

Constitution of the Philadelphia Chapter of the American Statistical Association

ARTICLE I – NAME

This organization shall be known as the Philadelphia Chapter of the American Statistical Association (“Chapter”).

ARTICLE II - OBJECTIVES

The objectives of the Chapter, a non-profit organization, shall be to support and contribute to the realization of the goals of the American Statistical Association (“ASA”). It will foster, in the broadest manner, statistics and its applications, and it will promote unity and effectiveness of effort among all groups in the greater Philadelphia Area having an interest in or being concerned with statistical problems.

To these ends, the Chapter proposes to conduct meetings; to make available information concerning the science of statistics and related disciplines and their contributions; to cooperate with other organizations for advancement of the relevant disciplines; to stimulate research; to promote high professional standards and integrity; to foster education in statistics and related areas; and, in general, to make statistics and related endeavors of service to society.

ARTICLE III – MEMBERSHIP

The Chapter may have one or more categories of members, as defined in Article I of the By-Laws. Except as otherwise provided by this Constitution and the By-Laws, only Regular and Student ASA members, as defined by Article I of the By-Laws, have the right to vote, to sign referendum petitions, and to sign nominating petitions. Only Regular members have the right to hold elected office.

ARTICLE IV – EXECUTIVE COMMITTEE AND OFFICERS

The Executive Committee (also known as the Chapter Board) is the administrative and policy-recommending body for the Chapter. Its officers shall consist of the President, Vice President, Treasurer, Secretary, the immediate past President *ex officio*, and Members at Large. Other officers, as described in Article II of the By-Laws, will not be considered members of the Executive Committee.

The powers and duties of the Executive Committee are set forth in Article IV of the By-Laws. The quorum for the Executive Committee is a majority of its members.

ARTICLE V -TERMS OF OFFICE AND ELECTIONS

The elected positions are the President, Vice President, Secretary, Treasurer, and up to two Members at Large. These positions shall be elected annually for one-year terms from August 1 through July 31.

No individual may serve simultaneously in more than one position on the Executive Committee. No person shall serve consecutive terms as President and no person shall serve consecutive terms as Vice President. The Secretary can serve up to two consecutive terms, and the Treasurer can serve up to three consecutive terms. Members at Large have no limits on consecutive terms. The method of selection of officers is set forth in Article III of the By-Laws.

ARTICLE VI – COMMUNICATIONS

The Executive Committee will maintain communication channels with the Chapter membership. It will announce all Executive Committee meetings and planned Chapter events in a timely manner and report to all Chapter members concerning Chapter activities.

ARTICLE VII - MEETINGS AND EVENTS

Meetings of the Executive Committee shall be held regularly or at the request of any member of the Committee. Executive Committee meetings are open to all members of the Chapter. Members may contact the Executive Committee and can be invited to attend these meetings.

Minutes of Executive Committee meetings will be saved for at least five years and are to be freely accessible to all Chapter members upon request.

Each year a general meeting will be held for all Chapter members. Virtual meetings are permissible.

ARTICLE VIII - FINANCE

Annual dues will be established for the Chapter as described in Article V of the By-Laws to ensure the financial stability of the Chapter and serve as a commitment by the membership to the development of the Chapter. The Executive Committee shall have the responsibility of determining the amount of local Chapter dues.

The Treasurer shall make an annual financial report and present it to the Executive Committee. Upon its approval by the Executive Committee, the report will be provided to all Chapter members.

At the discretion of the Executive Committee, the books may be audited by an *ad hoc* committee or an auditor appointed by the President.

ARTICLE IX - NATIONAL CONSTITUTION

All applicable provisions of the Constitution of the ASA shall be considered a part of this Constitution.

ARTICLE X - AMENDMENTS

The Executive Committee shall review the Constitution and By-Laws of the Chapter at least every five years.

Amendments to this Constitution may be proposed by the membership of the Chapter at a general meeting as provided for in Article VII, by petition of ten Chapter members who are also ASA members in good standing, or by a majority of all officers eligible to vote. A proposed amendment shall be put before the Chapter membership at least two weeks prior to online balloting. The Executive Committee, by majority vote of all officers eligible to vote, shall decide whether a special ballot is required or whether the proposed amendment shall be considered in the next regular election. A two-thirds majority of members casting votes shall carry.

Following approval by the vote of the membership, the Chapter President shall submit the amended version of the Constitution to the Council of Chapters.

