## ASPRS Operating Procedures
### Responsibility Matrix
#### 2017 – 2018

<table>
<thead>
<tr>
<th>ENTITY</th>
<th>RESPONSIBILITY</th>
<th>DEADLINE</th>
<th>REFERENCE</th>
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<tbody>
<tr>
<td>BOARD OF DIRECTORS (BoD)</td>
<td>- manage society</td>
<td>continuous</td>
<td>Articles of Incorporation</td>
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<td></td>
<td>- designate society office location</td>
<td>variable</td>
<td>Art I, Sec 2</td>
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<td></td>
<td>- prescribe membership application forms</td>
<td>continuous</td>
<td>Art III, Sec 2-4</td>
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<td></td>
<td>- terminate membership(s)</td>
<td>variable</td>
<td>Art III, Sec 5(c)</td>
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<td>- adjudicate with majority vote any tie votes for VP/ATDD/TDD</td>
<td>annually (13Jan)</td>
<td>Art IV, Sec 9(c5)</td>
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<td></td>
<td>- decide by 2/3 vote petitions to establish or modify region(s)</td>
<td>continuous</td>
<td>Art V, Sec 3</td>
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<td>- decide by 2/3 vote petitions to dissolve region(s)</td>
<td>continuous</td>
<td>Art V, Sec 4</td>
</tr>
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<td></td>
<td>- review and decide on submitted Region budget(s)</td>
<td>annually</td>
<td>Art V, Sec 5</td>
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<td>- decide by 2/3 vote proposals to establish Technical Division(s)</td>
<td>continuous</td>
<td>Art VII, Sec 2</td>
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<td>- decide by 2/3 vote proposals to dissolve Technical Division(s)</td>
<td>continuous</td>
<td>Art VII, Sec 3</td>
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<td>- decide by 3/4 vote proposals to establish Council(s)</td>
<td>continuous</td>
<td>Art VIII, Sec 2</td>
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<tr>
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<td>- decide by 3/4 vote proposals to dissolve Council(s)</td>
<td>continuous</td>
<td>Art VIII, Sec 4</td>
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<tr>
<td></td>
<td>- formulate policies to control and direct the Society</td>
<td>continuous</td>
<td>Art XI, Sec 1</td>
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<tr>
<td></td>
<td>- administer property and funds of the Society</td>
<td>continuous</td>
<td>Art XI, Sec 1(a)</td>
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<td>- adopt and publish annual budget for Society</td>
<td>continuous</td>
<td>Art XI, Sec 1(b)</td>
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<td></td>
<td>- review annual audit and financial policies of Society</td>
<td>continuous</td>
<td>Art XI, Sec 1(b)</td>
</tr>
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<td></td>
<td>- determine privileges, dues, and fees of members</td>
<td>continuous</td>
<td>Art XI, Sec 1(c)</td>
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<td></td>
<td>- approve ExDir appointment, arrangements, and compensation</td>
<td>continuous</td>
<td>Art XI, Sec 1(d)</td>
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<td></td>
<td>- make financial appropriations for specific purposes</td>
<td>continuous</td>
<td>Art XI, Sec 1(e)</td>
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<td></td>
<td>- authorize public statements on behalf of Society</td>
<td>continuous</td>
<td>Art XI, Sec 1(f)</td>
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<td></td>
<td>- foster and oversee relations with related organizations</td>
<td>continuous</td>
<td>Art XI, Sec 1(g)</td>
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<td>- adopt changes to the Bylaws of the Society</td>
<td>continuous</td>
<td>Art XI, Sec 1(h)</td>
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<td>- report Board actions to members of Society</td>
<td>continuous</td>
<td>Art XI, Sec 1(i)</td>
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<td></td>
<td>- advance disciplines and interests of Society and profession</td>
<td>continuous</td>
<td>Art XI, Sec 1(j)</td>
</tr>
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<td></td>
<td>- declare and fill vacancies on Board of Directors</td>
<td>continuous</td>
<td>Art XI, Sec 1(k)</td>
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<td></td>
<td>- approve and conduct Annual Meeting of Society</td>
<td>annually</td>
<td>Art XII, Sec 1(a)</td>
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<td></td>
<td>- meet periodically to conduct business of Society</td>
<td>quarterly</td>
<td>Art XII, Sec 2(a)</td>
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<td></td>
<td>- determine nature and number of Society publications</td>
<td>continuous</td>
<td>Art XIII, Sec 2</td>
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<tr>
<td></td>
<td>- authorize official seal, insignia, and logo of Society</td>
<td>continuous</td>
<td>Art XIV, Sec 2</td>
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<tr>
<td></td>
<td>- authorize changes to seal and insignia by 2/3 vote of BoD</td>
<td>continuous</td>
<td>Art XIV, Sec 3</td>
</tr>
<tr>
<td></td>
<td>- determine, and seek approval of members, distribution of assets</td>
<td>continuous</td>
<td>Art XV, Sec 1</td>
</tr>
<tr>
<td></td>
<td>- petition to ExDir by ge five BoD members to amend Bylaws</td>
<td>continuous</td>
<td>Art XVI, Sec 1</td>
</tr>
<tr>
<td></td>
<td>- consider amendments to Bylaws after receipt by ExDir</td>
<td>continuous</td>
<td>Art XVI, Sec 2</td>
</tr>
<tr>
<td></td>
<td>- adopt Bylaws amendments by 3/4 vote of BoD</td>
<td>continuous</td>
<td>Art XVI, Sec 3</td>
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</tbody>
</table>
## ELECTIVE OFFICERS:

