

**AMERICAN
STATISTICAL
ASSOCIATION**

COUNCIL OF CHAPTERS

***RESPONSIBILITIES
AND
PROCEDURES***

Revised: December 2013

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INTRODUCTION

The **Council of Chapters (COC)** consists of the COC officers and one Chapter Representative from each ASA Chapter.

The **officers** of the COC are the Chair, the Chair-Elect, the Past Chair, the Secretary/Treasurer, the Communications Officer; one Board Representative to the ASA Board of Directors from each the three ASA regions; and one Vice-Chair from each of the six ASA Districts.

The COC **Governing Board (COCGB)**, consisting of the COC officers, meets twice a year and manages the affairs of the Council.

The COC **Executive Committee**, which includes the Chair, Chair-Elect, Past Chair, and Secretary/Treasurer and one Board Representative, plans the meetings of the Governing Board and serves the Governing Board in an advisory capacity.

RESPONSIBILITIES OF OFFICERS

Responsibilities of the Chair

The Chair of the COCI is first elected by members of the Council of Chapters as Chair-Elect, and serves three consecutive terms: one year as Chair-Elect, one year as Chair, and one year as Past Chair.

1. Serve a one-year term as the chief executive officer of the COC.
 - Provide leadership.
 - Act on COC plans, assuring continuity with previous years.
 - Assure adherence to the provisions of the COC charter and the ASA Constitution.
 - Coordinate all aspects of activity of the COC and its officers.
 - Coordinate the activities of the COC Vice-Chairs.
 - Maintain communication with ASA staff on behalf of the Council.
2. Serve a term as Past Chair of the COC at the conclusion of the term as Chair.
3. Serve as a member of the COC, COCGB, and the Executive Committee.
4. Prepare an agenda for and preside at:
 - The COC Business Meeting in July/August at the Joint Statistical Meetings (JSM)
 - COCGB meetings in February and July/August
 - Meetings of the Executive Committee
 - Other meetings which may be called from time to time

Agendas are to be prepared in advance and are usually prepared in collaboration with the COCGB executive committee and the ASA Liaison.

5. At the COC Annual Business Meeting at JSM:
 - Present a report on COC activities during the past year.
 - Introduce newly-elected officers.
 - Invite the ASA President to the Annual Business Meeting, to present a brief address to the COC concerning ASA issues.
6. Assist the Chair-Elect in planning and carrying out the COC workshop during the JSM. Attend the workshop.
7. Congratulate new officers on their election and review responsibilities. Ensure that newly elected officers begin receiving email announcements with assistance from the ASA liaison.
8. Appoint members to positions or to Committees, as required.

The Chair is responsible for appointing certain officers, as well as Committee members and Chairs and Vice Chairs of Committees. Their term of office begins January 1. The Chair, however, should select persons for these positions during the previous year, while serving as Chair-Elect. (See **Responsibilities of the Chair-Elect** below)

9. Assign special projects to the Vice-Chairs of the COC. In particular, assign a Vice-Chair to carry out the Annual Report of Chapters. Follow up on the progress of Vice-Chairs in carrying out their tasks.
10. Assign special responsibilities to each of the three Board Representatives as needed.
11. During (JSM):
 - Recommended: Represent the Council during the President's Invited Address.
 - Recommended: Represent the Council at the reception for new ASA fellows.
12. Prepare a report of council activities for presentation at the COC Business Meeting. Recommended: Work with Communications Officer to prepare a written report for distribution to COC members and publication in Amstat News, Chapter Chatter and/ or posting on ASA web site

Responsibilities of the Chair-Elect

The Chair-Elect is elected by members of the Council of Chapters.

1. Serve as a member of the COC, the COCGB, and the Executive Committee. Attend the COC Business Meeting at JSM, meetings of the COCGB in February and at JSM, meetings of the Executive Committee, and other meetings which may be called.
2. Serves as liaison to the Council of Sections
3. Preside at meetings of the COC and its Committees in the absence of the Chair.
4. Serve one-year terms as Chair and Past Chair of the COC at the conclusion of the term as Chair-Elect.
5. Assume the position of Chair of the COC for the remainder of the current term if that position should become vacant. Continue as Chair for the entire succeeding term.
6. Serve as Chair of the Planning Committee..By JSM, develop a plan for COC activities during the following year. Assure continuity of COC activities during the subsequent year
7. Appointments

The Chair is responsible for appointing certain Officers and Committee members, and Chairs and Vice Chairs of Committees. The Chair-Elect is expected to select members for these positions well before the end of the term as Chair-Elect, so they can begin their terms on January 1.

