**Section Charter Template  
ASA Council of Sections Governing Board**2020

This document is a model charter for founders of new Sections and a guide for existing Sections to use during the charter review process. COSGB recognizes that there will be variability in some elements of Section charters due to their diverse histories, constituencies, and objectives.

Examples from specific sections and the COS Charter are referenced, locations for information to be inserted by the Section are identified, and optional content is suggested.

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**CHARTER OF THE [NAME OF SECTION] OF THE AMERICAN STATISTICAL ASSOCIATION**

Section chartered in [YEAR]

Charter revised [DATE OF MOST RECENT VERSION]

[OR]

Charter reviewed [DATE OF MOST RECENT REVIEW, IF NO REVISIONS WERE MADE]

**ARTICLE I. NAME**  
  
The name of this organization is the [NAME OF SECTION] (hereafter called the “Section”) of the American Statistical Association (hereafter called the “Association”).

**ARTICLE II. OBJECTIVES**

[The COS Charter (see http://www.amstat.org/sections/pdfs/COSCharter.pdf) states that 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.” Care should be taken so that objectives are clearly delineated from other sections.]

The objectives of the Section include:

1.

2. …

In pursuing these objectives, the Section will work closely and coordinate with other sections of the Association whenever appropriate. In particular, the Section shares interests with other sections in the following areas:

1.

2. …

[Examples: Biopharmaceutical Section (Biopharm), Section on Physical and Engineering Sciences (SPES)]

**ARTICLE III. FUNCTIONS**

In support of the Section’s objectives, the Section will perform the following functions:

1.

2. …

[Examples: Business and Economic Statistics Section (B & E), SPES, and Biopharm]

**ARTICLE IV. MEMBERSHIP**Members of the Association may join the Section by paying Section dues.

Section dues are set by the officers of the Section and may be altered annually in consultation with the Treasurer of the Association.

The membership year for each member of the Section shall coincide with that member’s membership year within the Association.

**ARTICLE V. OFFICERS**  
  
Section officers must be members of the Section.

The officers of the Section include the Chair, Chair-Elect, Secretary, Treasurer, and Representative(s) to the Council of Sections. The number of Representative(s) to the Council of Sections is determined by the Association’s Council of Sections Governing Board. These are all voting members of the Section; these individuals may vote on financial matters and official business of the Section.

[LIST OTHER OPTIONAL OFFICERS, SUCH AS PAST CHAIR, PROGRAM CHAIR, PUBLICATIONS OFFICER, OUTREACH OFFICER, ETC.]

The Chair-Elect and the Representative(s) to the Council of Sections must be elected.  
  
[SPECIFY WHETHER OTHER OFFICERS ARE ELECTED OR APPOINTED, AND WHO MAKES THE APPOINTMENTS. DEFINE WHICH OF THESE HAVE VOTING RIGHTS.]

The term of the Chair-Elect shall be one year, and the Chair-Elect shall automatically succeed the Chair on January 1 of each year. The terms of Representative(s) to the Council of Sections are prescribed in the Charter of the Council of Sections.

[SPECIFY TERMS OF OFFICE FOR OTHER OFFICERS. SPECIFY WHICH, IF ANY, OFFICERS ARE PERMITTED TO SERVE CONSECUTIVE OR MULTIPLE TERMS.]

An individual may hold no more than one office within the Section at a given time.

If the office of Chair becomes vacant, the Past Chair shall become the Chair, with the term extending through the following year. Vacancies in other offices shall be filled by appointment by the Chair.

[SPECIFIC OFFICER RESPONSIBILITIES MAY BE LISTED IN A SEPARATE PROCEDURES DOCUMENT. THIS IS RECOMMENDED FOR RESPONSIBILITIES WHICH ARE MORE FLUID, SO THAT A CHARTER AMENDMENT WOULD NOT BE NECESSARY TO IMPLEMENT CHANGES]

[Example: Biopharm]

**ARTICLE VI. COMMITTEES**

1. Types of Committees

The Committees of the Section shall consist of Standing Committees as provided by this Charter, and Standing and Current Committees as established by the officers of the Section. Current Committees may be established in order to satisfy a particular need or interest of the Section.

A quorum of 50% of voting members must be present at official meetings for all committees, and an opportunity for discussion of matters requiring vote must be allowed. Formal motions and financial disbursements must occur during official meetings of committees.

[Committee charges and duties of committee members may be described in a separate Procedures document.]

2. Membership

The term of membership on Standing and Current Committees, if not otherwise specified in this Charter, shall be three years. Initial terms for new committees shall be set by the Chair of the Section for one, two, or three years so that, as nearly as possible, one-third of the members shall be appointed each year. Each committee shall be governed by a chair appointed by the Chair of the Section, unless otherwise specified in this Charter. All members of Standing Committees and the chairs of Current Committees shall be members of the Section.

