

# **Society of Motion Picture and Television Engineers Membership Operations Manual**

Version 3.5

Approved by the Board of Governors, 2020-06-23

## **Purpose and Scope of the Membership Operations Manual**

*The purpose of the Membership Operations Manual is to describes the levels of membership, eligibility requirements for membership, rights and privileges of members and dues structure as well as the geographic activities of the society sections, Subsections and student chapters*

*The audience of this Operations Manual is the members of the Board of Governors, the Executive Committee, Staff Members, legal counsel and the members of the Society. The provisions of this manual shall not be inconsistent with the Bylaws.*

*Copies of this Operations Manual shall be made available to all Members in electronic form at no cost and, if requested, in printed form at cost.*

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## 1 Normative Text and Conformance Keywords

Normative Text is that which describes elements of this manual that are indispensable or which contains the conformance language keywords: "shall", "should", or "may."

Informative text is text that is potentially helpful to the user, but not indispensable, and can be removed, changed, or added editorially without affecting intent. Informative text does not contain any conformance keywords.

All text in this manual is, by default, normative, except any section explicitly labeled as "Informative" or individual paragraphs that start with "Note:".

The keywords "shall" and "shall not" indicate requirements strictly to be followed in order to conform to the document and from which no deviation is permitted.

The keywords, "should" and "should not" indicate that, among several possibilities, one is recommended as particularly suitable, without necessarily mentioning or excluding others; or that a certain course of action is preferred but not necessarily required; or that (in the negative form) a certain possibility or course of action is deprecated but not prohibited.

The keywords "may" and "need not" indicate courses of action permissible within the limits of the document.

The keyword "reserved" indicates a provision that is not defined at this time, shall not be used, and may be defined in the future.

The keyword "forbidden" indicates "reserved" and in addition indicates that the provision will never be defined in the future.

## 2 Code of Conduct

### 2.1 Purpose

Members of the Society have a responsibility to demonstrate standards of behavior that are appropriate for members of a professional body. The purpose of this Code of Conduct is to indicate the standard of professional behavior to which members shall aspire.

### 2.2 The Code of Conduct

In all professional and personal dealings, Society members shall:

- a. Take all reasonable care to ensure that their work and the products of their work cause no danger or physical harm.
- b. Take all reasonable steps to minimize waste of natural resources, damage to the environment, and damage to products of human skill and industry.
- c. If their professional advice is not accepted, take all reasonable steps to ensure that all persons neglecting or over-ruling this advice are aware of the possible danger or damage that may result.
- d. Only offer, or claim to offer, opinions or services that lie within a member's actual knowledge or competence.
- e. In the case of financial or material conflict between personal and professional interests or between two professional interests, declare this conflict to all interested parties.
- f. Respect the generally accepted norms of etiquette for human communications, especially by avoiding communications that are false or are likely to be considered as discourteous, objectionable, malicious, unwanted, or causing unjustified loss of prestige. Avoid fraudulent or deceptive statements.
- g. Treat all colleagues fairly and on equal terms.

- h. Respect legitimate intellectual property rights; do not plagiarize the work of others; and give credit to the originators of ideas.
- i. Encourage others to follow this Code of Conduct and discourage breaches of this code. Offer and accept honest and constructive criticisms of opinions and work as they relate to this code.
- j. Not associate with, and not allow the SMPTE name to be associated with, persons or organizations consistently in breach of this code.

### **3 Membership**

Any individual, firm or corporation, qualified in the manner prescribed in Article II of the Bylaws, shall be eligible for membership in the Society, and shall be admitted to membership under such terms and conditions as set forth in this document.

Individuals qualified in the manner hereinafter prescribed are eligible for membership.

#### **3.1 Membership Categories**

There are three membership categories as described in Article II of the Bylaws. They are Active, Associate and Sustaining. The grades included in each category of member and the rights pertaining to each are defined below.

##### **3.1.1 Active Member**

The Active Member category includes the following membership grades: Professional, Executive, Fellow, Honorary, Life Member and Life Fellow. Individuals qualified in the manner hereinafter prescribed are eligible for membership.

###### **3.1.1.1 Professional**

An individual who meets the qualifications set forth in one of the following:

- An individual engaged in the motion-picture, television or allied arts and sciences who has performed, or been responsible for, engineering or scientific work therein; or
- A teacher in a school of recognized standing who has conducted a major course principally concerned with motion-picture or television engineering or a subject involving the related arts and sciences; or
- An individual who has made a distinct contribution to the advancement of engineering or science in motion pictures, television or the allied arts and sciences, or has contributed to the technical literature thereof, or has made significant inventions therein; or
- An individual who has directed important and responsible engineering 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.

###### **3.1.1.2 Executive**

An individual who meets the qualifications set forth in one of the following:

- An individual engaged in the motion-picture, television or allied arts and sciences who has performed, or been responsible for, engineering or scientific work therein; or
- A teacher in a school of recognized standing who has conducted a major course principally concerned with motion-picture or television engineering or a subject involving the related arts and sciences; or
- An individual who has made a distinct contribution to the advancement of engineering or science in motion pictures, television or the allied arts and sciences, or has contributed to the technical literature thereof, or has made significant inventions therein; or

- An individual who has directed important and responsible engineering 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

#### 3.1.1.3 Fellow

An individual who has, by proficiency and contributions, attained an outstanding rank among engineers or executives in the motion-picture, television or related industries and who has been elected to membership as provided in [Section 3.1.5.2](#) below.

#### 3.1.1.4 Honorary Member

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 provided in [Section 3.1.5.1](#) below.

#### 3.1.1.5 Life Member and Life Fellows

An individual who meets all the following qualifications: (1) is at least sixty-five years old; (2) has been a Professional, Executive and/or Fellow member for a total of at least twenty years, except that in either case, as much as, but not more than five years of credit may be granted, in exceptional circumstances, by the Board of Governors for other grades of Society membership; and (3) has, at least, five years of continuous membership as a Professional, Executive or Fellow member immediately prior to application. Individuals who hold the grade of Fellow at the time of application will become Life Fellows, and those holding the grade of Professional or Executive shall become Life Members.

### 3.1.2 Associate Member

The Associate category includes the following membership grades: Associate and Student

#### 3.1.2.1 Associate

Associate membership grade is intended to encourage early career professionals to become involved in SMPTE. It is also intended for those professionals who live in countries where the cost to become a Professional or Executive Member is prohibitive. An Associate Member does not qualify to be nominated for Fellow or Life membership. Members in Associate grade are not voting members, except as noted in [Section 3.1.5.9](#) of this Operations Manual. Member benefits are at a reduced level compared to Active Membership. Neither Professional nor Executive Members are eligible to downgrade to Associate level.

#### 3.1.2.2 Student

Any student enrolled at a qualifying educational institution may join as a Student member. The applicant will be required to present suitable documentation attesting to enrollment in an educational institution, such as a valid current identification card issued by the institution.

A Student Member may be associated with a specific Student Chapter, but this is not a prerequisite for Student Membership.

### 3.1.3 Sustaining Member

A Sustaining Member is an organization (e.g.: sole proprietorship, partnership, institution, organization or corporation) that subscribes substantially to the financial support of the Society. The Society relies on the generosity of its Sustaining Members to provide financial stability and fund its ongoing operations.

Sustaining Member dues shall be assessed on an annual basis.

A list of Sustaining Members shall be published in each issue of the Journal. The listing of a Sustaining Member in the Journal or elsewhere will be removed if a commitment as to dues payment is not received by the expiration date of the membership.

#### 3.1.3.1 Sustaining Membership Grades

The Society shall establish a schedule of grades of Sustaining Membership, each grade signifying a different level of financial contribution to the Society and each carrying a different level of benefits and recognition. This schedule shall be maintained by the Home Office and published on the Society's website and in the Journal.

#### 3.1.4 Application

Application for membership in Professional and Executive, Student and Associate categories, or for transfer within these categories, shall be made by the applicant on appropriate forms provided by the Home Office for this purpose.

Application for membership as a Sustaining Member shall be made by the applicant on appropriate forms provided by the Home Office for this purpose.