The following selections are to be made in consultation with the current Chair and the Past Chair:

- Appoint a Secretary/Treasurer
 - Appoint a Communications Officer
 - Appoint three members to the COC Committee on Nominations, to serve two-year terms. Chair the committee or name a member of the Committee to serve as Chair
 - Appoint a Vice-Chair to prepare the Annual Chapter Report
 - Appoint members to the Evaluation Subcommittee of the ASA Continuing Education Committee
 - Appoint a person to the COC Program Committee (for the COC-invited session at JSM)
 - Appoint the International Science and Engineering Fair Representative
 -
7. Assists the Secretary/Treasurer and ASA staff in preparing a budget for the following year (to be in effect for the Chair-Elect's term as Chair), in consultation with the other current officers. The budget must be submitted to the ASA Associate Executive Director by April 30. Assure that the Board Representatives are fully informed and can explain the COC's budget at ASA Board meetings. The budget is subject to approval by the ASA Board.
 8. Plan and organize a workshop to be held during the JSM, with the assistance of the Chair. Solicit ideas for topics at the Winter Meeting of the Governing Board. Send notices of the workshop to all Chapters in June/July. Conduct the workshop.
 9. Recommended: Prepare a written report on the workshop for distribution to the Governing Board and attendees and publication in Amstat News or Chapter Chatter (in consultation with Communications Officer).
 10. .
 11. In consultation with ASA staff and the Chair, plan the COCGB meeting to be held the following February, at the start of the term as Chair. Establish the dates and an agenda for the meeting. Oversee expenditures to assure consistency with the approved budget.

Responsibilities of the Past Chair

1. Serve as a member of the COC, the COCGB, and the Executive Committee. Attend the COC Business Meeting at JSM, meetings of the COCGB in February and at JSM, meetings of the Executive Committee, and other meetings which may be called.
2. Preside over meetings of the Council and its Committees in the absence of the Chair and the Chair-Elect.
3. Acts as liaison to COCGB for the COC Program Chair
4. The past Chair shall chair the Charter Committee appointed to revise the Council of Chapters Charter in accordance with Article XI, Section D of the COC Charter. The Past Chair shall be in charge of undertaking revisions to the Council of Chapters Roles & Procedures document and the Chapter officers Handbook.”
5. Serve on ASA's Committee on Nominations.
6. Assists communication officer in updating COC documents.
7. Every other past chair serves on ASA's Founders Award Committee for two years.

Responsibilities of the Communications Officer

The Communications Officer is appointed by the Chair.

1. Serve as a member of the COC and the COCGB. Attend the COC Business Meeting at JSM and COCGB meetings in February and at JSM.
2. Recommended: Work with Chair to prepare a written report for distribution to COC members and publication in Amstat News, Chapter Chatter and/ or posting on ASA web site
3. Serve as member of Charter Committee
4. Oversee Council publications, including Chapter Chatter, the Chapter Officer's Newsletter
5. With the assistance of ASA staff, prepare and distribute announcements and reports to Chapter officers and representatives, including: slates of nominees for office, announcements of election results, meeting announcements, reports of the Council Representative to the ASA Board, and any other reports of Council business which are of interest to the Chapters.
6. Attend Committee on Chapter Status meetings.

Responsibilities of the Secretary/Treasurer

The Secretary/Treasurer is appointed by the Chair.

1. Serve as a member of the COC, the COCGB, the Executive Committee, and the Planning Committee. Attend the COC Business Meeting at JSM, meetings of the COCGB and the Executive Committee, and other meetings which may be called. Report on business and financial matters of the Council.
2. Assist the Chair in arranging the time and location of each meeting and developing an agenda for each meeting. Assist the ASA staff in the preparation and distribution of the agenda and supporting documentation prior to the meeting.
3. Prepare minutes of all meetings of the COC, COCGB, and Executive Committee, and other meetings which may be called (including teleconferences). Minutes should be prepared within two months of the meeting. Disseminate minutes to appropriate recipients, with the help of ASA staff and post minutes on the COC website.
4. Keep track of the approved budget and oversee expenditures, with advice and consultation from ASA accounting staff. Assure that expenditures do not exceed the budget.
5. Review and monitor the Chapter dues collection procedures of the ASA office.

6. Assist and advise the Chair-Elect in the preparation of a budget for the following year.
7. Assist and advise the Board Representatives in preparation for discussion of COC business and financial matters before the Board.
8. Act as liaison to COCGB for the International Science and Engineering Fair Representative
9. Coordinate communication between Chapters and COC through 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.

Responsibilities of the three Board Representatives

Board Representatives are elected by the membership of ASA.

1. Serve as members of the Board of Directors of ASA. Attend Board meetings, usually held in the spring (March/April and June), at JSM, and in the winter (late November or early December). Report on Council of Chapters and Council of Chapters Governing Board activities and communicate other Council issues to the Board. Represent the interests of all ASA members in the region from which elected. Activities and reporting responsibilities are detailed below.
2. Serve as members of the Council and the Governing Board of the Council of Chapters. Attend the Council business meeting at JSM and the Governing Board at the winter meeting and at JSM. Report on Board actions. Activities and reporting responsibilities are detailed below.
3. Represent the Council of Chapter's interests before the Board, particularly in budget matters, and not the interests of any particular Chapter. Be prepared to explain the budget proposed by the Chair-Elect and to describe the Council's needs.
4. Serve on or chair other Board committees as assigned by the ASA president.
5. Board Representative from appropriate region will contact newly elected Vice-Chairs
- 6 Prepare reports rotated between COCGB and BOD by COC Representatives to the Board according to the following schedule:

Council of Chapters Representative to the Board of Directors: Schedule of Activities

