

**AMERICAN
STATISTICAL
ASSOCIATION**

COUNCIL OF CHAPTERS

RESPONSIBILITIES

AND

PROCEDURES

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Contents

INTRODUCTION 3

RESPONSIBILITIES OF OFFICERS 4

 Responsibilities of the Chair..... 4

 Responsibilities of the Chair-Elect 5

 Responsibilities of the Communications Officer 6

 Responsibilities of the Secretary 6

 Responsibilities of the three Board Representatives..... 6

 Responsibilities of the six District Vice-Chairs..... 13

 Responsibilities of Chapter Representatives..... 19

 Responsibilities of Host Chapter Chair 19

 Roles and Responsibilities of ASA Liaison..... 20

RESPONSIBILITIES OF COMMITTEES 20

 Executive Committee (required by the Charter)..... 20

 Committee on Nominations (Standing Committee) 21

 Traveling Courses Committee (Standing Committee)..... 21

 Committee on Chapter Status (Standing Committee)..... 21

PROCEDURES 25

 Elected Positions..... 25

 Nomination Procedure 25

 Vacancies 26

 Removal of A Non-Performing Council Member 27

TIMETABLE FOR NOMINATIONS AND ELECTIONS 28

ANNUAL CHAPTER REPORT 29

 Purpose 29

 Administrative Structure..... 29

 Content and Report Design..... 29

 Annual Report Distribution, Response, and Follow-up..... 29

 Analysis 29

 Summary Report..... 30

 COC Business Meeting..... 30

REPORT TIMETABLE 30

 ASA Chapter Stimulus Funding Program 31

CHAPTER OFFICERS' WORKSHOP 32

PROGRAM GLOSSARY 33

INTRODUCTION

The **Council of Chapters (COC)** consists of the COC officers and one Chapter Representative from each American Statistical Association (ASA) Chapter.

The **officers** of the COC are the Chair, the Chair-Elect, the Past Chair, the Secretary, the Communications Officer, one Board Representative to the ASA Board of Directors from each of the three ASA regions, and one Vice-Chair from each of the six ASA Districts.

The **COC Governing Board (COCGB)**, consisting of the COC officers, meets at least three times a year and manages the affairs of the Council.

The **COC Executive Committee**, which includes the Chair, Chair-Elect, Past Chair, Secretary and one Board Representative, plans the meetings of the Governing Board and serves the Governing Board in an advisory capacity. This committee also develops goals and plans for the following term (when the Chair-Elect becomes Chair). They are to consider issues arising before the Council regarding new initiatives.

The **COC Chapter Status Committee**, consisting of the 6 District Vice-Chairs, Communication Officer, and one Board Representative, reviews and summarizes the general health of the individual Chapters and makes recommendations regarding the creation of new chapters and the dissolution of current chapters.

The **COC Traveling Course Committee**, consisting of the 6 District Vice-Chairs, creates a list of short courses to be made available to the Chapters. Once the list is finalized, the Traveling Course Committee Chair coordinates with the ASA Liaison to evaluate which chapters will receive the course.

The **COC Nomination Committee** consists of six members, one from each District, with the Chair-Elect or an officer of the Council serving as Chair. Each year, the Chair-Elect appoints two new members to serve three-year terms. To serve on the Nomination Committee, members must be a current or past officer of the associated chapters. Each member must be a full member of the ASA and a chapter member. The Chair-Elect of the COC chairs or appoints an officer of the COC to chair this committee.

The **COC ‘Charter’, ‘Officer Handbook’, and ‘Responsibilities and Procedures’ Documents Review Committee** is appointed by the COC Chair to review these documents at least every 3 years. Its purpose is to revise the Council of Chapters Charter in accordance with Article XI of the COC Charter. The Past Chair shall be in charge of undertaking revisions to the Council of Chapters Responsibilities & Procedures document and the Chapter Officers Handbook. If necessary, this committee will prepare a revision to be submitted to the COCGB.

RESPONSIBILITIES OF OFFICERS

Responsibilities of the Chair

The Chair of the COC is first elected by members of the Council of Chapters as Chair-Elect, and serves three consecutive terms: one year as Chair-Elect, one year as Chair, and one year as Past Chair.

1. Serve a one-year term as the chief executive officer of the COC.
 - Provide leadership.
 - Act on COC plans, assuring continuity with previous years.
 - Assure adherence to the provisions of the COC charter and the ASA Constitution.
 - Coordinate all aspects of the activities of the COC and its officers.
 - Coordinate the activities of the COC Vice-Chairs with the assistance of the Communications Chair.
 - Maintain communication with ASA staff on behalf of the Council.
2. Serve a term as Past Chair of the COC at the conclusion of the term as Chair.
3. Serve as a member of the COC, COCGB, and the Executive Committee.
4. Prepare an agenda for and preside at:
 - The COC Business Meeting in July/August after the Joint Statistical Meetings (JSM) virtually.
 - COCGB meetings: Winter Meeting, pre-JSM, July/August at JSM, post JSM, and December as well as any other needed meetings.
 - Meetings of the Executive Committee.
 - Other meetings which may be called from time to time. Agendas are to be prepared in advance and are usually prepared in collaboration with the COCGB Executive Committee and the ASA Liaison.
5. At the COC Annual Business Meeting:
 - Present a report on COC activities during the past year.
 - Introduce newly elected officers.
 - Summarize the COCGB meeting report at JSM from ASA leadership.
 - Prepare a report of council activities for presentation at the COC Business Meeting.
 - Recommended: Work with Communications Officer to prepare a written report for distribution to COC members and publication in Amstat News, sharing on social media and/or posting on the ASA website.
6. Assist the Chair-Elect in planning and carrying out the COC workshop during the JSM. Attend the workshop.
7. Organize two Invited Sessions for the COC at the following year's JSM to be held when the current COC Chair assumes the role of COC Past Chair. The topic is to have broad appeal and all chapters should have the opportunity to sponsor this session. One of the sessions is traditionally a panel and the other is a technical talk session. Appoint a person to be Chair (or Chair if no one from local chapter wants to or the topic doesn't fit) for the COC Host Chapter Invited Session at the following year's JSM.
8. Congratulate new officers on their election and review responsibilities, they will have a training with the outgoing Past Chair before their term starts. Ensure that newly elected officers begin receiving email announcements with assistance from the ASA liaison.
9. Appoint members to positions or to Committees, as required. The Chair is responsible for appointing certain officers, as well as Committee members and Chairs and Vice-Chairs of Committees. Their term

of office begins January 1. The Chair, however, should select persons for these positions during the previous year, while serving as Chair-Elect. (See **Responsibilities of the Chair-Elect** below).

10. Assign special projects to the Vice-Chairs of the COC. Follow up on the progress of Vice-Chairs in carrying out their tasks.
11. Assign special responsibilities to each of the three Board Representatives as needed.
12. During JSM:
 - Recommended: Represent the Council during the President's Invited Address.
 - Recommended: Represent the Council at the reception for new ASA fellows.

Responsibilities of the Chair-Elect

The Chair-Elect is elected by members of the Council of Chapters.

