CHARTER OF THE SECTION ON TEACHING OF STATISTICS IN THE HEALTH SCIENCES OF THE AMERICAN STATISTICAL ASSOCIATION

Section chartered in 1991
Charter revisions approved 2018

ARTICLE I. NAME

The name of this organization is the Section on Teaching of Statistics in the Health Sciences (hereafter called the “Section”) of the American Statistical Association (hereafter called the “Association”).

ARTICLE II. OBJECTIVES

The overall objective of the Section is to facilitate communication and collaboration among professionals interested in teaching statistical concepts and methods to persons in the health sciences.

To achieve this objective, the Section has seven (7) specific aims:


2. Provide resources for the teaching of statistics in the health sciences (including data sets, texts, articles, exercises, computer software, audio-visual materials, and examination prototypes).

3. Facilitate dialogue on philosophies, principles, and methods of teaching statistics in the health sciences, specifically and more generally as they pertain to academic, administrative, and professional contexts.

4. Promote research in statistics education in the health sciences.

5. Inform members of recent developments in teaching statistics in the health sciences.

6. Facilitate outreach of teachers of statistics to statisticians, clinicians and scientists, especially for the purpose of improving biostatistics teaching in the health sciences.

7. Provide mentoring and foster professional development of teachers of statistics in the health sciences.
ARTICLE III. FUNCTIONS

In support of the Section’s overall objective and associated specific aims, the Section will perform several **functions**. These include, but are not limited to, the following:

1. **Facilitate oral and poster presentations of best practices in teaching statistics in the health sciences** at conferences, including, minimally, the annual Joint Statistical Meetings sponsored by the ASA.

2. **Maintain a Section Resources Portal** that is an online repository of resources for the teaching of statistics in the health sciences

3. **Host and invite member participation in multiple forums that advance several of the Section’s aims** (e.g., aim 3 - dialogue on philosophies, principles and methods of teaching statistics in the health sciences, aim 4 - promotion of research in statistical education, and aim 5 – communication of recent developments in teaching statistics in the health sciences) These forums include, but are not limited to:
   - i) the Section newsletter;
   - ii) the Association Communities – Teaching of Statistics in the Health Sciences Community;
   - iii) the Section website; and
   - iv) the Association's publications (e.g., Amstat News).

4. **Maintain liaison with other Sections of the Association and with other organizations in the health sciences.** The Section shares interests with several other sections of the ASA, including: Statistical Education, Statistical Consulting, and Biopharmaceutical Section. Other organizations that the Section shares interests with include, but are not limited to: Consortium for the Advancement of Undergraduate Statistics Education (CAUSE) and the Association for Clinical and Translational Science (ACTS)’s special interest group Biostatistics, Epidemiology and Research Design (BERD). Examples of liaison activities within the ASA include:
   - i) Co-sponsorship of invited and topic contributed sessions at the annual Joint Statistical Meetings of the ASA;
   - ii) Co-sponsorship of webinars and workshops;
   - iii) Shared networking at the annual Joint Statistical Meetings; of the ASA (e.g. sharing a table with Stat Ed Section)

5. **Maintain a Section Mentoring Program** that pairs junior-level teachers of statistics in the health sciences with mentors who are senior Section members. Mentoring shall be directed to skills development and strategies for promotion, specifically, and professional advancement, generally.
ARTICLE IV. MEMBERSHIP

Membership. Members of the Association may join the Section by paying Section dues. The membership year for each member of the Section shall coincide with that member’s membership year within the Association.

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

ARTICLE V. OFFICERS

Section officers must be members of the Section. The Section distinguishes two types of officers, elected and appointed (Table 1). An individual may hold no more than one elected office within the Section at a given time, but may hold more than one appointed office within the Section at a given time (e.g. – the Publications Officer may also be the Webmaster).

Elected Officers. Two positions, the Chair-Elect and the Representative to the Council of Sections, must be elected. The Chair-Elect serves a three year term, first as Chair-Elect and then, successively, as Chair and Past-Chair. The number of Representative(s) to the Council of Sections is determined by the Association’s Council of Sections Governing Board. Elected and succession officers are all voting members of the Section; they have “full” voting rights and may vote on financial matters and official business of the Section.

Appointed officers of the Section include the Program Chair-Elect, Program Chair, Secretary, Treasurer, Publications Officer, Webmaster, Newsletter Editor, Resources Portal Director, Resources Portal Editorial Board, and Mentoring Program Director. Except as noted otherwise below, appointed officers are all voting members of the Section; they have “full” voting rights and may vote on financial matters and official business of the Section.

