

## CHARTER OF THE COUNCIL OF CHAPTERS

The United States and Canada shall be divided into three geographic regions to be established by the Governing Board. Each Region shall be divided into two Districts, one odd-numbered and one even-numbered, thus forming six districts. The Governing Board must review the region and district boundaries at least every ten years. The Governing Board may revise the Districts, taking into account changes in the geographic distribution of the Chapter membership. Districts should have approximately equal numbers of full members of the Association who belong to at least one Chapter of the Association and reside within the District insofar as feasible.

### Article IV. CHAPTERS

Members of the Association within a specific geographic area in the United States and Canada, and in other countries without a statistical society, may form a Chapter to develop and pursue the objectives of the Association.

**1. Definition.** Chapters are defined by the geographic representation of members of the Association.

**2. Formation.** A Chapter may be chartered by a majority vote of the Governing Board based upon a petition of at least ten full members of the Association, a proposed Chapter constitution, and a list of officers. Each Chapter shall be governed by a constitution that is consistent with this Charter and with the Constitution and By-Laws of the Association and that provides for an annual meeting and annual election of officers. A copy of the Chapter constitution together with all subsequent amendments must be filed with the Secretary of the Association. The Committee on Chapter Status shall advise the Chapter proposers on the language of the constitution and geographic area of the Chapter.

**3. Dissolution.** The charter of a Chapter may be surrendered if at least two-thirds of its members vote to do so. If the Chapter has operated in a manner inconsistent with the aims or objectives of the Association or the Council of Chapters or with its own constitution, the charter may be withdrawn if at least two-thirds of the Governing Board vote to do so. The Governing Board may also withdraw the charter of a Chapter if the Chapter, by a majority vote of the Governing Board, is deemed to be inactive. The Governing Board shall interpret the term "inactive." At least a year before such action by the Chapter or the Governing Board, notice must be given to the Chapter constituency that such action is being considered.

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**4. Membership.** All individual members of the Association residing in the area served by a Chapter shall be eligible for membership in that Chapter. (Each District shall be divided into distinct areas served by each of its Chapters.) In addition other individual members of the Association may join any Chapter. Other persons and institutions may join the Chapter as local associates or organizational members under procedures established by the Chapter. Only full members of the Association may serve as President, Secretary, or Chapter Representative of a Chapter.

### Article V. SECTIONS

The Council of Chapters and the Chapters of the Association shall work with the Council of Sections and the Sections of the Association to promote the statistics profession.

### Article VI. GOVERNING BOARD

The Governing Board shall consist of the officers as described in Article VIII. The Governing Board shall manage the affairs of the Council of Chapters. Actions taken by the Governing Board during the past year and a plan for future activities shall be presented at the annual meeting of the Council of Chapters for discussion and further action, as appropriate. The Governing Board shall also approve an annual budget and inform the Council of Chapters of this budget.

The Governing Board shall have the power to establish a Chapter. The Governing Board shall have the power to withdraw the charter of a Chapter, as specified in Article IV.

Except as otherwise provided by this Charter or by the Constitution or By-Laws of the Association, the actions of the Governing Board shall require the presence of a quorum and the majority of those voting. The quorum for the Governing Board is a majority of its members.

### Article VII. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chair, Chair-Elect, Past Chair, and Secretary/Treasurer.

The Executive Committee shall plan for meetings of the Governing Board and serve in an advisory capacity to the Governing Board.

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.

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### Article VIII. OFFICERS

The officers of the Council of Chapters shall be the Chair, Chair-Elect, Past Chair, Secretary/Treasurer, one Vice-Chair from each of the six Districts (as described in Article III), Communications Officer, and one Board Representative of the Council of Chapters from each of the three Regions (as described in Article III).

The Chair is the chief officer of the Council of Chapters and is a member of and shall preside at all meetings of the Council of Chapters, Governing Board, and Executive Committee. The Chair shall coordinate duties of the officers and other members of the Council of Chapters and prepare an annual report, for publication in a news bulletin, on the activities of the Council of Chapters.

The Chair-Elect shall serve as a member of the Governing Board and Executive Committee and preside over meetings of the Council of Chapters and its committees in the absence of the Chair. The Chair-Elect, in consultation with the Chair, shall designate members of the committees of the Council of Chapters and prepare a budget for the year in which the Chair-Elect is Chair. The Chair-Elect shall organize and conduct a workshop among Chapter and Council of Chapters officers at the Association's annual meeting.

The Past Chair shall serve as a member of the Governing Board and Executive Committee and preside over meetings of the Council of Chapters and its committees in the absence of the Chair and Chair-Elect. The Past Chair shall be responsible for the Council of Chapters program sessions at the Association's annual meeting.

The Secretary/Treasurer shall serve as a member of the Governing Board and Executive Committee. The Secretary/Treasurer shall be responsible for the minutes of all meetings of the Council of Chapters and the Governing Board, shall arrange for time and location of all meetings of the Council of Chapters, and shall coordinate communication between Chapters and Council of Chapters through the central office of the Association. The Secretary/Treasurer shall also assist the Chair-Elect in the preparation of an annual budget, review and monitor Chapter dues collection procedures of 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.

The six Vice-Chairs of the Council of Chapters serve as members of the Governing Board. Their duties include channeling information between their Chapters and the Governing Board and serving on committees of the Council of Chapters. The Vice-Chairs shall also act on special, possibly unanticipated, tasks.

The Communications Officer shall serve as a member of the Governing Board. The Communications Officer shall publicize the Council of Chapters. The Communications Officer shall edit and

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oversee publication and distribution of a chapter officers newsletter with the assistance of the central office of the Association. The Communications Officer shall edit and oversee publication and distribution of other Council of Chapters publications, such as the Chapter Officers Handbook, with the assistance of the central office of the Association.

The three Board Representatives of the Council of Chapters serve as representatives of the Council, and not of any particular Chapter. Their duties include attending meetings of the Board of Directors of the Association and reporting Board activities at the annual meeting of the Council of Chapters.