1. Serve as a member of the COC, the COCGB, and the Executive Committee. Attend the COC Business Meeting, all meetings of the COCGB online, in person and/or at JSM, meetings of the Executive Committee, and other meetings which may be called.
2. Serve as liaison to the Council of Sections.
3. Preside at meetings of the COC and its Committees in the absence of the Chair.
4. Serve one-year terms as Chair and Past Chair of the COC at the conclusion of the term as Chair-Elect.
5. Assume the position of Chair of the COC for the remainder of the current term if that position should become vacant. Continue as Chair for the entire succeeding term.
6. Appointments. The Chair is responsible for appointing certain Officers and Committee members, and Chairs and Vice-Chairs of Committees. The Chair-Elect is expected to select members for these positions well before the end of the term as Chair-Elect, so they can begin their terms on January 1. The following selections are to be made in consultation with the current Chair and the Past Chair:
 - Appoint a Secretary
 - Appoint a Communications Officer
 - Appoint two members to the COC Committee on Nominations, to serve three-year terms. Chair the committee or name a member of the Committee to serve as Chair
7. Plan and organize a workshop to be held during the JSM, with the assistance of the Chair. Solicit ideas for topics at the Winter Meeting of the Governing Board. Send multiple notices of the workshop to all Chapters in June and July through the Vice-Chairs. Conduct the workshop.
8. Recommended: Prepare a written report on the workshop for distribution to the Governing Board and attendees and share as a publication in Amstat News, share on social media and/or post on the ASA website (in consultation with Communications Officer).
9. In consultation with ASA staff and the Chair, plan the COCGB meeting to be held in the following Winter, at the start of the term as Chair. Establish the dates and an agenda for the meeting.

Responsibilities of the Past Chair

1. Serve as a member of the COC, the COCGB, and the Executive Committees. Attend the COC Business Meeting, other meetings of the COCGB, meetings of the Executive Committee, and other meetings which may be called.
2. Preside over meetings of the Council and its Committees in the absence of the Chair and the Chair-Elect.
3. The Past Chair shall chair the COC '**Charter**,' '**Officer Handbook**' and '**Responsibilities and Procedures**' **Documents Review Committee**, should the documents need to be reviewed.
4. Serve on ASA's Committee on Nominations for two years.

5. Give a COC orientation session for incoming officers in December.
6. Every other past chair (i.e., whose term of Past Chair begins in an even-numbered year) will serve on ASA's Founders Award Committee for two years.

Responsibilities of the Communications Officer

The Communications Officer is appointed by the Chair prior to the start of their term.

1. Serve as a member of the COC and the COCGB. Attends the COC Business Meeting and all COCGB meetings. May be asked to join COCGB EC meetings as well.
2. Recommended: Work with Chair to prepare a written report for distribution to COC members and publication in Amstat News and/or posting on ASA website and/or social media.
3. Oversee Council publications
4. Works with Chair on emails that VCs should be sending out. Send template or email draft.
5. With the assistance of ASA staff, prepare and distribute announcements and reports to Chapter officers and representatives, including: slates of nominees for office, announcements of election results, meeting announcements, reports of the Council Representative to the ASA Board, and any other reports of Council business which are of interest to the Chapters.
6. Attend and record minutes of Chapter Status Committee meetings.
7. Manages the COCBG email account and the Google Calendar.
8. Coordinates with ASA to share news and information on social media.
9. Keeps track of officers of the chapters and share the updated email list with VC's.

Responsibilities of the Secretary

The Secretary is appointed by the Chair.

1. Serves as a member of the COC, the COCGB, and the Executive Committee. Attend the COC Business Meeting, meetings of the COCGB, the Executive Committee, and other meetings which may be called. Report on business matters of the Council.
2. Assist the Chair in arranging the time and location of each meeting and developing an agenda for each meeting. Assist the ASA staff in the preparation and distribution of the agenda and supporting documentation prior to the meeting.
3. Prepare minutes of all meetings of the COC, the COCGB, the Executive Committee, and other meetings which may be called. Minutes should be prepared within one month of the meeting. Disseminate minutes to appropriate recipients, with the help of ASA staff and post minutes on the COC website

Responsibilities of the three Board Representatives

Board Representatives are elected by the membership of ASA.

1. Serve as members of the Board of Directors of ASA. Attend Board meetings, usually held in the spring (March/April and June), at JSM, and in the winter (late November or early December). Report on Council of Chapters and Council of Chapters Governing Board activities and communicate other Council issues to the Board. Represent the interests of all ASA members in the region from which they are elected. Activities and reporting responsibilities are detailed below.
2. Serve as members of the Council and the Governing Board of the Council of Chapters. Attend the Council business meeting and the Governing Board meetings throughout the year and/at JSM and report on Board actions. Activities and reporting responsibilities are detailed below.

3. Represent the Council of Chapter's interests before the Board, particularly in budget matters, and not the interests of any particular Chapter.
4. Serve on or chair other Board committees as assigned by the ASA president.
5. One Board Representative will serve as Chair for the Chapter Status Committee (see table below - Years 2-3, when first year term is an odd number).
6. One Board Representative will serve on the CoC Executive Committee (see table below - Years 2-3, when first year term is an even number).
7. The first year Board Representative will serve on the Chapter Status Committee to assist the Chair of the committee.
8. The Board Representative, from the appropriate region, will contact newly elected Vice-Chairs as a means of introduction.
9. Prepare reports rotated between COCGB and BOD by COC Representatives to the Board according to the following schedule:

Council of Chapters Representative to the Board of Directors: Schedule of Activities

TIME	ACTIVITY	RESPONSIBILITY	PREPARATION
YEAR 1-3	<ul style="list-style-type: none"> • Tasks may be assigned or one may volunteer for other tasks. • There may be some electronic voting between meetings. • COCGB will meet virtually 	<p><i>Note: When reports are due, it is desirable to have them prepared in advance for distribution in the Board Book or the COC book. The Board Book deadline is about 3-4 weeks in advance of the meeting</i></p> <p><i>Meeting dates and times are subject to change; for example, Board meetings may include a Thursday PM meeting in years 2 and 3 as well as year 1.</i></p>	
YEAR 0			
Year 0, spring	Election		
Year 0, JSM	Attend COC Governing Board (COCGB) Meeting	If possible, attend, meet, greet, and get familiarized with the responsibilities	
Year 0, fall	Read the COC Manual regarding responsibilities	Contact the BOD staff liaison for a copy of the document "Board of Directors: Roles and Responsibilities" for review, if needed.	
Year 0, Nov/Dec	Attend BOD meeting in Alexandria; on the day before the regular meeting, attend an orientation meeting in the late afternoon.	Attend (Thurs at 4 thru Sat at 3:30) *	Read Board Book, which comes about 1 week before meeting
YEAR 1			
Year 1, Winter (Feb/March)	Attend COCGB meeting; Attend as part of Chapter Status Committee meeting in first year	Attend 1-day meeting	
Year 1, Mar/Apr	Attend BOD meeting	Attend (Friday 8:30 a.m. through 3:30 Sat) *	Read the book for the March/April BOD meeting; comes about 1 week before meeting.
Year 1, June	Attend BOD Budget meeting	Attend one day BOD budget meeting (Friday, 8 am - 3 pm) *	Read materials sent in advance

