

CONTENTS

SECTION III -- DUTIES OF THE OFFICERS
(Revised 6/25/2008)

A. GENERAL2

B. PRESIDENT2

C. EXECUTIVE VICE-PRESIDENT3

D. ENGINEERING VICE-PRESIDENT4

E. EDITORIAL VICE-PRESIDENT4

F. FINANCIAL VICE-PRESIDENT5

G. CONFERENCE VICE-PRESIDENT6

H. SECTIONS VICE-PRESIDENT7

I. SECRETARY/TREASURER9

SECTION III -- DUTIES OF OFFICERS

A. GENERAL

1. The officers of the Society are those authorized by Article VIII of the Constitution. The duties of the Officers of the Society are defined by the Constitution and the Bylaws, particularly Bylaws, Article IV, and are supplemented by the provisions detailed in these Administrative Practices.
2. Each officer shall continually be mindful of the need for further delineation and clarification of the responsibilities of that office, and to that end, shall present recommendations to the Board of Governors for amendment of these Administrative Practices as the need thereof becomes evident.
3. Each officer, upon leaving office, shall transmit to the successor recommendations for the improvement and maintenance of continuity of activities, which have been within the scope of the responsibilities.
4. Each officer-elect shall, upon notice of election by the Secretary/Treasurer, receive a copy of the Administrative Practices and shall proceed with appointments as directed therein and otherwise prepare, as necessary, to aggressively assume office at the beginning of the term.

B. PRESIDENT

1. The President shall appoint such committees as are authorized by the Bylaws of the Society, together with such other committees as the Board of Governors may authorize the President to appoint. A current list of authorized committees, which are appointed by the President, is contained in Appendix E.
2. The President of the Society, more than any other officer, is responsible for the good name and reputation of the Society. All duties of the President's office shall be carried out in accordance with this responsibility.
3. While each vice-president has specific assigned duties, the President shall have the authority to halt an action of a vice-president until any matter of disagreement can be resolved by three-fourths of the total membership of the Board of Governors.
4. The President shall determine that the functions of the officers are being exercised diligently.
5. The President shall approve the chairs of the various committees appointed by the vice-presidents.
6. The President, by virtue of having responsibility for the good name and reputation of the Society, shall exercise general supervision and control over the make-up of the programs of the Society technical conferences, including the selection of speakers and the approval of the program. The President may delegate these responsibilities, but shall be responsible for their satisfactory execution.
7. The President should personally attend all technical conferences of the Society, and all meetings of the Board of Governors. During the technical conferences, the President should personally preside at the opening luncheon, the formal banquet, all business meetings, and should personally make presentations of the Society's awards.

8. In the conduct of the Society business meetings, the President shall see that every individual having the right and desire to be heard shall be heard, but that no discussion be prolonged beyond a useful period of time. The President should see that rules of parliamentary procedures are followed firmly and impartially.
9. The President shall at all times, by precept and example, do and say those things which tend to promote harmony within the Society and between the Society and other persons, groups or organizations.
10. The President may request those officers whose terms expire at the year-end, to prepare reports on their activities for consideration at the first Board meeting of the new year.
11. The President shall review and either approve or disapprove any and all publicity relative to the policies of the Society.
12. The President shall, during the term of office and consistent with the policies of the Society, continually endeavor to increase the Sustaining and individual membership of the Society.
13. The President shall, at the last meeting of the Board during the period of incumbency, present to the incoming President, at the expense of the Society, a suitably engraved gavel.