A Policies and Procedures Manual for officers shall be created and updated on a regular basis by the Past Chair.

### Article IX. METHOD OF SELECTION

All members of the Council of Chapters shall be eligible to vote for the position of Chair-Elect. Each year, the Committee on Nominations of the Council of Chapters shall submit at least two candidates for Chair-Elect. The Secretary of the Association shall then mail a ballot to the members of the Council of Chapters, along with a brief biographical sketch of each nominee for Chair-Elect. This mailing shall occur early enough that the Chair-Elect can be selected by the time of the Association's annual meeting.

The Secretary/Treasurer shall be designated by the Chair-Elect in consultation with the Chair, Past Chair, and Board Representatives of the Council of Chapters. If possible, this designation shall be made at least two months prior to the time the Secretary/Treasurer takes office.

All Chapter Representatives in the Council of Chapters are eligible to vote for the position of Vice-Chair from their District. (Chapters outside the United States and Canada shall be assigned to the closest District for this purpose.) Each year, the Committee on Nominations of the Council of Chapters shall submit at least two nominees for each of the two Vice-Chairs from the two Districts designated to elect a new Vice-Chair. The Secretary of the Association shall then mail a ballot to all Chapter Representatives of the Council of Chapters from the relevant District, along with a brief biographical sketch of each nominee for Vice-Chair. This mailing shall occur early enough that the Vice-Chair can be selected by the time of the Association's annual meeting.

The Communications Officer shall be designated by the Chair-Elect in consultation with the Chair, Past Chair, and Board Representatives of the Council of Chapters. If possible, the designation shall be made at least two months prior to the time the Communications Officer takes office.



## CHARTER OF THE COUNCIL OF CHAPTERS

Each year, the Committee on Nominations of the Council of Chapters shall submit at least two candidates for the office of Board Representative of the Council of Chapters from the Regions designated to elect a new Representative. Nominees must reside in the Region at the time of nomination. As part of the Association's annual election, the Secretary of the Association shall mail a ballot to all full members along with a brief biographical sketch of each candidate for Board Representative of the Council of Chapters. All full members of the Association shall be eligible to vote for Board Representative of the Council of Chapters.

Except as provided for below, the Governing Board shall fill any vacancy on the Governing Board that occurs between elections. If a vacancy occurs in the office of Chair and the office of Chair-Elect is not vacant, then the Chair-Elect, if willing and able, shall become Chair for the remainder of the current term, as well as for the entirety of the succeeding term. In any other case of a vacancy in the office of Chair or Chair-Elect, the Governing Board shall fill the vacancy by choosing one of the elected officers of the Council of Chapters.

If a vacancy occurs in the office of Past Chair, the office shall remain vacant for the remainder of that term.

A vacancy in the Board Representatives of the Council of Chapters or in the Vice-Chairs shall be filled by appointment by the Governing Board with the approval of the Council Representatives from the Region or District of the vacancy.

Nominees for an office of the Council of Chapters must have been a full member of the Association for at least three years previous to nomination. All elections shall use the method of approval voting and shall conform to the voting procedures and requirements described in Article III of the By-Laws of the Association.

### Article X. TERMS OF OFFICE

Once elected to the position of Chair-Elect, the incumbent shall normally serve a three-year term. The first year shall be as Chair-Elect, the second year as Chair, and the third year as Past Chair. The Past-Chair shall not be eligible for immediate reelection as Chair-Elect.

The Secretary/Treasurer shall be appointed for a one-year term to coincide with the Chair's term as Council of Chapters Chair.

The Vice-Chairs shall each serve a three-year term. No Vice-Chair completing a full term shall be eligible for immediate reelection to the same office.

The Communications Officer shall be appointed for a one-year term to coincide with the Chair's term as Council of Chapters Chair.

## CHARTER OF THE COUNCIL OF CHAPTERS

The Board Representatives of the Council of Chapters shall each serve a three-year term, one Representative being elected each year. No Board Representative completing a full term shall be eligible for immediate reelection to the same office.

Terms of office shall end, and new terms shall begin, on January 1, but each office holder shall serve until a successor takes office.

The Governing Board may provide shorter terms during periods of organizational transition.

No individual may serve simultaneously in two or more capacities in the Council of Chapters.

### Article XI. COMMITTEES

**1. Types.** The Committees of the Council of Chapters shall consist of the Executive Committee, Standing Committees as provided by this Charter, and such Standing or Current Committees as the Chair or the Governing Board may establish. Current Committees may be established in order to satisfy a particular need or interest of the Council of Chapters. All committees must have a statement of the charge or purpose from the Governing Board.

**2. Membership.** The term of membership on Standing and Current Committees, if not otherwise specified in this Charter, shall be three years. Initial terms shall be set by the Chair or the Governing Board for one, two, or three years so that, as nearly as possible, one-third of the members shall be appointed each year. No member may serve on a committee for more than six consecutive years without Governing Board approval, except for ex officio members. Members of committees shall serve until their successors are appointed or elected.

Each committee shall be governed by a chair appointed by the Chair of the council of chapters and a vice-chair appointed by the chair. All members of Standing Committees, as well as chairs of Current Committees, shall be full members of the Association.

**3. Normal Time of Appointment.** In order that new members of Standing and Current Committees may begin work promptly, the Chair-Elect shall normally designate these members. If possible, the designations shall be made at least two months prior to the time the new committee members take office.

**4. Standing Committees.** The Standing Committees are listed next. Each committee shall prepare and present an annual report to the Governing Board. Each committee shall also maintain and periodically update a procedures manual and submit it to the Governing Board.