### PRESIDENT
- Office filled by automatic succession of President-Elect: annually
- Serve as principal elective officer: continuous
- Preside over meetings of Society & Board of Directors: continuous
- Committee member ex officio, except Audit and Governance: continuous
- Oversee ExDir, Secretary, Committees, and Task Forces: continuous
- Promote Society welfare and effectiveness: continuous
- Perform duties as prescribed by Board of Directors: continuous
- Appoint Executive Director, Treasurer, Secretary w/BoD approval: continuous
- Appoint and instruct Election Tellers to record ballots cast: annually (11 Jan*)
- Receive Election Tellers report of election outcome: annually (12 Jan*)
- Notify candidates of election outcome: annually (13 Jan*)
- Appoint committees and task forces as necessary with BoD approval: continuous
- Designate as needed temporary alternate ExDir, Secretary, Treasurer: continuous
- Call special meetings with majority approval of BoD: continuous

### PRESIDENT-ELECT
- Office filled by automatic succession of Vice President: annually
- Oversee activities of Technical Divisions: continuous
- Oversee activities of CMC, SAC, and TDDC: continuous
- Perform duties as assigned by President or Board of Directors: continuous
- Perform duties of President during absence of President: continuous
- Prepare charge(s) for each Committee prior to the Annual Meeting: annually

### VICE PRESIDENT
- Elected by plurality of Society membership: annually
- Represent elective officers at Region Officers Council meetings: continuous
- Oversee activities of Treasurer, ECPC, and ROC: continuous
- Perform duties as assigned by President or Board of Directors: continuous
- Perform duties of President-Elect during absence of President-Elect: continuous

### IMMEDIATE PAST-PRESIDENT
- Oversee and serve as chair of Governance Committee: continuous
- Serve as an advisor to the President: continuous
### APPOINTED OFFICERS:

#### EXECUTIVE DIRECTOR (ExDir)

- Receive and process member nominations/terminations
  - Continuous
  - Art III, Sec 2-5
- Process and announce VP nominations to membership
  - Annually (28Sep*)
  - Art IV, Sec 9(a3)
- Receive additional nominations for elective office
  - Annually (26Oct*)
  - Art IV, Sec 9(a3)
- Process biographical sketches of all nominees for ballot
  - Annually (02Nov*)
  - Art IV, Sec 9(a3)
- Transmit ballot for VP and ATDD (TDD) to eligible voting members
  - Annually (23Nov*)
  - Art IV, Sec 9(c1)
- Receive and compile ballots cast for VP and ATDD (TDD)
  - Annually (11Jan*)
  - Art IV, Sec 9(c3)
- Fill incomplete terms of officers with BoD-approved candidates
  - Continuous
  - Art IV, Sec 10(d)
- Maintain and publish map of Region boundaries and member files
  - Continuous
  - Art V, Sec 2
- Provide non-participatory information and support to Audit Comm.
  - Continuous
  - Art IX, Sec 6
- Serve at the direction of the Board of Directors
  - Continuous
  - Art XI, Sec 1(d)
- Administer and manage Society through policy guidance
  - Continuous
  - Art XI, Sec 3(a)
- Administer financial arrangements through policy guidance
  - Continuous
  - Art XI, Sec 3(b)
- Employ, direct, and evaluate performance of Society staff
  - Continuous
  - Art XI, Sec 3(c)
- Manage Society office(s)
  - Continuous
  - Art XI, Sec 3(c)
- Develop plans, programs, projects, and operating procedures
  - Continuous
  - Art XI, Sec 3(d)
- Serve as primary contact for Society
  - Continuous
  - Art XI, Sec 3(d)
- Ensure administrative support for Society entities
  - Continuous
  - Art XI, Sec 3(d)
- Arrange and give notice for all Society meetings
  - Continuous
  - Art XI, Sec 3(e)
- Record all proceedings and retain custody of records
  - Continuous
  - Art XI, Sec 3(e)
- Prepare and present an annual report to the Society
  - Continuous
  - Art XI, Sec 3(e1)
- Prepare other reports as requested by Board of Directors
  - Continuous
  - Art XI, Sec 3(e2)
- Inform BoD of BoD member missing two or more consecutive mtgs
  - Continuous
  - Art XII, Sec 2(c)
- Receive from BoD and process proposed amendments to Bylaws
  - Continuous
  - Art XVI, Sec 2

#### TREASURER

- Oversee financial policies of Society
  - Continuous
  - Art XI, Sec 4(a)
- Ensure accounts are audited annually by a CPA
  - Annually
  - Art XI, Sec 4(a)
- Chair the Audit Committee
  - Annually
  - Art XI, Sec 4(a)
- Report and make available audit results to Board of Directors
  - Annually
  - Art XI, Sec 4(a)
- Make audit results available to Society membership
  - Annually
  - Art XI, Sec 4(a)
- Issue oral or written report to Board on Society financial status
  - Quarterly
  - Art XI, Sec 4(b)
- Make recommendations on financial status of Society
  - Quarterly
  - Art XI, Sec 4(b)

#### SECRETARY

- Record the business of Society at all formal meetings
  - Continuous
  - Art XI, Sec 5
- Assure preservation of records for the Executive Director
  - Continuous
  - Art XI, Sec 5
**COUNCILS:**

- establish Council(s) by member initiative  
  - continuous  
  - Art VIII, Sec 2
- submit petition to establish Council(s) to BoD for adjudication  
  - continuous  
  - Art VIII, Sec 2
- form working groups as needed with suitable charter  
  - continuous  
  - Art VIII, Sec 5
- apprise Chair, Governance Committee of working group creation  
  - continuous  
  - Art VIII, Sec 5
- Chairs of Councils organize and preside at Council meetings  
  - quarterly  
  - Art VIII, Sec 6(a)
- Chairs of Councils develop and maintain Council strategic plan  
  - continuous  
  - Art VIII, Sec 6(b)
- Chairs of Councils prepare and present reports to ExDir and BoD  
  - semi-annually  
  - Art VIII, Sec 6(c)
- Chairs of Councils submit progress reports to BoD, ExDir, President  
  - annually  
  - Art VIII, Sec 6(d)
- Chairs of Councils submit budgets to ExDir and BoD to fund program  
  - annually  
  - Art VIII, Sec 6(e)

**CORPORATE MEMBERS (CMC)**

- Chair represents Council on Board of Directors of Society  
  - quarterly  
  - Art IV, Sec 8
- establish and publish election process for Council Chair  
  - biennially  
  - Art IV, Sec 9(d1)
- submit elected Chair biographical information to ExDir  
  - biennially (23 Dec*)  
  - Art IV, Sec 9(d3)
- serve as liaison and provide forum for corporate members  
  - continuous  
  - Art VIII, Sec 8