Year 1, After election results are announced	Contact any newly elected COC Vice Chair, if the Vice Chair was elected from your region.	Make contact, welcome, and direct the Vice-Chair to the Charter and the Roles and Responsibilities documents.	
Year 1, prior to JSM	Attend Chapter Status meeting Attend COCGB meetings		
Year 1 Spring/ Summer	Prep for JSM Meeting	Contact the COCGB chair from time to time (every 2 months?) to see what is new to prepare to report COC business at BOD meeting at JSM	Submit report in early July.
Year 1, JSM	Attend BOD meeting Attend COCGB meeting during JSM Attend COC workshop during JSM Attend COC business meetings virtually after JSM	Attend (Friday 8:30 a.m. through 3:30 Sat) * REPORT ON COC activities since March/April meeting	Contact COCGB chair from time to time (every 2 months) to see what is new to prepare for report on COC business at BOD meeting at JSM (<i>Submit report early July, if possible</i>); Read the book for the JSM BOD meeting; it comes-1 week before meeting
Year 1, Sept.	Attend COCGB meeting	Get information for Nov/Dec BOD meeting	Prepare report for Board Book by early Nov.
Year 1, Nov/Dec	Attend BOD meeting	Attend (Friday 8:30 a.m. through 3:30 Sat) * REPORT on COC activities, including JSM COCGB meeting Use notes and minutes from this meeting to prepare written report for Winter meeting of COCGB.	In Nov, submit report on JSM COC activities Attend COCGB/COC activities at JSM, and update w/ COC Chair in the fall. Submit report for Board Book Read Board Book, which comes 1 week before meeting
Year 1, Dec	Attend COCGB meeting	Report on BOD meeting	Report on meeting in November
YEAR 2			
Year 2, Winter	Participate in virtual meeting with COCGB Executive Committee and ASA Liaison (<i>If first year of term is</i>	Participate in the planning of the agenda of the COCGB meeting with the Chair and	<i>Submit report in advance if possible</i> Using minutes of BOD in Nov/Dec, prepare written report

	<i>an EVEN numbered year</i> Attend COCGB Winter meeting <i>(If first year of term is an ODD number year, chair Chapter Status Committee; if first year of term is an EVEN number year, attend Executive and Planning Committee Meetings)</i>	Executive Committee REPORT ON BOD Nov/Dec meeting	
Year 2, Mar/Apr	Attend March meeting of BOD	Attend (Friday 8:30 a.m. through 3:30 Sat) * Use notes and minutes of this meeting to prepare report for JSM COCGB meeting and submit report 3-4 weeks before JSM.	Read Board Book, which comes 1 week before meeting
Year 2, June	Attend BOD Budget meeting	Attend one day BOD budget meeting (Friday, 8:30 am - 3 pm) *	Read materials sent in advance
Year 2, After election results are announced	Contact any newly elected COC Vice Chair if the Vice Chair was elected from your region.	Make contact, welcome, and direct Vice Chair to the Charter and the Roles and Responsibilities document.	
Year 2, prior to JSM	Attend Chapter Status meeting Attend COCGB meetings		
Year 2, July	Participate in virtual meeting with COCGB Executive Committee and ASA Liaison <i>If first year of term is an EVEN numbered year</i>	Participate in the planning of the agenda of the COCGB meeting with the Chair and Executive Committee	
Year 2, JSM	Attend BOD meeting Attend COCGB meeting during JSM Attend COC workshop during JSM Attend COC business meetings virtually after JSM	Attend (Friday 8:30 a.m. through 3:30 Sat) * REPORT ON BOD March/Apr meeting	Read Board Book, which comes 1 week before meeting <i>Submit report in advance.</i> Using minutes from March/April Board meeting, prepare written report and submit in advance
Year 2, Sept.	Attend COCGB meeting	Get information for Nov/Dec BOD meeting	Prepare report for Board Book by early Nov.

Year 2 Nov/Dec	Attend BOD meeting	Attend (Friday 8:30 a.m. through 3:30 Sat) *	Read Board Book, which comes 1 week before meeting
Year 2, Dec	Attend COCGB meeting	Report on BOD meeting	Report on meeting in November
YEAR 3			
Year 3, Winter	Participate in virtual meeting with COCGB Executive Committee and ASA Liaison <i>If first year of term is an EVEN numbered year</i> Attend COCGB meeting <i>If first year of term is an ODD number year, chair Chapter Status Committee; if first year of term is an EVEN number year, attend Planning and Exec Committee meetings</i>	Participate in the planning of the agenda of the COCGB meeting with the Chair and Executive Committee Use notes and minutes of this meeting to prepare report for March BOD meeting	
Year 3, Mar/Apr	Attend BOD meeting	Attend (Friday 8:30 a.m. through 3:30 Sat) * REPORT ON COCGB activities, including Winter meeting	<i>Submit report on Winter COCGB meeting in advance</i> Read Board Book, which comes 1 week before meeting
Year 3, June	Attend BOD Budget meeting	Attend one day BOD budget meeting (Friday, 8:30 am - 3 pm) *	Read materials sent in advance
Year 3, After election results are announced	Contact any newly elected COC Vice Chair, if the Vice Chair was elected from your region. Also, welcome new Board Rep.	Make contact, welcome, and direct the Vice-Chair and Board Rep to the Charter and the Roles and Responsibilities documents.	
Year 3, July	Participate in virtual meeting with COCGB Executive Committee and ASA Liaison <i>If first year of term is an EVEN numbered year (This may be a call of the entire COCGB)</i>	Participate in the planning of the agenda of the COCGB meeting with the Chair and Executive Committee	
Year 3, JSM	Attend BOD meeting Attend COCGB meeting during JSM Attend COC workshop during JSM Attend COC business meetings	Attend (Friday 8:30 a.m. through 3:30 p.m. Sat) * Take notes for report to COCGB REPORT ON BOD March/Apr	Read Board Book, which comes 1 week before meeting <i>Submit report in advance.</i> Using minutes from March/April Board

	virtually after JSM	meeting	meeting, prepare written report and submit in advance
Year 3, Sept.	Attend COCGB meeting	Get information for Nov/Dec BOD meeting	Prepare report for Board Book by early Nov.
Year 3, Nov/Dec	Attend BOD meeting	Attend (Friday 8:30 a.m. through 3:30 Sat) * Give brief (-3-5 minute) farewell address.	Read Board Book, which comes 1 week before meeting
Year 3, Dec	Attend COCGB meeting	Report on BOD meeting	Report on meeting in November

* Times subject to change; confirm prior to making travel arrangements. #Participation remotely may be an option.

Responsibilities of the six District Vice-Chairs

District Vice-Chairs are elected by the Chapter Representatives in their Districts.