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- a. **Committee on Nominations.** The Committee on Nominations shall consist of six members of the Council of Chapters, one from each District. Each year, with the consent of the Governing Board, three members shall be appointed by the Chair to serve two-year terms. The Committee on Nominations shall be chaired by an officer of the Council of Chapters. The Committee on Nominations shall make nominations for offices and positions as provided in Article VIII or in the Constitution and By-Laws of the Association. Members of the Committee on Nominations are not eligible for nomination by the Committee.
- b. **Charter Committee.** Not more than three years after the adoption of the Charter, the Chair shall appoint a Charter Committee for the purpose of reviewing the Charter of the Council of Chapters. If necessary, the Charter Committee shall prepare a revision to be submitted to the Governing Board not more than five years after the adoption of this Charter, in accordance with Article XIV of the Constitution of the Association. In the event that the Charter Committee undertakes a major revision of the Charter, the Governing Board may extend the life of the current Charter for one year at a time.
- c. **Committee on Chapter Status.** The Committee on Chapter Status consists of three members of the Council of Chapters, one from each Region, appointed by the Chair. The committee shall examine proposals for new Chapters, making recommendations if necessary. It shall also monitor the activities of existing Chapters and make recommendations to the Governing Board concerning dissolution.

**5. Current Committees.** The life of a Current Committee may not exceed five years without a review for its need by the Governing Board. Any committee that is to continue for more than one year must have a charge approved by the Governing Board, and each committee shall submit an annual report to the Governing Board.

Current Committees established in accordance with this article may be dissolved at any time by majority vote of the Governing Board.

## Article XII. PUBLICATIONS

The Governing Board may authorize nonjournal periodicals, reports, proceedings, or other publications.

Editors for Council of Chapters publications shall be appointed, from the full members of the Association, by the Governing Board.

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### Article XIII. MEETINGS

The annual meeting of the Council of Chapters shall be held at the Association's annual meeting and announced in advance by mail to the members of the Council of Chapters. Between meetings the Council of Chapters may conduct business by mail or by telephone.

The Governing Board shall meet at least two times a year. A meeting shall be held in connection with the Association's annual meeting; another shall be held at a time and place designated by the Chair with the consent of the Governing Board. Meetings shall be held at the call of the Chair, or by the vote of all but one of the majority of the members of the Executive Committee, or by written petition signed by at least five members of the Governing Board. Between meetings the Governing Board may conduct business by mail or by telephone.

Meetings shall follow Roberts' Rules of Order, except where otherwise noted in this Charter or the Constitution and By-Laws of the Association.

### Article XIV. AMENDMENTS

**1. Proposal.** Amendments to this Charter may be proposed by the Governing Board or by a petition signed by at least ten members of the Council of Chapters. An amendment originating by petition shall be referred to the Governing Board, which will vote on its recommendation regarding ratification. Periodic revisions, as provided for in Article XI, shall be referred to the Governing Board, which may recommend ratification as a whole or in parts. The Governing Board may also decide upon the final wording of the proposed revision as long as such wording is consistent with the original intent of the petition.

**2. Ratification.** All proposed amendments shall be submitted to the members of the Council of Chapters for mail vote at the time of the next annual election of Officers. If approved by a majority of the members of the Council of Chapters voting, the amendment is subject to the approval of the Association's Board of Directors. If approved by the Board of Directors, the amendment shall take effect immediately.





**APPENDIX D**  
**SAMPLE CHAPTER CONSTITUTION**

**CONSTITUTION OF THE**  
**CHAPTER**  
**THE AMERICAN STATISTICAL ASSOCIATION**

**ARTICLE I - NAME**

This organization shall be known as the \_\_\_\_\_ Chapter of the American Statistical Association.

**ARTICLE II - PURPOSE**

The purpose of this organization shall be to foster in the broadest manner statistics and statistical applications, and to promote unity and effectiveness of effort among all groups in the \_\_\_\_\_ area having an interest in or being concerned with statistics.

**ARTICLE III - MEMBERSHIP**

Membership in the Chapter will be by approval of the Chapter Executive Committee. This Committee may delegate this function of approval. The membership of this organization shall consist of three categories:

1. **Regular Members:** Persons admitted to membership who hold either Full or Affiliate membership in the American Statistical Association.
2. **Associate Members:** Persons admitted to membership who are interested in statistics in general or in the organization in particular, but who are not members of the American Statistical Association.
3. **Student Members:** Persons admitted to membership who are full-time undergraduate or graduate students at a local college or university. This will include persons who are ASA student members. While these members are not required to pay dues they will not be permitted to vote in Chapter matters. (They may apply for either Regular or Associate Membership if they choose to pay the annual dues.)

**ARTICLE IV - OFFICERS**

The officers of the organization, who shall be Full Members of ASA, shall be a President, Past President, Vice President, Secretary, Treasurer, and Chapter Representative to the ASA Council of Chapters. The officers, with the exception of the Chapter

## **SAMPLE CHAPTER CONSTITUTION**

Representative, shall be duly elected by a majority vote of the Regular and Associate Members casting mail ballots. The Chapter Representative shall be appointed by the Executive Committee. The Executive Committee may appoint a Full Member of ASA to fill any vacancy which occurs in an office between elections.

### **ARTICLE V - TERMS OF OFFICE AND ELECTIONS**

A person elected as Vice President shall serve in succession a year each as Vice President, President, and Past President. The Secretary and Treasurer will serve two-year terms with the Secretary elected in one year and the Treasurer in the next year. The Chapter Representative shall serve a three-year term with the dates determined by the ASA Council of Chapters rotation pattern.

The Nominating Committee shall annually select candidates for the Vice President and whichever other position, Secretary or Treasurer, is scheduled for election that year. The Secretary and Treasurer are eligible for renomination to the same position without limit. The Past President shall not be eligible for immediate renomination as Vice President. At least two candidates should be presented for the Vice President position. However, since continuity is desirable in the Secretary and Treasurer, the Nominating Committee might present only one name for those positions.

A ballot should be mailed to all regular and associate members on the Chapter rolls at the time of the election. The election results shall be reported at the Annual Meeting.

### **ARTICLE VI - EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the officers described in Article IV and the Chairs of each of the standing committees who are not Chapter officers.

