

COMMITTEES

Section 2). The number of members on the Membership Committee and length of term is determined by each Chapter.

At the beginning of each Chapter year, the Membership Committee should meet to discuss current membership status and make recommendations for Chapter growth to the Executive Committee. Other activities in which the Membership Committee may wish to engage are:

1. Sending a letter of welcome to new Chapter members and determining their interests.
2. Determining reasons why former members decided to drop Chapter membership and summarizing those for possible use.
3. Providing follow-up (telephone, letter) contact with members who have not renewed as a Chapter member but have not dropped their ASA memberships.
4. Writing a brochure describing Chapter activities and the benefits of Chapter membership for distribution to prospective members.
5. Making available ASA and Chapter membership information at all Chapter programs.
6. Participating in career days in the local area.

It is appropriate for the chair of the Membership Committee to report to the Executive Committee at the end of the Chapter year regarding Chapter growth and to the general membership at the annual business meeting.

The Membership Committee should meet as often as deemed necessary. The time of service of this committee will generally coincide with the Chapter year but some continuity across years may be advisable.

3.5 THE NOMINATING COMMITTEE

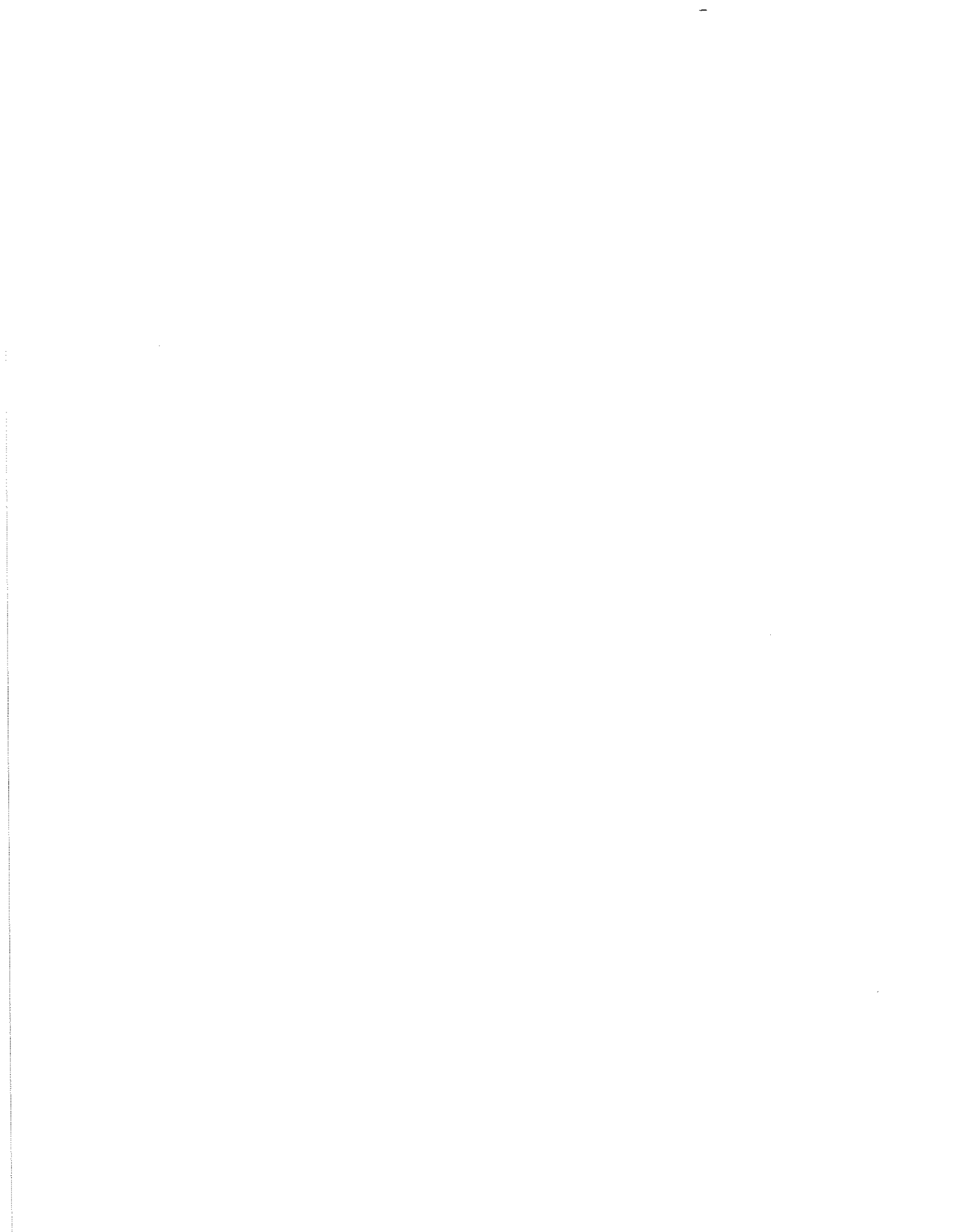
The Nominating Committee is an ad hoc committee charged with providing candidates for the election of Chapter officers at the annual business meeting. The manner in which this is done will depend on each Chapter's constitution and bylaws. The Nominating Committee chair and its members are generally selected by the President but some Chapter constitutions designate the Past

COMMITTEES

President or some other officer to chair the committee. The number of members on the Nominating Committee will be determined by the Chapter, but three is generally sufficient.

Approximately two months before the scheduled election of officers, the Nominating Committee should meet to discuss potential candidates. Preference should be given to candidates with strong leadership ability, interest in Chapter affairs, and sufficient time available to devote to the office. The Nominating Committee must provide at least one candidate for each available office.

Generally, the chair of the Nominating Committee will conduct the election of officers at the annual meeting or by mail. Once the elections are over and notes and suggestions for the next year's committee are prepared, the duties of this committee cease.



SECTION 4

PROGRAMS AND ACTIVITIES

Good programs attract members to Chapter meetings and keep a Chapter active. However, no specified program format works well for all Chapters at all times. Program content and format need to reflect the interests of the local membership. The most important task of the Program Committee (see Section 3) is to communicate with the Chapter membership, either formally or informally, to determine its meeting preferences.

4.1 IDEAS FOR PROGRAMS

For many Chapters, the most successful programs are those that combine a lunch or dinner with a short business meeting and a speaker. In that format, members are able to combine social communication with the presentation. Other Chapters (particularly large Chapters with a varied membership) may separate presentations and social programs.

Many Chapters have an annual meeting that may last for a day or more, involving workshops, seminars, and demonstrations. Some of these special meetings involve more than one ASA Chapter or may be held in conjunction with other organizations. The following are some of the program ideas that Chapters have used at these or other special meetings:

- A survey presentation on a topic of broad interest, such as exploratory data analysis or time series applications.
- A talk by an industrial or government statistician about his or her role as a statistician and about current statistics problems in that specialty.
- A site visit to a local industry or institution; this often works well for Chapters located in large geographic areas, since they can move their meetings to different locations.
- A videotape available from ASA headquarters, followed by a panel discussion.
- A visit by an ASA Officer or Executive; this usually includes a formal presentation followed by a discussion period.
- An open discussion on a specialized topic, such as statistics and the law or statistics as a profession.
- A microcomputer and statistical software demonstration or workshop.

PROGRAMS AND ACTIVITIES

- A joint meeting with a local Chapter of another professional society.

4.2 SOCIAL EVENTS

Social events are an important part of Chapter activities. They provide the opportunity for professionals to become better acquainted personally and to become better informed about the statistical activities in the area. A common way to facilitate these interactions is to combine meetings with a lunch or dinner; a cocktail hour prior to the meeting also aids informal visiting. Some Chapters have a social gathering once a year, where members bring spouses or guests to an event such as a wine tasting or a picnic.

4.3 OTHER ACTIVITIES

Although speaker programs at regular meetings are the main activity sponsored by most Chapters, Chapters have other activities that are important to the vitality of both the Chapter and the profession. These programs range from easy to accomplish activities which might involve only one or two Chapter members to major activities which require sustained efforts on behalf of several members. Following is a listing of some recent special activities of different Chapters:

- Issuing an informal directory of Chapter members--great for small Chapters to share with its members.
- Reaching out to government employees who work with data and statistics.
- Creating a software resource list of volunteers to distribute to members.
- Including a Chapter tidbits column in Newsletter discussing new developments in the area.
- Offering refresher courses for area statisticians.
- Issuing awards to undergraduate students of statistics.
- Participating in science fair judging or sponsorship. The ASA office does have some suggested guidelines for participation in science fairs. Contact the Office of Chapter and Section Relations for a copy.