C. EXECUTIVE VICE-PRESIDENT

1. The extensive geographical scope of Society activities, with a substantial concentration on the two coasts, sometimes leads to demands upon the President that are difficult or impossible to fulfill. In order to discharge the responsibilities more efficiently, the President may, therefore, with discretion, assign to the Executive Vice-President, specific tasks of a nature that would normally require the personal attention of the President, as follows:
 - a) Acting as Chairman of the Executive Committee.
 - b) Assisting the Executive Director in arriving at decisions involving matters of personnel, public relations, law, etc., between meetings of the Executive Committee, in accordance with policies as established by the Board of Governors.
 - c) Representing the Society before the public or the membership on such occasions as may be requested by the President.
2. In the absence of the President, the Executive Vice-President shall automatically occupy the Chair at meetings of the Society or of the Board of Governors.
3. In the event of disability of the President, and when so requested by the President or the Executive Committee, the Executive Vice-President shall become Acting President, pending action by the Board of Governors. Such appointment shall be for periods not to exceed thirty (30) days, with the provision that within ten (10) days of the expiration of any such period, the Executive Committee may renew the appointment for an additional period pending further action by the Board of Governors.

D. ENGINEERING VICE-PRESIDENT

1. All Engineering projects and activities not primarily related to the programming and publication of technical papers shall be directed and supervised by the Engineering Vice-President.
2. The Society's technical engineering effort is carried out by a number of Engineering Committees consisting of experts in the various fields of the Society. The Engineering Vice-President shall appoint or replace Chairs of standing Technology Committees in accordance with Section XIII of these Administrative Practices.
3. The Engineering Vice-President shall propose to the Standards Committee the establishment of Technology Committees and their scopes or propose their dissolution.
4. The Society is represented on certain technical committees and joint groups of/with other organizations and is represented on certain ANSI Standards Committees. These delegates and representatives shall be selected from the voting membership of the Society by the Engineering Vice-President, subject to the approval of the Board of Governors.
5. The Engineering Vice-President shall furnish for publication, when required, the approved scopes and rosters of all engineering committees, and the list of delegates to the committees of other technical and scientific organizations.
6. The Engineering Vice-President shall report to the Board and to the Society membership on the engineering activities of the Society. Reports to the membership shall be supplied to the Editorial Vice-President for publication. The Engineering Vice-President shall be responsible for the accuracy, content and form of all official engineering reports.
7. The Engineering Vice-President shall be responsible for the technical content and the quality of the Society test materials.
8. The Engineering Vice-President shall appoint, subject to the approval of the Board of Governors, two Directors of Engineering in accordance with Article III of the Bylaws and as detailed in these Administrative Practices (Section XIII).

E. EDITORIAL VICE-PRESIDENT

1. The Editorial Vice-President shall direct and exercise general supervision over all Society publications and endeavor to assure that such operations are conducted within the budget adopted by the Board of Governors. The Editorial Vice-President shall supervise the operations of the Staff Editor of the Journal and assume primary responsibility to the Board of Governors for these operations. The Editorial Vice-President shall implement and observe the policies and procedures established by the Board of Governors as detailed in these Administrative Practices under Publications (Section XIV).
2. The Editorial Vice-President shall direct the procurement of technical papers for the Society technical conferences. The Editorial Vice-President shall be responsible for the preparation of the technical conference programs, including non-technical material supplied by the Conference Vice-President and data related to Engineering Committees supplied by the Engineering Vice-President. The Editorial Vice-President shall exercise supervision over the planning and direction of all technical sessions of the technical conferences, and shall cooperate with the Conference

Vice-President in all technical conference matters, including the provision of program information for technical conference publicity purposes.

3. The Editorial Vice-President shall reject for a technical conference program any papers considered unworthy of presentation. The Editorial Vice-President shall reject for publication in the Journal any papers deemed unworthy, but only after consultation with the Board of Editors. In any case of doubtful material, a request may be made to the Board of Governors for guidance. In all cases of rejected material, the author shall have the right to appeal to the Board of Governors. Such appeal shall be in writing and addressed to the President.
4. The Editorial Vice-President shall authorize the publication of material as requested by the Engineering Vice-President. This material shall be comprised of the work of the Engineering Committees, and/or other activities falling within the scope of the responsibility of the Engineering Vice-President.
5. The Editorial Vice-President, in cooperation with the Sections Vice-President, shall provide all possible program assistance to local Sections of the Society.
6. The Editorial Vice-President shall appoint and supervise those editorial committees authorized by the Bylaws or by the Board of Governors, as shown in Appendix E.
7. The Editorial Vice-President shall serve as Chair of the Papers and Publications Advisory Committee appointed by the President.
8. The Editorial Vice-President shall appoint, subject to the approval of the Board of Governors, two Directors of Editorial for a term of one year with not more than 3 annual renewal terms, giving first consideration to elected Governors having appropriate expertise, as detailed elsewhere in these Administrative Practices (Section XIV). These Directors will become appointed members of the Board of Governors if not selected from the elected Board of Governors.