(NOTE: A Vice-Chair who transfers ASA membership out of the District of election within their first year of service will be considered as having vacated the position and will be replaced.)

1. Serve as member of the COC and the COCGB. Attends the COC business meeting and all COCGB meetings. Represent their District and its Chapters at these meetings. Convey District and Chapter concerns to the COCGB.
2. Maintain communication with District Chapters - at a minimum every 3 months but **should be more often**.
 - Send emails as requested to by the Communications Chair
 - Know the officers of each Chapter and verify the accuracy of ASA rosters of Chapter officers.
 - Contact Chapters when necessary to update the roster to ensure that roster of Chapter officers is current and that the ASA Liaison is apprised of any changes.
 - Make direct contact with the Chapter Representative, President, and other officers of each Chapter to inform them about COC activities and communications.
 - Keep abreast of Chapter activities and concerns. Encourage Chapters to have representatives at the annual business meeting and workshop.
3. Prepare District status reports for the COCGB meetings and submit them to the Chair of the Chapter Status Committee by the stated deadline prior to these meetings. Reports need to be prepared twice a year in anticipation of the Winter and pre-JSM meetings.
 - The report for the Winter meeting should be an annual report covering the entire year. This report is the responsibility of the outgoing Vice-Chair if there has been a recent election. The report for the pre-JSM meeting should focus more on the weaker Chapters that have potential or severe problems.
 - Possible visits to chapters in their district (see Chapter Visitation Program: <https://community.amstat.org/coc/chapterresources/chaptervisitationprogram>)
4. Serve as a member of the COC Committee on Chapter Status. Attend Committee meetings held in conjunction with meetings of the COCGB.
5. Serve on the Traveling Course Committee
6. Assist the Governing Board and ASA staff in handling problems surrounding delinquent and inactive Chapters. Works with delinquent Chapters to seek a return to active status, through contact with Chapter officers. If no officer structure is apparent, try to stimulate Chapter activity through contact with ASA members in the Chapter's area.
7. Help to revitalize less active Chapters. Suggest ways to make use of ASA services such as mailing lists and speakers, and the proper procedures to follow to obtain these services.
8. Work with ASA members in their District who would like to establish a new Chapter.
9. Assist with follow-up of the annual report of Chapters by contacting the officers of non-responding Chapters.
10. Respond to special requests by the Chair of the Council to communicate with Chapters in their District.
11. Outgoing Vice-Chairs turn over their files to new Vice-Chairs, and advise them on their duties and schedules for those duties to be carried out.
12. Carry out special projects as assigned by the Chair.

13. The two District Vice Chairs who are serving the last year of their 3-year term will be responsible for a) overseeing the coordination of the Traveling Courses or b) manages an ad hoc project as deemed necessary by COCGB.

Council of Chapters, District Vice Chairs: Schedule of Activities

TIME	ACTIVITY	RESPONSIBILITY	PREPARATION
YEARS 1-3	<ul style="list-style-type: none"> • Tasks may be assigned by the COCGB Chair, or one may volunteer for other tasks • The Travel Course committee work is part of the set of tasks for the Vice-chairs, and the schedule of responsibilities is provided on a separate document • Meeting dates and times are subject to change. 		
YEAR 0			
Year 0, Spring	Election		
Year 0, JSM	Attend COC GB Meeting	If possible, meet and greet other Vice-Chairs, and start to figure out the responsibilities	Read the document <i>Orientation for District Vice-Chairs</i>
Year 0, Fall	Read the COC manual regarding responsibilities	Make contact with COCGB Chair and COC Board Reps about roles and responsibilities	Obtain COC responsibilities manual, and relevant email contacts
Year 0, Dec	Talk/Meet the outgoing District Vice-Chair; Attend the “pre-orientation” for newly elected Vice-Chairs	Seek advice from outgoing District Vice-Chair on duties and schedules for carrying out tasks	Work with outgoing District Vice Chair on the District Chapter status reports for the winter meeting
YEAR 1			
Year 1, Winter (Jan)	Participate in the COCGB virtual meeting		
Year 1, Jan/Feb	Check on Chapter officer updates	Get to know (esp. new) Chapter Officers, and verify the ASA roster’s accuracy	
Year 1, Winter (Feb/Mar)	Attend COC GB Winter meeting virtually; Attend the Chapter Status Committee meeting	Attend 1-day meeting (usually on a Saturday); Present and discuss District Chapter status reports.	Prepare (together with past District Vice-Chair) District status reports, and submit them to the Chair prior to the meeting
Year 1, Spring/Summer	Contact COCGB Chair and other Vice Chairs from time to time especially when asked; Remind chapters of the Outstanding Chapter Service Award due April 22 nd	Get to know Chapter Officers, and verify the ASA roster’s accuracy; Encourage Chapters to have reps at the JSM COCGB Meetings	Ask to be placed on the mailing list of each Chapter to receive newsletters and announcements

Year 1, June/July	Participate in the COCGB virtual meeting; Participate in Chapter Status Committee Meeting; Participate in Traveling Course Meeting; Email Chapters about JSM activities	Keep abreast of Chapter activities and concerns	Check with chapters on updates for chapter status; Summarize District Chapter status reports, with emphasis on the weaker Chapters that have potential or severe problems.
Year 1, JSM	Attend COCGB meeting; Attend COC workshop; Attend COC Business; Meeting virtually, post JSM	Attend meetings/workshops on Monday and Tuesday; Present and discuss District Chapter Status reports	
Year 1, Fall	Maintain communication with Chapters in the District; Follow up with Chapter Reps regarding annual reports; Remind chapters to apply for traveling course	Inform the Chapters about Council activities; If applicable, work with delinquent Chapters to seek a return to active status; Help to revitalize less active Chapters	
Year 1, Dec	Send message to Chapter Reps and Chapter Presidents about annual Chapter reports	State report due date, provide instructions and, wherever necessary, assist with completing reports.	Make direct contact with each Chapter
YEAR 2			
Year 2, Winter (Jan)	Participate in the COCGB virtual meeting		
Year 2, Jan/Feb	Check on Chapter officer updates	Get to know (esp. new) Chapter Officers, and verify the ASA roster's accuracy	
Year 2, Winter (Feb/Mar)	Attend COCGB Winter meeting virtually; Attend the Chapter Status Committee meeting	Attend 1-day meeting (usually a Saturday); Present District Chapter status reports	Prepare District status reports, and submit them to the Chair prior to the meeting
Year 2, Spring/Summer	Contact COCGB Chair and other Vice-Chairs from time to time especially when asked; Remind chapters of the Outstanding Chapter Service Award due April 22 nd	Get to know (esp. new) Chapter Officers, and verify the ASA roster's accuracy; Encourage Chapters to have reps at the JSM COCGB meetings	Ask to be placed on the mailing list of each Chapter to receive newsletters and announcements
Year 2, June/July	Participate in the COCGB virtual meeting; Participate in Chapter Status Committee Meeting; Participate in Traveling Course Meeting; Email	Keep abreast of Chapter activities and concerns	Check with chapters on updates for chapter status; Summarize District Chapter status reports, with emphasis on the weaker Chapters that have