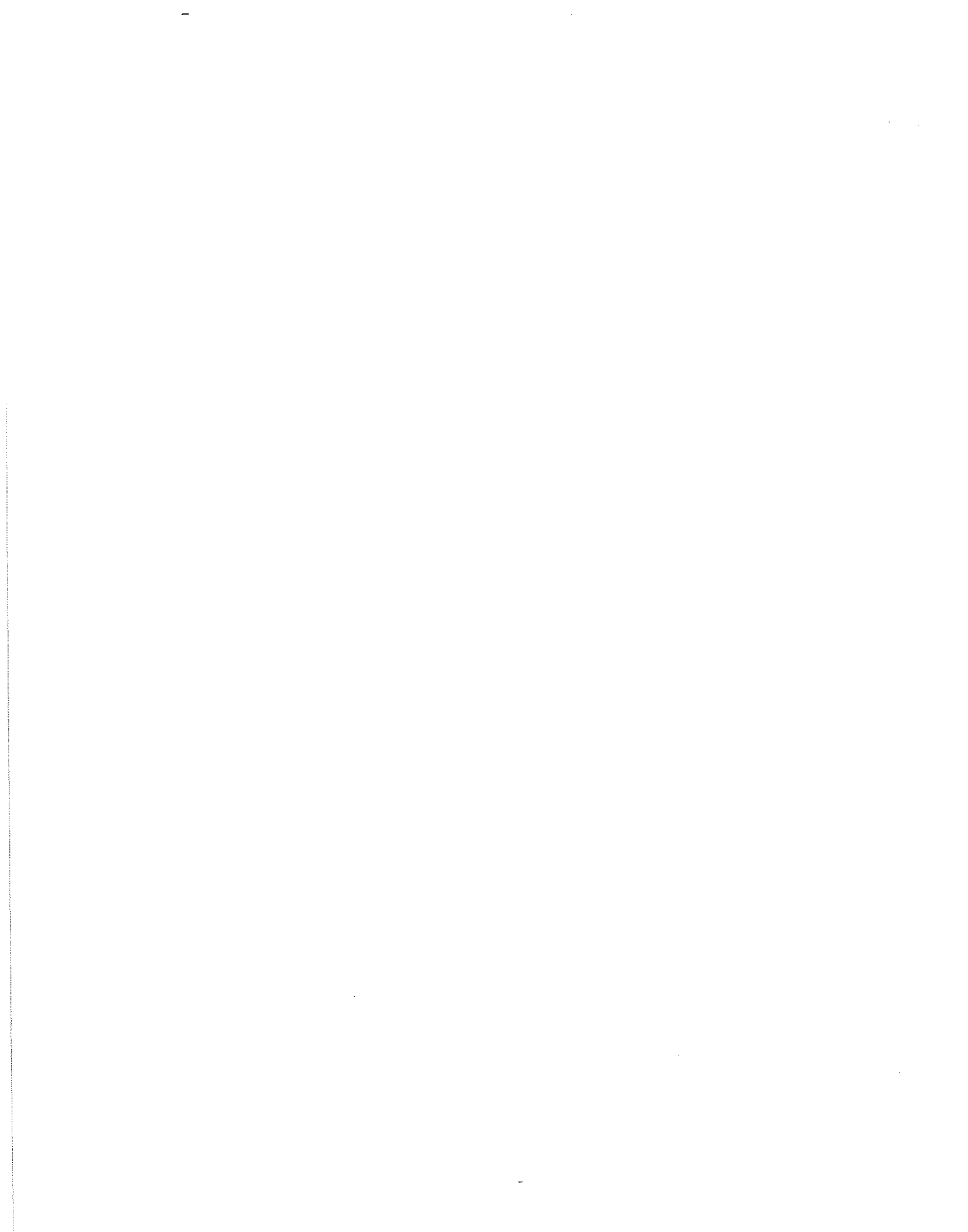
PROGRAMS AND ACTIVITIES

Holding workshops for mathematics teachers and presentations to elementary and high school classes. Some of the workshops have been through ASA Quantitative Literacy programs but other Chapters have set up their own programs.

4.4 HELP FROM ASA OFFICE

The ASA office staff is constantly seeking ways to help Chapters. They coordinate with the Council of Chapters Communications Officer to publish a newsletter for Chapter officers, LINK, which is the main source of communication among Chapters. Most editors of LINK have attempted to publish all topic titles from Chapter sessions in an effort to provide ideas for other Chapters of topics they might present.

The ASA office also maintains an ASA Speakers List for Chapters, provides videotapes suitable for a single program or workshop, and regularly schedules visits to Chapters by ASA Board Members and Executives (budget permitting) through the Chapter Visitation Program of the Council of Chapters. The ASA Speakers List is an excellent source for contacts and information when a Chapter is trying to formulate its annual programs, and the Chapter Visitation Program is an excellent source for having a speaker's way paid for a needed Chapter visitation. More information on the Chapter Visitation Program is contained in Section 5.3 and in Appendix G. More information on help from the ASA office is contained in Section 6.3.



SECTION 5

COUNCIL OF CHAPTERS

The Council of Chapters is an organization of Chapter Representatives that seeks to promote individual Chapter development, to stimulate interactive dialogue among Chapters, to serve as a link between the ASA office and local Chapters, and to foster member involvement in ASA. This section contains information on the history and goals of the Council, its organizational structure, and the relationships between the Council and Chapters and between the Council and the Association.

5.1 HISTORY AND GOALS

The ASA was formed on November 27, 1839, in Boston by a group of five men. Its purpose was "collecting, preserving and diffusing statistical information in the different departments of human knowledge" and "to promote the science of statistics, to suggest and prepare the best forms for keeping records, proposing questions and making investigations, and to aid all those interested in this important object."

For many years the membership was small and the Association was centered in Boston. In 1888, the Journal of the American Statistical Association (JASA) was founded, and by the early 1900's meetings were also regularly held in Washington, D.C. Statistical work in government and business stimulated much expansion after World Wars I and II, including the founding of one of the first Chapters of the Association, the Washington Statistical Society. A number of Chapters around the country were organized in the late 1920's and early 1930's.

As membership and activities grew, so did the structure of the Association. The Council of the Association was formed to serve as its policymaker and legislative body. It included a set of officers, a board of directors, associated journal editors, section representatives, and district representatives. District committees were established to represent the Chapters within each geographical district established by the Association. The duties of these District Committees were to coordinate activities of the Chapters within their district, aid local groups to form new Chapters, assist in arranging local programs, and assist in planning regional and national meetings. However, these committees were limited in their authority and had no unifying executive branch apart from the general Council.

COUNCIL OF CHAPTERS

In 1974 there were sweeping revisions in the Association, which included changes in its operating structure. The Board of Directors became the chief policymaker and legislative body of the Association and included both Section and District representatives. A separate Council of Chapters was established that included one representative from each Chapter in the Association and two from each Section. Unfortunately, the needs and interests of the Chapter and Section representatives were found to be so different that it was acknowledged that the Council purpose needed to be more focused.

Under an ASA constitutional revision, a new Council of Chapters was formulated in 1984 that, for the first time in the history of the Association, consisted of a membership and officership elected solely by the Chapters. This Council established four major goals:

1. To encourage the development of Chapters.
2. To assist in the promotion of specific Chapter activities at the local level.
3. To foster member involvement in the functions of the Association.
4. To act as a liaison body linking individuals to local Chapters and to the Association.

Under the 1991 ASA Constitution, the Council of Chapters has grown in size, responsibility, and authority. For instance, the Council Governing Board now has authority to establish new chapter charters and revoke existing charters, a power which formerly rested with the Board of Directors. The Council of Chapters also has three members on the Board of Directors, the same as the Council of Sections.

The objective of the present Council is to support and achieve the goals and interests delineated above. This is accomplished through the organizational structure detailed next.

5.2 ORGANIZATIONAL STRUCTURE

The Council of Chapters consists of one representative from each Chapter of the Association. The Governing Board manages the affairs of the Council and consists of 14 officers elected from

COUNCIL OF CHAPTERS

among current and immediate past Council members. These officers are the Chair, Chair-Elect, Past Chair, three Council Representatives to the Association Board of Directors, one Vice Chair from each of the six Districts of the Association, a Communications Officer, and a Secretary/Treasurer. The terms of office of the Chair, Chair-Elect, Past Chair, Communications Officer, and Secretary/Treasurer are one year; and of all other members of the Council, three years.

The Chair-Elect is elected by a majority vote of all voting Council members. The Vice Chairs are elected by the Council members in the District that they serve, while individual Chapters designate their Chapter Representative according to their own prerogative. The Council Representatives to the Association Board of Directors are elected by the full members of the Association. The Communications Officer and Secretary/Treasurer are appointed for one-year terms by the Chair-Elect for the year in which he or she is Chair. Chapter Representatives, Vice Chairs and Board Representatives from Region 1 (Districts 1 and 2) are elected for terms beginning in 1991; those from Region 2 (Districts 3 and 4) are elected for terms beginning in 1992; those from Region 3 (Districts 5 and 6) are elected for terms beginning in 1993. No member of the Council of Chapters may serve in more than one capacity at the same time.

One standing committee of the Council is the Committee on Nominations. It includes one Council member from each of the six geographical Districts. The members of the Committee are appointed by the Council Chair for two-year terms. Terms are staggered such that three of the six members are appointed each year. The charge of this Committee is to submit to the Association and the Council Chair the nominees for Chair-Elect and the appropriate District Vice Chairs and Board Representative elections by December of each year.

Another standing committee of the Council is the Committee on Chapter Status. The committee is charged with reviewing proposals for new Chapters as well as monitoring the activities of existing chapters. The Charter of the Council of Chapters states that the committee should be three Vice-Chairs but the Council Governing Board asked that all the Vice-Chairs serve on this Committee. As a result, the current Committee on Chapter Status has six instead of three members. The Charter will be amended in the future.