**EARLY CAREER PROFESSIONALS (ECPC)**

- Chair represents Council on Board of Directors of Society  
  - quarterly  
  - Art IV, Sec 8
- establish and publish election process for Council Chair  
  - biennially  
  - Art IV, Sec 9(d1)
- submit elected Chair biographical information to ExDir  
  - biennially (23 Dec*)  
  - Art IV, Sec 9(d3)
- engage and mentor early career professionals  
  - continuous  
  - Art VIII, Sec 9
- advocate continuing education  
  - continuous  
  - Art VIII, Sec 9
- foster positive relationships among transitioning members  
  - continuous  
  - Art VIII, Sec 9
- encourage dissemination of professional knowledge and standards  
  - continuous  
  - Art VIII, Sec 9
- integrate with membership staff and SAC to strengthen Society  
  - continuous  
  - Art VIII, Sec 9

**REGION OFFICERS (ROC)**

- Chair represents Council on Board of Directors of Society  
  - quarterly  
  - Art IV, Sec 8
- establish and publish election process for Council Chair  
  - biennially  
  - Art IV, Sec 9(d1)
- submit elected Chair biographical information to ExDir  
  - biennially (23 Dec*)  
  - Art IV, Sec 9(d3)
- establish or modify region(s) with request to BoD as needed  
  - continuous  
  - Art V, Sec 3
- submit annual budget to ExDir on behalf of all Regions  
  - annually  
  - Art V, Sec 5

**STUDENT ADVISORY (SAC)**

- Chair represents Council on Board of Directors of Society  
  - quarterly  
  - Art IV, Sec 8
- establish and publish election process for Council Chair  
  - biennially  
  - Art IV, Sec 9(d1)
- submit elected Chair biographical information to ExDir  
  - biennially (23 Dec*)  
  - Art IV, Sec 9(d3)
- introduce members to mission, goals, and activities of Society  
  - continuous  
  - Art VIII, Sec 11
- develop and promote relevant activities for student members  
  - continuous  
  - Art VIII, Sec 11
- advise BoD on best ways to serve student members of Society  
  - continuous  
  - Art VIII, Sec 11
<table>
<thead>
<tr>
<th>TECHNICAL DIVISION DIRECTORS (TDDC)</th>
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<tbody>
<tr>
<td>-Chair represents Council on Board of Directors of Society</td>
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<tr>
<td>-establish and publish election process for Council Chair</td>
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<tr>
<td>-submit open Assistant TDD and/or TDD nominations to ExDir</td>
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<tr>
<td>-submit elected Chair biographical information to ExDir</td>
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<tr>
<td>-forward annual reports of Divisions to ExDir and President</td>
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<tr>
<td>-monitor creation and dissolution of Division working groups</td>
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<tr>
<td>-submit Division budgets as warranted to ExDir and BoD</td>
</tr>
<tr>
<td>quarterly Art IV, Sec 8</td>
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<tr>
<td>biennially Art IV, Sec 8(d1)</td>
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<tr>
<td>annually (02Nov*) Art IV, Sec 9(b)</td>
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<tr>
<td>biennially (23Dec*) Art IV, Sec 9(d3)</td>
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<tr>
<td>annually Art VII, Sec 4(c)</td>
</tr>
<tr>
<td>continuous Art VII, Sec (5)</td>
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<tr>
<td>annually Art VII, Sec (7)</td>
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<table>
<thead>
<tr>
<th>TECHNICAL DIVISIONS:</th>
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<tbody>
<tr>
<td><a href="https://www.asprs.org/Divisions.html">https://www.asprs.org/Divisions.html</a></td>
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<tr>
<td>-organize and direct technical, scientific and professional activities</td>
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<td>-develop and maintain strategic plan for each Technical Division</td>
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<tr>
<td>-prepare and present reports of Division program activities to BoD</td>
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<tr>
<td>-submit annual written report of Division program to TDDC</td>
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<td>-prepare and maintain Division operating procedures; copy to ExDir</td>
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<td>-provide Division representative to serve on TDDC</td>
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<td>-organize as needed working groups to advance mission of Society</td>
</tr>
<tr>
<td>annually Art VII, Sec 1</td>
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<tr>
<td>continuous Art VII, Sec 4(a)</td>
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<tr>
<td>quarterly Art VII, Sec 4(b)</td>
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<tr>
<td>annually Art VII, Sec 4(c)</td>
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<tr>
<td>continuous Art VII, Sec 4(d)</td>
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<tr>
<td>biennially Art VII, Sec 4(e)</td>
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<tr>
<td>continuous Art VII, Sec 5</td>
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<tr>
<th>GEOGRAPHIC INFORMATION SYSTEMS (GISD)</th>
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<th>LIDAR (LD)</th>
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<th>PHOTOGRAMMETRIC APPLICATIONS (PAD)</th>
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<th>PRIMARY DATA ACQUISITION (PDAD)</th>
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<tr>
<td><a href="https://www.asprs.org/pdad-division/pdad-division-intro.html">https://www.asprs.org/pdad-division/pdad-division-intro.html</a></td>
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<tr>
<th>PROFESSIONAL PRACTICE (PPD)</th>
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<th>REMOTE SENSING APPLICATIONS (RSAD)</th>
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<tr>
<td><a href="https://www.asprs.org/rsad-division/rsad-operating-procedures.html">https://www.asprs.org/rsad-division/rsad-operating-procedures.html</a></td>
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<tr>
<th>UNMANNED AUTONOMOUS SYSTEMS (UASD)</th>
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## COMMITTEES:

[https://www.asprs.org/Committees.html](https://www.asprs.org/Committees.html)

- appointed by Society President with BoD approval  
   - continuous  
   - Art IX, Sec 1
- report to BoD through President of Society  
   - continuous  
   - Art IX, Sec 1
- submit reports of expenses to ExDir  
   - annually  
   - Art IX, Sec 8

## PERMANENT:

[https://www.asprs.org/committee-general/audit-committee-information.html](https://www.asprs.org/committee-general/audit-committee-information.html)

- consists of Treasurer (Chair) and two appointed members of BoD  
  - continuous  
  - Art IX, Sec 6
- observe best practices in independent external audit team  
  - continuous  
  - Art IX, Sec 6
- solicit and review proposals from prospective audit teams  
  - continuous  
  - Art IX, Sec 6
- provide documented recommendation for audit team to BoD  
  - continuous  
  - Art IX, Sec 6
- meet with auditor to review report and recommendations  
  - continuous  
  - Art IX, Sec 6
- provide report to BoD prior to BoD action on annual audit  
  - annually  
  - Art IX, Sec 6

## GOVERNANCE **

- consists of five most recent and available Society Presidents  
  - continuous  
  - Art IX, Sec 7
- maintain and post a roster of members of the Committee  
  - continuous  
  - Committee Handbook
- periodically review bylaws and operating procedures  
  - continuous  
  - Art IX, Sec 7(a)
- recommend to BoD needed Bylaws amendments or extensions  
  - continuous  
  - Art IX, Sec 7(a)
- review and ensure Region bylaws are consistent with National Bylaws  
  - continuous  
  - Committee Handbook
- generate nominations for Vice President  
  - annually (14Sep*)  
  - Art IX, Sec 7(b)
- certify qualifications and willingness of VP nominees to serve  
  - annually (14Sep*)  
  - Art IV, Sec 9(a4)
- serve as custodian of Society Code of Professional Ethics  
  - continuous  
  - Art IX, Sec 7(c)
- identify relationships with external organizations  
  - continuous  
  - Art IX, Sec 7(d)
- designate representative or liaison as required  
  - continuous  
  - Art IX, Sec 7(d)
- review, update, and maintain Strategic Plan of Society  
  - continuous  
  - Committee Handbook

## STANDING:

[https://www.asprs.org/committee-general/awards-committee.html](https://www.asprs.org/committee-general/awards-committee.html)

- recognize contributions and accomplishments of members and organizations
- update the ASPRS Awards Brochure annually
- increase the number of students receiving financial support to attend meetings
- present selected special awards during sessions
- maintain, post, and update a roster of members of the Committee
- work with the ASPRS Foundation to seek new opportunities for awards
- post a schedule of award deadlines to Award Chairs with reminders
- offer to help selecting members of award selection committees
- review and adjust award criteria to reflect current trends in geospatial technology