If the office of Chair becomes vacant, the Past Chair shall become the Chair, and will serve the remainder of the current term. Vacancies in other elected offices shall be filled by appointment by the Chair.

Table 1 – Officers of the Section, by Type

<table>
<thead>
<tr>
<th>Elected</th>
<th>Appointed</th>
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<tbody>
<tr>
<td>Chair-Elect, Chair, Past-Chair</td>
<td>Program Chair-Elect, Program Chair</td>
</tr>
<tr>
<td>Council of Sections Representative*</td>
<td>Secretary</td>
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<td></td>
<td>Treasurer</td>
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<td></td>
<td>Publications Officer</td>
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<td>Webmaster</td>
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<td>Newsletter Editor</td>
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<td>Resources Portal Director</td>
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<td>Resources Portal Editorial Board</td>
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<tr>
<td></td>
<td>Mentoring Program Director</td>
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</tbody>
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* The number of Representative(s) to the Council of Sections is determined by the Association’s Council of Sections Governing Board.
Chair-Elect

Type: Elected
Term of Office: One (1) year, January 1 – December 31
Voting Rights: Full
Vacancy Procedure: by appointment by the Chair
Responsibilities: See Section Handbook

Chair

The Chair-Elect shall automatically succeed the Chair on January 1 of each year.

Type: Succession
Term of Office: One (1) year, January 1 – December 31
Voting Rights: Full
Vacancy Procedure: The Past Chair shall become the Chair, and will serve the remainder of the current term
Responsibilities: See Section Handbook

Past-Chair

The Chair shall automatically succeed the Past-Chair on January 1 of each year.

Type: Succession
Term of Office: One (1) year, January 1 – December 31
Voting Rights: Full
Vacancy Procedure: by appointment by the Chair
Responsibilities: See Section Handbook

Council of Sections Representative

Type: Elected
Term of Office: The term is prescribed in the Charter of the Council of Sections
Voting Rights: Full
Vacancy Procedure: by appointment by the Chair
Responsibilities: See Charter of the Council of Sections

Program Chair-Elect

Type: Appointed
Term of Office: One (1) year, January 1 – December 31
Voting Rights: Full
Vacancy Procedure: by appointment by the Chair
Responsibilities: See Section Handbook
**Program Chair**
The Program Chair-Elect shall automatically succeed the Program Chair on January 1 of each year.

- **Type:** Succession  
- **Term of Office:** One (1) year, January 1 – December 31  
- **Voting Rights:** Full  
- **Vacancy Procedure:** by appointment by the Chair  
- **Responsibilities:** See Section Handbook

**Secretary**

- **Type:** Appointed  
- **Appointment Procedures:** by Section Executive Committee  
- **Term of Office:** Two (2) years, renewable, January 1 – December 31  
- **Voting Rights:** Full  
- **Vacancy Procedure:** by appointment by the Chair  
- **Responsibilities:** See Section Handbook

**Treasurer**

- **Type:** Appointed  
- **Appointment Procedures:** by Section Executive Committee  
- **Term of Office:** Two (2) years, renewable, January 1 – December 31  
- **Voting Rights:** Full  
- **Vacancy Procedure:** by appointment by the Chair  
- **Responsibilities:** See Section Handbook

**Publications Officer**

- **Type:** Appointed  
- **Appointment Procedures:** by Section Executive Committee  
- **Term of Office:** Two (2) years, renewable, January 1 – December 31  
- **Voting Rights:** Full  
- **Vacancy Procedure:** by Section Executive Committee  
- **Responsibilities:** See Section Handbook

**Webmaster**

- **Type:** Appointed  
- **Appointment Procedures:** by Section Executive Committee  
- **Term of Office:** Two (2) years, renewable, January 1 – December 31  
- **Voting Rights:** Full  
- **Vacancy Procedure:** by Section Executive Committee  
- **Responsibilities:** See Section Handbook
Newsletter Editor

Type: Appointed
Appointment Procedures: by Section Executive Committee
Term of Office: Two (2) years, renewable, January 1 – December 31
Voting Rights: Full
Vacancy Procedure: by Section Executive Committee
Responsibilities: See Section Handbook

Resources Portal Director

Type: Appointed
Appointment Procedures: by Resources Portal Editorial Board
Term of Office: Two (2) years, renewable, January 1 – December 31
Voting Rights: No
Vacancy Procedure: by Resources Portal Editorial Board
Responsibilities: See Section Handbook