The annual business meeting of the Council is held during the ASA Annual Meetings. At that time the actions taken by the Council

COUNCIL OF CHAPTERS

Governing Board during the past year, as well as the plans for future activities, are presented for discussion and appropriate action. Between these meetings, Council business is generally conducted by telephone or mail.

The Governing Board meets semiannually, in late January or early February and August. The meeting early in the calendar year is used to plan and discuss the yearly activities of the Council; the August meeting is used to prepare for the annual business meeting of the Council.

More details on the organization of the Council are in its Charter (see Appendix C) as well as in the ASA Constitution (see Appendix B). The current Charter and Constitution were adopted in 1991. Amendments to the Charter need to be originated either by the Governing Board or by a petition signed by at least 10 Council members and submitted to the Governing Board.

5.3 RELATIONSHIP WITH CHAPTERS

The function of the Council of Chapters is to serve the needs of the various Chapters. Thus, it is a channel of information between the Association's national activities and the Chapter activities. These activities include taking action to vitalize the Chapters, arranging programs for them, and assisting them with the general promotion of the statistics profession.

Vitalization of the Chapters by the Council occurs in a number of ways. It may involve fostering the formation of new Chapters, reactivating inactive Chapters, assisting in the development of Chapter activities, identifying potential visiting professionals for Chapter functions, and disseminating information regarding professional benefits from Chapter and Association membership. For example, the Council has established guidelines for establishing new local Chapters (Appendix A) and represents the Association's Board of Directors in making decisions concerning the acceptance or rejection of new Chapter petitions. The Council also has a quarterly Chapter-oriented newsletter, LINK, that covers Chapter activities, programs, people, plans, and problems. It is edited by the Council's Communication Officer and distributed by the ASA office. The Council supports an ASA Speakers List identifying speakers who are available and willing to participate in Chapter functions, and it conducts an annual survey of Chapters to determine trends and patterns in their activities.

COUNCIL OF CHAPTERS

One specific activity which is often helpful in sparking interest in a Chapter is the Chapter Visitation Program. Each year, within budget limitations and travel time availability, ASA officials such as the President, President-Elect, Vice Presidents, Executive Director, and Council of Chapters Chair make an official visit to some Chapters. Chapters are asked to provide good advance publicity and normally to hold a combination business/social meeting. This exchange is informative to the ASA officials as well as constructive to the local Chapter. Announcement of the availability of the program and the actual scheduling are handled each year by the Office of Chapter and Section Relations. See Appendix G for more details.

The Council of Chapters sponsors one on-going award program, the Chapter Service Recognition Award. Through this program, Chapters are asked to recognize one individual for dedicated service to the local Chapter. The program is set up for each Chapter to present an award once every 5 years. The program started in 1991 with the oldest Chapters in each District being included in that year's awards. A rotation pattern has been established which includes all Chapters. New Chapters will start the award in their fifth year of existence. The Office of Chapter and Section Relations will inform the appropriate Chapters each year and will arrange for the preparation of appropriate certificates. The awards are announced at the Council annual business meeting.

The Council of Chapters supports three different programs for Chapters at the ASA Annual Meetings:

- * The annual business meeting
- * A Chapter officers' workshop
- * Invited sessions at the Joint Statistical Meeting and the Winter Conference

The business meeting is used to discuss with the Council members the activities of the Council during the past year, plans for the coming year, and to present the Chapter Service Recognition Awards and other Council-related awards. The workshop is used as a forum for Chapter officers to share experiences, learn how others have managed their Chapters, and become acquainted with resources available from the Association. The invited sessions are directed toward the general public and help in making society aware of statistics. An example of this is the effort by the Council to

COUNCIL OF CHAPTERS

develop presentations on careers in statistics that could be used by Chapters in promoting statistics at the secondary school level. Through these, and similar projects, the Council seeks to assist the Chapters in their local programs.

5.4 RELATIONSHIP WITH ASA

The Council of Chapters, as described in Section 5.3, links the Association and its Chapter members. For example, the Council conducts its business under a Charter approved by the ASA Board of Directors, and voted on by the ASA membership. The Board, in turn, acts on the recommendations of the Council. The Council has three representatives on the Board of Directors to present its viewpoints and relay information from the Board to the Council.

In addition to the Board of Directors, the Council also maintains a liaison relationship with its sister organization, the Council of Sections. This relationship, initiated in 1991, is formulated to insure the continued communication between the two Councils. One goal is to develop the Chapters as delivery vehicles for Section programs.

The Council relies heavily on the staff at the ASA office for guidance and support in its activities. The Executive Director and Director of Chapter and Section Relations are key individuals in the work of the Council, and successful completion of its business depends on their regular input.

SECTION 6

ASA OFFICE

The American Statistical Association (ASA) office is the central source of services to the entire statistical profession as well as a clearinghouse for current statistical developments, methodology, and practices. Its staff currently numbers approximately 30 and is looked to for clerical, financial, and professional assistance by its Chapters, Sections, Committees, and members. The address and telephone number for the office are:

American Statistical Association
1429 Duke Street
Alexandria, Virginia 22314-3402
703/684-1221
FAX: 703/684-2037
EMAIL: asa@sybil.rti.org

6.1 ORGANIZATION AND WHOM TO CONTACT

The Executive Staff of the ASA office consists of the Executive Director, the Director of Administration, the Director of Chapter and Section Relations, the Director of Education, the Director of Finance, the Director of Meetings, and the Director of the Office of Scientific and Public Affairs. The Executive Staff participates in the formulation of policies and procedures for the office. Departments that report to the Executive Staff include Accounting, Membership Records Processing, Grants and Contracts, Mail and Supply Operations, Reception, Publications including Amstat News and JASA, and Continuing Education.

These offices and departments are described below, and a list of current staff members is contained in Appendix H.

6.1.1 Office of the Executive Director

The Executive Director (ED) is the chief executive officer of the Association and has overall responsibility for directing the administrative and financial operations of ASA, consistent with policies established by the ASA Board of Directors. The ED assists the President of the Association with many of the presidential functions and offers advice as needed. The ED is also the Secretary of the Association.

The ED assists the President with external relations and frequently represents ASA at meetings of umbrella groups. The ED also attends sessions of the International Statistical Institute (ISI) as an official representative of ASA.

ASA OFFICE

In addition, the ED assumes responsibility for grants and contracts sponsored by or allocated to ASA; participates in the program of Chapter visits; maintains, with the assistance of other members of the ASA office, liaison with all Sections and Committees of the Association; directs the election process; oversees the preparation of the Directory of Statisticians; coordinates and promotes total quality management techniques at ASA including quality teams; and plays a strong role in the development of new programs, especially those requiring outside funding.

6.1.2 Director of Administration

The Director of Administration is responsible for the major functions of mailroom, shipping, and inventory; reception activities; buying, selling, and renting equipment and furniture; building management; computer maintenance; and mailing labels.

6.1.3 Director of Chapter and Section Relations

The Director of Chapter and Section Relations is responsible for Council of Chapters activities and all Chapter-related business, Council of Sections activities and all Section-related business, and all relationships with government agencies involving Fellowship programs and advisory committees. The Director also is responsible for the maintenance of the Chapter and Section officer and Committee member databases.

6.1.4 Director of Education

The Director of Education is responsible for statistical educational outreach at all levels, including elementary, middle school, high school, undergraduate, and graduate school. This includes educating students about the importance of statistics, providing continuing education for statisticians, educating non-statisticians on how to use statistics, and monitoring how statistical and mathematical education are being restructured.

6.1.5 Director of Finance

The Director of Finance is responsible for financial procedures and accounting, membership records and data processing, personnel administration, and the financial and reporting aspects of grants and contracts.

The Director of Finance works closely with the Treasurer and the Finance Committee, the Budget Committee, and the Board of

Directors, particularly in connection with budget proposals and financial reports.

6.1.6 Director of Meetings

The Director of Meetings is responsible for managing the Annual Meetings, the Winter Conference, and various other regional and Section meetings.

The Meetings Department works closely with the Program Committee, the Local Arrangements Committee, and the Committee on Meetings in exercising these functions.

6.1.7 Director of Office of Scientific and Public Affairs

The Director of the Office of Scientific and Public Affairs (OSPA) is responsible for outreach to the public on statistical issues and for the production of all ASA publications.

6.1.8 Other Professional and Administrative Staff

Other staff members, either professional or support staff, may be employed in the ASA office to perform particular functions from time to time.

The Administrative and Support Staff assists the Executive Staff and performs a variety of functions, including accounting and billing; maintaining membership lists; editing of all Association publications; supporting Association Committees and the Annual Meetings; selling advertising in publications; preparation of budgets, office records, and reports; data processing; supporting continuing education and grants; and supporting the Chapters and Sections.