TIME	ACTIVITY	RESPONSIBILITY	PREPARATION
YEAR S 1-3	-Tasks may be assigned or one may volunteer for other tasks. -There will be some electronic voting between meetings. -COCGB may have periodic teleconferences.	<i>Note: When reports are due, it is desirable to have them prepared in advance for distribution in the Board Book or the COC book. The Board Book deadline is about 3-4 weeks in advance of the meeting</i> <i>Meeting dates and times are subject to change; for example, Board meetings may include a Thursday PM meeting in years 2 and 3 as well as year 1.</i>	
YEAR 0			
Year 0, spring	Election		
Year 0, JSM	Attend COC Governing Board Meeting	If possible, attend, meet, greet, and start to figure out the responsibilities	
Year 0, fall	Read the COC Manual regarding responsibilities	Read. Also, it would be good to ask the BOD staff liaison for a copy of the document "Board of Directors: Roles and Responsibilities."	
Year 0, Nov/ Dec (last weekend in Nov or first one in Dec)	Attend BOD meeting in Alexandria; on the day before the regular meeting, attend a 1-hour orientation meeting in the late afternoon.	Attend (Thurs at 4 thru Sat at 3:30)*	Read Board Bk, which comes - 1 week before meeting
YEAR 1			
Year 1, Winter (Feb/March)	Attend COC GB meeting in Alexandria; Attend as part of Chapter Status Committee meeting in first year	Attend 1-day meeting (usually a Friday)	
Year 1 Spring/ Summer	Prep for JSM Meeting	Contact the COCGB chair from time to time (every 2 months?) to see what is new in order to prepare to report COC business at BOD meeting at JSM	
Year 1, Mar/Apr	Attend BOD meeting	Attend (Friday 8:30 a.m. thru 3:30 Sat)*#	Read the book for the March BOD meeting; come-1 wk before meeting
Year 1, June	<i>Attend BOD Budget Planning Committee; now all BOD members are invited</i>	Attend meeting of BOD Budget Planning Comm. —budget discussed (Friday, 8 am - 2 pm)*	Read materials sent in advance
Year 1, After election results are announced	Contact any newly elected COC Vice Chair, if the Vice Chair was elected from your region.	Make contact, welcome, and direct the Vice Chair to the Charter and the Roles and Responsibilities documents.	
Year 1, JSM	Attend BOD meeting	Attend (Friday 8:30 a.m. thru 3:30 Sat)* REPORT ON COC activities since March/April meeting	Contact COCGB chair from time to time (every 2 mos?) to see what is new to prepare for report on COC business at BOD meeting at JSM <i>Submit report early July, if possible</i> Read the book for the March BOD meeting; it comes-1 wk before meeting

TIME	ACTIVITY	RESPONSIBILITY	PREPARATION
	Attend COCGB and COC business meetings	Get information for Nov/Dec BOD meeting—by early Nov, prepare report for Board Book. (Report due early November.)	
Year 1, Nov/Dec	Attend BOD meeting	Attend (Friday 8:30 a.m. thru 3:30 Sat)* REPORT on COC activities, including JSM COCGB mtg Take minutes for Winter meeting of COC governing board and prepare written report for that meeting.	<i>In Nov, submit report on JSM COC</i> Attend COC activities in August, and update w/ COC Chair in the fall. Get report in for Board Book Read Board Bk, which comes - 1 week before meeting
YEAR 2			
Year 2, Winter	Participate in teleconference telephone call with COCGB Executive Committee and ASA Liaison <i>If first year of term is an EVEN numbered year</i>	Participate in the planning of the agenda of the COCGB meeting with the Chair and Executive Committee	
Year 2, Winter	Attend COCGB Winter meeting <i>If first year of term is an ODD number year, chair Chapter Status Committee</i>	REPORT ON BOD Nov/Dec meeting	<i>Submit report in advance if possible</i> Take minutes at BOD in Nov/Dec, and prepare written report
Year 2, Mar/Apr	Attend March meeting of BOD <i>If first year of term is an EVEN numbered year, attend Planning Committee meeting.</i>	Attend (Friday 8:30 a.m. thru 3:30 Sat)* <i>Planning Committee may meet Thurs night</i> Take minutes for JSM COCGB meeting and submit report >= 3-4 weeks before JSM.	Read Board Bk, which comes - 1 week before meeting
Year 2, June	<i>Attend BOD Budget Planning Committee; now all BOD members are invited</i>	Attend meeting of BOD Budget Planning Comm.—budget discussed (Friday, 8 am - 2 pm)*#	Read materials sent in advance
Year 2, After election results are announced	Contact any newly elected COC Vice Chair, if the Vice Chair was elected from your region.	Make contact, welcome, and direct Vice Chair to the Charter and the Roles and Responsibilities document.	
Year 2, July	Participate in teleconference telephone call with COCGB Executive Committee and ASA Liaison <i>If first year of term is an EVEN numbered year</i>	Participate in the planning of the agenda of the COCGB meeting with the Chair and Executive Committee	
Year 2, JSM	Attend BOD meeting <i>If first year of term is an EVEN numbered year, attend BOD Planning Committee meeting</i>	Attend (Friday 8:30 a.m. thru 3:30 Sat)* <i>Planning Committee may be Thurs night</i>	Read Board Bk, which comes - 1 week before meeting
(next page) Year 2 JSM, continued	Attend COCGB and COC business meeting <i>If first year of term is an ODD number year, chair Chapter Status Committee</i> <i>If first year of term is an EVEN numbered year, attend COCGB Exec. Committee meeting.</i>	REPORT ON BOD March/Apr meeting	<i>Submit report in advance, if possible</i> Take minutes at March/April Board meeting; prepare written report and submit in advance

