

SECRETARY-TREASURER
and
ASSISTANT SECRETARY-TREASURER

The Secretary-Treasurer of the Washington Section is responsible for the records of the Section, except as otherwise directed by the Executive Committee. He shall have on file a copy of the up-to-date By-Laws of the Section and a copy of the directive on "Conduct of Section Activities" from Institute Headquarters.

The Secretary-Treasurer is a member and Secretary of the Executive Committee and is responsible for the advance notices and the minutes of the Executive Committee meetings.

The Secretary-Treasurer is responsible for conducting all necessary correspondence of the Section. Lists of names, addresses and telephone numbers of the various officers, committee chairmen and committee members shall be kept on hand for this purpose. He is responsible for the maintenance of an accurate address list of all members of the Section, which shall be accessible at all times, and for promptly informing Institute Headquarters of any change in the list originating locally.

In this connection he shall

1. Receive Institute Headquarters mailings which are concerned with the members' addresses, membership classification and subsequent changes.
2. Maintain (at the mailing establishment) the actual addressograph plate file of the regular mailing list consisting of section membership, student members, applicants for membership and special mailings; removing and destroying old plates and inserting new ones as the list changes.
3. Maintain a special mailing list consisting of such names as may be submitted by the Chairman of the Publicity Committee or others. Keep a card file of such special mailing list upon which data are shown as to the origin of the request for inclusion, in order to facilitate future checking on the accuracy of the list. Also, such card file, and the name card on the addressograph plate, should show the termination date for names on the list which are only temporarily included. The mailing list will include, among others, the following names:

(A) Secretaries of other engineering societies in the Washington area, to be obtained annually from the Secretary of the D.C. Council of Engineering and Architectural Societies.

(B) Secretaries of other sections of the Institute in the Middle Eastern District (District 2) as published in Electrical Engineering, usually in the September issue.

(C) Recipients of one or more copies of meeting notices for posting. The addressograph plate to carry the notation "For Bulletin Board Posting" and the number of copies. Those recipients of more than one copy to be separated from all others in the file of plates.

(D) Members of other sections on temporary assignment in the Washington area or other special mailings approved by the Executive Committee. Such special mailings should carry a notation on the addressograph plate of the month and year of anticipated termination of the temporary duty to facilitate removal of the plate from the file at that time.

4. Make monthly changes in the addressograph plates which are stored at the mailing establishment. Tabulate for the mailing establishment the following:

(A) The number of plates completely removed from the mailing list.

(B) The number of plates pulled from the list but to be replaced because of changes of address or similar changes.

(C) The number of new plates to be added to the list.

From this information the number of individual mailings to be added to or subtracted from the previous months mailing is the difference between items (A) and (C). This allows the mailing establishment to prevent over or under printing on the next mailing. Also, the total of items (B) and (C) represents the number of plates which the mailing establishment will have made for the Section's account.

5. Instruct the mailing establishment to order the necessary new addressograph plates.

6. Prepare monthly, a tabulation showing the individual changes in the mailing list and a summary report of the effect of such changes on the Section membership total. Supply a copy of the tabulation and summary for the following:

Chairman
Secretary-Treasurer
Assistant Secretary-Treasurer
Publicity Committee
Attendance & Sociability Committee
Committee on Transfers
Membership Committee
Student Activities Committee
Mailing

7. Issue once a year a "Classified Section Membership List" by work affiliation. Classified card file of Committee on Transfers to form basis of this list.

8. Forward report on each meeting to Institute Headquarters within 10 days after each meeting, on forms provided by Headquarters.

9. Submit report of Section Expenditures to Institute Headquarters twice yearly as required under Institute regulations and on forms provided by Headquarters.

The Secretary-Treasurer shall prepare for the approval of the Executive Committee a budget based upon estimates of anticipated expenditures submitted by Committee chairmen and officers, and with the guidance of such officers and records of previous years' budget and expenditures as may be necessary. At each regular meeting he shall report to the Executive Committee on the status of the various budget items.

The Secretary-Treasurer shall pay all outstanding bills of the Section upon proper authorization by the Executive Committee. The Executive Committee may authorize the Secretary-Treasurer to pay all routine bills if they are in accordance with the budget and are certified by the respective committee chairman or officer contracting the bill. Any unusual item not specifically included in the budget shall have prior Executive Committee approval before payment.

The Secretary-Treasurer is responsible for collection of, and accounting for local Section dues. He shall transmit bills for local dues on or about November 1, and shall return receipts upon payment of dues to any member upon request. He shall maintain membership records showing payment of dues by each member, and these

records must be made available to the Auditing Committee together with other financial records of his office. Local Section dues are assessed against all members shown by Headquarters as members of the Section.

All Section funds are the responsibility of the Secretary-Treasurer. He keeps an accurate record of all receipts and expenditures for the Section. Any bank funds, accounts, check books, securities and valuables are turned over to the Secretary-Treasurer at the beginning of his term of office and after audit by Auditing Committee. An Auditing Committee report must also be made up on his financial records at the end of his term of office. Bank statements are checked each month with balance in check book and note is made thereon showing that same has been checked. Statements of expenditures and balances shall be made to the Executive Committee each month. In connection with Section funds, it is the responsibility of the Secretary-Treasurer to make a financial report to Institute Headquarters at stated intervals in order that the Section may receive its yearly appropriations. In this connection, it may be noted that the amount of the appropriations depend upon the number of members and the number and attendance of General and Technical Meetings held within a given period, plus the amount expended during this period. It is therefore necessary that the Chairman of the Meetings and Papers Committee and the Chairman of the Technical Program Committee forward to the Secretary-Treasurer a copy of the minutes of each regular and technical meeting. The Secretary-Treasurer is responsible to Institute Headquarters for reports on meetings held.

If the Secretary-Treasurer considers that the Section has sufficient funds to warrant some investment from time to time, he shall recommend to the Executive Committee, for their approval, such proposed investment as he might deem advisable. He must manage all outstanding securities and funds of the Section to see that proper dividends, interest and/or payments are received and advise the Executive Committee of any action deemed necessary. At the end of his term of office, the Secretary-Treasurer shall, in cooperation with the incoming Secretary-Treasurer, make sure that all necessary changes of address are made in connection with bank statements, stock dividends, safe deposit box, etc.

The Secretary-Treasurer may delegate to the Assistant Secretary-Treasurer such duties as he may wish, except that he cannot delegate responsibility for the care and expenditure of funds.

The Secretary-Treasurer prepares an annual financial report for presentation to the Executive Committee (By-Laws Section 15) and an annual report to the Section of the actions of the Executive Committee (By-Laws Section 17).