[SPECIFY ANY TERM LIMITS FOR COMMITTEE CHAIRS AND MEMBERS.]

3. Standing Committees

Each Standing Committee must submit an annual report to the Chair of the Section.

a. Nominations Committee

The Section's immediate past Chair shall serve as Chair of the Nominations Committee. The current Chair and the Chair-elect shall also serve on this committee. Each year the Nominations Committee shall submit to the Secretary of the Association and the Section Chair at least two nominations for each position to be filled. The Association's general deadline for submission of nominations shall apply. In addition, any Section member nominated by petition of at least 5% of the membership of the Section shall also appear on the annual ballot, provided that the petition is presented to the Section Chair and to the Secretary of the Association within the Association’s balloting timelines. Balloting shall be carried out as part of the Association's annual election for Association and Section officers.

[LIST OTHER STANDING COMMITTEES, SUCH AS AN EXECUTIVE COMMITTEE, A PROGRAM COMMITTEE, FELLOWS COMMITTEE, CHARTER COMMITTEE, BUDGET COMMITTEE, AWARDS COMMITTEE, ETC. INCLUDE METHOD OF APPOINTMENT, COMMITTEE CHAIR RESPONSIBILITIES, ELIGIBILITY BASED ON SECTION MEMBERSHIP, VOTING RIGHTS, AND TERMS]

[Example: SPES]

**ARTICLE VII. MEETINGS**

The annual business meeting of the Section shall be held in connection with the annual meeting of the Association and shall be announced in advance, preferably in the printed program for that meeting. A year in review of activities, plans for future activities, and a Treasurer’s Report will be presented at this meeting. A quorum of 50% of voting Section officers must be present at the official annual business meeting.  
  
[A PROGRAM CHAIR REPORT AND OTHER OFFICER OR COMMITTEE REPORTS MAY BE REQUIRED AS WELL.]

Section business may also be conducted with the Section membership by mail or electronic communication.

**ARTICLE VIII. AMENDMENTS**

Amendments to this charter may be proposed by the officers of the Section, or via a petition signed by at least five percent of the membership of the Section and submitted to the Section Chair. The proposed amendment shall be submitted to the members of the Section for a vote at the time of the Association’s annual election.

If approved by a majority of members voting, the amendment shall take effect immediately, or at such other time as specified in the amendment. Copies of approved amendments shall be filed with the Secretary of the Council of Sections and with the Secretary of the Association.

**Appendix A: How to Remove A Non-Performing Section Officer**

1. A non-performing section officer is one whose **inactivity is affecting the work of the section**.  (Since all sections have different levels of activity, the degree and length of inactivity that would prompt action will vary from section to section.)
2. The officer’s inactivity is made known to the Council of Sections chair, vice chair or ASA staff liaison.  If made known to the staff liaison, the liaison needs to inform the council chair or vice chair.
3. Contact information for the officer is obtained through ASA resources and staff.
4. The contact information is used by one of the officers to locate the officer and talk to them and determine first if the inactivity is due simply to a communications issue (e.g., the officer changed email, moved, etc. and was not receiving communications regarding the section’s work).
5. If YES, updated contact information is obtained.  Allow a bit of time to see if individual reengages with the section.

                  i.      If yes, the matter is closed.

                ii.      If no, proceed to removal of section officer by council (II.B.)

1. If NO, officer is asked if the inactivity is due to a practical issue (e.g., prolonged illness, move or start of new job, overwork, etc. such that the member simply no longer has the time to take part in the work of the section).
2. If YES, check (~~diplomatically~~ tactfully) to see if individual would like to resign from the position.
   1. If not, allow a bit of time to see if the individual reengages with the section responsibilities.

                  i.      If yes, matter is closed.

                ii.      If no, proceed to removal of section officer by council (II.B.)

1. If NO, section chair, past-chair or COS representative works with COSGB to define expectations for the section officer.  Specifically, the COSGB chair or vice chair will contact the section officer to attempt to re-engage them.  Explain expectations and without pressure or judgment see if officer has time and interest to fulfill section expectations. The COSGB member will follow-up with representative in one to two months (depending on level of section activity) to assess whether the section officer is participating as needed.
2. If YES, the matter is closed.
3. If NO, and the section officer is still not participating in the work of the section, the COSGB makes recommendation to Board Executive Committee (EC) to remove the officer.
4. Assuming EC approval, the officer is removed by the COSGB and sent a formal letter explaining why this has been done.
5. Section chair or past-chair works with COSGB chair and vice chair to appoint a replacement.