

### **ASA policy on formation of subgroups (approved by ASA Board of Directors, April, 2018)**

Subgroups (informally known as “outreach groups”) of ASA other than Committees, Chapters, and Sections may form as needed and appropriate. To become officially recognized subgroups of ASA, these subgroups must have a charter that is approved by the ASA Board of Directors.

1. The charter must explain the purpose of the subgroup, its name, and its rules for governance.
2. The charter must be consistent with the Constitution, Bylaws, and mission of the ASA.
3. Unless the subgroup is open to all ASA members, its charter must include a mechanism for determining who can become a member. Subgroups must not exclude members based on gender, sexual orientation, disability, race, ethnicity, religion, age, national origin, gender identity or expression, veteran status or other protected status. In the same spirit of inclusion, a subgroup should not have as its primary interest the gathering of members who belong to one or more of the categories in the previous sentence.
4. The subgroup will report to the Board of Directors through a Vice-President of the BOD. The BOD will identify which Vice-President the subgroup will report to.
5. The Executive Director will assign a staff liaison to officially recognized subgroups.

**Formation:** To become an officially recognized subgroup of ASA, the subgroup must submit a petition to the Board of Directors. The petition must be signed by at least 50 ASA members who wish to be members of the subgroup. The proposed Charter should be submitted along with the petition. The Board of Directors normally shall review the petition for a period of no less than 30 days and no more than 60 days, but may decide to have the review occur at a regularly scheduled meeting of the Board. Following this review period, the Board of Directors will vote on whether to accept or reject the petition. The decision will be based on a simple majority vote.

**Dissolution.** A subgroup of ASA may be dissolved for any of the following reasons:

- Failure to maintain at least 50 members for two consecutive years.
- Failure to provide a full slate of nominations for its officer positions for two consecutive elections.
- For reasons agreed to by at least two-thirds of the Board of Directors. If such a vote is to be taken, the subgroup members must be given at least a one-year notice.

A subgroup which 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 both mail and e-mail to the Officers of the subgroup. Within 60 days of the mailing, the subgroup may petition the Board of Directors for a probationary continuance, the length of which may not exceed two years. If the subgroup does not petition for continuance within 60 days, it will be considered dissolved at the end of the one-year period.

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 Board of Directors. Rejection will complete the dissolution of the subgroup. Acceptance of the petition will require that the subgroup make the required changes and face a vote of the Board of Directors following the probationary period. A simple majority vote shall be required for continuance of the subgroup's existence, at which time the subgroup will either be restored to regular status or dissolved.