F. FINANCIAL VICE-PRESIDENT

1. The Financial Vice-President shall be responsible for the financial operations of the Society. The Financial Vice-President shall submit proposed budgets to the Board of Governors, and shall strive to make sure that the Society's operations are in accordance with the budgets approved by the Board. The Financial Vice-President shall study the cost of operation and the income possibilities, so that the greatest service may be rendered with the funds available. Where it appears that the budget is being or is about to be exceeded in any department or accounting division of the Society, this shall be reported to the Executive Committee with a view to bringing such items into balance with the budget.
2. The Financial Vice-President shall follow the policies and procedures with regard to handling of Society funds as outlined in Section XVII of these Administrative Practices.
3. The Financial Vice-President, or the Secretary/Treasurer shall approve expense vouchers, following the approval of the Executive Director and after the issuance of checks, in accordance with the imprest account system, as detailed in Section XVII. Vouchers should be reviewed for approval at least once a month.
4. The Financial Vice-President shall authorize a petty cash account for the office expenditure, as approved in the current budget, to be disbursed by the Executive Director.

5. The Financial Vice-President shall price all publications of the Society, other than the Journal, except where prices may have been established by the Board of Governors or the Executive Committee. Such pricing shall always be in accordance with current Society policy.
6. The Financial Vice-President shall review, on an annual basis, the advertising rates applying to the Journal as compared to rates charged by other similar publications, and recommend to the Executive Committee any changes in rates deemed advisable from this review. Data for this review shall be prepared by Headquarters by July of each year.
7. The administration of the financial policy of the Society concerning the sale of test materials is a function of the Financial Vice-President in accordance with the conditions of Section XVII.
8. The Financial Vice-President shall engage certified public accountants, subject to the approval of the Board of Governors, to audit the books of the Secretary/Treasurer at the end of the fiscal year, and at such other times as the Board of Governors or Executive Committee may direct. Such reports shall be submitted to the Board of Governors for approval.
9. The Financial Vice-President shall prepare a summary of the Secretary/Treasurer's annual report for publication in the Journal.
10. The Financial Vice-President shall submit quarterly reports to the Board of Governors on those financial operations of the Society not specifically assigned to the Secretary/Treasurer.
11. The Financial Vice-President shall be responsible for recommending to the Board plans for investment of those funds of the society not immediately required in the financing of current operations.
12. The Financial Vice-President shall serve as Chair of the Financial Advisory Committee appointed by the President.
13. The Financial Vice-President shall, in cooperation with the President, give personal attention to the preservation and enlargement of the Sustaining membership.
14. Subject to the approval of the President or President-elect, the Financial Vice-President or Financial Vice-President elect shall appoint a Sustaining Membership Committee and shall serve as Committee Chair, or shall designate a committee member as Chair.
15. Financial Vice-President shall be responsible for reviewing the budgets outlining the use of the "surplus" funds resulting from Offshore Special Conferences. The Financial Vice-President shall also review the quarterly reports on the use of the Offshore "surplus" funds as described in Section VIII, Sections, H. Offshore Special Conferences.

G. CONFERENCE VICE-PRESIDENT

1. The Conference Vice-President shall assume all responsibilities pertaining to the arrangements and details of the Society's technical conference and exhibition, other than those relating to the program of technical papers.
2. The Conference Vice-President shall appoint a General Arrangements Chair to assume the responsibilities for the detailed on-the-spot arrangements.

