conduct them in accordance with budgets approved by the Board of Governors. He shall study the costs of operation and the income possibilities to the end that the greatest service may be rendered to the members of the Society within the available funds. He shall submit proposed budgets to the Board. He shall appoint at his discretion a ways and means committee, a membership committee, a commercial advertising committee, and such other committees within the scope of his work as may be needed. He may act as chairman of any of these committees or otherwise be a member ex-officio.

(e) The **Convention Vice-President** shall be responsible for the national conventions of the Society. He shall appoint a convention arrangements committee, an apparatus exhibit committee, and a publicity committee. He may act as chairman of any committee, or otherwise be a member ex-officio.

Sec. 4.—The **Secretary** shall keep a record of all meetings; he shall conduct the correspondence relating to his office, and shall have the care and custody of records, and the seal of the Society

Sec. 5.—The **Treasurer** shall have charge of the funds of the Society and disburse them as and when authorized by the financial vice-president. He shall make an annual report, duly audited, to the Society, and a report at such other times as may be requested. He shall be bonded in an amount to be determined by the Board of Governors and his bond filed with the secretary.

Sec. 6.—Each officer of the Society, upon the expiration of his term of office, shall transmit to his successor a memorandum outlining the duties and policies of his office.

By-Law VI

Elections

Sec. 1.—(a) All officers and five governors shall be elected to their respective offices by a majority of ballots cast by the Active, Fellow, and Honorary members in the following manner:

Not less than three months prior to the annual fall convention, the Board of Governors, having invited nominations from the Active, Fellow, and Honorary membership by letter form not less than forty days before the Board of Governors' meeting, shall nominate for each vacancy several suitable candidates. The secretary shall then notify these candidates of their nomination, in order of nomination, and request their consent to run for office. From the list of acceptances, not more than two names for each vacancy shall be selected by the Board of Governors and placed on a letter ballot. A blank space shall also be provided on this letter ballot under each office, in which space the names of any Fellows or Honorary members other than those suggested by the Board of Governors may be voted for. The balloting shall then take place.

The ballot shall be enclosed in a blank envelope which is enclosed in an outer envelope bearing the secretary's address and a space for the member's name and address. One of these shall be mailed to each Active, Fellow, and Honorary member of the Society, 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, 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.

The sealed envelope shall be delivered by the secretary to a committee of tellers appointed by the president at the annual fall convention. This committee shall then examine the return envelopes, open and count the ballots, and announce the results of the election.

The newly elected officers and governors of the general Society shall take office on the January 1st following their election.

(b) The first group of vice-presidents, *viz.*, the executive vice-president, engineering vice-president, editorial vice-president, financial vice-president, convention vice-president, and a fifth governor, shall be nominated by the Board of Governors at its first meeting after the ratification of the corresponding provisions

of the Constitution; and the membership shall vote on the candidates in accordance with the procedure prescribed in these By-Laws for regular elections of officers so far as these may be applicable.

By-Law VII

Dues and Indebtedness

Sec. 1.—The annual dues shall be fifteen dollars (\$15) for Fellows and Active members and seven dollars and fifty cents (\$7.50) for Associate members, payable on or before January 1st of each year. Current or first year's dues for new members, dating from the notification of acceptance in the Society, shall be prorated on a monthly basis. Five dollars of these dues shall apply for annual subscription to the JOURNAL. No admission fee will be required for any grade of membership.

Sec. 2.—(a) Transfer of membership may be made effective at any time by payment of the pro rata dues for the current year.

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

(c) The Board of Governors upon their own initiative and without a transfer application may elect, by the approval of at least three-fourths of the Board, any Associate or Active member for transfer to any higher grade of membership.

Sec. 3.—Annual dues shall be paid in advance. All Honorary Members, Fellows, and Active Members in good standing, as defined in Sec. 5, may vote or otherwise participate in the meetings.

Sec. 4.—Members shall be considered delinquent whose annual dues for the year remain unpaid on February 1st. The first notice of delinquency shall be mailed February 1st. The second notice of delinquency shall be mailed, if necessary, on March 1st, and shall include a statement that the member's name will be removed from the mailing list for the JOURNAL and other publications of the Society before the mailing of the April issue of the JOURNAL. Members who are in arrears of dues on June 1st, after two notices of such delinquency have been mailed to their last address of record, shall be notified their names have been removed from the mailing list and shall be warned unless remittance is received on or before August 1st, their names shall be submitted to the Board of Governors for action at the next meeting. Back issues of the JOURNAL shall be sent, if available, to members whose dues have been paid prior to August 1st.

Sec. 5.—(a) Members whose dues remain unpaid on October 1st may be dropped from the rolls of the Society by majority vote and action of the Board, or the Board may take such action as it sees fit.

(b) Anyone who has been dropped from the rolls of the Society for non-payment of dues shall, in the event of his application for reinstatement, be considered as a new member.

(c) Any member may be suspended or expelled for cause by a majority vote of the entire Board of Governors; provided he shall be given notice and a copy in writing of the charges preferred against him, and shall be afforded opportunity to be heard ten days prior to such action.