The Honorary and Fellow grades may not be applied for. Membership in these grades is by selection as provided in the Governance Operations Manual.

A Professional, Executive Member or Fellow requesting a change in membership grade to Life Member or Life Fellow shall submit a written application to the Secretary/ Treasurer. Life membership will not be granted automatically.

#### 3.1.5 Election to Membership

##### 3.1.5.1 Honorary

Honorary membership shall be granted to individuals qualified in the manner prescribed in [Section 3.1.1.4](#) upon recommendation of the Honorary Membership Committee when that Committee's recommendation is confirmed by the affirmative vote of three-fourths of the members of the Board of Governors present at any meeting of the Board.

##### 3.1.5.2 Fellow

Active members qualified in the manner prescribed in [Section 3.1.1.3](#) hereof shall be admitted to membership in this grade upon recommendation of the Fellow Qualifications Committee when that recommendation is confirmed by the affirmative vote of three-fourths of the members of the Board of Governors present at any meeting of the Board.

##### 3.1.5.3 Active (Executive and Professional)

Upon determination by the Home Office that an applicant meets the qualifications set forth in [Section 3.1.1](#) hereof and upon approval of the application, the applicant shall become a member of this Society. Any application upon which the Home Office takes adverse actions shall be referred to the Membership Vice President stating the reasons for such action. The Membership Vice President, in consultation with the appropriate Section Chair, shall determine whether the staff action shall be sustained or overruled. The results of this consideration will be made known, and the applicant will be advised accordingly by Home Office. If the finding is adverse, the applicant may appeal to the Board of Governors by a letter addressed to the President. A determination by the Board of Governors shall be final.

##### 3.1.5.4 Student

Upon determination by the Home Office that an applicant meets the qualifications set forth in [Section 3.1.2.2](#) hereof and upon approval of the application, the applicant shall become a member of the Society. Any application upon which the Home Office takes adverse actions shall be referred to the Membership Vice President stating the reasons for such action. The Membership Vice President, in consultation with the appropriate Section Chair, shall determine whether the staff action shall be sustained or overruled. The results of this consideration will be made known, and the applicant will be advised accordingly by the Home Office. If the finding is adverse, the applicant may appeal to the Board of Governors by a letter addressed to the President. A determination by the Board of Governors shall be final.

#### 3.1.5.5 Life

Upon determination that an applicant meets the qualifications set forth in [Section 3.1.1.5](#) hereof, and upon approval of the application by the Executive Committee, and in those cases with less than 20 years but no less than 15 years of Professional, Executive or Fellow Membership, upon approval by the Board of Governors, the applicant shall be awarded the appropriate Life Membership grade in the Society.

#### 3.1.5.6 Associate

Upon determination by the Home Office that an applicant meets the qualifications set forth in [Section 3.1.2.1](#) hereof and upon approval of the application, the applicant shall become a member of the Society. Any application upon which the Home Office takes adverse actions shall be referred to the Membership Vice President stating the reasons for such action. The Membership Vice President, in consultation with the appropriate Section Chair, shall determine whether the staff action shall be sustained or overruled. The results of this consideration will be made known, and the applicant will be advised accordingly by the Home Office. If the finding is adverse, the applicant may appeal to the Board of Governors by a letter addressed to the President. A determination by the Board of Governors shall be final.

#### 3.1.5.7 Dues

##### 3.1.5.7.1 Amount

Annual dues for grades of membership shall be set from time to time by the Board of Governors.

##### 3.1.5.7.2 Payment

Annual dues for membership in all grades will be on a cyclical billing basis. The billings for the annual dues will be forwarded to members and are payable on before their cyclical billing dates.

##### 3.1.5.7.3 Transfer of Grade

Change in the grade of membership to a grade with lower or no dues shall be without effect upon the amount of annual dues payable in the year in which such change occurs.

##### 3.1.5.7.4 Temporary Relief of Dues

The Society shall offer temporary relief to members suffering substantial financial hardship such as that arising from involuntary unemployment, whereby

- The relief shall be 50% of the normal dues;
- The relief shall be available for one year only, and only to Professional or Executive members who have been in good standing for at least 3 years.
- A member shall request relief under this provision by signing a declaration; the wording of the declaration shall be determined by the Executive Director.
- The Financial Vice President shall report to each Board meeting the number of members obtaining relief and their geographic location.

### 3.2 Voluntary Contributions

Members shall be afforded an opportunity to make a voluntary financial contribution to the Society when they pay their dues.

#### 3.2.1.1 Voting Rights

Each Active Member shall be entitled to one vote on any matter presented to 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 Society membership, are ineligible to hold office in the Society, and may not be appointed to chair any committee of the Society. However, Student Members shall be eligible to hold office in Student Chapters.

Associate members may serve on committees established by their Sections or Subsections and Student Members may serve on committees within their Student Chapters in which case they shall be entitled to vote on matters considered by such committees. In addition, Associate Members shall have the right to vote in Section elections and Student Members shall have the right to vote in Student Chapter elections.

Life Members shall be entitled to all the rights and privileges of Professional Members. Life Fellows shall be entitled to all the rights and privileges of Fellow Members.

### 3.2.2 Termination of Membership

Procedure for Resignation, Termination or Suspension of Membership in the Society is detailed in the [Governance Operations Manual](#).

### 3.2.3 Standards Community Membership

Participation in the SMPTE Standards program and Technology Committees (the “Standards Community”) is established and governed by the Standards Operations Manual. Society membership alone does not grant one membership in the Standards Community. Conversely, Society membership also is not required. See the [Standards Operations Manual](#) for more details.

## 4 Membership Vice President

The Membership Vice President has oversight of the administration and affairs of the Sections and Student Chapters. The duties of the Membership Vice President are defined in the [Governance Operations Manual](#).

## 5 Membership Directors

The Membership Vice President may appoint up to three Directors. He or she may determine the title and portfolio for each Director. The selection of Directors is detailed in the [Governance Operations Manual](#). The Director’s portfolios may potentially include:

**North America Sections**  
**International Sections**  
**Sustaining Membership Development**  
**Student Chapter Development**

## 6 Membership Committee

### 6.1 Purpose

The purpose of the Membership Committee is to provide a forum for exchange of ideas and best practices among Sections to improve service to Society members at the local level and to attract and retain members.

### 6.2 Organization

The Membership Committee shall be chaired by the Membership Vice President and shall include the Membership Directors and the Section Chairs.

### 6.3 Operation

The Membership Committee shall meet at least once per year either in person or by teleconference. It is recommended that the Committee hold a face-to-face meeting at the Society’s Annual Conference and one or two teleconferences timed to precede meetings of the Board of Governors.

## 7 Regions

### 7.1 Purpose

The purpose of a Region is to provide proportional representation of the membership on the Society's Board of Governors.

### 7.2 Organization

Each Region is comprised of the membership of one or more geographically-proximate Sections. Each Region is represented by one or more Governors as specified in the [Governance Operations Manual](#). A list of the current Regions of the Society and a list of the current Sections and the Regions to which they belong shall be maintained and published by the Home Office including listing on the SMPTE website in the Governance section.

### 7.3 Formation of a New Region

New Regions may be formed by action of the Board of Governors.

### 7.4 Consolidation of Regions

Regions may be consolidated by action of the Board of Governors.

## 8 Sections

### 8.1 Purpose

Sections exist to provide services and information locally to members in line with the three pillars of Education, Standards and Membership. An effective and well-run Section provides a sense of community for its members within a geographic area, educates them, creates opportunities for members and interested non-members to network with each other, and to create an environment that attracts new members. Sections are to advocate and promote membership in the Society and are a conduit for information flow to and from the governing body of the Society. Sections are defined in the [Society Bylaws](#) as being organized by geographic boundaries, or other divisions, as may be determined by the Board of Governors.

A list of the current Regions of the Society and a list of the current Sections together with their territories and the Regions to which they belong shall be maintained and published by the Home Office including listing on the SMPTE website in the Governance section.

### 8.2 Governance

Sections shall abide by the [Articles of Incorporation, Bylaws and Operations Manuals](#) of the Society and conform to the regulations of the Board of Governors and all procedures defined in the Society's Operations Manuals. The conduct of Sections shall always be kept in conformity with the general policy of the Society as fixed by the Board of Governors.