### **ARTICLE VII - STANDING COMMITTEES**

The committees of the Chapter shall consist of the six committees described below and of such special committees as may be appointed by the President. Except as noted below, chairs of the standing committees will be appointed by the President and shall serve until their successors are appointed. The President, in conjunction with each committee chair, shall also appoint members of each committee. The six Standing Committees shall be:

## **SAMPLE CHAPTER CONSTITUTION**

1. **Arrangements** - with the Secretary as chair, to make necessary reservations and arrangements for technical and social meetings of the Chapter.
2. **Education** - to handle requests from outside groups for speakers on statistics and to supervise Chapter educational activities, including quantitative literacy efforts with private and public schools.
3. **Membership** - to encourage local individual memberships.
4. **Nominating** - with the Past-President as chair, to present a list of nominees for all elective offices.
5. **Program** - with the Vice President as chair, to schedule the meetings and speakers for the term of office of the Vice President.
6. **Publicity** - to inform the American Statistical Association and the public of the significant activities of the Chapter.

### **ARTICLE VIII - CHAPTER REPRESENTATIVE**

The Representative to the Council of Chapters shall be a full Member of the ASA. The Representative shall be appointed every third year by the Executive Committee, once the election results for that year are known. The name of the Representative shall be sent to the ASA office before August 1 of that year. The Representative shall serve the Chapter for a period of three years following the pattern prescribed by the Council of Chapters.

### **ARTICLE IX - MEETINGS**

There shall be six or more regular meetings, including an Annual Meeting, each Chapter Year. The Chapter Year shall run from January through December of each year. The date of the Annual meeting shall be set by the Executive Committee.

### **ARTICLE X - FINANCE**

The amount of the annual Chapter dues, for regular and associate members, shall be recommended by the Executive Committee and approved by a majority of members voting at the annual meeting of this organization. The proposed dues changes shall have been sent to each Regular and Associate Member at least two weeks prior to the date of the meeting. (A response by mail from a member will be considered the same as the vote of a member attending the meeting.)



## **SAMPLE CHAPTER CONSTITUTION**

Each time a new Treasurer takes office, the President shall appoint at least two Auditors who will audit the outgoing Treasurer's books. In addition, an audit will be performed whenever a Treasurer is reelected and three years or more have elapsed since the last audit. The Auditors shall submit a written report of their findings to the Membership by the second Regular Meeting after their appointment.

### **ARTICLE XI - NATIONAL CONSTITUTION**

Any and all applicable provisions of the Constitution of the American Statistical Association shall be considered a part of this Chapter Constitution.

### **ARTICLE XII - AMENDMENTS**

This Constitution may be amended by an affirmative 2/3 (two-thirds) vote of the voting Chapter members at any meeting, provided notices of such a meeting and the proposed amendment shall have been sent to each Regular and Associate Member at least two weeks prior to the date of such a meeting. (In the event of a mail ballot, the votes of the members responding will be considered the same as the vote of a member voting at the meeting.)

### **ARTICLE XIII - DISSOLUTION**

Upon the dissolution of the Chapter, assets shall be distributed to the AMERICAN STATISTICAL ASSOCIATION, 1429 Duke Street, Alexandria, Virginia 22314, 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.

## **APPENDIX E**

### **CHAPTER ACTIVITY STATUS GUIDELINES**

The following are procedures for determining the activity status of an ASA Chapter. The Chapter activity status will be evaluated by the Council of Chapters Committee on Chapter Status yearly.

#### **1. ACTIVE CHAPTER**

An ASA Chapter will be considered active and in good standing providing it fulfills the following conditions:

- a. Holds at least one Chapter meeting per calendar year.
- b. Reports names and addresses of Chapter officers (especially the President, Secretary, Treasurer, and Chapter Representative) to the ASA office on an annual basis.
- c. Ensures that the President, Secretary, and Chapter Representative are full ASA members.
- d. Completes the annual survey of Chapter activities that is requested by the Council.
- e. Maintains a current Constitution on file at the ASA office.

#### **2. DELINQUENT CHAPTER**

An ASA Chapter will be considered delinquent if it has not met all of the guidelines for an active Chapter for a period of one year. The Council of Chapters Committee on Chapter Status, with the help of the ASA office, will monitor each Chapter. When a Chapter becomes delinquent, the appropriate Council Vice-Chair will work with the Chapter officers and seek to return the Chapter to active status. In the event that the Chapter is not holding at least one meeting a year, or no officer structure is apparent, the Council Vice-Chair will seek to re-stimulate Chapter activity through contact of ASA members located in the area surrounding the Chapter.

#### **3. PROBATIONARY CHAPTER**

If a Chapter has been delinquent for at least two consecutive years, and does not appear to be meeting the needs of its constituency, the Chapter will be considered on probation. The probationary period will last for at least one, but no more than

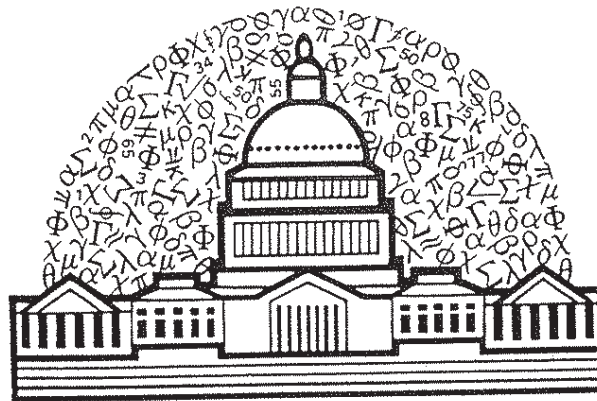
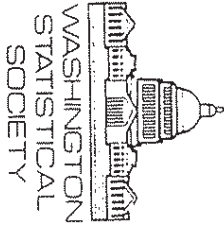
## CHAPTER ACTIVITY STATUS GUIDELINES

two consecutive calendar years. During this time, announcements of the Chapter's status will be made in news bulletins such as Amstat News and LINK, and all ASA members in the geographic area will be notified to allow for an opportunity to respond and attempt to reactivate the Chapter. After the one-year probationary period, the status of the Chapter will be reassessed by the Council of Chapters Committee on Chapter Status which will report to the Council of Chapters Governing Board.