TIME	ACTIVITY	RESPONSIBILITY	PREPARATION
Year 2 Nov/Dec	Attend BOD meeting	Attend (Friday 8:30 a.m. thru 3:30 Sat)*	Read Board Bk, which comes - 1 week before meeting
YEAR 3			
Year 3, Winter	Participate in teleconference telephone call with COCGB Executive Committee and ASA Liaison <i>If first year of term is an EVEN numbered year</i>	Participate in the planning of the agenda of the COCGB meeting with the Chair and Executive Committee	
Year 3, Winter	Attend COCGB meeting <i>If first year of term is an ODD number year, chair Chapter Status Committee</i>	Take minutes for March BOD meeting and have written report ready for Board Book shortly thereafter	
Year 3, Mar/Apr	Attend BOD meeting <i>If first year of term is an EVEN numbered year, attend Planning Committee meeting</i>	Attend (Friday 8:30 a.m. thru 3:30 Sat)* <i>Planning Committee may be Thurs night</i> REPORT ON COCGB activities, including Winter meeting	<i>Submit report on Winter COCGB meeting in advance, if possible</i> Read Board Bk, which comes - 1 week before meeting Take minutes at Feb BOD meeting
Year 3, June	<i>Attend BOD Budget Planning Committee; now all BOD members are invited</i>	Attend meeting of BOD Budget Planning Comm. —budget discussed (Friday, 8 am - 2 pm)*#	Read materials sent in advance
Year 3, After election results are announced	Contact any newly elected COC Vice Chair, if the Vice Chair was elected from your region. Also welcome new Board Rep.	Make contact, welcome, and direct the Vice Chair and Board Rep to the Charter and the Roles and Responsibilities documents.	
Year 3, July	Participate in teleconference telephone call with COCGB Executive Committee and ASA Liaison <i>If first year of term is an EVEN numbered year</i>	Participate in the planning of the agenda of the COCGB meeting with the Chair and Executive Committee	Year 2, Winter
Year 3, JSM	Attend BOD meeting <i>If first year of term is an EVEN numbered year, attend Planning Committee meeting</i>	Attend (Friday 8:30 a.m. thru 3:30 Sat)* <i>Planning Committee may meet Thurs night</i> Take minutes for report to COCGB	Read Board Bk, which comes - 1 week before meeting
	Attend COCGB and COC business meeting <i>If first year of term is an ODD number year, chair Chapter Status Committee</i> <i>If first year of term is an EVEN numbered year, attend COCGB Exec. Committee meeting.</i>	REPORT ON BOD JSM meeting	Take minutes at JSM BOD. Submit report in writing after the meeting
Year 3, Nov/Dec	Attend BOD meeting	Attend (Friday 8:30 a.m. thru 3:30 Sat)* Give brief (-3-5 minute) farewell address.	Read Board Bk, which comes - 1 week before meeting

* Times subject to change; confirm prior to making travel arrangements. #Teleconferences may be an option if travel distance is excessive.

Responsibilities of the six District Vice Chairs

District Vice Chairs are elected by the Chapter Representatives in their Districts. (**NOTE:** A Vice Chair who transfers his or her ASA membership out of the District of election will be considered as having vacated the position.)

1. Serves as member of the COC and the COCGB. Attends the COC business meeting at JSM, and COCGB meetings in February and at JSM. Represents the District and its Chapters at these meetings. Conveys District and Chapter concerns to the COCGB.
2. Maintains communication with Chapters in his/her District.
 - Knows the officers of each Chapter and verifies the accuracy of ASA rosters of Chapter officers. Contacts Chapters when necessary to update the roster.
 - Makes direct contact with the Chapter Representative, President, or other officer of each Chapter at least once a year.
 - Informs the Chapters about COCI activities.
 - Keeps abreast of Chapter activities and concerns. Ask to be placed on the mailing list of each Chapter to receive newsletters and announcements.
 - Encourages Chapters to have representatives at the annual business meeting and workshop.
3. Prepares District status reports for the COCGBB meetings and submits them to the Chair prior to the meetings. Reports need to be prepared twice a year in anticipation of the February and JSM meetings.
 - Makes direct contact with each Chapter at least once a year.
 - In particular, the report for the February meeting should be an annual report covering the entire year. This report is the responsibility of the out-going Vice Chair if there has been a recent election. The report for the August meeting should focus more on the weaker Chapters that have potential or severe problems.
 - Visits chapters in his/her district where possible.
4. Serves as a member of the COC Cha Committee on Chapter Status. Attend Committee meetings held in conjunction with meetings of the COCGB.
5. Assists the Governing Board and ASA staff in handling problems surrounding delinquent and inactive Chapters. Works with delinquent Chapters to seek a return to active status, through contact with Chapter officers. If no officer structure is apparent, tries to stimulate Chapter activity through contact with ASA members in the Chapter's area.
6. Helps to revitalize less active Chapters. Suggest ways to make use of ASA services such as mailing lists and speakers, and the proper procedures to follow to obtain these services.
7. Works with ASA members in the District who would like to establish a new Chapter.
8. Assists with follow-up of the annual report of Chapters by phoning the officers of non-responding Chapters. The Chair of the report will report non-responding Chapters about May of each year.
9. Responds to special requests by the Chair of the Council to communicate with Chapters in the District.
10. Outgoing Vice Chairs turn over their files to new Vice Chairs, and advise them on their duties and schedules for those duties to be carried out.
11. Carries out special projects as assigned by the Chair.

