

Charter of the Council of Chapters

Revised April 2011

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.

The United States and Canada shall be divided into three geographic regions to be established by the Governing Board. Each Region shall be divided into two Districts, one

odd-numbered and one even-numbered, thus forming six districts. The Governing Board must review the region and district boundaries at least every ten years. The Governing Board may revise the Districts, taking into account changes in the geographic distribution of the Chapter membership. Insofar as feasible, Districts should have approximately equal numbers of full members of the Association who belong to at least one Chapter of the Association and reside within the District.

Article IV. CHAPTERS

Members of the Association within a specific geographic area in the United States and Canada, and in other countries without a statistical society, may form a Chapter to develop and pursue the objectives of the Association.

1. *Definition.* Chapters are defined by the geographic representation of members of the Association.

2. *Formation.* A Chapter may be chartered by a majority vote of the Governing Board based upon a petition of at least ten full members of the Association, a proposed Chapter constitution, and a list of officers. Each Chapter shall be governed by a constitution that is consistent with this Charter and with the Constitution and By-Laws of the Association and that provides for an annual meeting and annual election of officers. A copy of the Chapter constitution together with all subsequent amendments must be filed with the Secretary of the Association. The Committee on Chapter Status shall advise the Chapter proposers on the language of the constitution and geographic area of the Chapter.

3. *Dissolution.* The charter of a Chapter may be surrendered if at least two-thirds of its members vote to do so. The Governing Board may withdraw the charter of a Chapter if the Chapter has operated in a manner inconsistent with the aims or objectives of the Association or the Council of Chapters or with its own constitution; at least two-thirds of the Governing Board must vote to do so. The Governing Board may withdraw the charter of a Chapter if by a vote of two-thirds, the Governing Board deems the Chapter to be inactive. The Governing Board shall interpret the term "inactive." At least a year before such action by the Chapter or the Governing Board, notice must be given to the Chapter constituency that such action is being considered.

4. *Membership.* All individual members of the Association shall be eligible for membership in any Chapter. Only full members of the Association may serve as President, Chapter Representative, Secretary, or Treasurer of a Chapter.

Article V. SECTIONS

The Council of Chapters and the Chapters of the Association shall work with the Council of Sections and the Sections of the Association to promote the statistics profession.

Article VI. GOVERNING BOARD

The Governing Board shall consist of the officers as described in Article VIII. The Governing Board shall manage the affairs of the Council of Chapters. 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 Chapters for discussion and further action, as appropriate. The Governing Board shall also approve an annual budget and inform the Council of Chapters of this budget.

The Governing Board shall have the power to establish a Chapter. The Governing Board shall have the power to withdraw the charter of a Chapter, as specified in Article IV.

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

Article VII. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chair, Chair-Elect, Past Chair, Secretary/Treasurer, and one of the three Board Representatives.

The Executive Committee shall plan for meetings of the Governing Board and serve in an advisory capacity to the Governing Board.

The Executive Committee is empowered to act for the Governing Board when action is required, a mail ballot is not feasible, and in the judgment of the Chair such action is necessary. Under such circumstances an affirmative vote of all but one of the members of the Executive Committee is required for any action. The Governing Board shall be notified of any such actions within seven days and may overrule such action by a majority vote.

Article VIII. OFFICERS

The officers of the Council of Chapters shall be the Chair, Chair-Elect, Past Chair, Secretary/Treasurer, one Vice-Chair from each of the six Districts (as described in Article III), Communications Officer, and one Board Representative of the Council of Chapters from each of the three Regions (as described in Article III).

The Chair is the chief officer of the Council of Chapters and is a member of and shall preside at all meetings of the Council of Chapters, Governing Board, and Executive Committee. The Chair shall coordinate duties of the officers and other members of the Council of Chapters and prepare an annual report, for publication in a news bulletin, on the activities of the Council of Chapters.