**Committee Handbook**
COMMUNICATIONS & PUBLICATIONS

- maintain and post a roster of Committee members, including active recruitment program
- work with membership to review and improve ASPRS web site
- implement periodic web site reviews
- review name and mission statement of the Committee.
- conduct the annual assessment of Region websites
- chair the selection Committee for the Region Website of the Year Award.
- ensure PE&RS supports the mission of the Society
- continue to solicit and publish one or two highlight (non-peer reviewed) papers each month
- maintain the time between manuscript acceptance and publication at less than 12 months
- submit reports to periodic BoD meetings on progress
- investigate and recommend mechanisms to improve impact factor and other journal performance metrics
- ensure that needs of the membership are met through the many publication avenues
- investigate needs and opportunities for ASPRS publications to be made available broadly

DATA PRESERVATION & ARCHIVING


- develop the Committee's vision, mission, and objectives
- organize and conduct technical sessions, and/or workshops on data preservation and archiving
- hold informational meetings at the Annual Conference to support technical sessions, forums, and/or workshops
- define impact-factors that Data Preservation and Archiving have on ASPRS science and applications

EDUCATION & PROFESSIONAL DEV


- provide leadership, guidance and assistance to various educational activities
- maintain and post Committee roster
- establish subcommittees as needed to provide continuing education credit

EVALUATION FOR CERTIFICATION

https://www.asprs.org/committee-general/evaluation-for-certification-committee-information.html

- improve the Certification Program to retain accreditation from CESB
- continue to promote and enhance the technologist certification program
- maintain and post roster of members of the Committee
- invite UCGIS to have a member on the Certification Committee
- manage the Geospatial Intern Certification Program
- market certification to educational and professional organizations
- support ASPRS staff for the Coordinate Metrology Society (CMS) certification program
- support certification programs of other professional organizations
- participate in national certification programs
### EVENTS

- revise and update guidelines for planning and conducting annual meetings
- modify approach and delivery of annual national and regional meetings
- assist technical program chairs for the annual conference
- maintain and post a roster of Committee members
- review attendance and exhibitor impact from economic conditions
- provide guidance to the staff and Conference chairs on conference performance metrics
- structure conference program to minimize concurrent Committee meetings
- participate in conference task forces to adopt best practices for interest and participation
- seek input from Councils and the participating exhibitors and provide follow-up recommendations
- implement periodic changes to national conferences
- implement changes to annual conferences that would broaden appeal to wider audiences

### STANDARDS

https://www.asprs.org/committee-general/standards-committee.html
- facilitate, coordinate, and communicate the ASPRS Standards Program
- develop and review operating Standards policies, procedures, and guidelines
- facilitate, coordinate and communicate ASPRS' position on external standards
- inform members of internal and external Geospatial Standards activities.
- develop and maintain a roster of Committee members and subject matter experts
- create communication tool to vet Standards proposals and comments
- represent ASPRS on NCITS L1 GIS Committee (US TAG to ISO/TC211)

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### REGIONS:

https://www.asprs.org/all-regions/all-regions.html
- adopt bylaws, policies and procedures to meet Society objectives continuous Art V, Sec 6
- elect officers, appoint committees, create and supervise Chapters continuous Art V, Sec 6
- report to ExDir and ROC within three weeks of local election continuous Art V, Sec 6
- provide forum to consider Society-relevant technical matters continuous Art V, Sec 7
- select two Region members to serve on Region Officers Council annually Art V, Sec 8(a2)
- actively participate in local and national programs of the Society continuous Art V, Sec 8(a3)
- contribute to Society technical meetings within Region continuous Art V, Sec 8(a4)
- contribute to Society publications and technical articles continuous Art V, Sec 8(a5)
- comport region activities with Society operating policies and Bylaws continuous Art V, Sec 8(b)
- decide by 2/3 vote of Region Officers to dissolve Chapter(s) in Region continuous Art VI, Sec 3

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### CHAPTERS:

- submit to ROC Chair and ExDir proposed Chapter petition and bylaws continuous Art VI, Sec 2
- notify ROC of any Chapter dissolution continuous Art VI, Sec 3
**Notes:**
References: Bylaws of the American Society for Photogrammetry and Remote Sensing (Last REVISED April 2016; published PERS July 2016); Articles of Incorporation, published 17 December 1986; ASPRS Committee Handbook, revised June 2015.

*assuming 01 February 20xx is $T_0$ (beginning and end of Society annual calendar to standardize due dates notwithstanding fluctuating “Annual Meeting” dates):

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>14 Sep</td>
</tr>
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