Responsibilities of Chapter Representatives

The Chapter Representative is the official representative of each Chapter to the Council of Chapters of the American Statistical Association (ASA), and as such, is the crucial communications link between the Chapter, the Council, and ASA as a whole. The Council of Chapters consists of one representative from each Chapter and the members of the Governing Board. Responsibilities of the Chapter Representatives include:

1. Encourage and serve as the communications link between the local Chapter and the COC.
 - a. Complete and return the Annual Survey of Chapter Activities to the COC.
 - b. Disseminate communications from the COC to local Chapter members and insure Chapter follow-up.
 - c. Present to the COC the needs and concerns of the local Chapter.
 - d. Encourage Chapter participation in COC programs and initiatives.
2. Attend the Business Meeting and Workshop of the Council of Chapters at JSM.
3. Elect the Chair-Elect of the Council of Chapters.
4. Elect the Vice Chair for his / her local District.

While the method of selection of the Chapter Representative is the prerogative of the local Chapter, the Chapter Representative must be a member of the American Statistical Association. The term of office is three years, as specified in the Charter of the COC. The Chapter Representative is an officer of the local Chapter and a member of its Executive Committee.

As liaison between the Chapters and the COC, the Chapter Representative is encouraged to keep the COC and other Chapters current on Chapter activities

Responsibilities of Program Chair

Organize an invited session for the COC at JSM. The topic is to have broad appeal. The COC Chair Appoints the Program Chair to organize the COC invited session at JSM in the year the Chair becomes Past-Chair.

Responsibilities of Local Chapter Chair

Organize a Local Chapter Invited Session for the COC at JSM in the year in which the COC Chair becomes Past-Chair . The local chapter recommends a member to be appointed by the COC Chair.

Roles and Responsibilities of ASA Liaison

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RESPONSIBILITIES OF COMMITTEES

*See "Procedures" section for details
on carrying out Committee charges.*

Committees consist of the Executive Committee, Standing Committees as provided in the Charter, and Standing or Current Committees as established by the Chair or the Governing Board. A Current Committee is established to satisfy a particular need, and it may not continue for more than five years without a review of its need by the Governing Board. Each Committee must have a charge, and must prepare an annual report for the Governing Board.

Members of Standing Committees, and Chairs of Current Committees, must be full members of ASA. The term of membership is three years, unless otherwise specified. Members may not serve more than six consecutive years without Governing Board approval.

Executive Committee (required by the Charter)

Members: The Executive Committee consists of the Chair, the Chair-Elect, Past Chair, and Secretary/Treasurer, and a Board Representative (see rotation schedule).

Charge: The Executive Committee plans the meetings of the COCGB, and serves the COCGB in an advisory capacity.

NOTE: 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.

Committee on Nominations (Standing Committee)

Members: The Committee on Nominations consists of six members representing a unique district. Each year, the Chair appoints three members to serve a two-year term. 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 Chair-Elect of the COC chairs the committee or appoints an officer of the COC to Chair the Committee.

A Committee member who ceases to be a member of the COC after beginning a term on the Committee may complete the two-year term.

Charge: The Committee on Nominations compiles a slate of candidates for each annual election, consistent with the charter and procedures of the COC. The slate is submitted to the COCGB.

NOTE: Members of the Committee on Nominations are not eligible for nomination by the Committee. The Committee shall send a copy of the responsibilities of office to all candidates. The Chair of the Council of Chapters and the Board Representative of the appropriate region will call newly elected Vice Chairs, welcoming them to the Council and reviewing responsibilities.

Committee on Chapter Status (Standing Committee)

Members: The Committee on Chapter Status consists of the six Vice Chairs of the COC, the Communications Officer, and a Board Representative. Meetings of the Committee are chaired by the Board Representative as determined in the rotation schedule.

Charge: The Committee reviews the status of the local Chapters of the association.

- Determine the activity status of the Chapters, specifically if a Chapter is active or inactive.
- Review in detail the status of inactive Chapters. Make recommendations to the COCGB concerning the revocation of the charter of a Chapter that appears to be truly inactive.
- Review requests for formation of new Chapters. Make recommendations to the COCGB concerning the granting of a charter to a group requesting formation of a new Chapter.
- Communicate to the COCGB other issues related to Chapter

status.

- **Charter Committee** (Standing Committee)

Members: Within three years after the adoption of the Charter or ratification of periodic revisions, the Chair must appoint a Charter Committee to review the Charter of the Council of Chapters. A Charter review must occur at least every five years.

Charge: If necessary, the Charter Committee must prepare a revision to be submitted to the COCGB. The revision must be submitted within five years after the adoption of the charter.