### 8.3 Membership

All Members of the Society of Motion Picture and Television Engineers in good standing residing within the geographic boundaries of any local Section normally shall be considered Members of that Section. However, a Member who relocates may retain membership in his or her former Section by notifying the Home Office in writing. Members may also petition the SMPTE staff to change their assigned section for reasons such as temporary relocation, language preference or community affiliation. If the Home Office declines to change the Section, the request will be sent to the Membership Vice President for review. A Member may belong only to one Section at any given time.

### 8.4 Formation of a New Section

#### 8.4.1 Authorization and Deauthorization

Sections of the Society may be authorized in any locality where the number of members of the grades of Associate, Active and above exceeds fifty. 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 fifty or more members of the grade of Associate, Active or above, the Board of Governors may grant such authorization.

If the enrolled voting membership of a Section falls below ten or the average attendance at meetings does not warrant the expense of maintaining that Section, the Board of Governors may cancel its authorization.

#### 8.4.2 Initial Organization

Upon authorization from the Board of Governors for the formation of a new Section, an organizational meeting of members in the geographical area assigned to the Section shall be held to select temporary officers and a Board of Managers. The temporary officers and Board, consisting of a Chair, Secretary/Treasurer and six members of the Board of Managers, shall be selected to administer the affairs of Section until the regular annual election. The temporary Chair shall appoint a Nominating Committee to select nominees for formal election as covered in [Section 8.6](#), except that there shall be no Past Chair on the Nominating Committee. All Manager candidates run for the open Manager positions. The candidates with the highest vote counts will fill the open two year positions, and the candidates with the next highest vote counts will fill the remaining one-year positions.

### 8.5 Officers and Managers

It is the responsibility of all Section officers and Managers to read and understand the rules set forth herein and in the Society's other Governance Documents and to sign a statement acknowledging and agreeing that they shall be bound by the regulations of the Society.

#### 8.5.1 Section Chair

Each Section shall elect a Chair. The Chair's term of office shall be one year, starting 1 July and ending 30 June.

The Section Chair shall be an Active Member of the Society and shall be a member of the Section.

As senior officer of the Section, it is the prime responsibility of the Chair to see that the Secretary/Treasurer and the Board of Managers fulfill their functions as described below. The Chair exercises general supervision over the activities of the Section to see that it performs its function as described in accordance with the Society's Governance Documents.

The Chair shall appoint any committees that are deemed necessary to carry on the activities of the Section in an efficient manner. It is recommended that a Membership Chair and a Standards and Test Materials Advisor be appointed as part or in addition to the Section Board of Managers.

The Chair shall submit to the Home Office, by mid-September of each year, the proposed budget requirements of the Section for the next fiscal year. The Membership Vice President shall coordinate these requirements with the Finance Vice President for presentation to the Executive Committee. As approved by the Executive Committee, Section budget requirements shall be included in the overall proposed budget of the Society for presentation by the Finance Vice President to the Board of Governors at their fall meeting.

The Chair shall instill in the Board of Managers an interest in providing interesting meetings and in promotion of membership in the Society. The Chair and the Board of Managers should cooperate with the Membership Vice President of the Society and staff in recruiting new members.

The Chair shall transmit, upon completion of the term of office, detailed information based on experience in carrying out the responsibilities of the office and any information that will be helpful to the incoming Chair. By membership on the Board of Managers as Past Chair for the ensuing year, or until replaced by a new Past Chair, the Chair will be in a position to give advice to the new Chair.

In appointing a Nominating Committee for the selection of new officers, as provided in the instructions for Section elections below, the Chair shall impress upon the Nominating Committee the need for selection of nominees who have the interest of the Society at heart, and who are willing to devote considerable effort and time to their duties. Before placing a member's name on the Section ballot for election, the Nominating Committee should have this assurance from the individual whose name is to be presented. It is sometimes desirable to select the nominees for Chair and Secretary/Treasurer from the existing Board of Managers, or to advance the Secretary/Treasurer to the post of Chair in order to have individuals experienced in Section activities succeed to the officer positions. This practice, however, is not obligatory, nor should this be construed as recommending or not recommending this practice. This matter is entirely at the option of the Nominating Committee.

The Section Chair shall contact the Membership Vice President for guidance on Society policy, interpretation of the Society's Governance Documents, planning meetings, or for any other guidance or assistance in carrying out the duties as senior officer of the Section. The Section Chair shall see that the Membership Vice President receives a report on each Section meeting, giving information as to speakers, subjects, attendance, and other information of importance

Upon leaving office, the Section Chair shall become the Section Past Chair, and shall remain in that position until his or her successor leaves office.

#### 8.5.2 Section Secretary/Treasurer

Each Section shall elect a Secretary/Treasurer. The Secretary/Treasurer's term of office shall be one year, starting 1 July and ending 30 June.

The Secretary/Treasurer shall assist the Chair of the Section to carry out the Chair's duties and shall preside at meetings of the Board of Managers and technical meetings in the absence of the Chair.

The Secretary/Treasurer shall pay the bills of the Section as authorized by the Chair within the framework of the budget previously approved by the Board of Governors of the Society.

The Secretary/Treasurer shall, at the end of the term of office, turn over all Section accounts to the newly elected Secretary/Treasurer and make the new officer thoroughly acquainted with the duties of the office.

The Secretary/Treasurer shall keep minutes of all meetings of the Board of Managers and shall distribute them to Board members for review and approval.

#### 8.5.3 Board of Managers

The Section Board of Managers is the governing body of the Section. The Section Board of Managers shall consist of the Section Chair, the Section Past Chair, the Section Secretary/Treasurer, the Chairs of any Subsections within the Section and an even number of elected Section Managers. The number of Section Managers shall be six unless otherwise specified by action of the Board of Governors. Each Section Manager shall hold office for two years, with terms beginning on 1 July and ending on 30 June. Half the Section Managers shall be elected each year by the Section membership, such that in any year other than the first year of Section operation or a year when the Board of Governors has authorized a change in the size of the Board of Managers there shall be half the Section Managers in their first year of office and half the Section Managers in their second year of office. The foregoing officers and Managers, and only they, shall be entitled to vote on matters before the Board. The Secretary/Treasurer of a Subsection shall be a non-voting member of the parent Section's Board of Managers. Chairs of committees appointed by the Section Chair, unless they are Section Officers, Section Managers or Subsection Chairs, shall be non-voting members of the Board of Managers. All other individuals appointed to the Board of Managers, other than those appointed to fill vacancies in accordance with the provisions of Section 8.7, shall be non-voting members of the Board of Managers.

### 8.5.3.1 Change in Size of the Board of Managers

#### 8.5.3.1.1 *Persistent Change of Size*

Large Sections, especially those that organize major special events or conferences on a regular basis, can find themselves in need of a larger number of elected Managers in order to conduct their affairs effectively. Conversely, small Sections may have difficulty filling six Manager seats. Any Section wishing to enlarge or reduce its Board may petition the Board of Governors for authorization to do so, specifying how many Managers it wishes to have. Manager positions shall be increased or reduced in multiples of two.

Upon authorization from the Board of Governors to add seats, the Section Board of Managers shall appoint the additional Managers in accordance with the provisions of Section 8.7, Filling of Vacancies. Half the new Managers shall be appointed to terms ending the next June 30, the other half to terms ending June 30 of the following year. Thereafter, these positions shall be filled according to the regular procedures for nomination and election of Managers.

Upon authorization from the Board of Governors to decrease seats, the Section Board of Managers of the Section shall immediately reduce their number by attrition, resignation or drawing of lots.

A Section authorized by the Board of Governors to operate with more or fewer than six elected Managers shall periodically review their operations with the Governor or Governors of their Region to determine whether it is appropriate to continue operation with the authorized number of Managers or whether to petition the Board of Governors to return to having six elected Managers. This review shall be conducted at least once every two years.

#### 8.5.3.1.2 *Temporary Change of Size*

A Section may receive a temporary waiver from the Membership VP to operate with fewer than the required number of Managers. This waiver shall be for one year or less and may be renewed at the sole discretion of the Membership VP. Waivers will not be provided for the Section Chair or Secretary/Treasurer positions. The Membership VP will inform the Board when such waivers are granted.