Revisions to the By-Laws shall follow the procedures set forth in Article XI of the By-Laws.

ARTICLE XI – DISSOLUTION

In the event of dissolution of the Philadelphia Chapter, the officers shall pay or make provision for the payment and discharge of all the liabilities of the Chapter. Any remaining assets shall be distributed to the ASA Headquarters, currently located in Alexandria, Virginia, for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding section of any future Federal tax code.

Amended January 2012, July 2025. Ratified August 2025.

By-Laws of the Philadelphia Chapter of the American Statistical Association

ARTICLE I - MEMBERSHIP

Membership Categories

Regular Members

Regular members shall be persons holding membership in the American Statistical Association (“ASA”).

Chapter-only Members

Chapter-only members shall be persons interested in statistics in general or the Chapter in particular who are not members of the ASA.

Student Members

Student members shall be persons who are full-time undergraduate or graduate students. This includes persons who are ASA student members.

Membership Year

Membership shall begin when an applicant has been approved for membership in the ASA (in the case of Regular or Student Members) or by the Executive Committee (in the case of Chapter-only Members) and has paid dues. A member is in good standing if dues have been paid. Per ASA policy, if dues are not paid within three months after the due date, or six months after the first renewal notification, membership will be terminated. Regular and student membership is confirmed with the membership list supplied by the ASA.

Member Resignation

A member may resign at any time by notifying the President or Secretary. There will be no reimbursement of dues.

Member Termination

A member may be terminated when a quorum of the Executive Committee has found that the member has acted in a manner detrimental to the ASA and/or to the Philadelphia Chapter, provided the Executive Committee has given written notice to the member describing just cause and has given the member an opportunity to respond.

ARTICLE II – ELECTED OFFICERS and APPOINTED OFFICERS

Titles and Responsibilities – Executive Committee

President

1. Serve as the Chief Executive Officer and spokesperson for the Chapter.
2. Represent the Chapter in its relations to the ASA and to outside agencies.
3. Make all necessary officer appointments with the advice of the Executive Committee.
4. Serve as an *ex-officio* member of all committees.
5. Preside at all Chapter and Executive Committee meetings. The President breaks any ties in votes by the Executive Committee.
6. Schedule, organize, and run regular Executive Committee meetings.
7. Serve as a point of contact to the ASA, ASA Council of Chapters (COC), workshop leaders and speakers, and other entities communicating with the Chapter. For specific cases, these duties may be delegated to other officers or chapter members.
8. Disseminate Chapter-related communications and announcements *via* the ASA Philadelphia Chapter's community network email system hosted by the ASA.
9. Lead the organization of chapter events, or, in some cases, delegate responsibilities for event organization to other chapter officers or chapter members.
10. Apply to the ASA for at least one "traveling course" each year.
11. Serve as backup to the Treasurer for administration of the bank account and chapter funds.
12. Organize the annual nomination of the Outstanding Chapter Service Award to the ASA.
13. Organize the annual election of officers.
14. At the end of the term, assist the incoming president by providing access to chapter documents, email, bank account, *etc.*
15. At the end of the calendar year, submit an annual report of Chapter activities to the ASA.
16. Monitor the Chapter's email account.

Past-President (*ex officio*)

1. Provide consultancy to elected officers.

Vice-President

1. Assume the duties of the President in the event of their absence or inability to serve.
2. Discharge responsibilities as the President may delegate.
3. Observe and assist the operation of Chapter activities.
4. Disseminate Chapter related communications via the Philadelphia Chapter's community network email system hosted by the ASA (<https://community.amstat.org/chapters/mychapters>) as needed.
5. Organize an annual meeting of the Chapter membership.
6. Coordinate the nominations and evaluations of annual Chapter awards.

Secretary

1. Create the minutes of all Executive Committee or other member meetings of the Chapter.
2. Preserve the Chapter's past records and documents.
3. Communicate and disseminate all Chapter-related activities *via* a chapter email account.
4. Maintain the Chapter membership list in concert with the ASA (<https://community.amstat.org/ASAleaderhub/home>).
5. Assist with Chapter activities as delegated by the President, including but not limited to creating and conducting membership surveys, analyzing membership profiles, drafting or editing chapter documents (e.g., Chapter Chatter Newsletter for the ASA), completing the ASA Chapter Officers Change form online <https://amstat.jotform.com/250276352550049>, and setting up event registration pages.
6. Disseminate Chapter communications *via* the Philadelphia Chapter's community network email system hosted by the ASA (<https://community.amstat.org/chapters/mychapters>) as the President may delegate
7. Monitor the Chapter's email account as the President may delegate.