Planning Committee

Members: The Planning Committee is Chaired by the Chair-Elect of the Council. Other members are the Chair, the Past Chair, the Secretary/Treasurer, a Board Representative (see rotation schedule) and not more than one other member designated by the Committee's Chair.

Charge: - Consider issues arising before the Council regarding new initiatives.(See section on New Initiatives)
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- Develop goals and plans for the following term (when the Chair-Elect becomes Chair)

COMBINED TIMETABLE OF COUNCIL ACTIVITIES

Date	Activity	Persons
December/February	Prepare agenda/arrangements for winter COCGB meeting.	Chair/Executive Committee and ASA Liaison
January 1	Officers and appointees begin terms.	
January	Remind Chapters to submit Annual Reports	Vice Chairs
January	Submit COC Invited Session descriptions to ASA	Program Chair and Local Program Chair
February	Attend COCGB meeting Chapter status reports	COCGB members Vice Chairs
March/April	Attend ASA Board meeting and report on COC Activities	Board Representatives
March	Email ballots for ASA elections	ASA Office
March/April	Distribute minutes from February COCGB Meeting	Secretary/Treasurer
April	Attend ASA Board/Planning Committee Submit budget for following year to ASA Board	Board Representatives Chair-Elect and Secretary/Treasurer
May/June/July	Prepare summary of Chapter Annual Reports	Report Chair and Vice Chairs
May/June	Arrange COC workshop for August meetings	Chair-Elect
May/June/ July	Prepare agendas for August COC Business & COCGB meetings	Chair/Executive Committee
June/July	Announce election results	ASA Office
July/August	Appoint COC program chair for JSM meeting two years hence	Chair-Elect
July/August	Attend ASA Board meeting and report on COC Activities	Board Representatives
July/August	Attend COC Business meeting, COCGB, Executive and Planning Committees	COCGB and officers
July/August	Present Chapter status reports	Vice Chairs
July/August	Conduct COC workshop at JSM	Chair-Elect
July/August	Report on annual report of Chapters	Report Committee
October	Distribute minutes of August meetings	Secretary/Treasurer
November 1	Plan activities for the following year	Chair-Elect/ Planning Committee
November 1	Deadline for submission of nominations	Nominating Committee

	for COC officers	
November	Designate Secretary/Treasurer, Communications Officer, and Committees for the following year	Chair-Elect
November/December	Evaluate ASA Continuing Education Proposals	Evaluation Subcommittee
November/December	Attend ASA Board meeting and report on COC Activities	Board Representatives

PROCEDURES

Nominations and Elections of COCGB officers

Elected Positions

Chair-Elect: A Chair-Elect is elected each year for a one-year term beginning January 1 following election. All members of the Council of Chapters are eligible to vote for Chair-Elect. The Chair-Elect succeeds to the positions of Chair and Past Chair in subsequent years. After these three years in office, the Past Chair is not eligible for immediate election as Chair-Elect.

Vice Chairs: There are six District Vice Chairs, one from each District, who are elected for three-year terms. Two Vice Chairs are elected each year. Vice Chairs are not eligible for immediate re-election to the same position. All Chapter Representatives in a District are eligible to vote for the District's Vice Chair.

Board Representatives: Three regional Board Representatives are elected for three-year terms, with one representative elected each year. All full members of ASA are eligible to vote for Board Representatives. Board Representatives are not eligible for immediate re-election to the same position.

All terms of office end, and new terms begin January 1. However, each office holder is expected to serve until a successor takes office.

The three-year term of a Board Representative from a given region coincides with the three-year terms of the Vice Chairs from the two Districts in that region. The terms of office are synchronized so the Vice Chairs can become candidates for Board Representative.

Appointed Positions and Positions by Succession

The Secretary/Treasurer and the Communications Officer are appointed by the Chair-Elect to serve during the Chair Elect's term. The designation should be made at least two months prior to January 1 when the Secretary/Treasurer and Communications Officer take office.

The positions of Chair and Past Chair are filled by succession: a member elected as Chair-Elect is expected to serve for three years, as Chair-Elect, Chair, and Past Chair.

Nomination Procedure

The Council's **Committee on Nominations** consists of six members of the Council, one from each District, with an officer of the Council serving as Chair. Each year, the Chair-Elect of the Council (near the beginning of their term as Chair) appoints three members to serve two-year terms, and names an officer of the Council to serve as Chair of the Committee for that year.

At least two candidates must be submitted for each position. More than two candidates may appear on the ballot. **Only Presidents, Past Presidents, Secretaries, and Treasurers of Association Chapters as well as members of the Council of Chapters shall be eligible for appointment to the Committee on Nominations, and a nominee must be a full member of the ASA.**

Members of the Committee on Nominations are not eligible for nomination. The Chair-Elect should consider this restriction when appointing members of the Committee.

. The elections take place in time for the results to be announced at the JSM, and terms of office start the following January 1.

The Council's Committee on Nominations must submit the following nominations:

Chair-Elect: This position is open to any full member of ASA. Election involves serving three one-year terms: one year as Chair-Elect, the second year as Chair, and the third year as Past Chair.

