



BY-LAW No. 6

Duties of Officers

(approved by the Council in Lisbon PORTUGAL on 8 July 2007)

1. PRESIDENT

The President, in collaboration with other members of the Board, carries prime responsibility for the conduct of the affairs of the Society. The President's duties and responsibilities are prescribed in the Statutes (such as in Article 8.4).

2. FIRST VICE-PRESIDENT

The First Vice-President's duties and responsibilities shall include:

- supporting the work of the President in fostering the objects and purposes of the Society;
- carrying out such executive tasks as may be assigned from time to time by the President;
- deputizing for the President, and assuming the Presidency in the event of the President's death or resignation;
- fulfilling the responsibilities and duties of Vice-Presidents as in Article 3 of this By-law.

3. VICE-PRESIDENTS

The responsibilities and duties of the Regional Vice-Presidents and of the Vice-Presidents at Large shall include:

- sharing responsibility for the conduct of the affairs of the Society, and helping to draft ISRM policy;
- co-operating with other regional or international bodies whose interests are complementary to those of the Society;
- assisting with the production of the ISRM Newsletter and News Journal.

In addition, the Regional Vice-Presidents' responsibilities and duties include:

- acting as the President's representative in their Region;
- assisting in establishment, for each Council Meeting, of a representative or proxy for every National Group in the Region;
- representing the interests of their Region before the Board and Council, and reporting to the President, Board and Council on activities within their Region;
- fostering the aims and purposes of the Society in their Region, through National Groups, and by promoting ISRM membership and encouraging the formation of new National Groups;
- assisting National Groups and providing information and guidance in relation to matters pertaining to ISRM;
- encouraging National Groups in their Region to hold conferences and symposia in rock mechanics and related fields, and representing ISRM at Regional Symposia of the Society;
- overseeing the activities of commissions whose presidents reside in their region;



4. SECRETARY-GENERAL

- (a) The Secretary-General shall conduct the financial and administrative affairs of the Society and shall manage the Secretariat, as prescribed in the Statutes and By-laws. The Secretary-General shall act as required to implement the decisions of the Board and Council and the directions of the President, and shall be responsible to the President.
- (b) The Secretary-General's fiscal duties shall include:
- keeping the Society's accounts in good order;
 - preparing progressive financial statements during the year, and monitoring and reporting to the Board on the financial status of the Society;
 - obtaining an annual audit, preparing an annual statement of accounts, and reporting to Council on the financial status of the Society;
 - sending accounts to National Groups and other parties as appropriate, and acknowledging all payments received;
 - authorizing and making all payments on behalf of the Society which are included within the approved budget.
- (c) The Secretary-General's administrative duties shall include:
- receiving the Society's correspondence, keeping records, and distributing copies to the appropriate parties including the ISRM President, Vice-Presidents and Commission Presidents;
 - maintaining and publishing a list of members of the Society, in an area of the website restricted to members, of those members who have provided written permission for their details to be made public in this manner;
 - convening Board, Council and Commission meetings, and preparing and distributing agendas and minutes for Board and Council meetings;
 - conducting ISRM elections in accordance with the provisions of these Statutes and By-law No. 1;
 - monitoring compliance with the provisions of ISRM Statutes and By-laws, and advising Board, Council, Commissions, Congress and Symposia organisers on matters of policy and protocol;
 - updating and distributing the Statutes and By-laws, which shall be received by all National Groups and others to whom they pertain;
 - managing the Society's newsletter and the website
 - recruiting corporate members of ISRM and processing memberships for corporate and corresponding members.