6.2 ASA EXPECTATIONS OF CHAPTERS

The American Statistical Association, in an effort to maintain a strong and positive relationship with Chapters, expects the Chapters to uphold the Constitution and Bylaws of ASA as approved by the Board of Directors. Chapters should have on file in the ASA office a current copy of their constitution and bylaws, and adhere to these. It is also the responsibility of the Chapters to keep the ASA office notified of their current officers (names, addresses, and telephone numbers) and activities. Chapters should make every effort to respond to communications and requests from the ASA office and the Council of Chapters. A roster of Chapter

ASA OFFICE

officers must be provided annually to the ASA office. Finally, Chapters should inform the ASA office of major problems in the hope that some assistance may be available.

The ASA Constitution requires that the Chapter President, Secretary, and Representative to the Council of Chapters be members of ASA. It would also be useful to have the Treasurer be a member of ASA although this is not part of the Constitution. It is sometimes difficult tracking down nonmember Treasurers for dues deposits. A Chapter not demonstrating any activities, being unresponsive, or violating the ASA Constitution and Bylaws is subject to having its charter removed. The ASA Board of Directors approved the guidelines under which such action will be taken (Appendix E).

In summary, for the ASA office and the Council of Chapters to serve Chapters better, Chapters should stay in constant communication. One vehicle is to write or call the ASA office. Another is to submit articles for LINK--the Council of Chapters newsletter, or, if the material has wide appeal and interest, to Amstat News.

6.3 Chapter Services Provided by ASA

A Chapter, in its efforts to keep its membership both active and interested, looks to the Council and the ASA office to provide administrative and professional assistance. Once granted a charter, a Chapter can request the ASA office to provide the following:

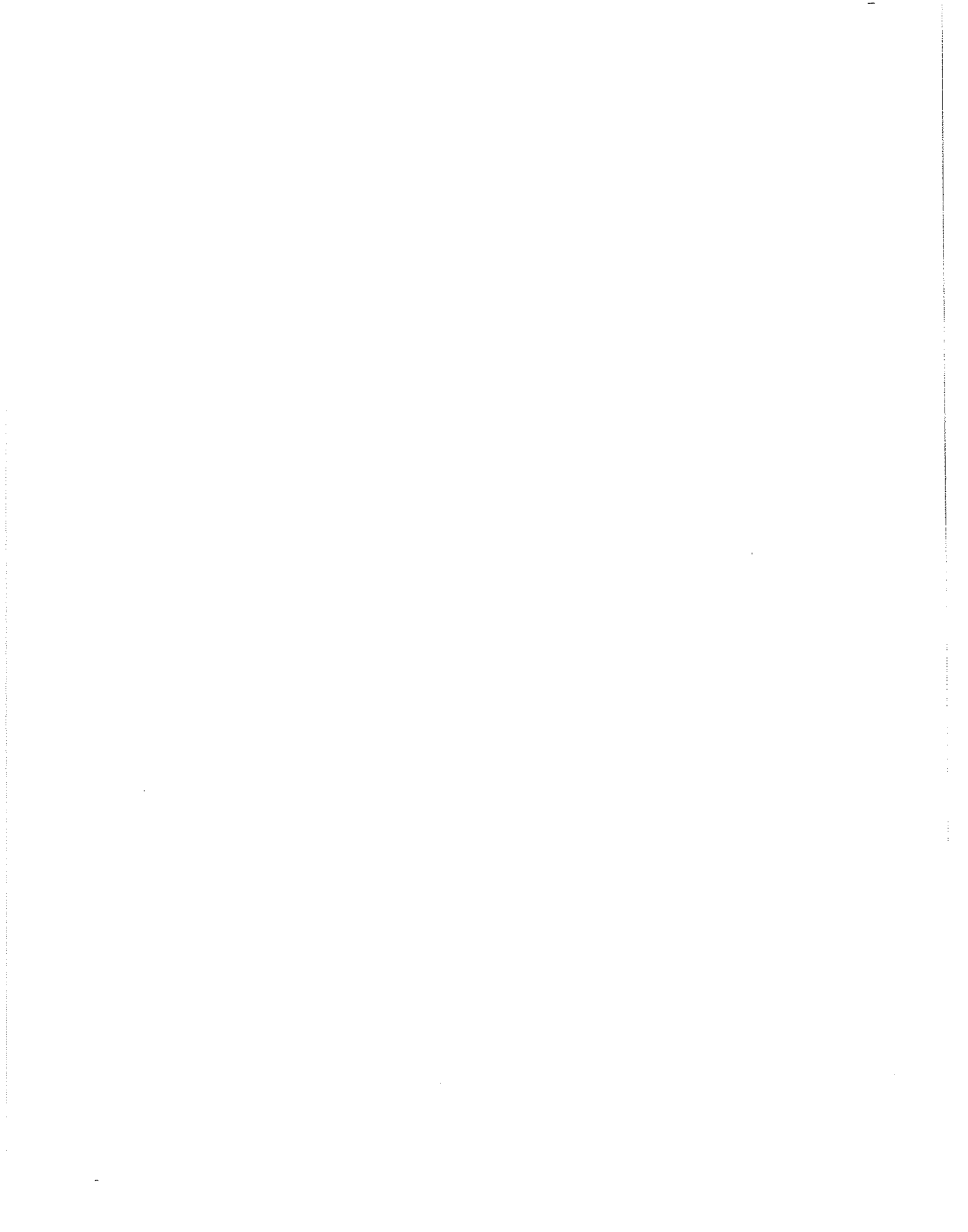
- Collection and distribution of Chapter dues
- Mailing labels and printouts of Chapter members and/or lists of ASA members in chapter area
- Notification of new ASA members in Chapter area to solicit for Chapter members

Other services that Chapters can expect and request from ASA include assistance and advice regarding the following:

- Membership recruitment materials, including brochures and pamphlets on "Careers in Statistics" and "What is a Survey"
- Program ideas and speakers, including the Chapter Visitation Program and the ASA Speakers List

- Continuing education materials including videotapes, short-courses, and workshops, as well as the Council of Chapters-sponsored slide presentation on "Statistical Science: The Profession"
- Guidelines for conducting quantitative literacy workshops for teachers in grades 7 to 12; speakers for classrooms, career days, and national, local, and regional conferences; leadership in curriculum development; suggested guidelines for judging science fairs; and information on various forms of national student competition and contests.
- Outreach activities

Chapter officers are also on the mailing list for LINK--the newsletter of the Council of Chapters. Other activities, particularly the program for Chapters at the Annual Meetings, are communicated directly to Chapter officers. Through cooperation between ASA and its Chapters, it is hoped that a cohesive and collegial relationship will be the means to reach the "grass roots" statistical community and to make the public aware of the statistical profession and its contributions to society.



APPENDIX A

GUIDELINES FOR ESTABLISHING A NEW CHAPTER

PREAMBLE

From time to time, groups of ASA members and others interested in statistics believe it is desirable to form new Chapters of the American Statistical Association. These groups are typically located in geographic areas not served by an existing Chapter of the Association, but on other occasions members of a Chapter that serves a wide geographic area decide to form a new Chapter within that area. Through formal or informal communication with the ASA office, a group will let their intentions be known. In turn, the ASA office will provide advice and guidance to the prospective Chapter. This assistance will include listings of present ASA members within the desired service area and information on all present ASA Chapters within the immediate areas, including lists of Chapter officers. The ASA office will also provide copies of this handbook.

In particular, the ASA office will communicate the following guidelines to the organizers. The purposes of these guidelines are to outline the necessary steps to becoming a Chapter and to stress that support will be provided by the ASA office, by the Council of Chapters Governing Board, and particularly by the Vice Chair of the District concerned.

In order to implement a full commitment to helpfulness, Chapters will be considered "new" for the first two years after the granting of their charter. New Chapters will receive special attention and support from the ASA office and from their District Vice Chair.

GUIDELINES

1. A group of members or prospective members of ASA who desire to form a local Chapter of ASA should do the following:
 - a. Call a meeting of all persons in the area who might be interested in supporting a Chapter of ASA.
 - b. If sufficient interest exists, elect officers, including a President, Secretary, and Chapter Representative. Others officers (such as President-Elect, Vice President, and Treasurer) may also be elected at the discretion of the Chapter. Note that the President, Secretary, and Chapter Representative must be full members of ASA.