3. In consultation with the General Arrangements Chair, the Conference Vice-President appoints chairs and members of such subsidiary ad hoc committees as may be required to handle various phases of arrangements under the supervision of the General Arrangements Chair.
4. The Conference Vice-President shall maintain a close liaison with the Editorial Vice-President and the Society's Meeting Planner and shall instruct the General Arrangements Chairs to do likewise, so that all facilities required for the technical sessions will be furnished.
5. The Conference Vice-President shall be responsible for all financial arrangements pertaining to the technical conference and exhibition, including the designation of qualified auditors to be responsible for the accuracy of the financial operations at conferences and to carry them out in accordance with forms and procedures acceptable to the Financial Vice-President and Executive Director. The Conference Vice-President shall also make every effort to achieve the financial goals as described in Section XVII-E (Budget).

Upon completion of each technical conference, the Conference Vice-President shall render a financial accounting to the Board of Governors.

6. The Conference Vice President shall work closely with the headquarters staff to achieve profitable and successful conferences.

H. SECTIONS VICE-PRESIDENT

1. The Sections Vice-President shall be responsible for the administration of the affairs of the Sections and Student Chapters.
2. The Sections Vice-President shall encourage and assist the Sections and Student Chapters in their efforts to increase the scope and improve the quality of their section activities, within the provisions of the Constitution and Bylaws.
3. The Sections Vice-President may appoint a Chairperson to assist the Sections Vice-President in each Section or Subdivision of the Society. It is desirable, but not mandatory, that a former Chair of each Section be so appointed, in order to take advantage of his intimate knowledge of the Section. The Assistants to the Sections Vice-President are not to be members of the Board of Governors. These Assistants can provide a valuable liaison between the Sections Vice-President and the Sections, thereby enabling the Sections Vice-President to more efficiently represent the sectional interests of all the Society's Sections on the Board of Governors.
4. The Sections Vice-President shall notify Sections of the meetings held by other Sections in order to effect an interchange of ideas on meetings among Sections.
5. The Sections Vice-President shall canvas personnel in the motion picture, television, motion imaging, and allied industries, to obtain information regarding individuals who will be available to partake in Section programs. The information thus obtained shall be passed to the various Sections.
6. The Sections Vice-President shall interpret Society policy for Sections and Student Chapters and advise them as to any deviation from Society policy or from the Constitution and Bylaws and Administrative Practices of the Society.

7. The Sections Vice-President shall attend as many Section meetings in as many different areas as possible so as to obtain direct information regarding Section programs and activities.
8. The Sections Vice-President may convene a meeting of Section and Student Chapter officers during national technical conferences for the purpose of discussing Section and Student Chapter affairs.
9. The Sections Vice-President shall aid in the formation of new Sections and Student Chapters. The Sections Vice-President shall also investigate applications for new Sections or Student Chapters, and report to the Board of Governors, relevant information thus obtained so as to aid the Board in determining whether or not to grant permission for the formation of new Sections and Student Chapters.
10. The Sections Vice-President shall present a report to the Board of Governors at each of its meetings covering the activities of Sections and Student Chapters since the previous meeting, such report being a summary of reports from Sections and Student Chapters as required by the Bylaws and by these Administrative Practices. In the event that the activity of any Section or Student Chapter has consistently fallen below a satisfactory level, the Sections Vice-President may recommend to the Board of Governors that the Section or Student Chapter be disbanded.
11. The Sections Vice-President shall be responsible for general supervision and coordination of procedure. The Sections Vice-President shall establish and monitor adherence to criteria used to provide uniformity and equality in the consideration of applicants and conformity with the provisions of Bylaws and with the constitutional objectives of the Society calling for the maintenance of a high professional standing among its members.
12. The Sections Vice-President shall be responsible for reviewing applications for Active membership which have been rejected by Headquarters, and hence referred for further consideration. In consultation with the appropriate Section Chairs, the Sections Vice-President shall determine whether to sustain or overrule the rejection and shall advise Headquarters accordingly.
13. The Sections Vice-President shall be responsible for reviewing all written requests from Sections Board of Managers requesting a change in their Section name, and, if the change is deemed to be desirable and necessary, will forward the Section name change to the Board of Governors for their final approval.
14. None of the duties of the Sections Vice-President shall be construed as interfering with the responsibility of Section and Student Chapter officers for maintaining a high level of Section and Student Chapter activity.
15. The Sections Vice-President shall represent the educational interests of the Members of the Society by seeking out, studying and recommending worthwhile Society activities in the educational field.
16. The Sections Vice-President shall appoint, subject to the approval of the Board of Governors, a Director of Education for a term of one year with not more than three annual renewal terms, giving first consideration to elected Governors having appropriate expertise, as detailed elsewhere in these Administrative Practices (Section XVI). This Director will become an appointed member of the Board of Governors if not selected from the elected Board of Governors.

