

# Charter of the Council of Sections

(Revised in 2010)

## **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 Sections of the American Statistical Association (hereafter called the Association), so far as these goals are consistent with those of the Association. The Council of Sections shall encourage the development of Sections, assist in the promotion of Section activities, foster member involvement in functions of the Association, and promote communication and cooperation among the Sections. Specific activities of the Council of Sections shall include, but not be limited to:

1. Vitalizing Section activities through facilitating development of new Sections, assistance with Section activities, identification of potential joint activities among Sections, dissemination of information, and evaluation of dormant Sections.
2. Arranging 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 and both the Association office and the Board of Directors to help the Association promote the interests of the Sections 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 VIII, and the Representatives from each Section of the Association. Sections with 100-1000 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 selected in a manner designated by the Section. 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 who belong to at least one Section. Section membership totals will include individual Section membership plus joint Section membership.

## **Article IV. CHAPTERS**

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

## **Article V. 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 a petition of at least 100 full members, a proposed Section Charter, and a list of officers. By signing this petition, these full members agree to pay annual dues to the Section. Each Section shall have a Charter 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 Section Charter and all subsequent amendments must be filed with the Secretary 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 required petition, proposed charter, and list of Section officers will be submitted to the Council of Sections Governing Board 90 days before either the winter meeting in February or the annual meeting in August. Sections will be notified of a proposed new section at least 60 days prior to the JSM Council of Sections meeting.
- b. Upon certification of the petition 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 in August.
- c. A mail 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 100 dues-paying 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 by mail to the Section Chair, Secretary, Treasurer and any Section Representatives to the Council of Sections. Within 60 days of the mailing, 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.

4. *Interest Groups.* An Interest Group is a group of at least 25 full members who wish to study a specific topic in statistics. These members may belong to different Sections, so an Interest Group need not be a subgroup of any particular Section. The Interest Group may request a scheduled session and may compete for an invited paper session at any meeting of the Association. An Interest Group is chartered for three years if the Governing Board approves a petition signed by 25 full members. An Interest Group that wishes to continue beyond the three years for which it is chartered may reapply 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 each three years.

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 Treasurer of 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 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 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. In consultation with the Association Treasurer the Governing Board shall also approve an annual budget and inform the Council of Sections of this budget.

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. EXECUTIVE COMMITTEE**

The Executive Committee of the Governing Board shall consist of the Chair, Past Chair, Chair-Elect, the Treasurer, and the Secretary. 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 the action by a majority vote.

#### **Article VIII. 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, Governing Board, and Executive Committee. The Chair shall coordinate duties of the officers and other members of the Council of Sections and prepare an annual report for publication in a news bulletin on the activities of the Council of Sections.

The Chair-Elect shall serve as a member of the Governing Board and Executive Committee, and shall preside over meetings of the Council of Sections 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 Sections and prepare a budget for the year in which the Chair-Elect is Chair.

The Past Chair shall serve as a member of the Governing Board and Executive Committee, and shall preside over meetings of the Council of Sections and its committees in the absence of the Chair and Chair-Elect.

The Secretary shall serve as a member of the Governing Board and the Executive Committee. 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 and Executive Committee. The Treasurer shall assist the Chair-Elect in the preparation of an annual budget, 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.

The three Board Representatives of the Council of Sections 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.

A Policies and Procedures Manual for officers shall be created and updated on a regular basis by the Past Chair.

#### **Article IX. METHOD OF SELECTION**

All members of the Council of Sections shall be eligible to vote for the position of Chair-Elect. Each year, the Committee on Nominations of the Council of Sections 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 Sections, 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 and the Treasurer shall be designated by the Chair-Elect in consultation with the Chair, Past Chair, and Board Representatives of the Council of Sections. If possible, the designation shall be made at least two months prior to the time the Secretary and the Treasurer take office.

All Section Representatives to the Council of Sections are eligible to vote for the position of Vice-Chair. Each year, the Committee on Nominations of the Council of Sections shall submit at least two nominees for Vice-Chair. The Secretary of the Association shall then mail a ballot to the Section Representatives to the Council of Sections, 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.

Each year, the Committee on Nominations of the Council of Sections shall submit at least two candidates for the office of Board Representative of the Council of Sections. 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 Sections. All full members of the Association are eligible to vote for Board Representative of the Council of Sections.

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 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. 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 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 provide shorter 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 in the Council of Sections.

#### **Article XI. COMMITTEES**

1. *Types.* The Committees of the Council of Sections 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 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 chair appointed by the Chair of the Council of Sections 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 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 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 six members of the Council of Sections, each a representative from a different Section. Each year, with the consent of the Governing Board, three members shall be appointed by the Chair to serve two-year terms. The Committee shall submit nominations for offices and positions as provided in Article VIII or in the Constitution and By-Laws of the Association. Members of the 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).

d. *Fiscal Oversight Committee.* The Fiscal Oversight Committee shall consist of the Treasurer, who serves as chair, and three other members of the Council of Sections appointed by the Chair of the Council of Sections. 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. The Fiscal Oversight Committee must approve any Section project that has a budget larger than 50 percent of the Section's current assets.

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**

Publication of nonjournal periodicals, reports, proceedings, or other publications may be authorized by vote of the Governing Board or by the Council of Sections.

Editors for Council of Sections 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 Sections shall be held at the Association's annual meeting and be announced in advance by mail 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, by vote of all but one 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, 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 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 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 XI, 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 mail 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.