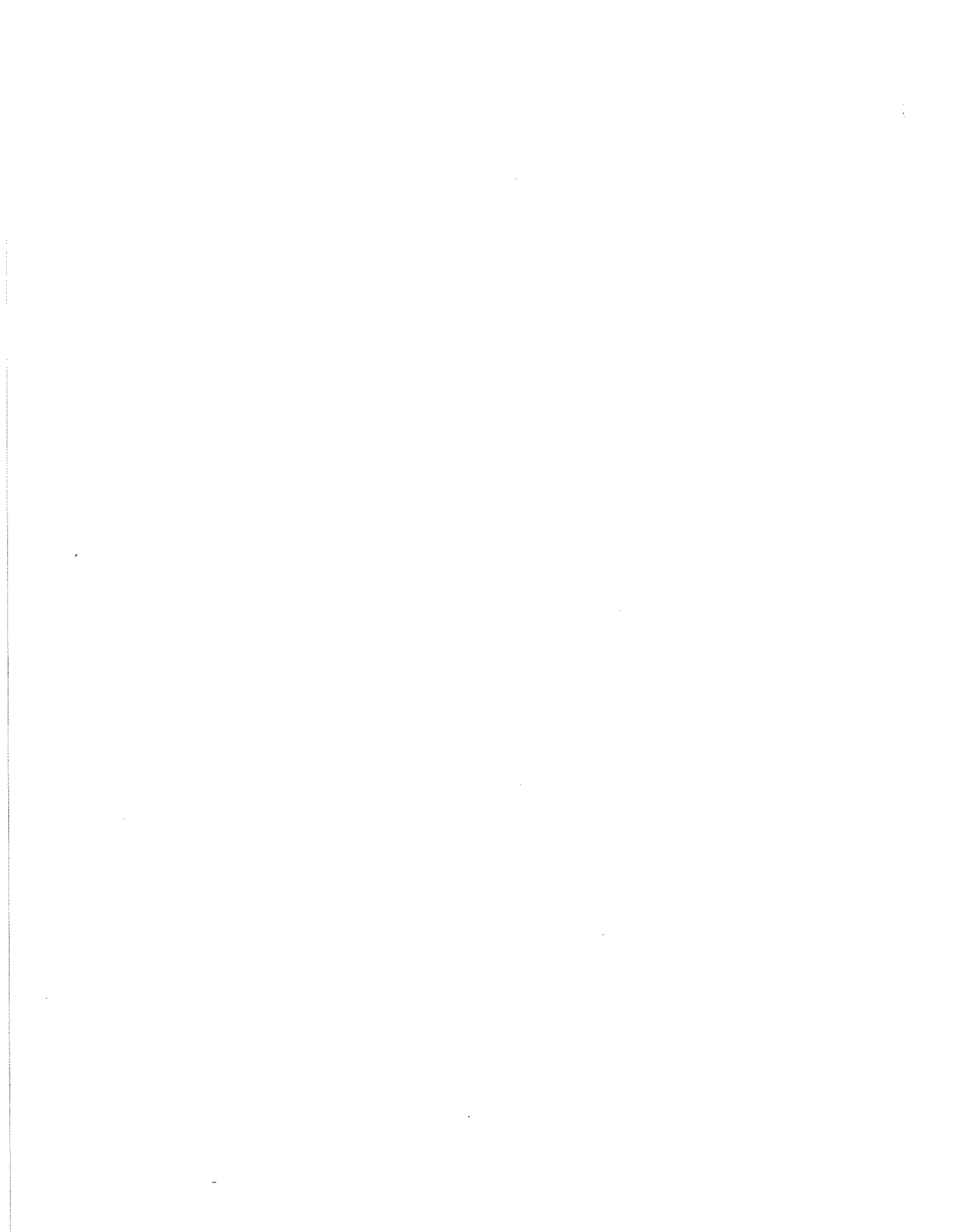
GUIDELINES FOR ESTABLISHING A NEW CHAPTER

- c. Submit a petition signed by at least 15 ASA members, including new members, and by all elected officers of the Chapter to the Director of Chapter and Section Relations of ASA. The petition should include the names, mailing addresses, business affiliations, and telephone numbers of all members. At this time, a proposed constitution should also be forwarded using the style provided by the ASA office. A membership application and dues payment for each new full ASA member must proceed or accompany the petition.
 - d. Together with the petition discussed in c. above, submit a statement (in a covering letter) detailing the members' reasons for wishing to form a new Chapter and an outline of plans for the Chapter's program during its first three years of existence. This letter should also include a statement of the benefits of forming a new Chapter and it should indicate how the nearest existing Chapters are unable to meet their needs.
 - e. Together with the petition described in c. above, submit to the Director of Chapter and Section Relations, letters stating opinions on the advisability of founding the new Chapter. These letters should be obtained from the Presidents of the three nearest Chapters of the proposed Chapter. In case of disagreement, the letter from the President of the existing Chapter should include specific means by which the needs of the group have been addressed in part.
2. On receipt of the petition and supporting materials, the Director of Chapter and Section Relations will forward the materials to the District Vice Chair in whose District the proposed Chapter resides, as well as to the Committee on Chapter Status. The District Vice Chair will speak with the proposed Chapter President and discuss the duties and responsibilities of the Chapter and its officers.

If disagreements exist among present Chapters as to the desirability of the Chapter being chartered, the District Vice Chair will attempt to resolve the disagreement with all disagreeing Chapters. The Vice Chair will explain the policy of special aid to "new" Chapters and will encourage the new Chapter President to take full advantage of the benefits. The Vice Chair will then make a written recommendation to the Committee on Chapter Status, which will in turn pass this information on to the Governing Board, along with any additional comments this committee may wish to make.

GUIDELINES FOR ESTABLISHING A NEW CHAPTER

3. A majority vote of the Council of Chapters Governing Board will determine the decision on the petition.



APPENDIX B
CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION
(Effective January 1, 1991)

CONSTITUTION OF THE AMERICAN STATISTICAL ASSOCIATION

Article I. NAME

The name of this organization is the American Statistical Association.

Article II. OBJECTIVES

The objectives of the American Statistical Association are to foster statistics and its applications, to promote unity and effectiveness of effort among all concerned with statistical problems, and to increase the contribution of statistics to human welfare. The American Statistical Association is a nonprofit organization and achieves these objectives by conducting meetings, producing publications devoted to statistical methodology and its applications, and making available information concerning the science of statistics and its contributions. It also cooperates with other organizations in the advancement of statistics, stimulates research, promotes high professional standards and integrity in the application of statistics, fosters education in statistics, and, in general, makes statistics of service to society.

These objectives are pursued without prejudice toward any person or group.

Article III. MEMBERSHIP

The Association may have one or more categories of members, as defined in Article I of the By-Laws.

Except as otherwise provided by this Constitution and By-Laws, the right to vote, to sign referendum petitions, to hold office, and to sign nominating petitions shall be reserved to full members, as defined in Article I of the By-Laws.

Article IV. CHAPTERS

Members within a specific geographic area may form a Chapter to develop and explore ways of pursuing the objectives of the Association. Responsibility for chartering and overseeing Chapters rests with the Council of Chapters.

The Council of Chapters functions under a charter approved by the Board of Directors to serve the needs of the Chapters. As part of this function it channels information between the Association and the Chapters and promotes cooperation among the Chapters. It also provides oversight for Chapter activities, including formation and

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

dissolution of Chapters, and ensures that Chapter activities are consistent with the goals of the Association. The Council shall consist of Chapter representatives and ex officio members as described in the charter of the Council of Chapters and elsewhere in the Constitution and By-Laws .

Article V. SECTIONS

Members may form a Section in order to further the objectives of the Association in a field of statistical methods, theory, or applications. The scope of a Section shall be sufficiently broad to represent active professional interests of a substantial segment of the Association. Responsibility for chartering and overseeing Sections rests with the Council of Sections.

The Council of Sections functions under a charter approved by the Board of Directors to serve the needs of the Sections. As part of this function it channels information between the Association and the Sections and promotes cooperation among the Sections. It also provides oversight for Section activities, including formation and dissolution of Sections, and ensures that Section activities, including fiscal management, are consistent with the goals of the Association. The Council shall consist of Section representatives and ex officio members as described in the charter of the Council of Sections and elsewhere in the Constitution and By-Laws.

Article VI. BOARD OF DIRECTORS

The Board of Directors is the policy-making and legislative body of the Association. It shall consist of sixteen members: President, President-Elect, Past President, three Vice Presidents, three representatives of the Council of Chapters, three representatives of the Council of Sections, International Representative, Secretary, Treasurer, and Editorial Representative. All members of the Board of Directors must be full members of the Association for the five years preceding the start of their term of office. No employee of the Association, with the exception of the Secretary, may serve as a member of the Board of Directors.

The President, President-Elect, Past President, Vice Presidents, representatives of the Council of Chapters, and representatives of the Council of Sections shall collectively be known as the at-large Board members.

Article VII. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, President Elect, Past President, Secretary, and Treasurer.

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

Article VIII. OFFICERS

The officers of the Association shall be the President, President Elect, Past President, three Vice Presidents, Secretary, and Treasurer.

Article IX. METHOD OF SELECTION

All full members shall be eligible to vote for the positions of President-Elect and Vice President.

The Council of Chapters shall nominate candidates for its representatives to the Board to be elected by a vote of all full members. Each of the three geographic regions, as established by the charter of the Council of Chapters, shall have one representative to the Board.

The Council of Sections shall nominate candidates for its representatives to the Board to be elected by a vote of all full members.

The International Representative shall be elected by a vote of all full members residing outside the United States and Canada. Candidates for International Representative shall be nominated as specified in Article V, Section 1 of the By-Laws.

The Secretary, Treasurer, and Editorial Representative shall be selected according to Article V, Section 2 of the By-Laws.

Article X. TERMS OF OFFICE

Once elected to the position of President-Elect, the incumbent shall normally serve a three-year term. The first year shall be as President-Elect, the second year as President, and the third year as Past President.

The Vice Presidents shall be elected for three-year terms, one Vice President being elected each year. No Vice President shall be eligible for immediate re-election to the same office.

The representatives of the Council of Chapters shall serve a three year term, one representative being elected each year.

