

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

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

ELECTIVE OFFICERS:

PRESIDENT

-office filled by automatic succession of President-Elect	annually	Art IV, Sec 9(a1)
-serve as principal elective officer	continuous	Art IV, Sec 2
-preside over meetings of Society & Board of Directors	continuous	Art IV, Sec 2
-committee member <i>ex officio</i> , except Audit and Governance	continuous	Art IV, Sec 2
-oversee ExDir, Secretary, Committees, and Task Forces	continuous	Art IV, Sec 2
-promote Society welfare and effectiveness	continuous	Art IV, Sec 2
-perform duties as prescribed by Board of Directors	continuous	Art IV, Sec 2
-appoint Executive Director, Treasurer, Secretary w/BoD approval	continuous	Art IV, Sec 6
-appoint and instruct Election Tellers to record ballots cast	annually (11Jan*)	Art IV, Sec 9(c4)
-receive Election Tellers report of election outcome	annually (12Jan*)	Art IV, Sec 9(c4)
-notify candidates of election outcome	annually (13Jan*)	Art IV, Sec 9(c4)
-appoint committees and task forces as necessary with BoD approval	continuous	Art IX, Sec 1
-designate as needed temporary alternate ExDir, Secretary, Treasurer	continuous	Art XI, Sec 6
-call special meetings with majority approval of BoD	continuous	Art XII, Sec 1(b)

PRESIDENT-ELECT

-office filled by automatic succession of Vice President	annually	Art IV, Sec 9(a1)
-oversee activities of Technical Divisions	continuous	Art IV, Sec 3
-oversee activities of CMC, SAC, and TDDC	continuous	Art IV, Sec 3
-perform duties as assigned by President or Board of Directors	continuous	Art IV, Sec 3
-perform duties of President during absence of President	continuous	Art IV, Sec 3
-prepare charge(s) for each Committee prior to the Annual Meeting	annually	Committee Handbook

VICE PRESIDENT

-elected by plurality of Society membership	annually	Art IV, Sec 9(a1)
-represent elective officers at Region Officers Council meetings	continuous	Art IV, Sec 4
-oversee activities of Treasurer, ECPC, and ROC	continuous	Art IV, Sec 4
-perform duties as assigned by President or Board of Directors	continuous	Art IV, Sec 4
-perform duties of President-Elect during absence of President-Elect	continuous	Art IV, Sec 4

IMMEDIATE PAST-PRESIDENT

-oversee and serve as chair of Governance Committee	continuous	Art IV, Sec 5
-serve as an advisor to the President	continuous	Art IV, Sec 5

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, Sec9(c3)
-fill incomplete terms of officers with BoD-approved candidates	continuous	Art IV, Sec10(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:<https://www.asprs.org/Councils.html>

-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
-advise 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 (23Dec*)	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 (23Dec*)	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 (23Dec*)	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 (23Dec*)	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

TECHNICAL DIVISION DIRECTORS (TDDC)

-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 open Assistant TDD and/or TDD nominations to ExDir	annually (02Nov*)	Art IV, Sec 9(b)
-submit elected Chair biographical information to ExDir	biennially (23Dec*)	Art IV, Sec 9(d3)
-forward annual reports of Divisions to ExDir and President	annually	Art VII, Sec 4(c)
-monitor creation and dissolution of Division working groups	continuous	Art VII, Sec (5)
-submit Division budgets as warranted to ExDir and BoD	annually	Art VII, Sec (7)

TECHNICAL DIVISIONS:

https://www.asprs.org/Divisions.html		
-organize and direct technical, scientific and professional activities	annually	Art VII, Sec 1
-develop and maintain strategic plan for each Technical Division	continuous	Art VII, Sec 4(a)
-prepare and present reports of Division program activities to BoD	quarterly	Art VII, Sec 4(b)
-submit annual written report of Division program to TDDC	annually	Art VII, Sec 4(c)
-prepare and maintain Division operating procedures; copy to ExDir	continuous	Art VII, Sec 4(d)
-provide Division representative to serve on TDDC	biennially	Art VII, Sec 4(e)
-organize as needed working groups to advance mission of Society	continuous	Art VII, Sec 5

GEOGRAPHIC INFORMATION SYSTEMS (GISD)

<https://www.asprs.org/gisd-division/gis-division-information.html>

LIDAR (LD)

<https://www.asprs.org/ld-division/lidar-division-information.html>

PHOTOGRAMMETRIC APPLICATIONS (PAD)

<https://www.asprs.org/pad-division/photogrammetric-applications-division-2.html>

PRIMARY DATA ACQUISITION (PDAD)

<https://www.asprs.org/pdad-division/pdad-division-intro.html>

PROFESSIONAL PRACTICE (PPD)

<https://www.asprs.org/ppd-division/ppd-division-information.html>

REMOTE SENSING APPLICATIONS (RSAD)

<https://www.asprs.org/rsad-division/rsad-operating-procedures.html>

UNMANNED AUTONOMOUS SYSTEMS (UASD)

<https://www.asprs.org/unmanned-autonomous-systems-division/uas-division-information.html>

COMMITTEES:

<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:

AUDIT

<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:

AWARDS

Committee Handbook

<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

COMMUNICATIONS & PUBLICATIONS

Committee Handbook

- 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

Committee Handbook

<https://www.asprs.org/committee-general/data-preservation-and-archiving-committee-strategic-plan.html>

- 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

Committee Handbook

<https://www.asprs.org/committee-general/education-and-professional-practice-committee-information.html>

- 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

Committee Handbook

<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

Committee Handbook

- 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

Committee Handbook

<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)

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 |

CHAPTERS:

<https://www.asprs.org/student/student-chapters-faculty-advisors.html>

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|---|------------|---------------|
| -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:

1 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 **T₀** (beginning and end of Society annual calendar to standardize due dates notwithstanding fluctuating “Annual Meeting” dates):

Week	Date
20	14 Sep
19	21 Sep
18	28 Sep
17	05 Oct
16	12 Oct
15	19 Oct
14	26 Oct
13	02 Nov
12	09 Nov
11	16 Nov
10	23 Nov
9	30 Nov
8	07 Dec
7	14 Dec
6	21 Dec
5	28 Dec
4	04 Jan
3	11 Jan
2	18 Jan
1	25 Jan
0	1-Feb

GOVERNANCE COMMITTEE **											Past President	Affiliation
2016	2017	2018	2019	2020	2021	2022	2023	2024	2025			
											Karen Schuckman	Private
											Keri Craun	Government
											Marguerite Madden	Academic
											Kass Green	Private
											Bradley Doorn	Government
											Carolyn Merry	Academic
5											Gary Florence	Private
4	5										Roberta Lenczowski	Government
3	4	5									Stephen DeGloria	Academic
2	3	4	5								Stewart Walker	Private
1	2	3	4	5							Lynn Usery	Government
	1	2	3	4	5						Charles Toth	Academic
		1	2	3	4	5					Rebecca Morton	Private
			1	2	3	4	5				Anne Hillyer	Government
				1	2	3	4	5			Thomas Jordan	Academic
					1	2	3	4	5		<i>tbd</i>	Private
						1	2	3	4		<i>tbd</i>	Government
							1	2	3		<i>tbd</i>	Academic
								1	2		<i>tbd</i>	Private
									1		<i>tbd</i>	Government

1 = Chairperson
sdd (11Sep17)

sdd/20Sep17