

# Charter of the Council of Sections

*Revised August 2015*

## **Article I. NAME**

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

## **Article II. OBJECTIVES**

The objective of the Council of Sections is to support the goals and interests of the current Sections and Interest Groups of the American Statistical Association (hereafter called the Association), insofar as these goals are consistent with those of the Association. The Council of Sections shall encourage the development of Sections/Interest Groups, assist in the promotion of current Section/Interest Group activities, foster full member involvement (definition of full member may be found in ASA By-laws) in functions of the Association, and promote communication and cooperation among the Sections and Interest Groups. Specific activities of the Council of Sections shall include, but not be limited to:

1. Encouraging Section and Interest Group activities through facilitating development of new Sections/Interest Groups, assistance with current Section/Interest Group activities, identification of potential joint activities among current Sections/Interest Groups, dissemination of information, and evaluation of dormant Sections/Interest Groups.
2. Offering programs at the Association's annual meeting with approval of the Association's Program Committee.
3. Assisting with the general promotion of the statistics profession.
4. Facilitating communication between Sections/Interest Groups and other ASA bodies (e.g., ASA Board of Directors, Council of Chapters, ASA Home Office) to help the Association promote the interests of the Sections/Interest Groups and the profession (or the Association) in general.

## **Article III. MEMBERSHIP**

The Council of Sections of the Association shall consist of the Officers, as described in Article VII, and the Representatives from each Section of the Association. Sections with up to 1000 full members shall have one representative, Sections with 1001-2000 full members shall have two representatives, Sections with 2001-3000 full members shall have three representatives, and Sections with more than 3000 full members shall have four representatives. Each Section Representative shall serve a three-year term and shall be elected as a part of the Association's annual elections, in accordance with the rules for those elections. As far as possible, the Governing Board of the Council shall arrange these terms to equalize the number of new representatives elected each year. All members of the Council of Sections must be full members of the Association. Section representatives must also be a full member of the Section they represent. Section membership totals will include individual Section membership plus joint Section membership.

## **Article IV. SECTIONS**

Members of the Association with an interest in a specific area of statistics may form a Section to develop and pursue the study of that area.

1. *Definition.* A Section shall cover a field of statistical theory, methodology, or application that is sufficiently broad to represent active professional interests within the scope of the Association. Sections are defined by these fields of study, and not by geographic representation of members or operational concerns of the Association.

2. *Formation.* A Section may be chartered by a majority vote of the Council of Sections based upon three years of experience as an Interest Group with a sustained membership of at least 50 full

members each year, a summary of accomplishments during the Interest Group period, a petition of at least 200 full members and their ASA member IDs, a proposed Section Charter, and a list of officers. By signing the petition, these full members agree to pay annual dues to the Section. Each Section shall have a Charter that is derived from the Council of Sections Charter template and is consistent with the Council of Sections Charter, the Constitution and the By-Laws of the Association. The Committee on Section Status shall advise the Section proposers on the language of the Charter and the scope of the field of interest.

The approval process for the creation of a new Section will consist of the following steps:

a. The evidence of three years of experience as an Interest Group with a membership of at least 50 full members each year, required petition, proposed charter, summary of accomplishments during three interest group years, and list of officers will be submitted to the Council of Sections Governing Board at least 90 days before the annual Council of Sections meeting. Sections will be notified of a proposed new section at least 60 days prior to the annual Council of Sections meeting.

b. Upon certification of the petition and *Interest Group* requirements, and after review of the summary of accomplishments as an Interest Group and approval of the charter by the Council of Sections Governing Board, a motion for chartering the new Section will be presented by the Chair of the Council of Sections at the next annual meeting of the Council of Sections.

c. A ballot of the Council of Sections will be taken on the issue by October 1 of the same year.

d. If approved by a majority vote of the Council of Sections, the new Section will be officially chartered as of January 1st of the year following the Council of Sections vote.

3. *Dissolution*. A Section may be dissolved for any of the following reasons:

a. Failure to maintain at least 200 dues-paying full members for two consecutive years.

b. Operating with a negative Section treasury balance for two consecutive years.

c. For reasons agreed to by at least two-thirds of the entire Council of Sections. If such a vote is to be taken, the Section members must be given at least a one-year notice.