### 4. INACTIVE CHAPTER

After a period of at least one year on probation, the Council of Chapters Governing Board may initiate proceedings, as described in the ASA Constitution, to declare the Chapter inactive. If such proceedings are initiated, services to the Chapter from the Council and the ASA office will be discontinued.

# SAMPLE CHAPTER BROCHURE



WASHINGTON  
STATISTICAL  
SOCIETY

WSS

A CHAPTER OF THE  
AMERICAN STATISTICAL ASSOCIATION



## **THE WASHINGTON STATISTICAL SOCIETY**

*focuses on statistical issues and concerns of individual statisticians in the greater Washington metropolitan area.*

### **TECHNICAL SESSIONS**

One of the most important contributions WSS makes to the statistical community is organizing and sponsoring technical programs, which are free to any interested persons (members or nonmembers). Some sessions are general in nature, others are more specialized and focus on technical issues of interest to more narrow subgroups of the membership.

The technical sessions are arranged by program chairpersons listed in this flyer. Their titles illustrate the range of topics for the sessions. There are usually 30 program sessions offered each year at convenient locations in the metropolitan area. They are usually presented on workdays during daytime hours.

In 1986, WSS initiated the Distinguished Speaker Series, an annual event which centers around a special presentation by a distinguished statistician. This talk is generally held in the Spring of the year, and is followed by a wine and cheese reception.

Notices of the WSS technical sessions appear in the WSS newsletter.

### **ANNUAL SOCIAL EVENTS**

There are two regularly scheduled WSS social events per year, which provide an opportunity for members to enjoy one another's company. The first is the holiday wine and cheese party held in December. The other is the annual dinner which is usually held in June. At the annual dinner, election results are announced, special awards are presented, and an invited speaker is featured. These fee events are announced in the Newsletter well in advance.

### **SHORT COURSES**

The WSS offers several short courses each year. Some are developed especially for WSS, others are based around videotaped versions of ASA Continuing Education events. Attendance at these events is usually limited and a nominal fee is charged.

### **OTHER ACTIVITIES**

Other Society activities include the employment column in the Newsletter, sponsorship of an outstanding student from each of the area's universities for a one-year membership in the ASA and WSS, the annual Julius Shiskin Award for outstanding achievement in economic statistics, and presentation of awards for outstanding statistical work at Science Fairs held in area schools.

### **MEMBERSHIP**

WSS has two types of membership:

**REGULAR** - which is offered those persons who are members of the American Statistical Association,  
*and*

**ASSOCIATE** - which includes all benefits of regular membership except holding office or voting.

Many associate members are active in other professional societies but have an interest in statistical programs in the metropolitan area which may tie in with their profession.

## TO JOIN WSS

As a **REGULAR** member

- You must join the ASA, call the ASA office at 684-1221 and ask for an application.
- Check the box for WSS chapter membership on the application.
- Write your check to the ASA to cover both the ASA dues and the WSS annual dues:  
**\$10.00 or \$4.00 for students**

Just moved into the area and already an ASA member?

- Send to WSS your new and old addresses – we will notify ASA of the change of address.
- Send WSS a check for \$1.25 per month until your ASA membership renewal is due.
- Upon renewing your ASA membership, check the box to start Washington Chapter (#2) membership – and include the WSS dues in your ASA payment.

As an **ASSOCIATE** member

- Complete the application form in this flyer.
- Mail it to the Treasurer of WSS.
- Enclose a check for your dues:  
**\$14.00 or \$4.00 for students for the next twelve months.**

To JOIN the WASHINGTON STATISTICAL SOCIETY as an Associate Member, complete the following and mail it with your dues payment:

Enclosed is a check for \$14 (\$4 for fulltime students) to pay my dues for the next twelve months.

Name:	_____	Home and work phones:	Home _____ / _____
Address:	_____		Work _____ / _____
(Minimum	_____	Are you a student?	Yes: _____ No: _____
needed for	_____		If yes, fulltime _____ or parttime _____
mailing)	_____		
Employer:	_____		
Job title:	_____		

Make check payable to: Washington Statistical Society  
Mail to: Virginia deWolf, WSS Treasurer, P.O. Box 752, Suitland, MD 20752

## SAMPLE CHAPTER BROCHURE

### FOR FURTHER INFORMATION ON WSS

*For general information:*

Ruth Ann Killion, WSS Secretary 301-763-8558

*For program information*

*or to make suggestions:*

#### **Agriculture and Natural Resources**

Cynthia Clark ..... 202-447-4557

John Herbert ..... 202-586-4360

#### **Economics**

Linda Atkinson ..... 202-219-0505

Art Kennickell ..... 202-452-2247

#### **Methodology**

Sue Ahmed ..... 202-219-1781

Tapan Nayak ..... 202-944-6355

#### **Data Collection Methods**

Jared Jobe ..... 301-436-7111

Clyde Tucker ..... 202-272-2280

#### **Physical Sciences and Engineering**

Telba Irony ..... 202-994-7522

John Sjogren ..... 202-767-4940

#### **Public Health and Biostatistics**

Barry Graubard ..... 301-496-8547

Ed Lakatos ..... 301-496-5905

#### **Quality Assurance**

Carrol Kindel ..... 202-219-1371

Sid Schwartz ..... 202-268-3490

#### **Social and Demographic**

Mike Horrigan ..... 202-523-1327

Jeff Passel ..... 202-857-8678

#### **Statistical Computing**

Nancy Flournoy ..... 202-885-3127

Sylvia Leaver ..... 202-272-2350

#### **Short Courses**

Glenn White ..... 202-874-1114

Mary Batchner ..... 202-874-0464

Don Gantz ..... 703-993-1695

Brad Pafford ..... 202-268-6044

*To WRITE to the WSS or any of the above,  
mail to:*

**P.O. Box 752, Suitland, MD 20752**

*Dear Colleague,*


The Washington Statistical Society (WSS) is the chapter of the American Statistical Association (ASA) which serves the metropolitan Washington, D.C. area. It is a large and varied organization whose constituency involves professionals from the government, the academic sector, and the private sector. Although WSS is a chapter of the ASA, it, by itself, may be the largest local statistical society in the world. Chapter activities include a varied technical seminar program, short courses offered at a minimal fee, and several annual social events.

