

Constitution and Bylaws 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

OBJECTS

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 grade 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 all elected officers shall be for a period of two years. Of the Engineering, Editorial, Financial, and Convention Vice-Presidents, the Secretary, and the Treasurer, three shall be elected al-

ternately each year, or until their successors are chosen. The President shall not be immediately eligible to succeed himself in office. Under such conditions as set forth in the Bylaws, the office of Executive Vice-President may be vacated before the expiration of his term.

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 ten elected governors. Five of these governors shall be resident in the area operating under Pacific and Mountain time, and five of the governors shall be resident in the area operating under Central and Eastern time. Two of the governors from the Pacific area and three of the governors from the Eastern area shall be elected in the odd-numbered years, and three of the governors in the Pacific area and two of the governors in the Eastern area shall be elected in the even-numbered years. The term of office of all elected governors shall be for a period of two years.

Article VI

MEETINGS

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

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.

BYLAWS**Bylaw I****MEMBERSHIP**

SEC. 1—The membership of the Society shall consist of Honorary members, Fellows, Active members, Associate members, Student 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.

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 **Student member** is any person registered as a student, graduate, or undergraduate, in a college, university, or educational institution, pursuing a course of studies in science or engineering that evidences interest in motion picture technology. Membership in this grade shall not extend more than one year beyond the termination of the student status described above. A Student member shall have the same privileges as an Associate member of the Society.

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) 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 the Fellow Award Committee, when confirmed by a three-fourths majority vote of the Board of Governors. Nominations for Fellow shall be made from the Active membership.

(c) Applicants for Active membership shall give as references at least one member of Active or of higher grade in good standing. Applicants shall be elected to membership by the unanimous approval of the entire membership of the appropriate Admissions Committee. In the event of a single dissenting vote or failure of any member of the Admissions Committee to vote, this application shall be referred to the Board of Governors, in which case approval of at least three fourths of the Board of Governors shall be required.

(d) Applicants for Associate membership shall give as references one member of the Society in good standing, or two persons not members of the Society who are associated with the industry. Applicants shall be elected to membership by approval of a majority of the appropriate Admissions Committee.

(e) Applicants for Student membership shall give as reference the head of the department of the institution he is attending, this faculty member not necessarily being a member of the Society.

Bylaw II

OFFICERS

SEC. 1—An officer or governor shall be an Honorary, a Fellow, or an 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.

Bylaw 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, with the proviso that no meeting shall be called without at least seven (7) days' prior notice, stating the purpose of the meeting, to all members of the Board by letter or by telegram.

SEC. 2—Nine members of the Board of Governors shall constitute a quorum at all 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 fill vacancies in offices or on 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.

Bylaw IV
COMMITTEES

SEC. 1—All committees, except as otherwise specified, shall be appointed by the President.

SEC. 2—All committees shall be appointed to act for the term served by the officer who shall appoint the committees, unless their appointment is sooner terminated by the appointing officer.

SEC. 3—Chairmen of the committees shall not be eligible to serve in such capacity for more than two consecutive terms.

SEC. 4—Standing committees of the Society shall be as follows to be appointed as designated:

(a) *Appointed by the President and confirmed by the Board of Governors—*

Progress Medal Award Committee
Journal Award Committee
Honorary Membership Committee
Fellow Award Committee
Admissions Committees
(Atlantic Coast Section)
(Pacific Coast Section)
European Advisory Committee

(b) *Appointed by the Engineering Vice-President—*

Sound Committee
Standards Committee
Studio Lighting Committee
Color Committee
Theater Engineering Committee
Exchange Practice Committee
Nontheatrical Equipment Committee
Television Committee
Test Film Quality Committee

Laboratory Practice Committee

Cinematography Committee
Process Photography Committee

Preservation of Film Committee

(c) *Appointed by the Editorial Vice-President—*

Board of Editors
Papers Committee
Progress Committee
Historical Committee
Museum Committee

(d) *Appointed by the Convention Vice-President—*

Publicity Committee
Convention Arrangements Committee
Apparatus Exhibit Committee

(e) *Appointed by the Financial Vice-President—*

Membership and Subscription Committee

SEC. 5—Two Admissions Committees, one for the Atlantic Coast Section and one for the Pacific Coast Section, shall be appointed. The former Committee shall consist of a Chairman and six Fellow or Active members of the Society residing in the metropolitan area of New York, of whom at least four shall be members of the Board of Governors.

The latter Committee shall consist of a Chairman and four Fellow or Active members of the Society residing in the Pacific Coast area, of whom at least three shall be members of the Board of Governors.

Bylaw V

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 fifteenth 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.

Bylaw VI

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 IV 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. Should the President or Executive Vice-President remove his residence

from the geographical area (Atlantic Coast or Pacific Coast) of the United States in which he resided at the time of his election, the office of Executive Vice-President shall immediately become vacant and a new Executive Vice-President elected by the Board of Governors for the unexpired portion of the term, the new Executive Vice-President to be a resident of that part of the United States from which the President or Executive Vice-President has just moved.