Vice Chairs: Each year, two Vice Chairs are elected to three-year terms. Two Districts within one region are designated each year to elect new Vice Chairs. At least two candidates must be submitted from each District. Candidates must reside or have their membership address within the District at the time of nomination.

ASA Board Representative: Each year, one Board Representative is elected from the same region that elects its two District Vice Chairs, to serve a three-year term. Candidates must reside or have their membership address within the region at the time of nomination. The successive Board Representatives from a region should be alternated between the two Districts in the region. For example, if the current Board Representative from Region 2 is from District 3, all nominees to replace that Representative should be from District 4. Board Representatives are expected to represent all ASA members in their regions and not be limited to Council of Chapters interests.

Vacancies

If a vacancy occurs in the position of Chair, the position is filled by the Chair-Elect for the remainder of the term, followed by the Chair-Elect's usual term as Chair. If the Past Chair position becomes vacant, it remains vacant for the remainder of the term. **In any other case of the vacancy of the Chair or Chair-elect, the Governing Board shall fill the vacancy by choosing one of the elected officers of the Council.** Vacancies in Board Representatives or in Vice Chairs are filled by appointment by the Governing Board, with approval of the Council Representatives from the region or District of the vacancy.

Such appointees must be a member of ASA and belong to at least one chapter from the region or district where the vacancy occurred.

TIMETABLE FOR NOMINATIONS AND ELECTIONS

August	Members and Chair of the Committee on Nominations are appointed by the Chair-Elect of the Council. Previous Committee Chair provides any relevant notes or files. Suggestions for nominees are requested at the COC Business Meeting (?) COCGB meeting.
September	ASA office provides the Committee with a list of current Chapter officers, a list of participants in recent Council workshops and business meetings, and other useful lists of possible candidates. Committee arrives at a rank-ordered list of potential candidates.
October	The Chair of the Committee contacts potential candidates in rank order until each slate of candidates is completed.
November	The completed slate is reported to the ASA Executive Director and to the Chair of the COC
February	At the COCGB meeting, the completed slate of nominees is presented. The slate is announced in <i>Amstat News</i> .
February	The slate of nominees is announced on the ASA website
March	Election of COCGB officers is included in the ASA General Election
July	Election results are available prior to the JSM.

ANNUAL CHAPTER REPORT

Purpose

The Annual Chapter Report is funded and carried out by the Council of Chapters. The principal objective is to collect and disseminate information about the status, activities, and needs of ASA Chapters. This information is summarized to provide an overview of the Chapter program and is also utilized in the form of individual Chapter data.

Uses of the data are to:

- Determine the viability of individual Chapters,
- Identify Chapter needs,
- Identify potential issues for workshops and seminars, and
- Provide supporting data for Council of Chapters budgets.

Administrative Structure

The Chair of the Council of Chapters appoints a Report Committee, chaired by a member of the Governing Board, which is responsible for the design, conduct, analysis, and dissemination of results of the Chapter Report. This Subcommittee works in conjunction with staff of the ASA office.

Content and Report Design

The Chapter report is designed to collect information from the Chapters on the size and composition of Chapter membership, meetings held, service needs, and utilization of services, during the previous calendar year. To maintain comparability in the data from year to year, the questionnaire is changed as little as is necessary. Changes are adopted only if they will enhance the validity of the data or will provide new information needed for Council planning and administration. The Report Subcommittee considers proposals for changes which may originate from members of the COCGB or Chapter officers. Proposed changes are then submitted to the COCGB for approval.

Annual Report Distribution, Response, and Follow-up

In January, an email request for the online Annual Report is sent to Chapter Representatives, Chapter Presidents and Secretaries by the ASA national office Vice Chairs, who are asked to follow up with a personal contact. Because of the turnover of Chapter officers, achievement of maximum response may require a coordinated effort by the Report Subcommittee, the Vice Chairs and ASA staff.

Chapters vary in their method of responding to the report. The person responsible for completing the report is expected to consult with current and previous Chapter officers and the Chapter's program Chair, to assure that information about the membership and program are accurate, and that suggestions for Council activity reflect a broad consensus.

Data Processing

Data are usually processed at the institution of a Subcommittee member; therefore, procedures and format may vary.

Analysis

The data should be analyzed in a manner that will be most useful in fulfilling the objectives of the report. Statistical analysis is carried out using methodologies appropriate for the data and the questions asked. For most questions, simple descriptive statistics are adequate.

The report is intended to be a complete census and not a sample. Non-response occurs non-randomly and cannot be ignored. Therefore, non-response is a particular problem in presenting results.

The distributions of descriptive variables, by Chapter, provide an overview of the status and characteristics of the ASA's Chapter Program.

Summary Report

One section of the report should be devoted to Chapter-specific information, in which Chapters are identified. The remainder of the report should provide an overview in which Chapters are not identified. Longitudinal information of interest to ASA, such as changes in membership and in the proportion of members who are national members, should be included. Data from previous annual reports can be used for this purpose.

Items relating directly to the budget of the Council of Chapters should be reported in sufficient detail to permit informed budget decisions.

COC Business Meeting

Key results from the previous year's report are presented at the COC Business Meeting at JSM.

Archiving

An archive of at least four years of previous Chapter report responses should be maintained.