The representatives of the Council of Sections shall serve a three year term, one representative being elected each year.

No Section or Chapter Representative completing a full term shall be eligible for immediate reelection to the same office.

The International Representative shall be elected for a three-year term and is not eligible for immediate reelection to the same office.

The Board of Directors shall fix terms of office of five years or less for the Secretary and the Treasurer. The Secretary and the Treasurer may be reappointed to the same office.

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

The Editorial Representative shall serve a one-year term and may not serve more than three consecutive terms.

The Board of Directors may provide shorter terms during periods of organizational transition.

Terms of office shall end, and new terms shall begin, on January 1, but each office holder shall serve until a successor takes office.

No individual may serve simultaneously in two capacities on the Board of Directors.

Article XI. COMMITTEES

The Committees of the Association shall consist of the Executive Committee and other committees of the Board of Directors; standing committees, which are named in the By-Laws; and such current committees as the President or the Board of Directors may establish.

Article XII. PUBLICATIONS

Publication of journals may be authorized by the Board of Directors. Other periodicals, reports, proceedings, or publications may be authorized in the By-Laws, by vote of the Board of Directors, or by the Council of Chapters or the Council of Sections.

Article XIII. MEETINGS

The Association shall hold an annual meeting of the membership, at a time and place designated by the Executive Committee with the consent of the Board of Directors.

Article XIV. AMENDMENTS

Amendments to the Constitution may be proposed by the Board of Directors or by a petition signed by at least 100 full members.

An amendment originating by petition shall be referred to the Board of Directors, which shall vote on its recommendation regarding ratification. The Board of Directors may also decide upon the final wording of the proposed revision, as long as such wording is consistent with the original intent of the petition. Periodic revisions, as provided for in Article IX, Section 4i of the By-Laws, shall be referred to the Board of Directors, which may recommend ratification as a whole or in parts.

As soon as feasible following action by the Board of Directors, the Secretary shall publish a copy of the proposed amendment in a news bulletin. The published copy shall include revisions by and recommendations of the Board of Directors and shall invite comment.

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

Comments received shall be summarized or published in full in subsequent issues of a news bulletin. At least 30 days shall elapse between the mailing date of the news bulletin containing these comments and the vote on an amendment or revision. Regardless of the recommendation of the Board of Directors, an amendment proposed by petition must be submitted for vote. However, the Executive Committee may delay the vote to coincide with the next annual election. Ratification shall require an affirmative vote of at least two-thirds of the membership. If a portion of the membership chooses not to cast ballots, that portion of the membership shall be counted as voting in the same proportion as that portion of the membership casting ballots.

BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

Article I. MEMBERSHIP

1. **Categories.** The categories of membership are the following:

Full Member. A full member is an individual interested in the objectives of the Association. A full member enjoys all of the privileges of full membership, as provided in the Constitution and By-Laws, including voting for and holding office.

Affiliate Member. An affiliate member is an individual who supports the objectives of the Association but has primary professional interests outside the scope of these objectives. An affiliate member must be a member of an active Chapter of the Association but cannot be a member of a Section of the Association.

Organizational Member. An organizational member is an institution, corporation, or other organization interested in the objectives of the Association.

2. **Membership Year.** Individual membership shall begin with the first day of the month following the processing of the application and payment of dues and shall extend for twelve months from that date. Organizational membership shall begin on January 1 of the year of processing of the application and shall extend for twelve months from that date.

3. **Resignation.** A member may resign from the Association by notifying the Secretary. The Association shall not refund dues under these circumstances.

4. **Termination.** Privileges of membership in the Association shall automatically be suspended if a member has failed to pay dues within one month after the expiration of the membership year. If in the

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

opinion of the Secretary the defaulting member has presented a satisfactory explanation for the default, a limited extension of time may be granted.

If a member acts in a manner detrimental to the Association, the Board shall give notice to the member describing such charges. The member shall then have due opportunity to respond and to have a hearing by a committee appointed by the Board. After reviewing the committee's report on the hearing, the Board of Directors may terminate membership by a vote of at least two-thirds of its members.

5. Fellows. By the honorary title of Fellow the Association recognizes full members of established reputation who have made outstanding contributions in some aspect of statistical work. Fellows shall be elected by vote of the Committee on Fellows.

The number of new Fellows to be elected each year shall not exceed one-third of one percent of the full members. Only a person who has been a full member of the Association for the prior three years shall be eligible for election as a Fellow.

In selecting Fellows, the Committee on Fellows shall evaluate the candidate's contribution to the advancement of statistics, giving due weight to publications, the position held by the candidate in the organization in which the individual is employed, activities in the Association, membership and attainments in other societies, and other professional activities. The case for each candidate shall be judged individually, with no one of these criteria governing selection to the exclusion of the others.

Article II. FINANCE

1. Dues and Subscriptions. The Board of Directors shall have the responsibility of drawing up the schedule of membership dues and subscription rates. This schedule may provide different rates for certain subsets of the membership, as designated by the Board of Directors.

Any new schedule of dues and rates shall be announced in a news bulletin and shall become effective 30 days after the mailing date of the news bulletin.

2. Fiscal Year. The Association's fiscal year shall be the calendar year.

3. Authority. All funds of the Association shall be deposited with the Treasurer, who shall make disbursement therefrom under regulations of the Board of Directors. The Treasurer shall have authority to purchase securities with funds that the Board of

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

Directors has designated for investment and to sell such securities, but such purchases and sales shall be made only in accordance with such guidelines as the Board of Directors shall prescribe.

The Board of Directors may appoint full members of the Association residing outside the United States to serve as depositories for funds.

With the approval of the Board of Directors, the Treasurer may delegate the powers listed in the first paragraph of this section, as well as the power to sign checks and to access safe-deposit boxes.

4. Surety Bonds. All persons who are responsible for the disbursement of funds shall be insured by a surety and performance bond in amounts and with companies approved by the Board of Directors.

5. Reports and Audits. The Treasurer shall submit to the Board of Directors, within 45 days of the close of each quarter, a current statement of the Association's financial condition, including assets, liabilities, income, and expenditures. This may be done at a meeting or by mail. The Treasurer shall also make a financial report to the Board of Directors within five months after the end of each fiscal year.

The annual report shall be audited by a firm of independent public accountants selected by the Board of Directors. The report of the auditors shall be published with the Treasurer's report in a news bulletin.

6. Responsibility. The Association shall not be responsible for the debts or expenditures of any of its members or units unless such debts or expenditures are authorized by the Board of Directors or its designee.

7. Internal Services. All services from the Association to any member or unit shall be by mutual agreement.

8. Relationships. The Board of Directors may delegate to the Secretary or Treasurer the authority to negotiate financial arrangements with cooperating organizations in connection with publications or other joint activities, subject to approval by the Board of Directors within the limitations provided in Article IV, Section 3.

9. Dissolution. In the event of dissolution of the Association, the Board of Directors shall, after paying or making provision for payment and discharge of all of the liabilities of the Association,

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

distribute all of the assets of the Association exclusively for charitable, scientific, literary, and educational purposes. These assets shall be distributed to such organization(s), operated exclusively for these purposes and qualifying as exempt organization(s) under Section 501 (c) (3) of the Internal Revenue Code, as the Board of Directors shall determine. If the Board of Directors does not take such action, then the remaining property or assets shall be distributed to nonprofit charitable, scientific, literary, or educational organization(s) having power to engage in activities similar to those of the Association.

10. Indemnity. The Association shall indemnify each person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of serving at the request of the Association as a director, officer, employee, or agent of another organization, against all judgments, penalties, fines, and settlements, and against all reasonable expenses, including attorneys' fees, actually incurred in connection with such action, suit, or proceeding, to the fullest extent permitted by Massachusetts law.

Article III. VOTING

1. Quorum. In any mail vote of the Association's membership, all ballots received within a period set by the Board of Directors shall be counted and considered a quorum.

2. Balloting. For all of the Association's elections, the system known as approval voting shall be used. Regardless of the number of candidates or the number of places to be filled, the voter may vote for any number of candidates but may not cast more than one vote for a candidate. Winning candidates are those with the highest numbers of votes. Any tie shall be broken by random selection; no runoff elections shall be held.

Ballots shall not make any distinction between candidates nominated by the Committee on Nominations or by a Council and candidates nominated by petition. Names of candidates shall appear on the ballot in random order.

In case of ambiguity or lack of clarity in the election rules, the Committee on Elections shall determine the procedures.

Article IV. ARRANGEMENTS WITH COOPERATING ORGANIZATIONS

1. Definition. A cooperating organization is a nonprofit organization interested in the objectives of the Association and

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

concerned with the advancement of statistical methods or their applications.

2. Procedure. The Board of Directors of the Association may enter upon cooperative arrangements with such organizations in order to promote the objectives of the Association. Such cooperative arrangements may include:

- a. The exchange of representatives, observers, or delegates to each other's governing bodies or committees;
- b. The assignment of Association representatives to an organization composed of two or more societies, including the Association;
- c. The provision of administrative, secretarial, financial, conference, publication, and other functions.