A Section that qualifies for dissolution under any of these three criteria will be notified immediately. Notification of the impending dissolution and the reasons will be sent to the Section Chair, Secretary, Treasurer and any Section Representatives to the Council of Sections. Within 60 days of the communication, the Section may petition the Council of Sections for a probationary continuance, the length of which may not exceed two years. If the Section does not petition for continuance within 60 days, it will be considered dissolved.

The petition for probationary continuance must include a plan for rectifying the problems that caused dissolution to be proposed. The petition will be automatically granted until the next meeting of the Council of Sections Governing Board, at which time the Governing Board will vote to accept or reject the petition. Rejection will complete the dissolution of the Section. Acceptance of the petition will require that the Section make the required changes and face a vote of the full Council of Sections at the first Council meeting scheduled following the probationary period. A simple majority vote shall be required for continuance of the Section's existence, at which time the Section will either be restored to regular status or dissolved. During any probationary period, representatives to the Council of Sections from the Section in question shall retain full membership on the Council.

5. *Membership*. Any full member of the Association may join a Section by paying dues to the Section.

6. *Finances*. Dues for membership in a Section are set by the officers of that Section and may be altered annually in consultation with the Association. The assets of each Section shall be managed by the Association's central office, which shall furnish regular financial statements to the Section Chair and Treasurer, the Treasurer of the Council, and the Association Treasurer.

## **Article V. INTEREST GROUPS**

1. *Definition.* An Interest Group is an informal group of full members and non-members of the Association who are interested in a particular statistical theory, methodology, or application that is sufficiently broad to represent active professional interests within the scope of the Association. A geographic representation is not adequate to substantiate an Interest Group.

2. *Formation and Continuation.* An Interest Group may be chartered by a majority vote of the Council of Sections Governing Board based on a petition of at least 25 individuals, including at least one full member to serve as Chair, and a proposed charter. Any full members may belong to different Sections, so an Interest Group need not be a subgroup of any particular Section. An Interest Group is chartered for three years, upon approval of its petition by the Governing Board. An Interest Group that wishes to continue beyond the three years for which it is initially chartered may re-apply to the Governing Board for three additional years. The approval process will be the same as for a new Interest Group. This process may be repeated every three years.

3. *Membership.* Members of an Interest Group need not be full members of the Association. Only the Chair of the Interest Group must be a full member of the Association to facilitate communications.

The Interest Group may request a topic contributed session and may compete for an invited session with other Sections, chapters and committees for any paper session at any meeting of the Association. Interest groups may receive some administrative support from the Association such as communication vehicles and coordination at the Association's annual meeting. However, Interest Groups will not have budgets that are managed by the Association. Interest Groups may have a single non-voting representative to the Council of Sections.

4. *Dissolution.* An Interest Group may be dissolved for any of the following reasons:

- a) Failure to submit a request for triennial re-chartering of the Interest Group along with a charter update
- b) Failure to maintain at least 25 members at the time of Interest Group re-chartering
- c) Failure to have an ASA full member serve as Chair of the Interest Group
- d) Request by the Interest Group Chair to dissolve the Interest Group that is accepted by the Governing Board
- e) For reasons determined and agreed to by a two-thirds majority of the Governing Board

An Interest Group that qualifies for dissolution under any of these three criteria will be notified immediately. Notification of the impending dissolution and the reasons will be sent by mail to the Interest Group Chair and any Interest Group Representative to the Council of Sections.

## **Article VI. GOVERNING BOARD**

The Governing Board shall consist of the officers as described in Article VII. The Governing Board shall manage the affairs of the Council of Sections. Actions taken by the Governing Board during the past year and a plan for future activities shall be presented at the annual meeting of the Council of Sections for discussion and further action, as appropriate.

Except as otherwise provided for by this Charter or by the Constitution and By-Laws of the Association, the actions of the Governing Board shall require the presence of a quorum and the majority of those voting. The quorum for the Governing Board is a majority of its members.

## **Article VII. OFFICERS**

The officers of the Council of Sections shall be the Chair, the Chair Elect, the Past Chair, the Secretary, the Treasurer, the three Vice Chairs, and the three Board Representatives of the Council of Sections.

The Chair is the chief officer of the Council of Sections and is a member of, and shall preside at all meetings of the Council of Sections and the Governing Board. The Chair shall coordinate duties of the officers and other members of the Council of Sections.