### 8.5.3.2 Meetings

The Board of Managers, as governing body of the Section, shall hold meetings as necessary to transact business. The Board of Managers shall meet at the call of the Chair. Managers are strongly encouraged to attend all regular Board meetings in person. Managers shall be able to participate by telephone or by any means of communication by which all persons engaged in the meeting are able to communicate with one another and otherwise fully participate in the meeting process. Such participation shall constitute presence at the meeting. A quorum of the Board of Managers shall be a simple majority of the voting members. It is recommended that the Board of Managers meet at least once in advance of each Regular or Special Meeting and once at the end of June as the newly elected officers and Managers are about to assume their posts.

Board members voting Yes or No but not those abstaining shall serve as the basis for determining the voting threshold needed to carry a vote. The vote of a simple majority of those voting Yes or No at a meeting of the Section Board of Managers at which a quorum is present shall be the Act of the Board of Managers.

### 8.5.3.3 Responsibilities

Each member of the Board of Managers is responsible for taking an active part in the activities of the Section and shall work on committees and accept other appointments as requested by the Chair. This will include such activities as membership promotion and helping in the selection and production of interesting programs for technical meetings of the Section.

The Board of Managers shall attend all Section technical meetings insofar as possible and assist the Chair in arranging facilities for the meetings and in starting and maintaining discussions following the technical presentations.

Section Managers and Officers may serve on Society and Section Committees, as Society Officers or as Governors, except the Section Chair, who may not concurrently serve as Section Chair and as a Society Officer or a Governor. If elected or accepting an appointment to a Society Office or as a Governor, a Section Chair must resign the position of Section Chair.

Regional Governors should be encouraged to attend local Section meetings and activities whenever possible. A list of the Board of Managers of each Section, showing the term of office of each, shall be published on the Society's website.

#### 8.5.3.4 Appointments

In addition to the elected Officers and Managers, the Chair may appoint individuals or committees drawn from the membership of the Section to be responsible for specific tasks, such as publicity, webmaster, meeting program production and the like. These individuals should be invited and encouraged to attend meetings of the Board of Managers and should be considered by the Nominating Committee as possible candidates for Manager after they have gained some exposure to how the Section is managed.

The Section Chair may appoint Managers at Large for a one-year term at his or her sole discretion. These are SMPTE members who are willing to volunteer their time to the Section but who have not been elected to the Board of Managers by the Section membership. Such Managers at Large are expected to attend meetings of the Board of Managers but shall not vote. At any time, the local section Board can override the appointment of a Manager at Large through a 2/3 vote.

#### 8.5.3.5 Student Chapter Liaison

The Section Chair should appoint one or more Student Chapter Liaison(s) for a term of one year. The purpose of a Student Chapter Liaison is to engage with one or more Student Chapter(s) within the geographic boundaries of the Section and with each Student Chapter Advisor on a regular basis, by both attending Chapter meetings when possible and encouraging the attendance and participation of Student Members in regular Section Meetings. Each Student Chapter Liaison is also expected to seek out educational institutions within the Section for the formation of new Student Chapters. Each Student Chapter Liaison should also frequently communicate with the Membership Vice-President, Membership Directors, and SMPTE Director of Membership in efforts to create new Student Chapters and support existing ones. Each Student Chapter Liaison will also report regularly to the Section Board of Managers regarding these activities as part of the Board's meeting agenda.

#### 8.5.4 Removal from Office

A Section Officer or Manager may be removed by a vote of two-thirds of the Board of Managers or by the Membership Vice President in consultation with the Governors of the region to which the Section belongs. This action may be appealed. The appeals process is defined in Section 11 of the [Governance Operations Manual](#).

## 8.6 Section Elections

### 8.6.1 Section Nominating Committee

Before the first Monday in November, the Chair of the Section shall appoint seven voting members of the Section to form a Section Nominating Committee. The Committee shall consist of the Section Past Chair (or a former Section Chair if the Past Chair is not available) who shall act as the Section Nominating Committee Chair, the Section Chair, two other voting members of the Board of Managers who are serving in the first year of a two-year term, and three other voting members of the Section who are not voting members of the Board of Managers. In the event that

neither the Section Past Chair nor a former Section Chair is available to serve, the Chair of the Section may appoint an Active Member of the Section, who is not a voting member of the Board of Managers and not standing for election, to serve as Section Nominating Committee Chair.

## 8.6.2 Procedures

### 8.6.2.1 Nominations

The Section Nominating Committee shall nominate one or more persons for the offices of Section Chair and Secretary/Treasurer, and at least two but no more than three persons for each Manager's office to be filled. All nominees shall be voting members of the Section. Nomination shall be made by three-fourths affirmative vote of the Section Nominating Committee.

In addition, each Section Nominating Committee shall select, for consideration by the SMPTE Nominating Committee, one or more persons for each Governor's position to be filled in their respective Region.

If the Section has one or more Subsections, the Nominating Committee shall also nominate candidates for Subsection officers, giving careful consideration to the recommendations of the Subsection Board of Managers. See [Section 9.4](#).

It is suggested that officers serve two consecutive one-year terms, but no more than two consecutive terms. There is no specific recommended limit on the number of consecutive terms that a Manager may serve. However, it is beneficial for the Section for the Managers to be replaced regularly so that more members have the opportunity to serve in leadership roles. Sections may deviate from these recommendations where suitable candidates for Officer or Manager cannot be found.

### 8.6.2.2 Approval of Nominations

The Section Nominating Committee shall determine that nominees are willing and able to accept the position if elected. No later than the first Monday of February, the list of persons selected for consideration as nominees for Governor shall be forwarded to the Chair of the SMPTE Nominating Committee through the Home Office. No later than the last Monday of February, the list of nominees for Section and Subsection offices shall be presented to the Section Board of Managers. Nominations shall be final unless any nominee is rejected by a three-fourths vote of the Board of Managers, and in the event of such rejection, the Board of Managers shall make its own nomination by majority vote of the members present.

### 8.6.2.3 Election

The list of nominees as approved by the Board of Managers shall be forwarded to the Director of Membership of the Society at the Home Office no later than the last Monday of February. On the third Monday of March, the Secretary/Treasurer of the Society shall cause a letter ballot to be sent to each voting member of the Society residing in the geographical area covered by the Section.

On the ballot, under each office to be filled, the names of those candidates approved by the Section Board of Managers shall be listed along with a blank space in which the name of any other voting member of the Society may be written in. Appropriate space shall be provided on the ballot to indicate a single choice of candidate for each office.

Following the close of elections, on the last Monday of April, reports of the results shall be gathered from the electronic voting system and hard copy ballots and shall be compiled by SMPTE Staff. These reports will be provided to the Election Integrity Committee for verification of voting integrity. Election shall be by plurality vote, and in the case of a tie, the choice shall be decided by sortition (lottery) conducted by the Election Integrity Committee. Announcement of the results shall be communicated to the Section Board, the Board of Governors and Candidates within seven days of the Election Integrity Committee review.

The newly elected officers shall take office on 1 July of the same year in which elections take place.

#### 8.6.2.4 Withdrawal of a Nominated Candidate

##### 8.6.2.4.1 *Withdrawal Procedure*

In the event that a candidate nominated for a position on a Section's Board of Managers chooses to withdraw from the election, he/she must notify the Home Office in writing of that decision. The Home Office will notify the Executive Committee and the Governor(s) of the Region to which that Section belongs upon receipt of the written notification.

##### 8.6.2.4.2 *Withdrawal Prior to Issuance of Ballot*

In the event that a candidate nominated for a position on the Board of Managers chooses to withdraw his/her candidacy prior to the issuance of the ballot to voting members, the Home Office shall notify the Section Nominating Committee Chair and the Section Chair, directing the Section Nominating Committee to choose a new candidate by no later than the second Wednesday of March, in order to allow the ballot to be amended. If the candidate is running for Manager, and there remain enough candidates to fill all of the Manager vacancies, the Section Nominating Committee may choose not to replace the candidate on the ballot.