The Chair-Elect shall serve as a member of the Governing Board and Executive Committee and preside over meetings of the Council of Chapters and its committees in the absence of the Chair. The Chair-Elect, in consultation with the Chair, shall designate members of the committees of the Council of Chapters and prepare a budget for the year in which the Chair-Elect is Chair. The Chair-Elect shall organize and conduct a workshop among Chapter and Council of Chapters officers at the Association's annual meeting.

The Past Chair shall serve as a member of the Governing Board and Executive Committee and preside over meetings of the Council of Chapters and its committees in the absence of the Chair and Chair-Elect. The Past Chair shall be responsible for the Council of Chapters program sessions at the Association's annual meeting.

The Secretary/Treasurer shall serve as a member of the Governing Board and Executive Committee. The Secretary/Treasurer shall be responsible for the minutes of all meetings of the Council of Chapters and the Governing Board, shall arrange for time and location of all meetings of the Council of Chapters, and shall coordinate communication between Chapters and Council of Chapters through the central office of the Association. The Secretary/Treasurer shall also assist the Chair-Elect in the preparation of an annual budget, review and monitor Chapter dues collection procedures of the central office of the

Association, and act as liaison between Chapters and the central office of the Association on the computer operations of the Association.

The six Vice-Chairs of the Council of Chapters serve as members of the Governing Board. Their duties include channeling information between their Chapters and the Governing Board and serving on committees of the Council of Chapters. The Vice-Chairs shall also act on special, possibly unanticipated, tasks.

The Communications Officer shall serve as a member of the Governing Board. The Communications Officer shall publicize the Council of Chapters. The Communications Officer shall edit and oversee publication and distribution of a chapter officers newsletter with the assistance of the central office of the Association. The Communications Officer shall edit and oversee publication and distribution of other Council of Chapters publications, such as the Chapter Officers Handbook, with the assistance of the central office of the Association.

The three Board Representatives of the Council of Chapters serve as representatives of the Council, and not of any particular Chapter. Their duties include attending meetings of the Board of Directors of the Association and reporting Board activities at the annual meeting of the Council of Chapters.

Policies and procedures for officers shall be included in the Council of Chapters Policy and Procedures Manual and be updated on a regular basis.

Article IX. METHOD OF SELECTION

All members of the Council of Chapters shall be eligible to vote for the position of Chair-Elect. Each year, the Committee on Nominations of the Council of Chapters shall submit at least two candidates for Chair-Elect. The Secretary of the Association shall then mail a ballot to the members of the Council of Chapters, along with a brief biographical sketch of each nominee for Chair-Elect. This mailing shall occur early enough that the Chair-Elect can be selected by the time of the Association's annual meeting.

The Secretary/Treasurer shall be designated by the Chair-Elect in consultation with the Chair, Past Chair, and Board Representatives of the Council of Chapters. If possible, this designation shall be made at least two months prior to the time the Secretary/Treasurer takes office.

All Chapter Representatives in the Council of Chapters are eligible to vote for the position of Vice-Chair from their District. (Chapters outside the United States and Canada shall be assigned to the closest District for this purpose.) Each year, the Committee on Nominations of the Council of Chapters shall submit at least two nominees for each of the two Vice-Chairs from the two Districts designated to elect a new Vice-Chair. The Secretary of the Association shall then mail a ballot to all Chapter Representatives of the Council of Chapters from the relevant District, along with a brief biographical sketch of each nominee for Vice-Chair. This mailing shall occur early enough that the Vice-Chair can be selected by the time of the Association's annual meeting.

The Communications Officer shall be designated by the Chair-Elect in consultation with the Chair, Past Chair, and Board Representatives of the Council of Chapters. If possible, the designation shall be made at least two months prior to the time the Communications Officer takes office.

Each year, the Committee on Nominations of the Council of Chapters shall submit at least two candidates for the office of Board Representative of the Council of Chapters from the Regions designated to elect a new Representative. Nominees must reside in the Region at

the time of nomination. As part of the Association's annual election, the Secretary of the Association shall mail a ballot to all full members along with a brief biographical sketch of each candidate for Board Representative of the Council of Chapters. All full members of the Association shall be eligible to vote for Board Representative of the Council of Chapters.