REPORT TIMETABLE

January	First mailing to Chapter Representatives, Chapter Presidents and Secretaries..
February	Second mailing to Chapter Representatives , Chapter Presidents and Secretaries.
March	Vice-Chairs are asked to phone the Chapter Representatives of non-responding Chapters.
July	Write summary report
August	Present report to Council of Chapters at the Annual Business Meeting
September	Post report on the COC website

BUDGET

The budget of the Council of Chapters must provide adequate funding for all of the Council's activities throughout the year. The budget is proposed by the COCGB and is subject to approval by the Association's Board of Directors.

Each year, the Chair-Elect prepares a proposal for a budget to be in effect the following year, when she or he will Chair the COC

- The Chair-Elect and the Secretary/Treasurer review the budgets for the previous year and the current year and the expenses for the previous year and the current year-to-date, as provided by the Association's Director of Finance.
- The Chair-Elect consults with the current Chair and other members of the Executive Committee.
- Appropriate inflationary increases must be allowed.
- The budget must include new initiatives approved by the Board's Planning Committee (see *New Initiatives*).

The budget must be submitted to the Association's Associate Executive Director by April 30 on the appropriate forms. Ample justification for each item must be included.

The Chair-Elect should assure that the three Board Representatives are familiar with the budget and its justification, so they can respond to questions at the ASA Board meetings.

NEW INITIATIVES

The decision to implement a new initiative must be made approximately 18-24 months prior to the start of the anticipated year of implementation -- for example, during January-June 2010 for a 1/1/2012 start. A cost estimate must be submitted to the Planning Committee at least 9-10 months prior to the year of implementation -- for example, about March 2011 for 1/1/2012 start. If the new initiative, including cost information, is approved by the Council, it must be included in the Chair-Elect's budget for the intended year of implementation.

1. A proposal for a new initiative or significant change in a current program that would require designated funding, must be presented to the Governing Board about 18 months before the intended January 1 start.
2. The Governing Board may turn it down or approve it *in principle*.
3. If the new initiative is approved in principle, the Planning Committee works out the details of the proposal; in particular, the Committee prepares or obtains a cost estimate and considers the budgetary impact. The Executive Committee, as well as ASA staff, should be consulted. After reviewing costs and expected benefits, the Planning Committee may revise the proposal.
4. The Planning Committee then presents a recommendation to the Governing Board, which could be a recommendation not to proceed. The recommendation must be presented at least 8-10 months before the intended January 1 start.
5. The Governing Board votes on whether to proceed, giving consideration to costs and benefits. The Board could make changes in the proposal, but if these changes affect the cost, the proposal would have to be referred back to the Planning Committee before final approval.
6. Approval by the Governing Board for an initiative to start the following January 1 must be given prior to June 1 so it can be included in the budget submitted to the Executive Director. Since the budget is subject to approval by the ASA Board of Directors, that Board has, in effect, the final decision about whether to proceed. Therefore, the documentation developed by the Planning Committee in Step 3 is crucial. If circumstances should change after the time of budget approval, the initiative could be reconsidered by the (possibly new) Governing Board.

CHAPTER OFFICERS' WORKSHOP

A workshop is held each year during the JSM to address the needs of Chapter officers. The Chair-Elect organizes and presides at the workshop.

The program is accompanied by an Officer Appreciation social hour.

Workshop Timetable

February	At the meeting of the Governing Board, the Chair-Elect solicits suggestions for discussion topics.
Spring	The Chair-Elect decides on topics to be included arranges speakers.
June	The ASA office sends a mailing to each Chapter asking for the names of two officers or delegates who will attend.
August	Workshop is held.
September	After the workshop, the Chair-Elect arranges for handouts and other materials from the workshop to be posted on the COC website – Articles describing the workshop are written for publication in <i>Amstat News</i> and/or Chapter Chatter.

PROGRAM GLOSSARY

ASA Districts	Six geographical Districts of North America, each with a grouping of Chapters.
ASA Regions	Three regions of North America are used as a basis for geographical representation on the ASA Board of Directors. There are two Districts in each region.
Chapter Officers Handbook	A resource guide for Chapter officers, a "how to" document.
Chapter Recognition Award	A special acknowledgment of the efforts of Chapter members. A Chapter may designate one member for the award every five years. The award consists of a certificate for the member and an announcement of the recipients at the JSM.
Chapter Representative	A member of a Chapter selected by the Chapter as its representative to the Council of Chapters.
Chapter Visitation Program	ASA officers and executive staff visit Chapters to meet Chapter officers and members and to speak at a Chapter meeting.
Quantitative Literacy	A variety of activities related to statistical education at the secondary school level provided by the ASA Center for Statistical Education.
Strategic Plan	A long-range plan for the Council of Chapters drawn up in 1991 by an ad hoc Strategic Planning and Issues Group. The plan charts the course of the Council for 5 to 10 years.
Visiting Lecturer Program	Sponsored by the Committee of Presidents of Statistical Societies (COPSS), this program provides a list of speakers available to colleges and universities without a program in statistics. The speaker's expenses are paid by COPSS. Chapters can use this program in conjunction with local institutions.
DVD Library	DVDs of a series of interviews with distinguished statisticians that are available to Chapters.