##### 8.6.2.4.3 *Withdrawal After Issuance of Ballot*

In the event that a candidate nominated for a position on the Board withdraws his/her candidacy after the ballot has been issued to the voting members, the ballot remains unchanged. Should the withdrawn candidate be elected, then a replacement shall be chosen by the Section's Board of Managers under the procedure described in the Membership Operations Manual, Section 8.7, Filling of Vacancies.

### **8.7 Filling of Vacancies**

A vacancy occurs when an elected Officer or Manager is unable to perform the duties of the office.

Whenever a permanent vacancy occurs in the Board of Managers or in any office of the Section, the remaining Board of Managers may, by vote at a meeting at which a quorum is present, elect an individual to fill such vacancy. Individuals so elected shall serve for the unexpired term of the vacated office, and shall meet the qualifications required for the office being filled.

During a temporary vacancy of office of the Chair or Secretary/Treasurer, a quorum of the Board of Managers may elect a current or prior Section Officer or Manager to fill the temporary vacancy.

Should an extended or permanent vacancy occur the Home Office and Regional Governor shall be notified.

### **8.8 Section Business**

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

### **8.9 Section Finance**

Prior to the beginning of each fiscal year each Section shall submit to the Membership Vice President the proposed budget requirements of the Section for the next fiscal year in the format specified by the Executive Committee or Board of Governors. All Section funds, no matter how they are raised, legally belong to SMPTE and shall be managed by the local Sections in accordance with the provisions of this Operations Manual and the Finance and Administration Operations Manual.

The Home Office shall deposit in each Section's bank account a sum of money for current expenses, the amount to be determined by the Membership Vice President and Finance Vice President.

The Secretary/Treasurer of each Section shall send to the Home Office quarterly or on demand, an itemized account of all expenditures incurred during the preceding period in the form prescribed by the Home Office. These reports shall be distributed to the Finance Vice President and Membership Vice President of the Society.

All payments collected by Sections shall be deposited only in SMPTE bank accounts. SMPTE Home Office shall assist Sections in establishing mechanisms to enable this.

The Home Office may take such actions as are necessary to bring a section into compliance with the above budgeting and reporting requirements.

Expenses other than those enumerated in the budget, as approved by the Membership Vice President and Finance Vice President, shall not be payable from the general funds of the Society without express permission from the Membership Vice President and Finance Vice President.

The Section Board of Managers shall defray all expenses of the Section not provided for by the Board of Governors from funds raised locally. Sections shall be allowed to use monies raised locally to fund their regional Governors' travel to Section and Board of Governors meetings.

Because of the geographic diversity of the non-U.S. Sections, communications and interaction with the rest of the Society's North American operations and activities may be problematic. To correct this, the Membership Vice President is authorized to request, through the normal budgeting and approval process, that the Society, through its normal funds, subsidize attendance of the non-U.S. Section Chairs at the Society's Annual Conference and Board of Governors Meeting in North America. The conditions of this subsidy are as follows:

- Limited to US \$3,000 per Section
- Based on submission of proper documentation of expenses
- Expenses are reasonable and necessary
- Coach or Economy Air Transportation
- Hotels (limited to five nights)

In order for a Section to utilize this expense reimbursement subsidy, it must request the subsidy as part of the Section's annual budgeting process and should only apply to one individual from the Section. Any requested use of this subsidy must be approved by the Section's Board of Managers.

This subsidy provision should only be approved if the Society has achieved or projected an operating surplus in its annual budget, or sufficient funds exist because of other non-U.S. conference surpluses.

#### **8.10 Contract Approval Authority**

Any contract where the total expenses and obligations exceed US \$2,500 shall require approval by the Home Office. See the Finance/Administrative Operation Manual.

#### **8.11 Section Meetings**

The Section achieves its purpose of providing a sense of community for its members, educating them and creating opportunities for them to network with each other, and to attract new members, by holding meetings. It is the principal responsibility of the Section leadership to ensure that a full schedule of meetings of high quality is held.

##### **8.11.1 Regular Meetings**

Each Section shall hold periodic meetings for discussions, demonstrations, lectures, symposia, etc., on topics relating to the motion picture, television, motion imaging and related fields. Sections should strive to have 10 meetings a year except for summer months (ex. July and August in the Northern Hemisphere) and during any month in which a SMPTE technical conference is held in the geographical area of the Section. In addition, Sections may also hold some networking or social meetings per year.

A minimum of four regular meetings per year is required to justify the existence of a Section. It is suggested that one of the meetings during the year should be planned with students in mind, for instance held on a college campus, or co-programmed with students.

Regular Section meetings may be held in any location within the geographical area of the Section. Each Section is encouraged to hold meetings at multiple locations in different parts of their territory in order to facilitate the participation of members outside the main population center of the Section. The use of electronic streaming and webinar technologies are encouraged to encourage participation by members outside the meeting area.

Regular meetings should be open to the public. However, where circumstances such as limited capacity at the venue require it, Sections may give preference to members by providing members with earlier notice or by limiting the number of seats made available to non-members. Sections may require attendees to register in advance for meetings and may also require attendees to provide identification before they are admitted to the meeting venue. Every effort should be made to identify non-members who regularly attend meetings and encourage them to become members of the Society.

The Section shall have full control and authority with respect to papers and presentations given at its own meetings, and any interest regarding presentation of a paper at a technical conference shall not interfere with the presentation of that same paper at a Section meeting.

An effort should be made to obtain programs for Section meetings of such caliber as to be worthy of further dissemination, either by publication in the Journal of the Society or by recording and webcasting, and efforts should be made to obtain copyright clearance for this purpose. The Section shall maintain close liaison with the Education Vice President to encourage publication of outstanding talks given before a Section.

The full responsibility and authority for holding Section meetings of high caliber for the benefit of members in the Section area rests with the Section officers and Board of Managers, and no function of the Membership Vice President, other officers, the Board of Governors of the Society or the Home Office shall interfere with this responsibility.

Meeting notices are to be sent to all members of the Section in advance of each meeting in order to advise all members as to the details of the scheduled meeting. The responsibility for the preparation and distribution of meeting notices, as well as for their cost, resides with the Section. An electronic mailing list for each Section shall be maintained by the Home Office and made accessible to Section officers for the purpose of electronically distributing Section communications, including meeting notices. Each Section shall also maintain a website, either on its own or as part of the main SMPTE website, where Section events are announced and information of interest to Section members may be posted.

Sections are encouraged to reach out to local units of other technical societies in allied fields, including but not limited to SBE, SID, AES, ASC and IEEE, and to meet jointly with them. Such joint meetings can be of particular benefit to smaller Sections as they provide an opportunity to share costs and workload and to attract a larger audience. Such a joint meeting shall count as a regular meeting in determining whether the requirement of four regular meetings per year has been met.

#### 8.11.2 Use of Society Funds for Regular Meetings

Funds advanced by the Home Office to the Section shall be used only for budgeted expenses, which may include but are not limited to rental of meeting places, refreshments at Section and Subsection meetings and dinner for guest speakers. Society funds, whether advanced from the Home Office or raised locally, shall only be used for purposes that are necessary for conducting the event and that benefit the Section membership as a whole. Prohibited purposes include, but are not limited to, private meals for Section officers, Board members or for persons other than guest speakers.

Expenses related to conducting a Regular Meeting, including items such as systems, equipment, software, props, etc. required to conduct a presentation, ideally should be provided through sponsorships, including in-kind contributions, with appropriate recognition of the sponsoring organizations at the event.