WSS members receive our monthly newsletter, which includes announcements and descriptions of forthcoming technical programs, short courses, and social events. It also provides an employment column, publicizing job openings and describing credentials of members seeking employment.

WSS shares the commitment of ASA to statistical education of pre-college students. Since 1986, WSS has sponsored awards for outstanding statistical work at Science Fairs held in area schools. Recently, members participated in a workshop for K-12 teachers of mathematics on developing statistical education materials as part of ASA's Quantitative Literacy Project. During the next year, members will be developing a support network for Washington area schools.

Whether you are interested in continuing your own statistical education, helping to develop the next generation of statisticians, or simply extending your network of statistician friends, please join us as a regular or associate member.

*Sincerely,*

  
Fritz Scheuren  
President, WSS

## APPENDIX G

### ASA CHAPTER VISITATION PROGRAM

The Chapter Visitation Program is probably one of the most visible means by which ASA shows its support and concern for its Chapters. This program tries to provide a visitor to a Chapter every two years. The visitor is generally one of the ASA Presidents, Vice Presidents, the Executive Director, or more recently, other Board Members and Council of Chapters Governing Board members. The purpose of the visit is to communicate with the Chapters on issues of concern to the Chapter and the Association. The visit is also expected to stimulate and revitalize Chapters by providing a prominent speaker. The visitor subsequently reports his/her perception of the status of the Chapter and identifies areas of strength or weakness.

The Council of Chapters has found that Chapters uniformly feel this program is effective and shows that the ASA is concerned and interested in the Chapters. The program often brings back members who had not recently attended Chapters meetings or draws in new, potential Chapter members. It also gives the Chapters a chance to ask questions about ASA issues, receive advice on how to stimulate or revitalize the Chapter, and provides feedback on how Chapter members perceive ASA issues.

It is the hope of ASA and the Council of Chapters that the Chapter Visitation Program will:

1. Ensure that the objectives of the visitation, namely to communicate and stimulate the Chapter, are met through visitor selection by matching the visitor to the Chapter's needs.
2. Provide a quantifiable means of measuring the effectiveness of the visitation through documented reports from both the Chapter and the visitor.
3. Provide a cost effective program by focusing on those Chapters which are most in need of a visit.

### CHAPTER VISITATION PROGRAM GUIDELINES

The objectives of the Chapter Visitation Program are to:

1. Establish communication among Chapters and between the Chapter and the parent organization (ASA).
2. Examine the condition (health) of the Chapter and seek remedial measures for improving the Chapter's status.



## **ASA CHAPTER VISITATION PROGRAM**

3. Stimulate new and renewed membership in ASA and the respective Chapter.

The objectives will be met by:

1. Providing a lecture, at minimum cost to the Chapter, that offers the maximum probability of attracting potential new Chapter members as well as current but inactive Chapter members.
2. Providing a discussion format among Chapter members for exchange of information on current ASA issues or policy and Chapter concerns.
3. Establishing goals and objectives for the Chapter to attain in the immediate future to improve and maintain the Chapter's status within the Association, as determined by the Council of Chapters' evaluation criteria.

### **RESPONSIBILITIES OF THE CHAPTER VISITOR**

Once ASA headquarters has confirmed a Chapter visit, the Chapter visitor shall be responsible for:

1. Coordinating travel plans with a Chapter contact person.
2. Providing the title and abstract of the lecture along with biographical information to the Chapter contact person in sufficient time to allow adequate publicizing of the visit.
3. Requesting that the scheduled visit include a meeting with Chapter officers to discuss specific Chapter concerns.
4. Devoting some portion of the lecture to ASA announcements and items of concern to Chapters. Some time should also be allocated for questions and discussion of these issues. Also, the visitor should request and solicit individual comments on possible problems or recommended changes for the Chapter.
5. Providing a program that will meet the needs of the Chapter, e.g. technical or non-technical.

## ASA CHAPTER VISITATION PROGRAM

6. Completing the Chapter Visitor Report Form and submitting it to the Executive Director of the ASA who will review and provide it to the Director of Chapter and Section Relations. The Director of Chapter and Section Relations will submit a copy of the report to the Council of Chapters Chair who will be responsible for presenting a summary of the Chapter visitor evaluations on an annual basis. The Council Chair will also be responsible for communicating with the appropriate Vice Chair (formerly known as District Governor) concerning problems or remedial recommendations arising from a Chapter visitor's report. The confidentiality of the report will be maintained by ASA headquarters and the Council Chair.

### RESPONSIBILITIES OF VISITED CHAPTER

The Chapter selected for the visitation shall be responsible for:

1. Contacting the visitor directly and making specific arrangements for the visit.
2. Offering transportation and lodging assistance to the visitor.
3. Publicizing the visitation as a Chapter meeting and distributing the announcement to members in the area. ASA will assist the Chapter by identifying ASA members in the area who are not Chapter members.
4. Completing the Chapter Visitor Report Form and submitting it to the Executive Director of ASA.
5. Reporting on the Chapter visitation in both LINK and Amstat News.

### CHAPTER SELECTION CRITERIA

All Chapters shall be eligible to request a visitation by completing the designated Request for a Visitation Form. Requests may also be submitted by Vice Chairs for Chapters in their district which are in need of visitation. These requests shall be reviewed by the Council Chair, the Executive Director, and the Director of Chapter and Section Relations. The Chapters will be ranked according to their need for visitation. The ranking procedure will consider these criteria, ordered according to importance:

## **ASA CHAPTER VISITATION PROGRAM**

1. Highest priority consideration shall be given to any Chapter that is in immediate danger of being disbanded, provided that it has been established that there is a need for the continued existence of this Chapter, according to the Vice Chair's report.
2. Chapters that are on probation.
3. Chapters that report a large proportion of non-ASA members.
4. New Chapters.
5. Inactive Chapters or Chapters with large proportions of inactive members.
6. Chapters located in areas with high potential for attracting new members.