Treasurer

1. Maintain the financial records of the Chapter.
2. Present financial reports at every regularly scheduled Executive Committee meeting.

3. Collect membership dues from Chapter-only members
4. Collect all monies due the Chapter including all event fees.
5. Maintain a separate Chapter checking account, keep a record of all the checks issued, and, for any recipient who is being reimbursed for services or expenses, request a written receipt or acknowledgment of payment.
6. Pay all Chapter-related bills promptly. These bills are anticipated to include
 - a. Payment to the ASA for any traveling courses.
 - b. Three Delaware Valley Science Fair awards (usually in April).
 - c. Two Montgomery County Science Fair awards (usually in March)
 - d. Sponsorship of DataFest Philly (usually in March).
 - e. Sponsorship of Saint Francis University's Pennsylvania Statistics Poster Competition (usually in April).
 - f. Payment for the Spring Gathering.
 - g. Payment for award plaques and/or certificates.
7. File all required tax returns and submit copies to the President and Secretary for archiving. Currently this is the federal form 990-N for tax-exempt organizations with annual gross receipts of \$50,000 or less and is due May 15th of each year.
8. Prepare a written summary of the financial status of the Chapter at the end of each fiscal year.
9. As soon as possible after January 1, and at least one month before the annual December 31 deadline, submit a Stimulus Fund application to the ASA to cover future costs of chapter activities, as approved by the Executive Committee. The Treasurer will monitor the status of the application and report back to the Chapter and the ASA.
<https://community.amstat.org/coc/chapterresources/chapterstimulus>

Members at Large (no more than two)

1. Contribute to Executive Committee Meetings.
2. Support the elected officers and appointed positions in their duties.

Titles and Responsibilities - Officers Appointed by the Executive Committee

Any Chapter member in good standing may serve as an appointed officer, including Executive Committee members.

Chapter Representative (this role can be held by a member of the Executive Committee and defaults to the President)

1. Serve as a communication link between the Chapter, the Council of Chapters, and the ASA.
2. Attend the annual ASA Council of Chapters (COC) Business Meeting/workshop at the ASA Joint Statistical Meeting (JSM).
3. Disseminate communications from the Council of Chapters to local Chapter members and ensure Chapter follow-up.
4. Present to the Council of Chapters the needs and concerns of the Chapter.
5. Encourage Chapter participation in Council of Chapters programs and initiatives.
6. Ensure that the Executive Committee notifies the ASA Chapters and Sections Coordinator of the Chapter's election results within 30 days of the election.
7. Participate in the election of the Chair-Elect of the Council of Chapters.
8. Participate in the election of the Vice-Chair for the local district.

Webmaster

1. Maintain the Chapter website.
2. Disseminate Chapter notices, announcements, and other information relevant to the Chapter membership on Chapter website on a timely basis.

Social Media Officer

1. Maintain and monitor all the Chapter's social media accounts.
2. Disseminate announcements, information about Chapter business, Treasurer's reports, and notices of events in a timely fashion to the Chapter membership.

Educational Outreach

1. Support educational outreach to non-statisticians (*e.g.*, providing judges for area science fairs) and K-12 educators.
2. Organize statistical career panels for undergraduates and graduate students.

Student Representatives: Junior Representative, Senior Representative

1. Represent student members on the Executive Committee.
2. Liaison to student members.

Webinar Coordinator

1. Organize regular webinars for the Chapter.
2. Advertise webinars to the Chapter members.

Terms of Office for Elected Officers

Article V of the Constitution specifies the terms of elected officers. The Treasurer is encouraged to serve for up to three consecutive terms while the Secretary may serve up to two consecutive terms. The Vice President is encouraged to run for President after completing the term of Vice President, though this is not strictly required.

ARTICLE III - METHOD OF SELECTION OF OFFICERS

Call for Nominations

On or before May 1, a call for nominations for each elected position to be filled shall be sent to all active members at the time of nomination. All nominations are due by May 15. The Executive Committee shall certify the nominations no later than May 31. All submissions of nominations may take place online via a link provided with the election announcement or by direct communication with one of the chapter officers.

Criteria for Nominations

All nominees must be Regular Chapter members, as described in *Article I of these By-Laws*, and listed as active by the ASA at the time of nomination. Self-nominations are accepted.