It is permissible to reimburse a speaker for certain travel expenses incurred in connection with a presentation, provided the following requirements are met and procedures followed:

- **TOPIC:** The speaker's presentation shall be of a tutorial nature concerning the engineering and technical aspects of the motion picture, television, and allied arts and sciences. Under no circumstances may the speaker's topic concern products or systems of a single manufacturer.
- **EXPENSES COVERED:** Transportation to and from the city of the meeting, lodging for the number of days equal to the number of days in which the presentation is made, and meals for the same number of days shall be the only expenses that may be covered.
- **MAXIMUM COVERAGE:** Reimbursement shall be for actual expenses as authorized above, but shall not exceed a total of US \$1,000 per meeting, regardless of the travel distance, number of days, or presentations involved.
- **FREQUENCY:** A section may receive authorization for an individual speaker's expense compensation no more than once per annual section budget year.
- **AUTHORIZATION:** Prior authorization for covered expenses shall be received from the Membership Vice President before the Section is permitted to commit to a speaker that expenses will be covered. No less than 60 days before the meeting date, the Section shall convey to the Membership Vice President the following information
  - Date and place of meeting
  - Name of speaker
  - Speaker's affiliation and qualifications
  - A short description of the topic, which shall be adequate to determine the tutorial nature of the presentation
  - Expenses required to be covered
  - Estimate of expenses

All expenses are required to be properly documented before they are reimbursed, and all receipts and other relevant documentation shall be forwarded to the Home Office as part of the account reconciliation.

- **ADMINISTRATION:** The Membership Vice President shall notify the Section Chair and Home Office of the approval of speaker's expense compensation and of the estimated amount and type of expenses to be covered. To avoid any possibility of misunderstanding, the speaker shall also receive a copy of this approval. Receipts for authorized expenses shall be submitted by the speaker to the Home Office. Reimbursement shall be made by Home Office directly to the speaker. The Home Office shall provide the Section Secretary/Treasurer with a copy of the approved expense report.

All funds shall be managed in accordance with the policies and procedures specified in the Finance and Administration Operations Manual.

### 8.11.3 Special Meetings

Special Meetings are Section events that fall outside the parameters of regular meetings. A Special Meeting is one that meets any one or more of the following three criteria:

- Involves spending more than the greater of \$2500, three times the average monthly Section meeting budget for regular meetings or 40% of the Section's annual allowance from HQ, without accounting for any offset from sponsorships raised, even if such sponsorships are paid directly to providers and do not flow through the Section's accounts or if a co-sponsoring organization manages the funds.
- Is an all-day or longer event.
- Is an event where admission is charged to attendees.

Special Meetings are further divided into two categories: Special Events and Section Conferences, which latter category also includes seminars and workshops, however titled.

#### 8.11.3.1 Special Events

A Special Event is a Special Meeting that is primarily social rather than tutorial, such as a holiday party, a golf outing or a bus tour.

Home Office shall be notified in advance of all Special Events.

If the funding for the Special Event is not included in the Annual Budget for the Section, a request for approval shall be submitted to the Home Office for transmittal to the Membership VP and the Finance VP, who shall evaluate the request based on the following criteria:

- Consistency with the Society's goals and objectives
- Compliance with the Society's policies as set forth in its Operations Manuals and resolutions of its Board of Governors
- Financial risk, including liability

Approval shall not be unreasonably withheld. Requests for approval of Special Events shall be submitted by the Section Chair to the Home Office no less than six weeks in advance of the projected date of the Special Event.

Requests shall include the following:

- Type of event (party, sporting event, tour, etc.)
- Proposed date and location
- Budget, including projected expenses, sponsorships and admission fees if any
- Items that may require verification of insurance, such as bus rentals.

Contracts for goods or services in excess of \$2500 US shall be executed by Home Office as specified in the Finance OM.

If a Section holds a Special Event on a recurring basis, such as an annual holiday party, the request to hold such an event and a separate proposed budget for it should be submitted with the Section's budget request so that both can be considered for approval at the same time.

Funds used for a special event shall be accounted for separately from a regular section budget. Home Office may require the establishment of a separate bank account for a section's special event, which will be maintained under the same rules as the section's primary account.

#### 8.11.3.2 Section Conferences

A Section Conference is a Special Meeting whose purpose is primarily tutorial, such as a full-day or multiday conference, seminar or workshop, with or without an associated exhibition. This includes the class of events previously referred to as offshore conferences.

For major events, it is recommended that a nine-month lead time be allowed to ensure proper financial, logistical and program planning. It is desirable but not required that all-day Section Conferences have a luncheon scheduled as part of the event. It will be the responsibility of the Membership Vice President to advise the Section Chair of approval or disapproval for the Section Conference.

The Chair of the Section organizing a Section Conference is responsible for ensuring that the following information is submitted to the Home Office for transmittal to the Membership Vice President at least six months prior to the proposed Meeting date:

- Theme of the Section Conference.
- Reason for the Section Conference.
- Section requesting the Section Conference.
- Date and location of Section Conference.
- Is the Section Board of Managers unanimously in favor of this proposal? If not, what negative arguments have been offered?
- Is there a primary discipline group -- such as students -- to which this Section Conference will be directed?
- Estimate of attendance.
- Person in charge of the Section Conference, including prior experience.
- Person in charge of the program, including prior experience.
- Person in charge of overall arrangements, including prior experience.
- Requirement of facility guarantees, if any.
- Suggested registration fees.
- Social functions planned, where, and estimated costs involved.
- Define the purpose for any request for specific funds for any educational need.
- Proposed budget including expected income and expenses.
- Are exhibits planned that relate to the program? If so, is an exhibitor's fee proposed?
- List any tie-ins, co-sponsorships or affiliations with other groups, and give details
- Is sponsorship of any of the Section Conference's components or events anticipated? If so, explain.

Home Office will endeavor to assist the Section and provide additional resources and support as needed for planning and executing the event.

To help ensure the success of Section Conferences, the need for a program on the technical subject matter should be established. It is recommended that Section Conferences be held in locations with a demand for the topic as well as sufficient local support before and during the meeting.

Sponsorship of Section Conference activities is acceptable. However, organizers should be sensitive to the fact that Society Sustaining Members do support the Society through their membership. Proper credit should always be given to a sponsor.

Section Conferences by their very nature can be expected to attract non-members. Efforts should be made to encourage these individuals to join the Society when they register for the Section Conference, at the Section Conference and afterwards.

The Finance Vice President shall review financial results of the event to ensure that all surplus funds are properly accounted for. Sections may request these funds to use as a seed fund for a subsequent event or for Section events, as provided in the Finance and Administration Operations Manual.

The Chair of the organizing Section shall supply to the Home Office for transmittal to the Membership Vice President and Finance Vice President a complete financial accounting of the Conference within 90 days after the close of the Conference.

#### 8.11.3.3 Section Conferences Outside the United States

Conferences outside the United States that are sponsored by Sections are subject to additional reporting requirements beyond those specified above for Section Conferences. These are due to legal and financial requirements imposed on not-for-profit organizations incorporated in the United States, which must comply with US law and regulation in addition to the laws and regulations of the country where the event is sponsored and where it is taking place. Home Office shall advise the Section of these requirements, and shall engage legal and tax counsel if necessary.

- All Conferences outside the United States must be approved in advance in accordance with the procedures for Section Conferences listed above.
- In the case of a new activity, the Membership Vice President may authorize provision of seed money for the activity
- The Section shall supply to the Home Office, within 90 days of the Conference end, a summary accounting of the actual expenses against budget, and any surplus from the Conference.

#### 8.12 Local Arrangements Committee

A Local Arrangements Committee shall be established for each Society event to plan and carry out, in collaboration with Staff, the necessary details, excluding the program and content, to ensure the success of the event. Working together with Home Office staff, the Local Arrangements Committee coordinates and supports the logistics of the event and helps to ensure local Section members are informed and engaged. The Local Arrangements Committee shall be in regular communication with staff on progress and shall secure the Executive Director's or staff designee's approval where expenditures are required.

**Responsible Officer:** Membership Vice President

**Chair:** Appointed by the Membership Vice President in consultation with the Chair of the Section in which the event will be held.

**Participants:** The Local Arrangements Chair may appoint sub-committee chairs to carry out the duties that support the conference in cooperation with Home Office staff. Tasks may include such activities as sponsorships, volunteer coordination, audio/video requirements, and other functions as necessary.

Different types of events will require different levels of support; a Society Conference will have different requirements than a Regional Seminar. For each event, Home Office shall provide a description of the support required and the division of responsibilities between Home Office staff and the Local Arrangements Committee.

