



**Contents**

**SECTION VIII - SMPTE SECTIONS**

A.	SECTION OPERATION .....	2
B.	FORMATION OF NEW SECTION .....	3
C.	SECTION NAMES AND AREAS .....	4
D.	SECTION CHAIR .....	4
E.	SECTION SECRETARY-TREASURER .....	5
F.	BOARD OF MANAGERS .....	5
G.	GUIDELINES FOR PLANNING AND CONDUCTING OF ANY SPECIAL MEETINGS/SEMINARS OR EVENTS OUTSIDE THE SCHEDULE OF NORMAL MONTHLY MEETINGS. ....	6
H.	OFFSHORE SPECIAL CONFERENCES .....	7

## SECTION VIII – SMPTE SECTIONS

### A. SECTION OPERATION

1. All Sections shall hold periodic meetings for discussions, demonstrations, lectures, symposia, etc., on topics relating to the motion picture, television, motion imaging and related fields. A full schedule of meetings comprises of one meeting each month, except for the months of July and August and during the month in which a technical conference is held in the geographical area of the Section. The purpose of these meetings is to provide programs of benefit to various Section areas.
2. A minimum of four meetings per year is required to justify the existence of a Section, and the Board of Governors may disband any Section that does not hold four successful meetings each year.
3. Regular Section meetings may be held in any location within the geographical area of the Section.
4. The Section shall have full control and authority with respect to papers presented at its own meetings, and any interest regarding presentation of the same paper at a technical conference shall not interfere with the presentation of such paper at a Section meeting.
5. An effort should be made to obtain papers for Section meetings of such caliber as to be worthy of publication in the Journal of the Society, and effort should be made to obtain manuscripts for this purpose. The Section shall maintain close liaison with the Editorial Vice-President to encourage publication of outstanding talks given before a Section.
6. The full responsibility 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 Sections Vice-President, other officers, the Board of Governors of the Society, or the Headquarters office shall interfere with this responsibility.
7. 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 printing and mailing of meeting notices, as well as for their cost, resides with the Section. An electronic mailing list, or the envelopes for same are pre-addressed by the Society Headquarters and forwarded to each Section far enough in advance of each meeting so as not to delay mailing of meeting notices. It is the responsibility of Society Headquarters to deliver these pre-addressed envelopes on time to the Section. Section notices may be on the reverse side of the sheet carrying information of national interest printed by the Section.
8. Funds advanced by the Secretary/Treasurer of the Society to the Section shall be used for printing and mailing of meeting notices, rental of meeting places, dinner for guest speakers, and any other items in the Section budget that have been approved by the Sections Vice-President. Society funds are not to be used for dinners for Section officers, Board members, or for persons other than guest speakers.
9. A Section wishing to organize a meeting, either alone or jointly with another Section or Sections, for which it is planned to attract attendance from an area greater than that of

the Section in which the meeting is held, shall prepare a special budget for prior approval by the Sections Vice-President. Guidelines for planning and conducting such meetings will be found in Section G, page 7 of this Section.

10. Payment of Speakers Expenses

- (a) TOPIC: The speaker's presentation must be of a tutorial nature concerning the engineering and technical aspects of the motion picture, television, and allied arts and sciences, as set forth in Article II of the Society's Constitution. Under no circumstances can the speaker's topic concern products or systems of a single manufacturer.
- (b) 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 are the only expenses which can be covered.
- (c) MAXIMUM COVERAGE: Reimbursement will be for actual expenses as authorized above, but in no case shall exceed a total of \$600.00 per meeting, regardless of the travel distance, number of days, or presentations involved.
- (d) FREQUENCY: A section can receive authorization for speaker's expense compensation no more than once in the period beginning July 1 and ending June 30th, the following year.
- (e) AUTHORIZATION: Prior authorization for covered expenses must be received from the Sections Vice-President before the Section can commit to a speaker that expenses will be covered. No less than 60 days before the meeting date, the Sections Vice-President the following information:
  - A) Date and place of meeting
  - B) Name of speaker
  - C) Speaker's affiliation and qualifications
  - D) A short description of the topic, which shall be adequate to determine the tutorial nature of the presentation
  - E) Expenses required to be covered
  - F) Estimate of expenses
- (f) ADMINISTRATION: The Sections Vice-President shall notify the Section's Chair and Headquarters 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 Headquarters. Reimbursement shall be made by Headquarters directly to the speaker.