The number of Chapters to be visited will be determined by the availability of funds and Chapter visitors.

### **VISITOR SELECTION CRITERIA**

Chapter visitors shall be selected by the Executive Director and Director of Chapter and Section Relations in consultation with the Council of Chapters Chair. All officers of ASA Board of Directors and the Council of Chapters Governing Board shall be candidates for Chapter visitor. The selection criteria will focus on matching a Chapter's needs with the Chapter visitor's skills and ability to assist the Chapter.

Chapters in need of attracting new members in an industrial environment might receive a visitation from an officer who can attract industrial statisticians. A Chapter in need of attracting academic statisticians or revitalizing its primarily academic Chapter might require a technical lecture from an officer with a well-established technical reputation. A Chapter in immediate danger of being disbanded would require visitation from an officer with experience in Chapter needs and functions.

### **VISITATION BUDGET AND EXPENSES**

The Council of Chapters shall recommend a budget for some fixed amount for Chapter visitation that will be subject to approval of the ASA Board of Directors. The Director of Chapter

## **ASA CHAPTER VISITATION PROGRAM**

and Section Relations shall be responsible for monitoring the distribution of the Chapter visitation funds.

Chapter visitors will be requested to subsidize their expenses whenever possible through the coordination of Chapter visits with other business. Chapters will be encouraged to seek funding sources, e.g., through corporate sponsorship, whenever possible. Other methods for optimal use of visitation funds will include geographical considerations when matching Chapter visitors to Chapter requests, scheduling multiple Chapter visits within a given geographical area, and encouraging travel planning sufficiently in advance to take advantage of travel discount rates.





**APPENDIX H**  
**ASA OFFICE STAFF AND SCHEDULED WORK HOURS**

**Office of Executive Director**

**\*Dr. Barbara A. Bailar, Executive Director** - 8:30-5:00  
Barbara W. Milton, Executive Assistant (PT) - M, T, Th.  
Althea Harley, Executive Secretary - 8:00-4:30

**Office of Chapter and Section Relations**

**\*Carolee Bush, Director** - 9:00-5:30  
Eileen Brunwasser, Chapter and Section Relations Assistant - 9:00-5:30

**Office of Education**

**\*Kathryn B. Rowe, Director** - 8:30-4:30  
Leslie Geremia, Administrative Assistant (QL) - 8:30-4:30  
Katherine (Kathi) Anthony, Administrative Assistant (CE) - 8:00-4:00

**Office of Scientific & Public Affairs**

**\*Marilyn J. Humm, Director** - 8:30-5:00  
#Beverly H. Lutzen, Coordinator, OSPA - 8:00-4:30  
Alison Stern-Dunyak, Publications Manager - 8:00-4:30  
#John Franklin IV, Publications Asst. - 9:00-5:30  
Linda A. Dziobek, Journals Manager - 6:30-3:00  
Eric Sampson, Production Editor - 8:30-5:00  
Nancy Epting, Production Editor - 8:30-4:30  
Terence Mulligan, Publications Editor (PT)

**Office of Meetings**

**\*Lee L. Decker, Director of Meetings** - 8:00-4:30  
Doris J. Moss, Senior Meeting Planner - 7:00-3:30  
Jenester Corbin, Administrative Assistant - 8:30-5:00  
Helen Peck, Meetings Assistant (1/2 time) - 6:00-2:30