Resources Portal Editorial Board

Type: Appointed
Appointment Procedures: by Section Executive Committee
Term of Office: Two (2) years, renewable, January 1 – December 31
Voting Rights: No
Vacancy Procedure: by Resources Portal Editorial Board
Responsibilities: See Section Handbook

Mentoring Program Director

Type: Appointed
Appointment Procedures: by Section Executive Committee
Term of Office: Two (2) years, renewable, January 1 – December 31
Voting Rights: No
Vacancy Procedure: by Section Executive Committee
Responsibilities: See Section Handbook

ARTICLE VI. COMMITTEES

1. Types of Committees

The Committees of the Section shall consist of three (3) types:

i) Standing Committees as provided by this Charter;
ii) Standing Committees as established by the officers of the Section; and
iii) Current Committees as established by the officers of the Section.
2. Standing Committees as Provided by this Charter

The Section will have four (4) Standing Committees (Table 2).

<table>
<thead>
<tr>
<th>Table 2 – Standing Committees of the Section</th>
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<tbody>
<tr>
<td>Nominations Committee</td>
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<tr>
<td>Executive Committee</td>
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<tr>
<td>Program Committee</td>
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<tr>
<td>Awards Committee</td>
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</tbody>
</table>

_Eligibility_. All members of Standing Committees, and chairs, shall be members of the Section.

_Term of membership_. The term of membership on Standing Committees shall be three (3) 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.

_Committee Chair_. Each Standing Committee shall be governed by a chair appointed by the Chair of the Section.

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

_Voting_. All members may vote on Standing Committee motions. A simple majority carries the vote.

_Committee Charges and Duties of Standing Committee Members_. See Section Handbook.

a. Nominations Committee

_Chair_. The Section's immediate past Chair shall serve as Chair of the Nominations Committee.

_Membership_. The current Chair and the Chair-elect shall also serve on this committee.

_Responsibilities_. 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.

The Nominations Committee shall submit an annual report to the Chair of the Section.

b. Executive Committee

Chair. The Section Chair shall serve as Chair of the Executive Committee.

Membership. The following Section officers shall also serve on this committee: Past-Chair, Chair-Elect, Program Chair, Program Chair-Elect, Secretary, Treasurer, Publications Officer, Newsletter Editor, Council of Sections Representative, Webmaster, Resources Portal Director, and Mentoring Program Director.

Responsibilities. The Executive Committee shall meet at least once per year, at the annual Joint Statistical Meetings of the ASA.

c. Program Committee

Chair. The Program Chair shall serve as Chair of the Program Committee.

Membership. The Program Chair-Elect shall also serve on this committee.

d. Awards Committee

Chair. The Section's immediate past Chair shall serve as Chair of the Awards Committee.

Membership. By appointment by the Section Chair, in consultation with the Executive Committee.

The Awards Committee shall submit an annual report to the Chair of the Section.

3. Standing Committees Established by Officers of the Section

Additional Standing Committees may be established in order to satisfy a particular need or interest of the Section.
Eligibility. All members of Standing Committees, and chairs, shall be members of the Section.

Term of membership. The term of membership on Standing Committees shall be three (3) 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.

Committee Chair. Each Standing Committee shall be governed by a chair appointed by the Chair of the Section, in consultation with the Executive Committee.

Procedures. A quorum of 50% of voting members must be present at official meetings for all Standing 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. Each Standing Committee must submit an annual report to the Chair of the Section.

Voting. All members may vote on Standing Committee motions. A simple majority carries the vote.

Committee Charges and Duties of Standing Committee Members. See Section Handbook.

4. Current Committees Established by Officers of the Section

Current committees may be established in order to satisfy a particular need or interest of the Section.

Eligibility. All members of Current Committees, and chairs, shall be members of the Section.

Term of membership. The term of membership on Current Committees shall be determined by the Chair of the Section, in consultation with the Executive Committee.

Committee Chair. Each Current Committee shall be governed by a chair appointed by the Chair of the Section.

Procedures. A quorum of 50% of voting members must be present at official meetings for all Current 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.

Voting. All members may vote on Current Committee motions. A simple majority carries the vote.
ARTICLE VII. MEETINGS

Annual Business Meeting. 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.

Other Meetings. Section business may also be conducted with the Section membership by mail, telephone and/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.