3. Limitations. The Board of Directors may not enter into any cooperative arrangement that:

- a. Results in the Association's losing its identity as an independent organization;
- b. Violates any article of the Association's Constitution or By-Laws;
- c. Requires the Association to allocate more than one percent of its annual revenue during any calendar year (calculated on the basis of the mean annual revenue in the three years preceding such a contemplated arrangement) without receiving the equivalent in goods or services;
- d. Results in the loss of the Association's nonprofit status.

Article V. OFFICES

1. Nomination. Each year, the Committee on Nominations shall submit at least two candidates for President-Elect and at least two candidates for Vice President.

Each year, the Council of Chapters shall designate at least two candidates for Board Representative, as provided in the charter of the Council of Chapters. The Council shall also designate nominees for such officers as its charter may specify. The election of Council officers, other than representatives to the Board, may take place separately from the election for Association officers.

Each year, the Council of Sections shall designate at least two candidates for Board Representative, as provided in the charter of the Council of Sections. The Council shall also designate nominees for such officers as its charter may specify. The election of Council officers, other than representatives to the Board, may take place separately from the election for Association officers.

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

For the offices of President-Elect and Vice President, suggestions for nominations shall also be solicited through publication of a notice in a news bulletin.

The names of all candidates shall be submitted to the Secretary prior to the deadline established by the Board of Directors. All nominations shall be published in the earliest feasible news bulletin.

The nomination procedure for the International Representative shall be as follows:

- a. The Committee on Nominations, in consultation with the outgoing International Representative, shall appoint a three-member nominating subcommittee from among the full members residing outside the United States and Canada.
- b. The Committee on Nominations shall also solicit suggestions for nominations through publication of a notice in a news bulletin.
- c. The nominating subcommittee shall submit at least two candidates for International Representative.

These nominations shall be submitted to the Secretary on or before the deadline established by the Board of Directors.

Additional nominations for the offices of President-Elect, Vice President, and International Representative may be made by submitting a petition to the Secretary. For nominations for President-Elect or Vice President the petition must be signed by at least 100 full members and submitted within 45 days after the mailing date of the publication announcing the candidates' names. A petition signed by at least 25 full members residing outside the United States and Canada, submitted within 60 days after the mailing date of the publication announcing the candidates' names, is sufficient to nominate a candidate for International Representative.

Candidates for Board Representatives of a Council cannot be nominated by petition.

2. Election. Each year, the Secretary shall mail a ballot to all full members, along with a brief biographical sketch of each nominee for election to the Board of Directors. This mailing shall occur early enough that the new officers can be selected by the time of the annual meeting.

The Secretary and the Treasurer shall be appointed by the Board of Directors.

The Board-appointed editors shall elect the Editorial Representative to the Board from among their number, with each Board-appointed editor casting one vote.

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

If an initial term is required for a new office, the Board of Directors shall determine the procedure for nomination and election.

3. Vacancies. Except as provided below, the Board of Directors shall fill any vacancy on the Board that occurs between elections. Vacancies in offices of the Council of Chapters or the Council of Sections shall be filled as provided for in the charter of the appropriate Council.

If a vacancy occurs in the office of President and there is no vacancy in the office of President-Elect, then the President-Elect, if willing, shall become President for the remainder of the current term, as well as for the entirety of the succeeding term. In any other case of a vacancy in the office of President or President-Elect, the Board of Directors shall fill the vacancy by choosing one of the at-large members of the Board.

If a vacancy occurs in the office of Past President, the office shall remain vacant for the remainder of that term.

4. Duties. The President is the chief officer of the Association. The President is a member of, and shall preside at all meetings of, the Executive Committee or the Board of Directors. Except as provided otherwise by the Constitution or By-Laws, the President shall appoint the members of the committees of the Association and determine which member of each committee shall serve as its chair. (See Article IX, Section 3, for Normal Time of Appointment.)

The President-Elect shall serve as a member of the Executive Committee and of the Board of Directors and shall act as President in the event of the latter's absence or inability to serve. The Past President shall serve as a member of the Executive Committee and of the Board of Directors.

The Vice Presidents shall serve as members of the Board of Directors, on the Committee on Committees, and on the Planning Committee. The Vice Presidents shall also perform certain special tasks, such as chairing the search committee for the Executive Director, and other special, possibly unanticipated, tasks. In the event that both the President and President-Elect are temporarily absent or unable to serve, one of the Vice Presidents, in order of seniority in that office, shall act as President.

The Secretary and the Treasurer shall serve as members of the Board of Directors and as members of the Executive Committee. The Secretary shall be the Executive Director of the Association. The Secretary and the Treasurer shall be responsible for the duties assigned by the Constitution and By-Laws and for carrying out the policies determined by the Board of Directors and such other functions as specified by the Board of Directors. The Secretary shall promptly provide each member of the Board with a copy of the

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

minutes of each meeting of the Board of Directors. The Secretary shall prepare an annual report, for publication in a news bulletin, on the activities of the Association as a whole.

5. Policies and Procedures Manual. A Policies and Procedures Manual for officers shall be maintained and updated on a regular basis.

Article VI. BOARD OF DIRECTORS

1. Members. Article VI of the Constitution specifies the composition of the Board of Directors.

2. Meetings. The Board of Directors shall meet at least three times a year. Meetings shall be held at the call of the President or of the majority of the members of the Executive Committee, or on written petition signed by at least five members of the Board of Directors. Meetings shall follow Roberts' Rules of Order, except where otherwise noted in the Constitution or By-Laws.

3. Powers and Duties. Except as otherwise provided by the Constitution or By-Laws, actions of the Board of Directors shall require the presence of a quorum and a majority of those voting. The quorum for the Board of Directors is a majority of its members.

As the policy-making and legislative body of the Association, the Board of Directors shall make all decisions of policy. It shall adopt rules for the conduct of its business in harmony with the Constitution and By-Laws; shall appoint representatives to cooperating and other organizations; shall ensure that a professional audit takes place annually; and shall act upon recommendations received from the Councils, the Executive Committee, and committees and upon other matters submitted to it.

Article VII. EXECUTIVE COMMITTEE

The Executive Committee shall have the power to nominate the Secretary and the Treasurer, and to refer these nominations to the Board of Directors for action, and to recommend to the Board of Directors policies and actions that shall promote the welfare of the statistical profession. It shall also prepare an annual budget and submit it for approval or modification to the Board of Directors. The Executive Committee shall supervise investments and discharge such other responsibilities as the Board of Directors may assign to it.

The Executive Committee is empowered to act for the Board of Directors when action is required, a mail ballot is not feasible, and in the judgment of the President such action is necessary. An affirmative vote of all but one of the Executive Committee members is required for this procedure. The Board of Directors shall be sent notification within seven days of such an action.

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

The powers of the Executive Committee are limited according to Chapter 156B, Section 55 of the Massachusetts Business Corporation Law.

Article VIII. CHAPTERS AND SECTIONS

1. Chapters. A Chapter may be established or dissolved by the procedures specified in the charter of the Council of Chapters and shall be governed by a Chapter constitution that is consistent with the charter of the Council of Chapters.

2. Sections. A Section may be established or dissolved by the procedures specified in the charter of the Council of Sections and shall be governed by a Section charter that is consistent with the charter of the Council of Sections.

Article IX. COMMITTEES

1. Types. The Committees of the Association shall consist of the Executive Committee and other committees of the Board of Directors, Standing Committees as provided by the By-Laws, and such Current Committees as the President or the Board of Directors may establish. Current Committees may be established in order to satisfy a particular need or interest of the Association.

2. Membership. The term of membership on Standing and Current Committees, if not otherwise specified in these By-Laws, shall be three years. Initial terms shall be set by the President or the Board of Directors for one, two, or three years so that, whenever possible, one-third of the members shall be appointed each year. No member may serve on a committee for more than six consecutive years without Board approval, except for ex officio members. Members of committees shall serve until their successors are appointed or elected.

Each committee shall be governed by a chair appointed by the President and a vice-chair appointed by the chair. All members of Standing Committees, as well as the chairs of Current Committees, shall be full members of the Association.

3. Normal Time of Appointment. In order that new members of Standing and Current Committees may begin work promptly, the President-Elect shall normally designate these members. If possible this shall be done at least two months prior to the time the new committee members take office.

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

4. Standing Committees. The Standing Committees are listed next. Each committee shall prepare an annual report to the Board of Directors and to the Committee on Committees. For each committee, the Committee on Committees shall maintain and periodically update a procedures manual.