Sec. 6.—The provisions of Section 1 to 4, inclusive, of this By-Law VII, given above may be modified or rescinded by action of the Board of Governors.

By-Law VIII*Emblem*

Sec. 1.—The emblem of the Society shall be a facsimile of a four-hole film-reel with the letter *S* in the upper center opening, and the letters *M*, *P*, and *E*, in the three lower openings, respectively. In the printed emblem, the four-hole openings shall be orange, and the letters black, the remainder of the insignia being black and white. The Society's emblem may be worn by members only.

By-Law IX*Publications*

Sec. 1.—Papers read at meetings or submitted at other times, and all material of general interest shall be submitted to the editorial board, and those deemed worthy of permanent record shall be printed in the *JOURNAL*. A copy of each issue shall be mailed to each member in good standing to his last address of record. Extra copies of the *JOURNAL* shall be printed for general distribution and may be obtained from the General Office on payment of a fee fixed by the Board of Governors.

By-Law X*Local Sections*

Sec. 1.—Sections of the Society may be authorized in any state or locality where the Active, Fellow, and Honorary membership exceeds 20. The geographic boundaries of each Section shall be determined by the Board of Governors.

Upon written petition, signed by 20 or more Active members, Fellows and Honorary members, for the authorization of a Section of the Society, the Board of Governors may grant such authorization.

MEMBERSHIP

Sec. 2.—All members of the Society of Motion Picture Engineers in good standing residing in that portion of any country set apart by the Board of Governors tributary to any local Section shall be eligible for membership in that Section, and when so enrolled they shall be entitled to all privileges that such local Section may, under the General Society's Constitution and By-Laws, provide.

Any member of the Society in good standing shall be eligible for non-resident affiliated membership of any Section under conditions and obligations prescribed for the Section. An affiliated member shall receive all notices and publications of the Section but he shall not be entitled to vote at Sectional meetings.

Sec. 3.—Should the enrolled Active, Fellow, and Honorary membership of a Section fall below 20, 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 the organization, the Board of Governors may cancel its authorization.

OFFICERS

Sec. 4.—Each Section shall nominate and elect a chairman, two managers, and a secretary-treasurer. The Section chairmen shall automatically become members of the Board of Governors of the General Society, and continue in that position for the duration of their terms as chairmen of the local Sections.

ELECTION OF OFFICERS

Sec. 5.—The officers of a Section shall be Active, Fellow, or Honorary members of the General Society. They shall be nominated and elected to sectional office under the method prescribed under By-Law VI, Section 1, for the nomination and election of officers of the General Society. The word *manager* shall be substituted for the word *governor*. All Section officers shall hold office for one year, or until their successors are chosen, except the Board of Managers, as hereinafter provided.

MANAGERS

Sec. 6.—The Board of Managers shall consist of the Section chairman, the Section past-chairman, the Section secretary-treasurer, and two Active, Fellow, or Honorary members, one of which last named shall be elected for a two-year term, and one for one year, and then one for two years each year thereafter. At the discretion of the Board of Governors, and with their written approval, this list of officers may be extended.

BUSINESS

Sec. 7.—The business of a Section shall be conducted by the Board of Managers.

EXPENSES

Sec. 8.—(a) As early as possible in the fiscal year, the secretary of each Section shall submit to the Board of Governors of the Society a budget of expenses for the year.

(b) The treasurer of the General Society may deposit with each Section secretary-treasurer a sum of money, the amount to be fixed by the Board of Governors, for current expenses.

(c) The secretary-treasurer of each Section shall send to the treasurer of the General Society, quarterly or on demand, an itemized account of all expenditures incurred during the preceding interval.

(d) Expenses other than those enumerated in the budget, as approved by the Board of Governors of the General Society, shall not be payable from the general funds of the Society without express permission from the Board of Governors.

(e) A Section Board of Managers shall defray all expenses of the Section not provided for by the Board of Governors, from funds raised locally by donation, or by fixed annual dues, or by both.

(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.

MEETINGS

Sec. 9.—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 secretary of the General Society, not later than five days after a meeting of a Section, a statement of the attendance and of the business transacted.

PAPERS

Sec. 10.—Papers shall be approved by the Section's papers committee previously to their being presented before a Section. Manuscripts of papers presented before a Section, together with a report of the discussions and the proceedings of the Section meetings, shall be forwarded promptly by the Section secretary-treasurer to the secretary of the General Society. Such material may, at the discretion of the board of editors of the General Society, be printed in the Society's publications.

CONSTITUTION AND BY-LAWS

Sec. 11.—Sections shall abide by the Constitution and By-Laws 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.

By-Law XI*Amendments*

Sec. 1.—These By-Laws may be amended at any regular meeting of the Society by the affirmative vote of two-thirds of the members present at a meeting who are eligible to vote thereon, a quorum being present, either on the recommendation of the Board of Governors or by a recommendation to the Board of Governors signed by any ten members of active or higher grade, provided that the proposed amendment or 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 By-Laws upon receiving the affirmative vote of three-quarters of the Board of Governors.