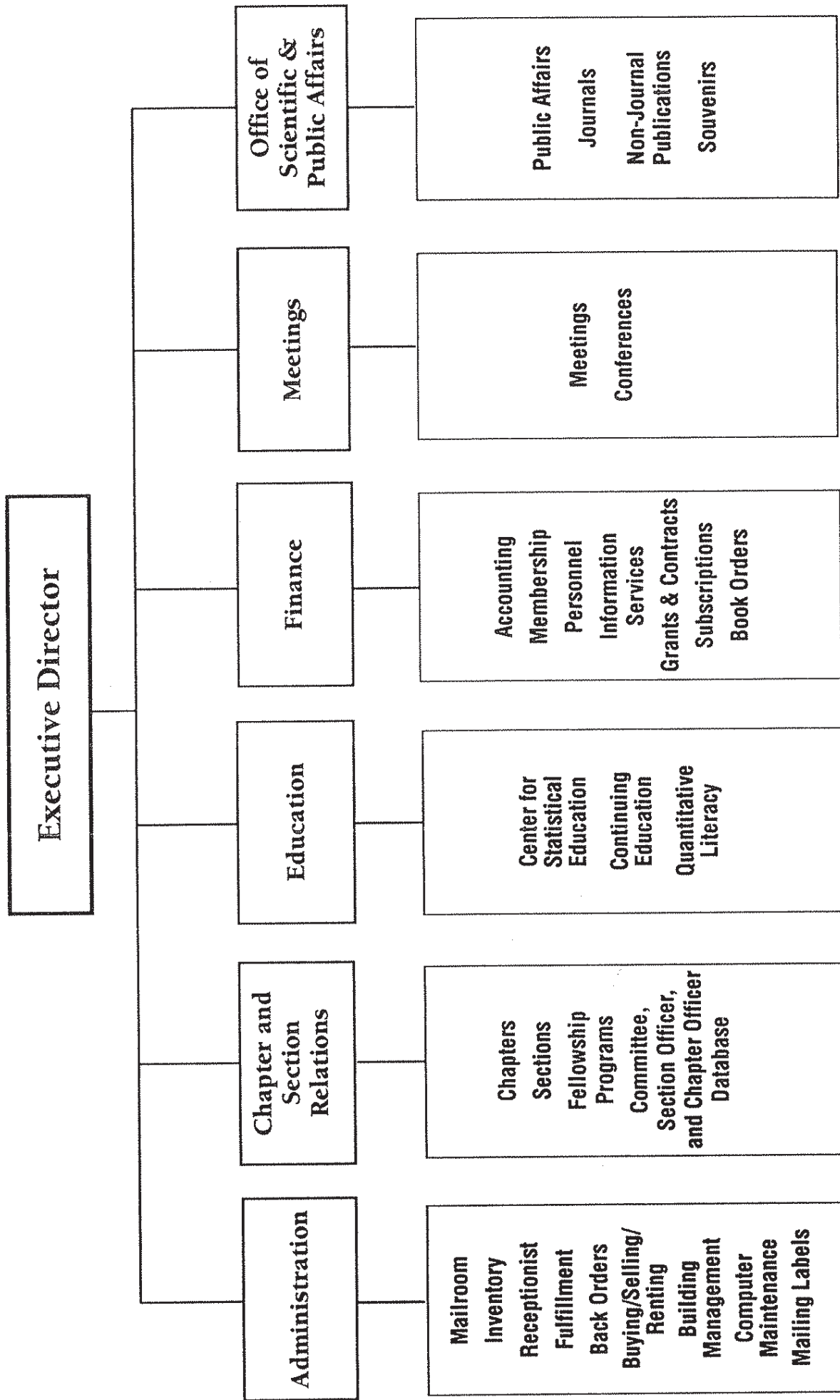
**Office of Finance**

**\*Penny L. Young, Director of Finance** - 8:30-5:00  
Barbara Ludden, Administrative Assistant - 7:30-3:30  
Virginia Warren, Grants Assistant (P/T) - 8:30-4:00  
Adriano Sarmiento, Manager - Accounting - 7:00-3:00  
Amelia (Mely) Velasquez, Staff Accountant - 7:30-3:30  
Ruth Ballard, Accounting Clerk - 8:00-4:00  
Anja Chancellor, Accounting Clerk - 9:00-5:00  
Richard (Dick) Moran, Accounting Clerk - 8:00-4:00  
Gladys Romero, Manager - Membership Records - 8:00-4:00  
Tiffany Byberg, Membership Records Assistant - 7:30-3:30

**Office of Administration**

**\*Richard Foley, Director of Administration** - 6:00-2:30  
Joseph (Ja') Franklin, Assistant,  
Mail/Supply/Facilities Mgmt - 10:00-6:00  
Robert (Bob) Armstrong, Mailroom Clerk (P/T) - 9:00-1:00  
Rosemary Redden, Receptionist - 9:00-5:00

**\*Executive Staff**



## APPENDIX I

### 1993 ASA BOARD OF DIRECTORS

<u>President</u>	- J. Stuart Hunter (1993)*
<u>President-Elect</u>	- Ronald L. Iman (1993)*
<u>Past President</u>	- Katherine K. Wallman (1993)*
<u>Vice Presidents</u>	- Wayne A. Fuller (1991-93) Robert L. Mason (1992-94) Ronald H. Randles (1993-95)
<u>Secretary and Executive Director</u>	- Barbara A. Bailer (1988-95)*
<u>Treasurer</u>	- David R. Morganstein (1992-94)*
<u>Representatives from Council of Sections</u>	- Thomas J. Boardman (1992-93) Lorraine Denby (1993-95) Mary Grace Kovar (1992-94)
<u>Representatives from Council of Chapters</u>	- Uwe Koehn (1992-93) Michael H. Kutner (1993-95) Joseph N. Skwish (1992-94)
<u>International Representative</u>	- Willem R. Van Zwet (1993-95)
<u>Editorial Representative</u>	- Roderick Little (1993)

\*Member of Executive Committee.





## APPENDIX J

### 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.

The duties of the Chapter Representative are to:

1. Encourage and serve as the communications link between the local Chapter and the Council of Chapters.
  - a. Complete and return the Annual Survey of Chapter Activities to the Council of Chapters.
  - b. Disseminate communications from the Council to local Chapter members and insure Chapter follow up.
  - c. Present to the Council the needs and concerns of the local Chapter.
  - d. Encourage Chapter participation in Council programs and initiatives.
2. Attend the Business Meeting and Workshop of the Council of Chapters at the Annual Meetings of the ASA.
3. Elect the Chair-Elect of the Council of Chapters.
4. Elect the Vice Chair for his or 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 Council of Chapters. The Chapter Representative is an officer of the local Chapter and a member of its Executive Committee.

As liaison between the Chapters and the Council of Chapters, the Chapter Representative is encouraged to keep the Council and other Chapters current on Chapter activities. LINK is available for such efforts.





# American Statistical Association

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## MEMORANDUM

**DATE:** May 19, 1993

**TO:** Chapter Secretaries and Treasurers

**FROM:** Penny L. Young, ASA Director of Finance

**SUBJECT:** Preparation of Annual Chapter Financial Statements

### Balance Sheet Preparation

A **Balance Sheet** represents a *Point in Time (PIT)* and is a measurement of the **Net Assets (Net Worth)** of the Chapter. Generally, a **Balance Sheet** is done at the close of the fiscal period (e.g., December 31, 19XX).

It lists the **Assets** (what the Chapter has or what is owed), the **Liabilities** (what the Chapter owes), and the **Net Assets** of the Chapter. **Net Assets** also are the accumulation of surpluses (deficits) over time by the Chapter.

#### Assets

- *cash* (checking/savings accounts)
- *accounts receivable* (payments owed to the Chapter, such as Chapter dues collected by the ASA office in December and paid to the Chapter in January)
- *prepaid expenses* (items that have been purchased or prepaid for a future use, such as a deposit on meeting space)
- *furniture/equipment* (any tangible item owned by the Chapter such as a copier, etc.)

#### Liabilities

- *accounts payable* (bills not yet paid by the Chapter for an expense/activity that occurred during the fiscal period, such as a bill for a food function that occurred in December but was paid in January)

#### Net Assets

- the difference between the **Assets** and **Liabilities**