	Chapters about JSM activities		potential or severe problems.
Year 2, JSM	Attend COCGB meeting; Attend COC workshop; Attend COC Business Meeting virtually, post JSM	Attend meetings/workshops on Monday and Tuesday; Present and discuss District Chapter Status reports	
Year 2, Fall	Maintain communication with Chapters in the District; Follow up with Chapter Reps regarding annual reports; Remind chapters to apply for traveling course	Inform the Chapters about Council activities; If applicable, work with delinquent Chapters to seek a return to active status; Help to revitalize less active Chapters	
Year 2, Dec	Send message to Chapter Reps and Chapter Presidents about annual Chapter reports	State report due date, provide instructions and, wherever necessary, assist with completing reports.	Make direct contact with each Chapter
YEAR 3			
Year 3, Winter (Jan)	Participate in the COCGB virtual meeting	Participate in the planning of the agenda of the COCGB virtual meeting	
Year 3, Jan/Feb	Check on Chapter officer updates	Get to know (esp. new) Chapter Officers, and verify the ASA roster's accuracy	
Year 3, Winter (Feb/Mar)	Attend COCGB Winter meeting virtually; Attend the Chapter Status Committee meeting	Attend 1-day meeting (usually a Saturday); Present District Chapter status Reports	Prepare District Chapter status reports, and submit them to the Chair prior to the meeting
Year 3, Spring/Summer	Contact COCGB Chair and other Vice-Chairs from time to time especially when asked; Remind chapters of the Outstanding Chapter Service Award due April 22 nd	Get to know (esp. new) Chapter Officers, and verify the ASA roster's accuracy; Encourage Chapters to have reps at the JSM COCGB meetings	Ask to be placed on the mailing list of each Chapter to receive newsletters and announcements

Year 3, June/July	Participate in the COCGB virtual meeting; Participate in Chapter Status Committee Meeting; Participate in Traveling Course Meeting; Email Chapters about JSM activities	Keep abreast of Chapter activities and concerns	Check with chapters on updates for chapter status; Summarize District Chapter status reports, with emphasis on the weaker Chapters that have potential or severe problems.
Year 3, JSM	Attend COCGB meeting; Attend COC workshop; Attend COC Business Meeting virtually, post JSM	Attend meetings/workshops on Monday and Tuesday; Present and discuss District Chapter Status reports	
Year 3, Fall	Maintain communication with Chapters in the District; contact incoming District Vice Chair in preparation for transition; Follow up with Chapter Reps regarding annual reports; Remind chapters to apply for traveling course	Inform the Chapters about Council activities; If applicable, work with delinquent Chapters to seek a return to active status; Help to revitalize less active Chapters	
Year 3, Dec	Send message to Chapter Reps and Chapter Presidents about annual Chapter report; Turn over relevant COC files to incoming District Vice-Chairs; Begin Preparing the last District status reports for the COC GB Winter meeting	State report due date, provide instructions and, wherever necessary, assist with completing reports; Provide advice to incoming District Vice-Chair on duties and scheduling	Make direct contact with each Chapter; Begin preparing (together with the incoming Vice-Chair) the District status reports for the COC GB Winter meeting in Alexandria.

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. 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 COC. The Chapter Representative is an officer of the local Chapter and a member of its Executive Committee. As liaison between the Chapters and the COC, the Chapter Representative is encouraged to keep the COC and other Chapters current on Chapter activities

Responsibilities of the Chapter Representatives include:

1. Encourage and serve as the communications link between the local Chapter and the COC through the District Vice-Chair.
 - Complete and return the Annual Survey of Chapter Activities to the COC.
 - Disseminate communications from the COC to local Chapter members and insure Chapter follow-up.
 - Present to the COC the needs and concerns of the local Chapter.
 - Encourage Chapter participation in COC programs and initiatives.
 - Ensure that list of Chapter Officers, maintained at the ASA, is accurate and current.
2. Attend the Workshop of the Council of Chapters at JSM and the Business Meeting.
3. Elect the Chair-Elect of the Council of Chapters.
4. Elect the Vice-Chair for Chapter's local District.

Responsibilities of Host Chapter Chair

1. Organize a **Host** Chapter Invited Session for the COC at JSM, if possible

Note that the COC Chair, together with recommendations from the Vice Chair in the JSM venue district, appoints the Host Chair.

To ensure that all chapters are allowed the opportunity to organize an invited session, the COC will balance the geographical location of the venue for the JSM with the district near the venue. Also, the COC will strive to have a rotation every 6 years, allowing chapters within each of the 6 districts to be the host for an invited session.

The table below outlines the JSM venue with the district from which the Host Invited Session should be the sponsor:

Year	JSM City	District of Host City (Sunday session; host invited session)	District to Solicit Chapters to Organize CoC "At-large" Invited Session, (Tuesday; organized by someone in district:)
2026	Boston	1	3
2027	Chicago	4	4
2028	Philadelphia	3	3
2029	Seattle	6	6

Roles and Responsibilities of ASA Liaison

1. Arrange virtual meetings.
2. Arrange logistics for JSM - room and food with the help of the Chair.
3. Reviews and monitors the Chapter dues collection; specifically keeps track of any chapters which raise or lower their dues to ensure that it is implemented.
4. Communicates with Chapters regarding their chapter status following the recommendations of the Chapter Status committee.
5. Maintains the COC website.

RESPONSIBILITIES OF COMMITTEES

See "Procedures" section for details on carrying out Committee charges.

Committees consist of the Executive Committee, Standing Committees as provided in the Charter, and Standing or Current Committees as established by the Chair or the Governing Board. A Current Committee is established to satisfy a particular need, and it may not continue for more than five years without a review of its need by the Governing Board. Each Committee must have a charge and must prepare an annual report for the Governing Board.

Members of Standing Committees and Chairs of Current Committees must be full members of ASA. The term of membership is three years, unless otherwise specified. Members may not serve more than six consecutive years without Governing Board approval.

Executive Committee (required by the Charter)

Members: The Executive Committee consists of the Chair, the Chair-Elect, Past Chair, and Secretary, and a Board Representative (see rotation schedule).

Charge: The Executive Committee plans the meetings of the COCGB and serves the COCGB in an advisory capacity.

NOTE: The Executive Committee is empowered to act for the Governing Board when action is required, a 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.

Committee on Nominations (Standing Committee)

Members: The Committee on Nominations consists of six members each representing a unique district. Each year, the Chair of the committee appoints two members to serve a three-year term. Only current or past chapter officers shall be eligible for appointment to the Committee on Nominations. Each Appointee must be a full member of ASA and a chapter member. The Chair-Elect of the COC chairs the committee or appoints an officer of the COC to chair the Committee.

Charge: The Committee on Nominations compiles a slate of candidates for each annual election, consistent with the charter and procedures of the COC. The slate is submitted to the COCGB. The Committee on Nominations provides candidates with written information about the roles and responsibilities of the office for which they will be nominated. Candidates must agree to these roles and responsibilities if they are elected.