**B. FORMATION OF NEW SECTION**

- 1. Upon authorization from the Board of Governors for the formation of a new Section, an organization meeting of members in the geographical area assigned to the Section shall be held to select temporary officers and a Board of managers. Following the usual

rules of parliamentary procedure, 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 Bylaw IX, Section 5, except that there shall be no Past Chair on the Nominating Committee.

### **C. SECTION NAMES AND AREAS**

1. Sections and geographical areas comprising them are authorized by the Board of Governors. Change of a Section name requires a written request by the Sections Board of Managers, recommendation of the Sections Vice-President, and approval of the Board of Governors. A current list of authorized Sections is contained in Appendix B.

### **D. SECTION CHAIR**

1. 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 further in these Administrative Practices. Furthermore, the prime responsibility is to see that a full schedule of meetings of high quality are held. The Chair exercises general supervision over the activities of the Section to see that it performs its function as described in these Administrative Practices and according to the Constitution and Bylaws.
2. 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 Test Materials Advisor be appointed as part or in addition to the Section Board of Managers.
3. The Chair shall submit to the Sections Vice-President, by mid-July, of each year, the proposed budget requirements of the Section for the next fiscal year. Copies of this report should be sent to the Financial Vice-President and the Executive Director. The Sections Vice-President shall coordinate these requirements with the Financial 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 Financial Vice-President to the Board of Governors at their fall meeting.
4. 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 should cooperate with the Membership Committee of the Society in obtaining new members.
5. 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.

6. In appointing a Nominating Committee for the selection of new officers, as provided in Bylaw IX, Section 5, 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 these Administrative Practices be construed as recommending or not recommending this practice. This matter is entirely at the option of the Nominating Committee.
7. The Section Chair shall contact the Sections Vice- President for guidance on Society policy, interpretation of the Society's Constitution and Bylaws, 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 Section Vice-President receives a report on each Section meeting, giving information as to speakers, subjects, attendance, and other information of importance.

#### **E. SECTION SECRETARY-TREASURER**

1. In addition to the duties outlined in Bylaw IX, the Secretary-Treasurer shall assist the Chair of the Section to carry out the Chair's duties and will preside at meetings of the Board of Managers and technical meetings in the absence of the Chair.
2. 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.
3. 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.
4. The Secretary-Treasurer shall make arrangements for the printing and mailing of all Section notices.
5. The Secretary-Treasurer shall submit the financial reports required by Bylaw IX, Section 7, Subsection C, with copies to the Financial Vice-President, the Sections Vice-President, and the Executive Director.

#### **F. BOARD OF MANAGERS**

1. The Board of Managers, as governing body of the Section, shall, at the discretion of the Chair, hold meetings that are necessary to transact business. Each member of the Board of Managers is responsible for taking an active part in 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 of interesting programs for technical meetings of the Section.

2. 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 presentation of papers.
3. The Chair, Secretary-Treasurer, and members of the Board of Managers may serve on National and Section Committees and be nominated for a national office or governorship. Except for the Chair, who if elected must resign one office, membership on the Board of Managers shall not preclude holding national office or service on the Board of Governors.
4. A list of the Board of Managers of each Section, showing the term of office of each, shall be published annually in the Journal.

**G. GUIDELINES FOR PLANNING AND CONDUCTING OF ANY SPECIAL MEETINGS/SEMINARS OR EVENTS OUTSIDE THE SCHEDULE OF NORMAL MONTHLY MEETINGS.**

1. When the need arises for a Special Meeting, locally or regionally (i.e. a Section All-Day Meeting) the request should come from the Section Chair to the Sections Vice-President. The Sections Vice-President should review and insure the request meets the criteria (described later), and the, along with a recommendation, present this proposal to the Conference Committee. It is recommended that a nine month lead time be allowed to insure proper financial and technical paper planning. It is desirable that Special Meetings have a Luncheon scheduled as part of the event. It will be the responsibility of the Sections Vice-President to advise the Section Chair of approval or disapproval for the Special Meeting.
2. To help insure the success of Special Meetings and provide a continuing source of papers for the Journal, the need for the technical subject matter should be established. It is recommended that Special Meetings be held in locations with a demand for the topic as well as sufficient local support before and during the meeting.
3. To further the educational goals of the Society it may be desirable for these Special Meetings to include specific items to meet educational needs. These educational items should be included in the request and budget for the Special Meeting from the Section Chair.
4. Funds relating to Special Meetings held within the United States should be separated from Section funds by use of a special account at Society Headquarters. Due to currency exchanges in Sections outside the United States, it may be appropriate to have the local Section open a temporary, special SMPTE Meeting account separate from the Section's operating funds.
5. Registration fees should cover all expenses in connection with holding the Meeting, notwithstanding sponsorships. Any surplus from registration fees or sponsorships shall be returned to Society Headquarters.
6. Social events such as meals, entertainment, etc., should be self- supporting.