The Chair Elect shall serve as a member of the Governing Board and shall preside over meetings

of the Council of Sections and its committees in the absence of the Chair and Past Chair. The Chair Elect, in consultation with the Chair, shall designate members of the committees of the Council of Sections and review the budget prepared by the ASA office for the year in which the Chair Elect is Chair.

The Past Chair shall serve as a member of the Governing Board and shall preside over meetings of the Council of Sections and its committees in the absence of the Chair. The Past Chair shall review the Responsibility & Procedures Manual for officers and, if necessary, propose updates for consideration by the Governing Board.

The Secretary shall serve as a member of the Governing Board. The Secretary shall be responsible for the minutes of all meetings of the Council of Sections and the Governing Board, shall check that the ASA staff liaison for Sections arranges the time and location of all meetings of the Council of Sections, and shall coordinate communication between the Sections and the Council of Sections.

The Treasurer shall serve as a member of the Governing Board. The Treasurer shall review and monitor Section dues collections and budgets, and act as liaison in financial matters between Sections and the central office of the Association.

The three Vice Chairs of the Council of Sections serve as members of the Governing Board. Their duties include channeling information between the Sections and the Governing Board and serving on the Committee on Section Status and other committees of the Council of Sections. The Vice Chairs shall also act on special, possibly unanticipated, tasks as directed by the Chair or Governing Board.

The three Board Representatives of the Council of Sections serve as members of the Governing Board. As members of the Association's Board of Directors, they serve as representatives of the Council, and not of any particular Section. Their duties include attending meetings of the Board of Directors of the Association and reporting Board activities at an annual meeting of the Council of Sections.

#### **Article VIII. METHOD OF SELECTION**

Each year, the Committee on Nominations of the Council of Sections shall submit at least two candidates for each elected office, which includes the offices of Chair Elect, Vice Chair and Board Representative. All members of the Council of Sections shall be eligible to vote for the positions of Chair Elect and Vice Chair of the Council of Sections. All full members of the Association are eligible to vote for Board Representative of the Council of Sections. All eligible to vote will be provided with a brief biographical sketch of each nominee.

The Secretary and the Treasurer shall be designated by the Chair Elect in consultation with the remainder of the Council of Sections Governing Board. If possible, the designation shall be made at least two months prior to the time the Secretary and the Treasurer take office.

All election ballots will be coordinated by the ASA central office per established procedures, to yield an elected candidate before the Association's annual meeting immediately prior to the candidate taking office. All elections shall use the method of approval voting and shall conform to the voting procedures and requirements described in Article III of the By-Laws of the Association.

Except as provided for below, the Governing Board shall fill any vacancy on the Governing Board that occurs between elections. If a vacancy occurs in the office of Chair and the office of Past Chair is not vacant, then the Past Chair, if willing and able, shall become Chair for the remainder of the current term. In any other case of a vacancy in the office of Chair or Chair Elect, the Governing Board shall fill the vacancy by choosing one of the elected officers of the Council of Sections. If a vacancy occurs in the office of Past Chair, the office shall remain vacant for the remainder of that term.

A vacancy in an office of Vice Chair or in an office of Board Representative of the Council of Sections shall be filled by appointment of the Governing Board. Nominees for an office of the Council of

Sections must have been a full member of the Association for at least three years previous to nomination.

#### **Article IX. TERMS OF OFFICE**

Once elected to the position of Chair Elect, the incumbent shall normally serve a three-year term. The first year shall be as Chair Elect, the second year as Chair, and the third year as Past Chair. The Past Chair shall not be eligible for immediate reelection as Chair Elect.

The Secretary shall be appointed for a term of three years or less and may be reappointed to the same office.

The Treasurer shall be appointed for a term of three years or less and may be reappointed to the same office.

The Vice Chairs shall each serve a three-year term. No Vice Chair completing a full term shall be eligible for immediate reelection to the same office.

The Board Representatives of the Council of Sections shall each serve a three-year term, one representative being elected each year. No Board Representative completing a full term shall be eligible for immediate reelection to the same office.

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

The Governing Board may reduce selected terms during periods of organizational transition and for the initial Section representative of a newly chartered Section.

No individual may serve simultaneously in two or more capacities (e.g. COSGB Secretary and Section Representative) in the Council of Sections.

#### **Article X. COMMITTEES**

1. *Types.* The Committees of the Council of Sections shall consist of the Standing Committees as provided by this Charter, and such Standing or Current Committees as the Chair or the Governing Board may establish. Current Committees may be established in order to satisfy a particular need or interest of the Council of Sections.