NOTE: Members of the Committee on Nominations are not eligible for nomination by the Committee. The Committee shall send a copy of the responsibilities of office to all candidates. The Chair of the Council of Chapters and the Board Representative of the appropriate region will contact newly elected Vice-Chairs, welcoming them to the Council and reviewing responsibilities.

Traveling Courses Committee (Standing Committee)

Members: The Traveling Course Committee will consist of all six District Vice Chairs.

Charge: The Traveling Course Committee coordinates the COC Traveling Course Program each year.

NOTE: One of the District Vice Chairs who are in the last year of their three-year term will create a list of short courses to be made available to the Chapters. This list is often put together after a call to Chapters for recommendations. Once the list is finalized, the Traveling Course Committee Chair coordinates with the ASA Liaison, to coordinate logistics with the chapters who will receive the course. When course assignments are made, each District Vice Chair is responsible for supporting the Traveling Courses that are taking place in their district.

- The list of courses should be collected over the summer and into August, and a finalized list should be shared with Chapters by the end of September.
- Chapters need to turn in their requests for courses by the deadline set by the Traveling Course Committee.
- Traveling Courses may be scheduled by each Chapter between May of the year assigned and April of the following year.
- Only Chapters that submit their annual report on time will be eligible for a traveling course.
- Only Chapters that are eligible may be awarded a Traveling Course.

Committee on Chapter Status (Standing Committee)

Members: The Committee on Chapter Status consists of the six Vice-Chairs of the COC, the Communications Officer, and a Board Representative. Meetings of the Committee are chaired by the Board Representative as determined in the rotation schedule.

Charge: The Committee reviews the status of the local Chapters of the association.

- Determine the activity status of the Chapters, specifically if a Chapter is active or inactive.
 - Review in detail the status of inactive Chapters. Make recommendations to the COCGB concerning the revocation of the charter of a Chapter that appears to be truly inactive. The Council of Chapters website provides information on chapter standing: <http://community.amstat.org/coc/chapterofficerhandbook/chapteractivitystatusguidelines>
 - The ASA staff liaison will communicate with chapters that the Chapter Status Committee deems not in good standing according to the process below.
1. The first communication to the chapter membership will be a supportive notification offering assistance but also indicating that the chapter will be considered delinquent if the chapter does not send a plan of revival within three months to the ASA Liaison (see template communication Notice of Inactivity).
 2. If the ASA Liaison has not received a revival plan over the next three-month period following the initial communication, a second communication to the chapter membership will occur, notifying them of their “delinquent” status (see template communication Notice of Delinquency). This letter will state that the chapter will be terminated if a plan of revival is not submitted within the following six months.
 3. After three months of a chapter falling into delinquent status, a third email will be sent to ASA members in the geographic region stating that the chapter remains in delinquent status and will be terminated at the end of their six-month delinquency unless a revival plan is sent to the ASA Liaison (see template communication Delinquency Continuance).
 4. After at least six months on delinquent status, the dissolution process described in the COCGB Constitution will be initiated. Chapter members and ASA members in the geographic region will be notified if the COCGB revokes the Chapter charter (see template communication Chapter Termination).
 - Review requests for formation of new Chapters. Make recommendations to the COCGB concerning the granting of a charter to a group requesting formation of a new Chapter.
 - Communicate to the COCGB other issues related to Chapter Status

Charter and Responsibilities & Procedures Committee (Standing Committee)

Members: Within three years after the adoption of the Charter or ratification of periodic revisions. The Past Chair should chair or appoint someone to chair a Charter and Responsibilities & Procedures Committee to review these two documents of the Council of Chapters. This must occur at least every five years.

Charge: If necessary, this Committee must prepare a revision to be submitted to the COCGB. The revision must be submitted within five years after the adoption of these documents.

COMBINED TIMETABLE OF COUNCIL ACTIVITIES

Time Frame	Activity	Persons
December	COCGB meeting	COCGB members
December	Prepare agenda/arrangements for February/March	Chair/Executive Committee and ASA Liaison
December	Outgoing Vice-Chairs communicate necessary information to incoming Vice-Chairs	Communications Chair (CC)/Vice-Chairs
December	Request the Annual Chapter Status Report from District Representatives.	Vice-Chairs (VC's)
December	Give COC orientation session to incoming COC officers	Past-Chair
December	Contact any chapter that failed to submit their annual report.	CC/VC's
1-Jan	Officers and appointees begin terms.	
January	Send summary email to Chapters reminding them of stimulus funding, outstanding service award and other opportunities.	CC/VC's
January	Distribute minutes from December COCGB Meeting	Secretary
December	Contact any chapter that failed to submit their annual report.	CC/VC's
February	Prepare agenda/arrangements for Spring COCGB meeting.	Chair/Executive Committee and ASA Liaison
Chapter status reports	VC's/Board Reps (BR)	
Winter	Attend COCGB meeting	COCGB members
March/April	Attend ASA Board meeting and report on COC Activities.	BR
April/May	Email ballots for ASA elections	ASA Office
March/April	Distribute minutes from Winter COCGB Meeting	Secretary
March/April	Send updates from the Winter COCGB Meeting to Chapters	CC/VC's
May/June/July	Prepare summary of Chapter Annual Reports	VC's/BR

Time Frame	Activity	Persons
May/June	Arrange final details for COC workshop for August meetings	Chair-Elect
May/June/July	Prepare agendas for August COC Business & COCGB meetings	Chair/Executive Committee
June	Pre-JSM Planning Meeting	COCGB members
June/July	Announce election results	ASA Office
June/July	Remind chapters of COC events at JSM	CC/VC's
June/July	Work on COC Invited Sessions for next JSM	Chair
July/August	Attend ASA Board meeting and report on COC Activities	BR
July/August	Traveling Course Committee Meeting	VC's
July/August	Chapter Status Committee Meeting	VC's/BR/CC
July/August	Attend COC Business meeting, COCGB, Executive Committee Meetings	COCGB and officers
July/August	Present Chapter status reports to COCGB and COC	VC's/BR
July/August	Conduct COC workshop at JSM	Chair-Elect
July/August	Report on annual report of Chapters at JSM	Chapter Status Committee
August	Evaluate ASA Continuing Education Proposals	Evaluation Subcommittee
August/ September	Submit COC Invited Session descriptions to ASA through the invited sessions submission process	Chair, Host Chapter Chair
September	Distribute minutes of August meetings	Secretary
1-Nov	Deadline for submission of nominations for COC officers	Nominating Committee
November	Email Chapters to remind them to submit end of year report	CC/VC's
November	Designate Secretary, Communications Officer, and Committees for the following year	Chair-Elect
November/December	Attend ASA Board meeting and report on COC Activities	BR
Fall	Notify chapters of traveling courses	VC's

PROCEDURES

Nominations and Elections of COCGB officers

Elected Positions

Chair-Elect: A Chair-Elect is elected each year for a one-year term beginning January 1 following election. All members of the Council of Chapters are eligible to vote for Chair-Elect. The Chair-Elect succeeds to the positions of Chair and Past Chair in subsequent years. After these three years in office, the Past Chair is not eligible for immediate election as Chair-Elect.