### **8.13 Recognition**

The Board of Governors shall have sole authority to confer Awards and Honors as described in the [Governance Operations Manual](#), Section 18.1. Sections may recognize contributions at the local level, but such recognition is not an Honor or Award and shall not be titled or referenced as such, either by the Section or the recipient. Section recognition shall be conveyed in the form of a certificate or plaque, but not in the form of a medal or trophy, except for recognition of athletic achievement at a Section-organized recreational event such as a golf tournament. Sections are reminded that all publicity relating to the Society, except for announcements of Section activities, requires prior written approval from the Home Office or the Membership Vice President.

Sections wishing to have members honored for significant contributions at the local level are urged to nominate such individuals for the Citation for Outstanding Service to the Society.

### **8.14 Inactive Sections**

A Section shall be deemed inactive if it fails any one of the following:

- To have leadership consisting of a Section Chair, Secretary/Treasurer and the required number of Managers
- To hold at least 4 meetings per year.
- To submit an annual budget or provide proper accounting for financial transactions.
- To maintain an enrolled voting membership of the Section of at least 10 members.

An inactive Section's bank account may be suspended for up to 90 days by Home Office. Notice shall be provided by the Home Office within 24 hours of such suspension to the Section Officers and Managers when they exist and to the Membership VP and Finance VP of the account suspension and cause for suspension. Such suspension may be overruled by the Executive Committee.

### **8.15 Section Dissolution**

If a Section has been inactive for more than 90 days consecutively it may be dissolved by the Executive Committee and its members reassigned to other neighboring Sections and any funds returned to the Society general account.

## **9 Subsections**

### **9.1 Purpose**

SMPTE recognizes that many sections cover wide areas geographically, including several that encompass groups of countries, states/provinces and counties. Subsections are entities established by a Section to better serve members residing in specific geographic areas outside the primary population or meeting area of the Section. They allow members to create a local sense of community in addition to being members of the parent Section.

### **9.2 Formation**

A Section may establish one or more Subsections, each of which shall cover a specified geographic area within the Section's boundaries. It is recommended that there be a minimum of twelve Section members within the proposed Subsection's territory who have indicated an interest in establishing the Subsection.

### **9.3 Membership**

All Members of a Section whose addresses of record lie within the boundaries of a Subsection shall be Members of the Subsection. Members may petition the Home Office to change their Subsection assignments by following the procedures set forth in Section 8.3 for change of Section.

Members of a Subsection remain Members of the parent Section and retain all rights, including, if otherwise eligible, the right to vote in Section elections. However, only eligible Members of a Subsection may vote in that Subsection's elections.

#### **9.4 Officers and Managers**

Each Subsection shall have the following officers, who shall be members of the Subsection and shall be elected by its members:

- A Subsection Chairman
- A Subsection Secretary/Treasurer

The Subsection Chairman shall be a voting member of the Section's Board of Managers. The Subsection Secretary/Treasurer shall be encouraged to attend Section Board meetings but shall not be a member of the Section Board of Managers. The duties of these officers correspond to those of the Section Officers as those are defined in [Section 8.5](#) above. The Subsection officers shall report to the Section Board of Managers. No individual shall be simultaneously a Section officer and a Subsection officer, but a Subsection officer may be simultaneously a Section Manager. Subsection officers shall serve one-year terms starting 1 July and ending the following 30 June.

The Subsection Chairman may appoint a Subsection Board of Managers to serve in an advisory capacity. It is recommended that at least two but not more than six Subsection Managers be appointed. Each such Subsection Manager shall be a member of the Subsection.

#### **9.5 Elections**

Upon formation of a Subsection, the parent Section's Board of Managers shall appoint a Subsection Chairman and Subsection Secretary/Treasurer to serve until the next regular annual election. Thereafter, each year the Subsection officers shall recommend to the Section's Nominating Committee at least one candidate for each of the Subsection officer positions, each of whom shall be a member of the Subsection. The Nominating Committee, guided by these recommendations, shall nominate at least one candidate for each of these offices, each of whom shall be a member of the Subsection. The remainder of the election process shall follow the procedures for Section Elections as set forth above, except that only members of a Subsection shall be entitled to vote for officers of that Subsection.

#### **9.6 Finances**

A Subsection shall have its own budget, which shall be allocated as part of the parent Section's budget. The Subsection Chair and Subsection Secretary/Treasurer shall work with the Section Chair and Section Secretary/Treasurer in preparing the Section's annual budget submission to Home Office. Unless it is impractical to so operate, the Subsection shall not have its own bank account, but shall request the Section Secretary/Treasurer to draw funds from the Section's account to cover or reimburse the Subsection's authorized expenses. It shall be the joint responsibility of the Subsection's Chair and Subsection's Secretary/Treasurer to document these expenses and to forward such documentation to the parent Section Secretary/Treasurer for reporting, reimbursement and reconciliation.

#### **9.7 Subsection Meetings**

Each Subsection shall have the responsibility of producing meetings for the benefit of its members, who may be unable regularly to attend meetings of the full Section and/or who have matters of common interest to discuss which may not be of interest to the members of the Section as a whole. Each Subsection is expected to hold at least three such meetings per calendar year. Meetings shall meet the standards set forth for Regular Meetings of a Section and

shall follow the same procedures. All Subsection meetings shall be open to all SMPTE members and to the general public, in the same manner that Section meetings are, and shall be publicized in the same way. Care shall be taken to coordinate meeting dates, times, topics and locations with the parent Section. The Subsection Board will work with the parent Section's Managers and webmaster to ensure that their events are publicized throughout the Section.

The Subsection Board of Managers shall report on meetings and other activities, including attendance, new member recruiting and suggestions to the Section Board of Managers, and those reports shall be included in the Section reports to the Regional Governors and Membership Vice President.

Depending on the location of the Subsection, it may be advantageous to work with neighboring Sections in addition to the parent Section. Sections are encouraged to collaborate in whatever ways seem best for their members. For example, a Subsection in Connecticut may wish to collaborate with the New England Section through co-located meetings, or through meetings that are electronically shared, in addition to working with its parent, the New York Section.

Subsections are encouraged to work with local branches of other organizations in the area on programming and cross promotion of meetings and to share the responsibilities of putting on jointly-sponsored meetings.

### **9.8 Recognition**

The Board of Governors shall have sole authority to confer Awards and Honors. See the [Governance Operations Manual](#), Section 18.1. Subsections may recognize contributions at the local level, but such recognition is not an Honor or Award and shall not be titled or referenced as such, either by the Subsection or the recipient. Subsection recognition shall be conveyed in the form of a certificate or plaque, but not in the form of a medal or trophy, except for recognition of athletic achievement at a Subsection-organized recreational event such as a golf tournament. Subsections are reminded that all publicity relating to the Society, except for announcements of Subsection activities, requires prior written approval from the Home Office or the Membership Vice President.

A subsection wishing to have members honored for significant contributions at the local level is urged to have its parent Section nominate such individuals for the Citation for Outstanding Service to the Society.

## **10 Student Chapters**

### **10.1 Purpose**

Student Chapters are concerned primarily with stimulating interest in motion imaging and related technology among students and developing future engineers and technologists for the motion picture and television industries and related fields. In addition to formal training in specific subjects, the importance of inspiration, encouragement, and contacts within the industry should not be overlooked.

### **10.2 Qualifying Institutions**

There are three types of Qualifying Institutions:

- Accredited, degree-granting colleges and universities
- Post-secondary technical and vocational schools with programs or courses in motion imaging technology or allied fields
- Secondary schools with programs or courses in motion imaging technology or allied fields

### **10.3 Membership**

All members of the Society in good standing who are attending the designated Qualifying Institution or Institutions participating in a Student Chapter as students shall be members of that Student Chapter, and when so enrolled they shall be entitled to all privileges that such Student Chapter may provide, including the right to vote in Student Chapter elections.

#### **10.4 Status**

A Student Chapter has independent status within the framework of the Society, provided, however, that its activities shall not be inconsistent or in conflict with the provisions of the Governance documents of the Society. The Student Chapter shall report officially through its Advisor to the Membership Vice President of the Society. Its relationship to a Section or Subsection in its geographical area should be looked on as a parallel, cooperative situation. The officers and members of the Student Chapter should take part in the affairs of the Section or Subsection, attending meetings and providing such assistance and help as they can. This should be looked on as a way of furthering their education and developing contacts and understanding with industry leaders.