7. It is desirable to take advantage of the Society's purchasing power when negotiating hotel and other supplier contracts. It is therefore recommended to the organizers of Special Meetings, when negotiating for hotels and other services that they confer with Society Headquarters. Such contracts are subject to final approval by Society Headquarters.
8. Sponsorship of Special Meeting 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.
9. The Chair of the Section organizing a Special Meeting is responsible to insure that the following information is submitted to the Sections Vice-President at least nine months prior to the proposed Meeting date. This information should be supplied addressing the following:
  - a. Theme of the special meeting.
  - b. Section requesting meeting.
  - c. Date and location of meeting.
  - d. Is the Section Board of Managers unanimously in favor of this proposal? If not, what negative arguments have been offered?
  - e. Reason for meeting.
  - f. Is there a primary discipline group -- such as students -- to which this meeting will be directed?
  - g. Estimate of attendance.
  - h. Person in charge of meeting. /Prior experience.
  - i. Person in charge of program. /Prior experience.
  - j. Person in charge of overall arrangements. /Prior experience.
  - k. Requirement of facility guarantees.
  - l. Suggested registration fees.
  - m. Social functions planned, where, and estimated cost involved.
  - n. Define the purpose for any request for specific funds for special education needs.
  - o. Prepare budget indicating expected income and expenses.
  - p. Are exhibits planned that relate to papers presentation? If so, is an exhibitor's fee proposed?
  - q. List any tie-ins, co-sponsorships, or affiliations with other approved groups, and give details.
  - r. Is sponsorship of any of the meeting's events anticipated? If so, please explain.
10. Because of the geographic diversity of the Off Shore Activities, the Society's Headquarters Staff (e.g. Executive Director and/or Director of Engineering) should attempt to attend where schedule and the Societies fiscal conditions permit.

## **H. OFFSHORE SPECIAL CONFERENCES**

1. All Offshore Special Conference activities must be approved in advance as defined in Section G, page 7 of this Section.

2. In the case of a “new” activity, Headquarters may provide “seed” money for the Offshore Special Conference.
3.
  - a. After all appropriate Offshore Special Conference Activities have been paid by the revenue of the Offshore Special Conference, 50% of the remaining balance should be returned to the Society’s General Fund. Its use will be directed by the Board of Governors with emphasis in support of other Offshore Section activities.
  - b. Where multiple sections exist in a country or area, a portion of the funds that would be normally repatriated to Society’s General Fund may be used to directly fund ongoing expenses of another section in the same country or area. Any transfer of funds may only occur after the normal section budgeting/approval procedure has been completed (the intent of this section is to minimize currency conversions).
  - c. It is not the intent nor the desire of the Offshore sections to become “self funding” by use of conferences, nor is it the desire or intent for one section’s activities to serve as, or be directly demanded by another. As with any duly constituted section, it is the Society’s intent to provide sufficient direct support for all Section activities through the normal Society funding and approval processes.
4. The remaining 50% will remain in the Offshore Section’s account to provide for the following:
  - a. Offshore Sections operations.
  - b. Seed money funding (nominally \$5,000) for the next special conference.
  - c. Additional Section activities such as tutorials or workshops.
  - d. Support of Section Chair or designee attendance at the Society’s Annual Conference, as allowed elsewhere in these administrative practices.
  - e. In the event the Offshore approved requested monies exceed the retained special conference funds, care should be taken not to remit funds to the General Fund that would be transferred back to the country; the funds should not be remitted to H.Q., but remain with the Section to minimize conversions.
5. The Offshore Section(s) will be required to submit budgets for approval outlining the use of the “surplus” funds and provide reports, on a quarterly basis, on the expenditure of these funds to the Sections Vice - President and the Financial Vice-President of the Society.
6. All expenditures from the Offshore Sections Funds must be reviewed and approved by the Section Board of Managers and must be made according to the existing guidelines for Section activities and expenditures, as defined in this Sec. VIII. Emphasis is placed upon the local Board of Managers to provide activities that meet local needs and interests.
7. It is not the intent of this practice to cause the local Offshore Section activities to be funded by the local Offshore Special Conference activities. This guideline is meant to

8. All membership dues shall continue to be paid in US funds, as described in the Society's Constitution and Bylaws.
9. Any existing International Special Conference surpluses will be used in accordance with this guideline.