(b) The Engineering Vice-President shall appoint all technical committees. He shall be responsible for the general initiation, supervision, and co-ordination 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.

Bylaw VII

ELECTIONS

SEC. 1—All officers and 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 shall nominate for each vacancy several suitable candidates.

Nominations shall first be presented by a Nominating Committee appointed by the President, consisting of nine members, including a Chairman. The committee shall be made up of two Past-Presidents, three members of the Board of Governors not up for election, and four other Active, Fellow, or Honorary members, not currently officers or governors of the Society. Nominations shall be made by 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 Governors present and voting.

The Secretary shall then notify these candidates of their nomination. 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 be provided on this letter ballot under each office, in which space the names of any Active, Fellow, 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. Voting

shall close seven days before the opening session of the annual fall convention.

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 January 1st following their election.

Bylaw VIII

DUES AND INDEBTEDNESS

SEC. 1—The annual dues shall be fifteen dollars (\$15) for Fellows and Active members, ten dollars (\$10) for Associate members, and five dollars (\$5) for Student members, payable on or before January 1st of each year. Current or first year's dues for new members in any calendar year shall be at the full annual rate for those notified of acceptance in the Society on or before June 30th; one half the annual rate for those notified of acceptance in the Society on or after July 1st.

SEC. 2—(a) Transfer of membership to a higher grade may be made at any time. If the transfer is made on or before June 30th the annual dues of the higher grade are required. If the transfer is made on or after July 1st 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.

(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. A new member who has not paid dues in advance shall be notified of admittance but shall not receive the JOURNAL and is not in good standing until initial dues are paid. All Honorary members, Fellows, and Active members in good standing, as defined in SECTION 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 SECTIONS 1 to 4, inclusive, of this Bylaw VIII given above may be modified or rescinded by action of the Board of Governors.

Bylaw IX

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. The Society's emblem may be worn by members only.

Bylaw X

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.

Bylaw XI

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.

SECTION 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 Bylaws, provide.

Any member of the Society in good standing shall be eligible for nonresident 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.

SECTION OFFICERS

SEC. 4—The officers of each Section shall be a Chairman and a Secretary-Treasurer. The Section chairmen

shall automatically become members of the Board of Governors of the General Society, and continue in such positions for the duration of their terms as chairmen of the local Sections. Each Section officer shall hold office for one year, or until his successor is chosen.

SECTION BOARD OF MANAGERS

SEC. 5—The Board of Managers shall consist of the Section Chairman, the Section Past-Chairman, the Section Secretary-Treasurer, and six Active, Fellow, or Honorary members. Each manager of a Section shall hold office for two years, or until his successor is chosen.

SECTION ELECTIONS

SEC. 6—The officers and managers of a Section shall be Active, Fellow, or Honorary members of the General Society. All officers and managers shall be elected to their respective offices by a majority of ballots cast by the Active, Fellow, and Honorary members residing in the geographical area covered by 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 Active, Fellow, or Honorary members of the Section not currently officers or managers of the Section. 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 these candidates of their nomination. From the list of acceptances, not more than two 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 names of any Active, Fellow, or Honorary members other than those suggested by the Board of Managers 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 local Secretary-Treasurer'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 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 return envelopes, open and count the ballots, and

announce the results of the election.

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

SECTION BUSINESS

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

SECTION EXPENSES

SEC. 8—(a) As early as possible in the 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.

(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 fixed annual dues, or by both.

(f) The Secretary of the General Society shall, unless otherwise arranged, supply to each Section all stationery and printing necessary for the conduct of its business.

SECTION 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.

SECTION 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 BYLAWS

SEC. 11—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.

Bylaw XII

AMENDMENTS

SEC. 1—These Bylaws 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 SECTION 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 Board of Governors.

Bylaw XIII

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, signed by twelve or more Society members, or applicants for Society membership, and the Faculty Adviser, for the authorization of a Student Chapter, the Board of Governors may grant such authorization.

CHAPTER MEMBERSHIP

SEC. 2—All members of the Society of Motion Picture Engineers 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 General Society's Constitution and Bylaws, provide.

SEC. 3—Should the membership of the Student Chapter fall below ten, 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.

CHAPTER OFFICERS

SEC. 4—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. 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 Administrative Practices.

FACULTY ADVISER

SEC. 5—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 Secretary and the Treasurer of the Society.

CHAPTER EXPENSES

SEC. 6—The Treasurer of the General Society may deposit with each Chapter Secretary-Treasurer a sum of money, the amount to be fixed by the Board of Governors. The Secretary-Treasurer shall send to the Treasurer of the General Society at the end of each school year an itemized account of all expenditures incurred during that period.

CHAPTER MEETINGS

SEC. 7—The Chapter shall hold at least four meetings per year. The Secretary-Treasurer shall forward to the Secretary of the General 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.