Vice-Chairs: There are six District Vice-Chairs, one from each District, who are elected for three-year terms. Two Vice-Chairs are elected each year. Vice-Chairs are not eligible for immediate re-election to the same position. All Chapter Representatives in a District are eligible to vote for the District's Vice-Chair.

Board Representatives: Three regional Board Representatives are elected for three-year terms, with one representative elected each year. All full members of ASA are eligible to vote for Board Representatives. Board Representatives are not eligible for immediate re-election to the same position. There is one Board Representative from each region, and the nominees will ideally rotate between districts in the region.

All terms of office end and new terms begin January 1. However, each office holder is expected to serve until a successor takes office.

The three-year term of a Board Representative from a given region coincides with the three-year terms of the Vice Chairs from the two Districts in that region. The terms of office are synchronized so the Vice-Chairs can become candidates for Board Representative.

Appointed Positions and Positions by Succession

The Secretary and the Communications Officer are appointed by the Chair-Elect to serve during the Chair Elect's term. The designation should be made at least two months prior to January 1 when the Secretary and Communications Officer take office.

The positions of Chair and Past Chair are filled by succession: a member elected as Chair-Elect is expected to serve for three years, as Chair-Elect, Chair, and Past Chair.

Nomination Procedure

The Council's **Committee on Nominations** consists of six members of the Council, one from each District, with the Chair-Elect or an officer of the Council serving as Chair. Each year, the Chair-Elect of the Council (near the beginning of their term as Chair) appoints two members to serve three-year terms.

At least two candidates must be submitted for each position. More than two candidates may appear on the ballot. Only current and past chapter leaders shall be eligible for appointment to the Committee on Nominations, and a nominee must be a full member of the ASA and a chapter.

Members of the Committee on Nominations are not eligible for nomination. The Chair-Elect should consider this restriction when appointing members of the Committee.

The elections take place in time for the results to be announced at the JSM, and terms of office start the following January 1.

The Council's Committee on Nominations must submit the following nominations:

Chair-Elect: This position is open to any full member of ASA. Election involves serving three one-year terms: one year as Chair-Elect, the second year as Chair, and the third year as Past Chair. The COC votes for this position.

Vice-Chairs: Each year, two Vice-Chairs are elected to three-year terms. Two Districts within one region are designated each year to elect new Vice-Chairs. At least two candidates must be submitted from each District. Candidates must reside or have their membership address within the District at the time of nomination. Chapter Representatives in the District vote for VC of the district (at most 15 individuals vote for this position).

ASA Board Representative: Each year, one Board Representative is elected from the same region that elects its two District Vice-Chairs, to serve a three-year term. Candidates must reside or have their membership address within the region at the time of nomination. The successive Board Representatives from a region should be alternated between the two Districts in the region. For example, if the current Board Representative from Region 2 is from District 3, all nominees to replace that Representative should be from District 4. Board Representatives are expected to represent all ASA members in their regions and not be limited to Council of Chapters interests. The entire ASA community votes for this position.

Vacancies

If a vacancy occurs in the position of Chair, the position is filled by the Chair-Elect for the remainder of the term, followed by the Chair-Elect's usual term as Chair. If the Past Chair position becomes vacant, it remains vacant for the remainder of the term. In any other case of the vacancy of the Chair or Chair-elect, the Governing Board shall fill the vacancy by choosing one of the elected officers of the Council. This may occur through an election if needed, with all members of the COCGC voting. Vacancies in Board Representatives or in Vice-Chairs are filled by appointment by the Governing Board, with approval of the Council Representatives from the region or District of the vacancy.

Such appointees must be a member of ASA and belong to at least one chapter from the region or district where the vacancy occurred.

Removal of A Non-Performing Council Member

1. A non-performing council member is identified by the criteria that **their inactivity is affecting the work of the COC or, in the case of COC Reps and District Vice-Chairs, their Chapter or the Chapters they represent.**
2. The member's inactivity is made known to the COC Chair, Chair-Elect, or ASA staff liaison. If made known to the staff liaison, the liaison needs to inform the Chair or Chair-Elect.
3. Contact information for the member is obtained through ASA resources and staff.
4. The contact information is used by the COC Chair or Chair-Elect to locate the member to talk to them and determine first if the inactivity is due simply to a communications issue (e.g., the member changed email, moved, etc. and was not receiving communications regarding the Council's work).
 - A. If YES, updated contact information is obtained. Allow a bit of time to see if individual reengages with the COC.
 - I. If yes, the matter is closed.
 - II. If no, proceed to removal of Council member (II. b.)
 - B. If NO, member is asked if the inactivity is due to a practical issue (e.g., prolonged illness, move or start of new job, overwork, etc. such that the member simply no longer has the time to take part in the work of the COC).
 - I. If YES, check (diplomatically) to see if individual would like to resign from the COC.
 - a. If they do not wish to resign, allow a bit of time to see if the individual reengages with the COC.
 - i. If yes, matter is closed.
 - ii. If no, proceed to removal of committee member (II. b.)
 - II. If NO, COC Chair or Chair-Elect will attempt to re-engage them. Explain expectations of position and, without pressure or judgment, see if member has time and interest to fulfill COC expectations. Allow for three to six months to determine if COC member is now actively participating.
 - a. If the Council member is now actively participating in the work of the COC, the matter is closed.
 - b. If the Council member is still not participating in the work of the COC, COC Chair or Chair-Elect makes recommendation to COCGB to remove the member.
 - i. Assuming COCGB approval, the member is removed and sent a formal letter explaining why this has been done.
 - ii. COC Chair or Chair-Elect works with COCGB to appoint a replacement.

TIMETABLE FOR NOMINATIONS AND ELECTIONS

Time Frame	Task
August	Members and Chair of the Committee on Nominations are appointed by the Chair-Elect of the Council. Previous Committee Chair provides any relevant notes or files. Suggestions for nominees are requested at the COC Business Meeting and COCGB meeting.
September	ASA office provides the Committee with a list of current Chapter officers, and other useful lists of possible candidates. Committee arrives at a rank-ordered list of potential candidates.
October	The Chair of the Committee contacts potential candidates in rank order until each slate of candidates is completed.
November	The completed slate is reported to the ASA Liaison and to the Chair of the COC
Winter-Spring	At the COCGB meeting, the completed slate of nominees is presented. The slate of COC Board Representatives is announced in <i>Amstat News</i> . The slate of nominees is announced on the ASA website.
April	Election of COCGB Board Representatives is included in the ASA General Election
April	Election of Chair-Elect and Vice-Chairs occurs among eligible voters
July	Election results are available prior to the JSM.

ANNUAL CHAPTER REPORT

Purpose

The Annual Chapter Report is carried out by the Council of Chapters. The principal objective is to collect and disseminate information about the status, activities, and needs of ASA Chapters. This information is summarized to provide an overview of the Chapter program and is also utilized in the form of individual Chapter data.