#### **10.5 Formation**

Following a written petition for a Student Chapter, the Board of Governors of the Society may authorize a Student Chapter at one or more Qualifying Institutions. This petition must be signed by a minimum of 12 SMPTE student members who are currently enrolled and in good standing at one of the Qualifying Institutions (application for Society membership may be included with the petition), an Adviser (an active or higher grade member), and a dean or department head of one of the Qualifying Institutions.

Should the attendance at Student Chapter events regularly fall to below ten, or the activity of the Student Chapter fall to fewer than four events in a school year, the Board of Governors may cancel the Chapter's authorization.

#### **10.6 Advisor**

The Advisor shall perform an advisory and supervisory function over the Student Chapter in a general way. The utmost freedom should be allowed the officers and membership of the Student Chapter to run its own affairs, and the Advisor's chief function is to keep the Student Chapter activities within the rules and regulations of the school and of the Society, and to offer assistance, advice, and inspiration to the Student Chapter. The Advisor shall also approve all reports to the Membership Vice President and the Secretary/Treasurer of the Society as required, and shall approve all Student Chapter expenditures. Expenditures from the funds provided to the Student Chapter, as described under Finances below, may be made at the discretion of the Student Chapter as approved by the Advisor and shall be for promoting the aims of the Student Chapter and the SMPTE. Additionally, the Advisor shall report the results of elections and appointments of Student Chapter officers to Home Office.

The Advisor should be a member of the Qualifying Institution's faculty, if possible, but may be an administrator or staff member if a volunteer cannot be found among the faculty. If the Student Chapter is unable to find an Advisor who is a member of the faculty or staff of one of the Qualifying Institutions, an Active Member of the local Section may volunteer to serve as an Advisor if each of the Qualifying Institution's policies permit it.

#### **10.7 Student Chapter Chair**

A Student Chapter Chair shall be elected according to the provisions of Section 10.9 below. The Student Chapter shall see that at least four meetings are held during the school year and that the Student Chapter membership is encouraged to attend local Section meetings and otherwise assist in the operation of the local Section on those cases in which a Student Chapter exists in the locality of the local Section.

The Student Chapter Chair shall see that the Secretary/Treasurer prepares and forwards the reports for which that officer is responsible, as described below.

The Student Chapter Chair shall appoint such committees as necessary to carry on the activities of the Student Chapter.

The Student Chapter Chair should seek advice and counsel from Student Chapter Advisor and may also seek counsel from the Chair of the local Section or Subsection in the area in the operation of the Student Chapter. The Chair and the Board of Managers of the Section or Subsection will be in a position to offer valuable assistance and also to take part in some of the Student Chapter programs.

The Student Chapter Chair shall advise the local Section Chair in the area concerning each meeting of the Student Chapter in advance of meeting, giving details concerning the program to be presented.

### **10.8 Student Chapter Vice-Chair**

The Student Chapter Vice-Chair will assist the Chapter Chair in all activities and act in place of the Chapter Chair in case of the Chair's absence. The Vice-Chair shall be a student who is not graduating at the end of the academic year in which the person is serving as Vice-Chair. As Student Chapters exist in differing types of educational institutions, it will be at the discretion of the Student Chapter Advisor, in consultation with the members of the Chapter, to determine if this be an elected position as per Section 10.10, or a position to be appointed by the Student Chapter Advisor. This determination shall be reported to Home Office.

### **10.9 Secretary/Treasurer**

The Student Chapter Secretary/Treasurer shall be elected according to the provisions of Section 10.9 below... The Student Chapter Secretary/Treasurer shall have custody of any property belonging to the Student Chapter and shall keep the records of activities in an approved and permanent form.

The Student Chapter Secretary/Treasurer shall forward to the Membership Vice President in mid-January and at the end of the school term, or on demand, a report covering meetings held, giving the subject, speaker, and approximate attendance at each meeting. These reports shall also cover attendance of Student Chapter members at local Section meetings and describe other types of cooperation with the local Section.

The Student Chapter Secretary/Treasurer shall send to the Secretary/Treasurer of the Society, with copies to the Financial Vice President, the Membership Vice President, and the Executive Director in mid-January and at the end of the school year, or on demand, an itemized account of all expenditures incurred that have been partially or wholly defrayed by funds received from the Society, its Sections or Subsections.

The Student Chapter Secretary/Treasurer shall prepare any other reports, minutes of business meetings, etc., that are deemed necessary by the Advisor and Chair or as shall have been requested by the Membership Vice President, and shall preserve these reports as well as other property of the organization, such as its files of Journals and other publications of the Society.

### **10.10 Elections**

Upon authorization from the Board of Governors of the Society for the formation of a new Student Chapter, an organization meeting shall be held to select temporary officers to serve for the remainder of the current academic year. A quorum for such meetings shall consist of not less than ten Student Members. The Advisor shall act as Chair to receive nominations from the Student Chapter membership for the offices of Chair and of Secretary/Treasurer. Rules of parliamentary procedure shall be followed and nominations shall be accepted from the floor. Election shall be by show of hands or by written ballot, as desired. A majority of those members of the Student Chapter present and eligible to vote shall constitute election.

For subsequent elections, a Nominating Committee shall be appointed by the Advisor, comprising the current Chair and two members of the Student Chapter. Where practicable, elections shall be held in May for the ensuing school year. If this is not feasible, the election may be held no later than 15 October of the new school year. The

Nominating Committee shall select not more than two names for each of the two offices involved. Nominees should be selected on the basis of candidates showing the ability and willingness to promote the activities of the Student Chapter. At a special meeting called for the purpose, the names of the nominees shall be put before the Student Chapter members by the Chair. A quorum for such meeting shall consist of not less than ten (10) Student Members. Other nominees may be added by nomination from the floor and election may be by show of hands or paper ballot, with each Student Member given the right to write in the name of any Student Member desired for each office. A majority of those Student Members present and eligible to vote shall constitute election.

Offices vacated by resignation or other reason shall be filled by appointment made by the Advisor or by election at a special meeting of the Student Chapter, whichever is deemed best by the Advisor.

#### **10.11 Finances**

Each Student Chapter shall be independently responsible for expenses incurred. It is expected that each Student Chapter shall be supported by its Qualifying Institution(s). However, a Student Chapter may request funding for special events either from the local Section or Subsection or from the Membership Vice President. If funding is sought from the Membership Vice President for a special event, the procedures for a Special Meeting of a Section shall be followed. If funding is sought from a Section or Subsection, the Section or Subsection shall include this in its proposed budget or shall raise the funds independently.

Student Chapters shall recognize the necessity for accurate financial recordkeeping in order not to jeopardize the non-profit status of the Society or the Qualifying Institution, if applicable. Student Chapter funds shall be used only for purposes that benefit the Student Chapter's membership as a whole or for promoting the aims of the Student Chapter and the Society, and specifically shall not be used for dinners for Advisers, Section officers or for persons other than guest speakers.

#### **10.12 Meetings**

Participation in local Section or Subsection meetings does not relieve the Student Chapter of its responsibility to hold at least four meetings of its own which are considered as essential for the maintenance of an organization structure on its own campus. These shall not be closed meetings, but shall be open to all students, faculty and guests as space and campus policy allow. In the case where there is no local Section or Subsection in the area, Student Chapters should endeavor to hold meetings once a month when classes are in session.

#### **10.13 Recognition**

The Board of Governors shall have sole authority to confer Awards and Honors. See the [Governance Operations Manual](#), Section 18.1. Student Chapters may recognize contributions at the local level, but such recognition is not an Honor or Award and shall not be titled or referenced as such, either by the Student Chapter or the recipient. Student Chapter recognition shall be conveyed in the form of a certificate or plaque, but not in the form of a medal or trophy, except for recognition of athletic achievement at a Student Chapter-organized recreational event such as a golf tournament. Student Chapters are reminded that all publicity relating to the Society, except for announcements of Student Chapter activities, requires prior written approval from the Home Office or the Membership Vice President.