

# **CHARTER OF THE SECTION ON TEXT ANALYSIS OF THE AMERICAN STATISTICAL ASSOCIATION**

Section chartered in 2023

Charter created on JUNE 6, 2022.

Dates for charter revision or review: TBD.

## **ARTICLE I. NAME**

The name of this organization is the Section on Text Analysis (hereafter called the “Section”) of the American Statistical Association (hereafter called the “Association”).

## **ARTICLE II. OBJECTIVES**

The objectives of the Section include:

1. Research into new methodology for text analysis, sentiment analysis, and related areas.
2. Application of text analysis to high impact problems that benefit the world.
3. Creation of a community of scholarship of those who have an active interest in the areas of text analysis, text mining, natural language processing, and related areas of research at their intersection with statistics to teach best practices and to ensure ethical conduct in matters pertaining to text analysis.
4. Increased awareness of statistical community in tools and methods of text analysis, promote text analysis as an integral part of modern statistics education, and involve statisticians in research in text analysis.

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. Section on Bayesian Statistical Science
2. Section on Statistical Computing
3. Section on Government Statistics
4. Section on Statistical Learning and Data Science
5. Section of Health Policy Statistics

## **ARTICLE III. FUNCTIONS**

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

1. Hold annual meetings, ideally at or around the Joint Statistical Meetings (JSM).

2. Recognize good work in text analysis through awards.
3. Encourage the creation of a publicly available data, methodology and code repository.
4. Promote new research and applications, especially in government agencies.
5. Foster the establishment and maintenance of a set of challenge problems.

#### **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 section officers comprise the Executive Committee of the Section. Unlike other standing committees, the Executive Committee need not submit an annual report to the chair of the Section.

The officers of the Section include the Chair, Chair-Elect, Secretary-Treasurer, Program Chair, 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's Executive Committee and may vote on financial matters and official business of the Section.

Additional officers may include the Past-Chair, who is a member of the Executive Committee and may vote.

The Chair-Elect must be elected. All other officers are voted upon by the Executive Committee.

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. All other officers may be reappointed.

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. If the Past Chair is not available, the ASA Director will appoint a member of the section to fulfill the term. Vacancies in other offices shall be filled by appointment by the Chair.

## **ARTICLE VI. COMMITTEES**

### **1. Types of Committees**

The Committees of the Section shall consist of Standing Committees as provided by this Charter 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 be approved during official meetings of committees. All meetings may be virtual.

### **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.

There are no term limits on Committee chairs or 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 one nomination 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.

## **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. Attendance may be virtual.

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.
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).
  - a. If YES, updated contact information is obtained. Allow some 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 COSGB
  - b. 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).

- I. If YES, check (tactfully) to see if individual would like to resign from the position.
  - a. If NO, allow a bit of time to see if the individual reengages with the section responsibilities.
    - i. If YES, the matter is closed.
    - ii. If NO, proceed to removal of section officer by COSGB (II.B.)
- II. If NO, section Chair, Past-Chair or COSGB 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.
  - A. If YES, the matter is closed.
  - B. 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.
  - C. Assuming Executive Committee's approval, the officer is removed by the COSGB and sent a formal letter explaining why this has been done.
  - D. Section chair or Past-Chair works with COSGB chair and vice chair to appoint a replacement.