Uses of the data are to:

- Determine the viability of individual Chapters
- Identify Chapter needs
- Identify potential issues for workshops and seminars

Administrative Structure

The Chapter Status committee is responsible for the design, conduct, analysis, and dissemination of results of the Chapter Report. The Chair of the Chapter Status Committee coordinates with the ASA Staff Liaison and all Vice Chairs to compile this report.

Content and Report Design

The Chapter report is designed to collect information from the Chapters on the size and composition of Chapter membership, meetings held, service needs, and utilization of services, during the previous calendar year. To maintain comparability in the data from year to year, the questionnaire is changed as little as is necessary. Changes are adopted only if they will enhance the validity of the data or will provide new information needed for Council planning and administration. The Chapter Status Committee considers proposals for changes which may originate from members of the COCGB or Chapter officers. Proposed changes are then submitted to the COCGB for approval.

Annual Report Distribution, Response, and Follow-up

In November, and again in December, an email request to complete the online Annual Report is sent to Chapter Officers by the COC Vice-Chairs, who are asked to follow up with a personal contact. Because of the turnover of Chapter officers, achievement of maximum response may require a coordinated effort by the Vice-Chairs, previous Vice-Chairs, and ASA staff.

Chapters vary in their method of responding to the report. The person responsible for completing the report is expected to consult with current and previous Chapter officers and the Chapter's program Chair, to assure that information about the membership and program are accurate, and that suggestions for Council activity reflect a broad consensus.

Analysis

Vice Chairs Summary to Committee. Chapter Status Committee members provide guidance to the Executive Committee to summarize their findings from the submitted chapter reports. The report should provide simple descriptive statistics about the chapters activities, chapter-by-chapter. Recommendations as to the status of each chapter are to be presented by Vice Chairs at the Winter Meeting.

Summary Report

One section of the report should be devoted to Chapter-specific information, in which Chapters are identified. The remainder of the report should provide an overview in which Chapters are not identified. Longitudinal information of interest to ASA, such as changes in membership and in the proportion of members who are national members, should be included. Data from previous annual reports can be used for this purpose. This committee report is presented to the COCGB at the Winter Meeting.

COC Business Meeting

Key results from the previous year's report are presented by the Chapter Status Committee at the COC Business Meeting at JSM.

Archiving

An archive of at least four years of previous Chapter report responses should be maintained.

REPORT TIMETABLE

Time Frame	Task
November	First mailing to Chapter Officers
December	Second mailing to Chapter Officers
December	Vice-Chairs are asked to contact the Chapter Representatives of non-responding Chapters.
February	Meet to discuss chapter status around the time of the Winter meeting
July	Write summary report for JSM and post-JSM meetings.
August	Present report to Council of Chapters at the Annual Business Meeting
September	Post report on the COC website

ASA Chapter Stimulus Funding Program

Purpose

The Chapter Stimulus Funding program is designed to elevate chapter enthusiasm and to stimulate growth in chapter membership. These funds can be used for new initiatives, or for activities the chapter is already doing but in a bigger and better way. A key component to the program is the funds can only be spent on chapter activities that have the potential for a broad impact across the chapter and for the chapter membership. Funds cannot be spent on activities that benefit only a small number of chapter members:

Administrative Structure

1. Any chapters that have completed an annual report by a pre-specified deadline, is eligible to receive a maximum of \$500 from the ASA that can be spent on one or more activities specified on the current Council of Chapters Governing Board (COCGB) approved list (or other COCGB approved activities on a case-by-case basis). This money does not roll over into the next year.
2. **There are two deadlines per year** in which to request funding for your chapter event. For events taking place from January – June, the application deadline is November 1 of the prior year. For events taking place from July to December, the application deadline is May 1.
3. The ASA Liaison, in conjunction with the COCGB District Vice-Chair, will notify the chapter if the Chapter’s proposed activity has been approved.
4. Receipts for the activity must be sent to the ASA within 30 days after the event.
5. Chapters must report on the activities these funds were used for in their annual chapter reports.

NEW COUNCIL OF CHAPTERS INITIATIVES

The decision to implement a new initiative for the Council of Chapters must be made approximately 18-24 months prior to the start of the anticipated year of implementation -- for example, during January-June 2026 for a January 2028 start. A cost estimate must be submitted to the COC Executive Committee at least 9-10 months prior to the year of implementation -- for example, about March 2026 for January 2027 start.

1. A proposal for a new initiative or significant change in a current program that would require designated funding, must be presented to the Governing Board about 18 months before the intended January 1 start.
2. The Governing Board may turn it down or approve it *in principle*.
3. If the new initiative is approved in principle, the Executive Committee works out the details of the proposal. The ASA staff should also be consulted. After reviewing costs and expected benefits, the Executive Committee may revise the proposal.
4. The Executive Committee then presents a recommendation to the Governing Board, which could be a recommendation not to proceed. The recommendation must be presented at least 8-10 months before the intended January 1 start.
5. The Governing Board votes on whether to proceed, considering costs and benefits. The Board could make changes to the proposal, but if these changes affect the cost, the proposal will have to be referred back to the Executive Committee before final approval.
6. Approval by the Governing Board for an initiative to start the following January 1 must be given prior to June 1 so it can be included in the budget submitted to the Executive Director of the ASA. Since the budget is subject to approval by the ASA Board of Directors, that Board has, in effect, the final decision about whether to proceed.

CHAPTER OFFICERS' WORKSHOP

A workshop is held each year during the JSM to address the needs of Chapter officers. The Chair-Elect organizes and presides at the workshop.

The program is accompanied by an Officer Appreciation social hour.

Workshop Timetable

Time Frame	Task
Winter	At the meeting of the Governing Board, the Chair-Elect solicits suggestions for discussion topics.
Spring	The Chair-Elect decides on topics to be included and arranges speakers.
June	The ASA office sends a mailing to each Chapter asking for the names of one officer or delegate who will attend.
July/August	Workshop is held.
September	After the workshop, the Chair-Elect arranges for handouts and other materials from the workshop to be posted on the COC website. Articles describing the workshop are written for publication in <i>Amstat News</i> .

PROGRAM GLOSSARY

ASA Districts	Six geographical Districts of North America, each with a grouping of Chapters
ASA Regions	Three regions of North America are used as a basis for geographical representation on the ASA Board of Directors. There are two Districts in each region
Chapter Officers Handbook	A resource guide for Chapter officers, a "how to" document.
Outstanding Chapter Service Award	A special acknowledgment of the efforts of Chapter members. A Chapter may designate one member for the award every year. The award consists of a digital certificate for the member and a mention in the Awards Program at the JSM.
Chapter Representative	A member of a Chapter selected by the Chapter as its representative to the Council of Chapters.
Chapter Visitation Program	ASA officers and executive staff visit Chapters to meet Chapter officers and members and to speak at a Chapter meeting
Quantitative Literacy	A variety of activities related to statistical education at the secondary school level provided by the ASA Center for Statistical Education.
Stimulus Funding	A program designed to assist chapters in stimulating new activities.