17. The Sections Vice-President shall appoint, subject to the approval of the Board of Governors, a Director, International Sections for a term on one year with not more than three annual renewal terms, giving first consideration to elected Governors having appropriate expertise. This Director will become an appointed member of the Board of Governors if not selected from the elected Board of Governors.

The Director, International Sections shall assist the Sections Vice-President in carrying out his duties with regard to the Sections in the International Region as defined in Article III, Section 2, Subsection A of the Bylaws.

18. The Sections Vice-President shall be directly responsible for the National Membership Committee and its activities. (See A. P. Section XII.)
19. The Sections Vice-President shall be responsible for reviewing Offshore Section requests for Special Conferences and the budgets for outlining the use of the "surplus" funds resulting from Offshore Special Conferences. The Sections Vice-President shall also review the quarterly reports on the use of the Offshore "surplus" funds as described in Sec. VIII, Sections, H. Offshore Special Conferences

I. SECRETARY/TREASURER

1. Secretary/Treasurer shall be the Society's Parliamentarian. The Secretary/Treasurer shall be prepared at all times to advise on Parliamentary Procedure, using "Robert's Rules of Order", the 1915 Revised Edition, unless otherwise defined in the Constitution, Bylaws, and Administrative Practices, and on the Constitutionality of proposed acts. The Secretary/ Treasurer shall assure, with the assistance of the Executive Director, that all meetings of the Board of Governors are properly recorded, approved, published and distributed. Minutes of such meetings shall be scrutinized and approved by the President, Secretary/Treasurer, the Society's legal advisor and the Society's auditor before being duplicated and distributed. The Secretary/Treasurer shall see that a copy of the minutes is then forwarded to each member of the Board of Governors, with a letter ballot upon which each member shall signify approval or disapproval of the minutes and which ballot shall then be returned to the Executive Director.
2. The Secretary/Treasurer shall have responsibility for assuring, with the assistance of the Executive Director, the care and proper custody of the records and the seal of the Society.
3. The Secretary/Treasurer, with the assistance of the Executive Director, shall obtain necessary reports from officers and committee chairs for presentation to Board meetings, and attend to all necessary official correspondence on behalf of the Board of Governors.
4. The Secretary/Treasurer shall see that the Administrative Practices are kept up to date and properly distributed.
5. The Secretary/Treasurer shall keep up-to-date official records of authorized articles and amendments to the Constitution and Bylaws of the Society.
6. The Secretary/Treasurer shall chair and appoint a Revisions Committee. Membership on this Committee is subject to the approval of the President. (See appendix E)

7. The Secretary/Treasurer shall notify all candidates (Officers and Governors) of the results of the Society Elections by mailing a letter within ten (10) days of the meeting of the Committee of Tellers. The results will be simultaneously distributed to the Board of Governors of the Society.
8. The Secretary/Treasurer's basic function is to assure the safekeeping and accounting of the Society funds and the disbursements of these funds upon receipt of properly executed authorization. The Secretary/Treasurer may, at the request of the Financial Vice-President, approve expense vouchers.
9. It is the duty of the Secretary/Treasurer to assist the Financial Vice-President and the Executive Director in setting up recommendations for the Society's budgets at the end of each fiscal year. The previous disbursements and income of the Society are reviewed with the Financial Vice-President, and changes recommended as deemed necessary.
10. The Secretary/Treasurer shall prepare and submit to the Board of Governors quarterly reports of receipts and disbursements.