- a. **Committee on Committees.** The Committee on Committees shall consist of six appointed full members and the three Vice Presidents of the Association. Of the six appointed members, two shall be designated each year by the President-Elect for terms of three years. The Committee on Committees shall review the committee structure of the Association and make recommendations to the President and Board of Directors. It shall arrange for the preparation or review of a statement detailing the purposes and functions of each Current Committee. It shall recommend changes in assignment of committees, recommend establishment or dissolution of Current Committees, and perform such other functions related to the Association's committees as the President or the Board of Directors may request.
- b. **Program Committee.** The Program Committee for a given year shall be responsible for planning the annual meeting of that year. Considering nominees suggested by the Committee on Meetings, the chair of the Program Committee is selected by the President for that year, approximately two years prior to the meeting. The Council of Chapters shall designate a Chapter Program Chair, and each Section of the Association shall designate a Section Program Chair. The Chapter Program Chair and each Section Program Chair shall be a member of the Program Committee and shall attend the initial meeting of the Program Committee. Invitation to subsequent meetings shall be at the discretion of the Program Committee Chair, who shall retain final responsibility for organizing the program of the annual meeting.
- c. **Committee on Meetings.** The Committee on Meetings shall consist of the chairs of the Program Committees for that year, the prior year, and the coming year and three other full members designated by the President-Elect. The chair shall be chosen from among the appointed members of the Committee. The duties of the Committee shall consist of:
 1. Recommending general policy for all meetings, including annual meetings, subject to approval by the Board of Directors;
 2. Planning for annual meetings and providing for continuity in practices and programs of the annual meetings;
 3. Fostering innovation in annual meetings and evaluating the results;

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

4. Fostering regional meetings, including those of Chapters and Sections, which may be cosponsored with other organizations;
 5. Nominating candidates for the chair of each Program Committee.
- d. **Finance Committee.** The Finance Committee shall recommend long-term financial planning, supervise the investments of the Association, and carry out other duties as determined by the Board of Directors. The Finance Committee shall consist of the Treasurer as chair and two full members, each serving three-year terms. As necessary, one full member shall be designated by the President-Elect.
 - e. **Committee on Nominations.** The Committee on Nominations shall consist of six full members of the Association, each serving a two-year term. Each year, with the consent of the Board of Directors, one member shall be appointed by the President-Elect, one member shall be appointed by the Council of Chapters, and one member shall be appointed by the Council of Sections. The Committee shall make nominations for offices as provided in Article V, Section 1. No member may serve on the Committee for two full terms in succession or be a member of the Board of Directors. Members of the Committee shall not be eligible for nomination by the Committee.
 - f. **Committee on Elections.** The Committee on Elections shall consist of three full members designated by the President-Elect. It shall certify to the Board of Directors the outcome of the elections for office and of any referenda. As needed, the Committee shall also concern itself with developing mechanisms to ensure proper conduct of elections.
 - g. **Committee on Fellows.** The Committee on Fellows shall consist of five Fellows, one of whom shall be appointed each year by the retiring President for a term of five years. No Fellow may serve on the Committee for two full terms in succession. A member of the Committee with longest continuous service shall serve as chair. The Committee shall elect Fellows in accordance with Article I, Section 5.
 - h. **Committee on Publications.** A Committee on Publications shall be constituted as described in Article X.
 - i. **Constitution Committee.** Not more than eight years after the adoption of the Constitution and By-Laws, the President shall appoint a Constitution Committee for the purpose of reviewing the Association's Constitution and By-Laws. If necessary, the Committee shall prepare a revision to be submitted to the membership not more than ten years after the adoption of this Constitution, in accordance with provisions and exceptions of Article XIV of the Constitution. In the event that the

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

Constitution Committee undertakes a major revision of the Constitution and By-Laws, the Board of Directors may extend the life of the current Constitution and By-Laws for one year at a time.

- j. **Management Review Committee.** The Management Review Committee shall consist of the Past President, who acts as chair, and two Board members appointed by the President to serve two-year terms on a rotating basis. It is responsible for guiding the performance review and evaluation functions for the Association's central office staff, except for the Executive Director.
- k. **Planning Committee.** The Planning Committee shall consist of the President-Elect, who acts as chair, the other members of the Executive Committee, the three Vice Presidents, one Board member from among the Council of Chapters Representatives, and one Board member from among the Council of Sections Representatives. It is responsible for annually preparing a three-year plan of Association programs and activities, and recommending priority decision packages into the annual budget. It shall also periodically review, and report to the Board about, longer-range Association plans including determining when a new strategic plan needs development.

5. Current Committees. The life of a Current Committee may not exceed seven years without a review for its need by the Board of Directors. Any committee that is to continue for more than one year must have a charge approved by the Board of Directors, and each committee shall prepare an annual report to the Board of Directors and to the Committee on Committees.

Current Committees established in accordance with this article may be dissolved at any time by majority vote of the Board of Directors.

Article X. PUBLICATIONS

1. Editor. Candidates for editors of journals shall be selected from the full members by the Committee on Publications and appointed by the Board of Directors. The Board of Directors shall fix a term of office of five years or less for each editor. Editors of Chapter or Section publications shall be selected according to guidelines in the charter of the appropriate Council.

2. Editorial Boards. Each periodical published by the Association shall have an editorial board, consisting of all its editors and such other personnel as each editor may designate.

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

3. Committee on Publications. The Committee on Publications shall consist of nine full members of the Association with a chair designated by the President-Elect. Each President-Elect shall designate three members for three-year terms, with one chosen from among the Board-appointed editors of the periodicals published or co-owned by the Association. The term of the Board-appointed editor may be less than three years, ending concurrently with the editorial term. If more than three vacancies are to be filled in any year, the balance of three committee members from the Board-appointed editors is to be maintained. Proposals for the publication of periodicals, and other publications requiring Board review, shall be referred to the Committee for its recommendations, prior to action by the Board of Directors. The Committee shall oversee the publication policy of the Association and make recommendations to the Board of Directors.

4. Directory. No less frequently than once in every three years, the Association shall publish a directory of all classes of members. At suitable intervals, the Constitution and By-Laws of the Association shall be published.

Article XI. RESOLUTIONS

1. Partisan or Political Issues. The name of the Association shall not be used in connection with **any** partisan or political issue, except if the resolution or statement refers solely to a matter involving the interests and objectives of the Association. Such a resolution shall require a favorable vote by at least two-thirds of the entire Board of Directors before it may be released for publication or transmission outside the Association. When there is doubt as to whether an issue is to be considered partisan or political, a majority vote of the entire Board of Directors is required to declare it nonpartisan or nonpolitical.

2. Referenda. Upon petition of at least 100 full members of the Association, any resolution of the Board of Directors, as specified in Article XI, Section 1, shall be subject to a referendum by the membership. The resolution shall be published in a news bulletin as early as possible. A ballot shall be mailed to the full members within **30 days** after the mailing date of the news bulletin. The will of the membership, as expressed by a majority of those voting, shall govern.

3. Commitment. Resolutions and recommendations of Councils, Chapters, Sections, or Committees of the Association shall be so phrased as not to commit the Association or its membership.

CONSTITUTION AND BY-LAWS OF THE AMERICAN STATISTICAL ASSOCIATION

Article XII. AMENDMENTS

1. Proposal. Amendments to the By-Laws may be proposed by the Board of Directors, by a petition signed by at least 25 full members, or by majority vote of either the Council of Chapters or the Council of Sections. An amendment originating by petition or in either Council shall be referred to the Board of Directors for a vote on its recommendation as to ratification.

2. Ratification. The Secretary shall publish a copy of the proposed amendment, together with the recommendation of the Board of Directors, in the next issue of a news bulletin, inviting comment. The Board of Directors shall vote on the amendment after 75 days elapse from the mailing date of the publication. The amendment shall be submitted to the full members for a mail vote if during this period 50 full members of the Association so petition. These 50 full members must represent at least five Chapters and five Sections.

If such a demand for a membership ballot is received, at least a two-thirds affirmative vote of the full members voting shall be required for ratification. If no such demand is received, the amendment may be ratified or rejected by the Board of Directors. Ratification shall occur whenever at least two-thirds of the members of the Board of Directors have submitted an affirmative vote either in person or by mail. If the action taken by the Board of Directors differs from its original recommendation, the ratification process must be repeated with the new recommendation.

APPENDIX C
CHARTER OF THE COUNCIL OF CHAPTERS

Article I. NAME

The name of this organization is the Council of Chapters of the American Statistical Association.

Article II. OBJECTIVES

The primary interests and goals of the Council of Chapters shall be (1) to encourage the development of Chapters, (2) to assist in promotion of specific Chapter activities at the local level, (3) to foster member involvement in the functions of the American Statistical Association (the Association), and (4) to act as a liaison body linking individuals to local Chapters, Chapters to Chapters, and both individuals and Chapters to the Association.

The specific objectives and functions of the Council of Chapters are to support and achieve the goals and interests listed above. The activities shall include, but not be limited to:

1. Vitalize the Chapters through:
 - a. Fostering the formation of new Chapters;
 - b. Reactivation of dormant Chapters;
 - c. Assistance with development of various Chapter activities;
 - d. Identification of potential visiting professionals for Chapter functions;
 - e. Dissemination of information regarding professional benefits from Chapter and Association membership.
2. Arrange programs:
 - a. At least one invited session of general lay interest at the Association's annual meeting with the approval of the meeting program chair;
 - b. A workshop for informal discussion and information exchange among Chapter and Council of Chapters officers at the Association's annual meeting.
3. Assist with the general promotion of the statistics profession, giving particular emphasis to highest quality training and professional development, especially at the local level.

Article III. MEMBERSHIP

The Council of Chapters of the Association shall consist of the officers, as described in Article VIII, and one Representative from each Chapter of the Association. Each Chapter shall designate a Chapter Representative for a three-year term. The manner of designating this Representative shall be a Chapter prerogative. All members of the Council of Chapters must be full members of the Association who belong to at least one Chapter.