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 Chair-Elect is not vacant, then the Chair-Elect, if willing and able, shall become Chair 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 Chair or Chair-Elect, the Governing Board shall fill the vacancy by choosing one of the elected officers of the Council of Chapters.

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

A vacancy in the Board Representatives of the Council of Chapters or in the Vice-Chairs shall be filled by appointment by the Governing Board with the approval of the Council Representatives from the Region or District of the vacancy.

Nominees for an office of the Council of Chapters must have been a full member of the Association for at least three years previous to nomination. 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.

Article X. 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/Treasurer shall be appointed for a one-year term to coincide with the Chair's term as Council of Chapters Chair.

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 Communications Officer shall be appointed for a one-year term to coincide with the Chair's term as Council of Chapters Chair.

The Board Representatives of the Council of Chapters 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 provide shorter terms during periods of organizational transition.

No individual may serve simultaneously in two or more capacities in the Council of Chapters.

Article XI. COMMITTEES

1. *Types.* The Committees of the Council of Chapters shall consist of the Executive Committee, 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 Chapters. All committees must have a statement of the charge or purpose from the Governing Board.

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 chair appointed by the Chair of the council of chapters and a vice-chair appointed by the chair. All members of Standing Committees, as well as 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. If possible, 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 Governing Board. The Council of Chapters Policy and Procedures Manual shall include procedures for each individual Standing Committee.

a. *Committee on Nominations.* The Committee on Nominations shall consist of six members, each representing a unique district. Each year, with the consent of the Governing Board, three members shall be appointed by the Chair to serve two year terms. Only Presidents, Past Presidents, Secretaries, and Treasurers of ASA Chapters as well as members of the Council of Chapters shall be eligible for appointment to the Committee on Nominations. Each Appointee must be a full member of ASA. The Committee on Nominations shall be chaired by an officer of the Council of Chapters. The Committee on Nominations shall make nominations for offices and positions as provided in Article VIII or in the Constitution and By-Laws of the Association. Members of the Committee on Nominations are not eligible for nomination by the Committee.

b. *Charter Committee.* Not more than three years after the adoption of the Charter or ratification of periodic revisions, the Chair shall appoint a Charter Committee for the purpose of reviewing the Charter of the Council of Chapters. If necessary, the Charter Committee shall prepare a revision to be submitted to the Governing Board not more than five years after the adoption 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. A Charter review shall occur at least every five years.

c. *Committee on Chapter Status.* The Committee on Chapter Status consists of the six Vice-Chairs, the Communications Officer, and a Board Representative, appointed by the Chair. The committee shall examine proposals for new Chapters, making recommendations if necessary. It shall also monitor the activities of existing Chapters and make recommendations to the Governing Board concerning dissolution.

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

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

Article XII. PUBLICATIONS

The Governing Board may authorize nonjournal periodicals, reports, proceedings, or other publications.

Editors for Council of Chapters publications shall be appointed, from the full members of the Association, by the Governing Board.

Article XIII. MEETINGS

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

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. Meetings shall be held at the call of the Chair, or by the vote of all but one of the majority of the members of the Executive Committee, or by written petition signed by at least five members of the Governing Board. Between meetings the Governing Board may conduct business by mail or by telephone.

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

Article XIV. 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 Chapters. An amendment originating by petition shall be referred to the Governing Board, which will vote on its recommendation regarding ratification. Periodic revisions, as provided for in Article XI, shall be referred to the Governing Board, which may recommend ratification as a whole or in parts. 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.

2. *Ratification.* All proposed amendments shall be submitted to the members of the Council of Chapters for mail vote at the time of the next annual election of Officers. If approved by a majority of the members of the Council of Chapters voting, the amendment is subject to the approval of the Association's Board of Directors. If approved by the Board of Directors, the amendment shall take effect immediately.