Ballots

On or before June 1, ballots shall be made available to all active Chapter members. The President and Secretary will administer the election. If the

President or Secretary are running for an elected position, the President *ex officio* will help administer the election in place of the individual who is running. If both the President and Secretary are running for a position, the Executive Committee will appoint another Chapter member to administer the election. Individuals running for office shall not have access to filled-out ballots.

Voting

Voting begins the day the ballots are sent and ends no later than June 30. Voting will be conducted online using a mechanism that prevents voting by unqualified persons or double voting.

The Executive Committee shall certify the persons elected no later than July 1.

Communication

The call for nominations and distribution of ballots shall be communicated via the Philadelphia Chapter's community network email system.

Vacancies in Office

The Executive Committee shall fill any vacancy in an elected position that occurs between elections. If a vacancy occurs in the office of President, the Vice President shall become President for the remainder of the term.

ARTICLE IV - EXECUTIVE COMMITTEE

Powers and Duties

1. Set Chapter goals.
2. Establish Chapter policies and procedures.
3. Approve the plans for any program or event undertaken in the name of the Chapter.
4. Determine the fiscal soundness of the Chapter and take steps to provide the funds for carrying out Chapter programs or events, either through the annual membership dues or by other means (*e.g.*, event registration fees).
5. Set the Chapter dues.
6. Determine all event fees.
7. Authorize the formation of *ad hoc* committees.
8. Provide broadly based directions on matters brought before it by *ad hoc* committees.

9. Fill any officer vacancy that may occur between elections, except as otherwise provided for in the Chapter Constitution.
10. Support the ASA and other activities carried out by ASA chapters.
11. Conduct such other business as may arise and which is not provided for elsewhere in the Chapter Constitution.

ARTICLE V - FINANCE

Financial Responsibility

Financial responsibility is in the hands of the Treasurer. All Chapter funds shall be deposited with the Treasurer, who shall make disbursements at the direction of the Executive Committee.

Membership Dues

The ASA forwards membership dues for Regular and Student members. Membership dues for Chapter-only members will be collected in a system approved by the Executive Committee. The Executive Committee is empowered to set Chapter dues and to make exceptions such as special rates for students or retirees.

ARTICLE VI - WEBSITE AND EMAIL DISTRIBUTION LIST

The Chapter's website URL (at the time of this writing) is <https://community.amstat.org/philadelphia/home>.

The Chapter website shall contain the following information:

- A copy of this Constitution and By-Laws.
- A list of the current elected and appointed officers.
- A listing of announcements and upcoming events.
- A link to the ASA website.
- Instructions on how to become a Chapter member.

Additional website content will be determined by the Executive Committee and Webmaster.

The email distribution list will not be shared with any outside organizations or individuals.

ARTICLE VII - SPECIAL MEETINGS

The agenda of any special meeting called by the Executive Committee shall consist solely of those items for which the meeting has been called. To conduct official Chapter business, a quorum of at least half of the Executive Committee members shall be present at any special meeting.

ARTICLE VIII - ASSOCIATIONS WITH OTHER ORGANIZATIONS

The regulations and procedures for association with other organizations shall conform to Article IV (Arrangements with Cooperating Organizations) of the By-Laws of the ASA.

ARTICLE IX - AD HOC COMMITTEES

The Executive Committee shall have the power to dissolve an *ad hoc* committee when it is determined that the purpose of the committee has been achieved or it is determined by the Executive Committee that the committee's continuance would be detrimental to the best interests of the Chapter. An *ad hoc* committee cannot pass public resolutions, speak for, take public action, or contract for expenditures in the name of the Chapter without approval of the Executive Committee.

ARTICLE X - RESOLUTIONS

The By-Laws of the ASA, Article XI (Resolutions) paragraph 1, regarding refraining from partisan or political actions, shall be strictly upheld by the Philadelphia Chapter.

ARTICLE XI - REVISIONS TO THE BY-LAWS

Proposal

Revisions to the By-Laws of the Chapter may be proposed by the Executive Committee or by a petition signed by at least ten members of the Chapter who are listed as active by the ASA. A revision originating by petition shall be referred to the Executive Committee for its decision as to ratification.

Ratification

Proposed revisions are ratified by a majority vote of the Executive Committee.

Following ratification by the Executive Committee, the Chapter President shall submit the revised version to the Council of Chapters. A copy of the revised By-Laws shall be published on the Chapter's website.