2. *Membership.* The term of membership on Standing and Current Committees, if not otherwise specified in this Charter, shall be three years. Initial terms shall be set by the Chair or the Governing Board for one, two, or three years so that, as nearly as 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 Governing 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 committee chair, appointed by the Chair of the Council of Sections. 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 Chair Elect shall normally designate these members. The designations shall be made at least two months prior to the time the new committee members take office.

4. *Standing Committees.* The Standing Committees are listed next. Each committee shall prepare and present an annual report to the Council of Sections. Each committee shall also maintain and periodically update a procedures manual and submit it to the Governing Board.

a. *Committee on Nominations.* The Committee on Nominations shall consist of the Chair Elect, and six additional members, each a current Section Representative or a Past Section Chair from a distinct Section. Each year, with the consent of the Governing Board, three members shall be appointed by the Chair Elect to serve two-year terms. The Committee shall submit nominations for offices and positions as provided in Article VII or in the Constitution and By-Laws of the Association. Members of

the Nominations Committee are not eligible for nomination by the Committee.

b. *Charter Committee.* Not more than three years after the adoption or amendment of this Charter, the Chair shall appoint a Charter Committee for the purpose of reviewing the Charter of the Council of Sections. If necessary, the Charter Committee shall prepare a revision to be submitted to the Council of Sections not more than five years after the adoption or amendment of this Charter, in accordance with Article XIV of the Constitution of the Association. In the event that the Charter Committee undertakes a major revision of the Charter, the Governing Board may extend the life of the current Charter for one year at a time.

c. *Committee on Section Status.* The Committee on Section Status shall consist of the three Vice Chairs. The Committee shall examine proposals for new Sections, making recommendations if necessary. It shall also monitor the activities of existing Sections and make recommendations to the Governing Board concerning continuance, probation, or dissolution. Section charters will be reviewed by the Committee on Section Status (about 1/3 of charters per year). A copy of the Section Charter and all subsequent amendments must be filed with the Secretary of the Association.

d. *Fiscal Oversight Committee.* The Fiscal Oversight Committee shall consist of the Treasurer, who serves as chair, and three other members. Only Section Treasurers or Past Section Chairs shall be eligible for appointment to the Fiscal Oversight Committee. The Chair Elect of the Council of Sections appoints one member to the committee and may additionally fill any vacancies that may arise. The Fiscal Oversight Committee, in conjunction with the Association Treasurer, shall monitor the financial viability and review the annual budget of Sections and help determine shared liability in projects involving more than one Section. Issues concerning the financial viability of Sections will be referred to the Committee on Section Status for action. The Fiscal Oversight Committee reviews Section budgets, and may inquire about specific projects or budget details. The committee will inquire about any Section project that has a budget larger than 50 percent of the Section's current assets.

## **Article XI. MEETINGS**

The annual meeting of the Council of Sections shall be held at the Association's annual meeting and be announced in advance to the members of the Council of Sections. Between meetings the Council of Sections may conduct business by mail, telephone, or other electronic means.

The Governing Board shall meet at least two times a year. A meeting shall be held in connection with the Association's annual meeting; another shall be held at a time and place designated by the Chair with the consent of the Governing Board. Additional meetings may be held at the call of the Chair, or by written petition signed by at least five members of the Governing Board. Between meetings the Governing Board may conduct business by mail, telephone, or other electronic means.

Meetings shall follow Roberts' Rules of Order, except where otherwise noted in this Charter or in the Constitution or By-Laws of the Association.

## **Article XII. AMENDMENTS**

1. *Proposal.* Amendments to this Charter may be proposed by the Governing Board or by a petition signed by at least ten members of the Council of Sections. An amendment originating by petition shall be referred to the Governing Board, which shall vote on its recommendation regarding ratification. The Governing Board 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 X, shall be referred to the Governing Board, which may recommend ratification as a whole or in parts.

2. *Ratification.* Amendments proposed by the Governing Board and all amendments submitted by petition, regardless of the recommendation of the Governing Board, shall be submitted to the Council of Sections for vote. If approved by a majority of members of the Council of Sections voting, the amendment is subject to approval by the Association's Board of Directors. If approved by the Board of Directors, the amendment shall take effect immediately.