



**BY-LAWS  
OF THE  
NEW YORK CITY METRO CHAPTER  
OF THE  
AMERICAN STATISTICAL ASSOCIATION**

**(Effective January 1, 2010)**

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## **ARTICLE I - MEMBERSHIP**

### ***Membership Categories***

#### **Regular (Full) Members**

Persons holding membership in the American Statistical Association.

#### **Associate Members**

Persons interested in statistics in general or the organization in particular, who are not members of the American Statistical Association.

#### **Student Members**

Persons who are full-time undergraduate or graduate students at a local college or university. This includes persons who are ASA student members.

### ***Membership Year***

Membership shall begin when the applicant has been approved for membership in the American Statistical Association (in the case of Full Members) or by the Executive Committee (in the case of Associate Members) and has paid dues. A member is in good standing if dues have been paid. If dues are not paid within three months after the due date, or six months after the first renewal notification, membership will be terminated

### ***Member Resignation***

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

### ***Member Termination***

A member may be terminated when a quorum of the Executive Committee has found that the member has acted in a manner detrimental to the American Statistical Association and/or to the New York City Metro Chapter; provided the Executive Committee has given written notice to the member describing the charges, and has given the member an opportunity to respond.

## **ARTICLE II - OFFICERS**

### ***Titles and Responsibilities***

#### **President**

1. Chief Executive Officer and spokesperson for the Chapter.
2. Represent the Chapter in its relations to the American Statistical Association and to outside agencies.
3. Make all necessary appointments with the advice of the Executive Committee.
4. Serve as an ex-officio member of all committees.
5. Preside at all Chapter and Executive Committee meetings.

#### **Past-President (Optional)**

1. Provide consultancy to elected officers.

#### **Vice President**

1. Assume the duties of the President in the event of the absence or inability of her/him to serve.
2. Discharge responsibilities as the President may delegate.

#### **Secretary (Optional)**

1. Keep the minutes of all business meetings of the Chapter. (The President or Chapter Representative shall assume this responsibility if there is no Secretary.)
2. Preserve the Chapter's past records and documents. (The President or Chapter Representative shall assume this responsibility if there is no Secretary.)
3. Maintain the Chapter membership list. (The Chapter Representative or Webmaster shall assume this responsibility if there is no Secretary.)

#### **Treasurer**

1. Maintain the financial records of the Chapter.
2. Collect membership dues and any other monies due the Chapter.

3. Maintain a separate Chapter checking account.
4. Provide prompt payment of all Chapter related bills.
5. File all required tax returns.
6. Prepare an annual summary of the financial status of the Chapter at the end of each fiscal year.

### **Chapter Representative**

1. Communication link between the Chapter, the Council of Chapters, and the American Statistical Association as a whole.
2. Complete and return the Annual Report of Chapter Activities.
3. Disseminate communications from the Council of Chapters to local Chapter members and insure Chapter follow-up.
4. Present to the Council of Chapters the needs and concerns of the Chapter.
5. Encourage Chapter participation in Council of Chapters programs and initiatives.
6. Insure that someone from the Executive Committee notifies the American Statistical Associations Chapters and Sections Coordinator of the Chapter's election results within 30 days of the election.
7. Attend the Business Meeting and the Workshop of the Council of Chapters at the annual Joint Statistical Meetings.
8. Participate in the election of the Chair-Elect of the Council of Chapters.
9. Participate in the election of the Vice Chair for the local district.

### **Webmaster**

1. Maintain the website of the Chapter.
2. Post Chapter notices, announcements, and other information relevant to the statistical community.
3. Monitor the mailbox of the Chapter.
4. Disseminate all Chapter related communications via the mailbox of the Chapter.

## **ARTICLE III - METHOD OF SELECTION**

### ***Call for Nominations***

On or before September 1, a call for nominations for each elective position to be filled shall be sent to Regular (Full) Members who are listed as active by the American Statistical Association as of July 1 of the election year. All nominations are due by October 15. The Executive Committee shall certify the nominations no later than October 31.

### ***Criteria for Nominations***

All nominees must be Regular (Full) Members, as described in *Article I of these By-Laws*, are listed as active by the American Statistical Association as of July 1 of the election year, and have been actively involved with the American Statistical Association at the national or regional level (e.g., Chapters, Sections, and Committees). Nominees may be submitted by an individual or by others.

### ***Ballots***

On or before November 1, ballots shall be sent to Regular (Full) Members who are listed as active by the American Statistical Association as of July 1 of the election year.

### ***Voting***

The commencement of voting is the day the ballots are sent and ends on November 30. The Executive Committee shall certify the persons elected no later than December 15.

### ***Communication***

The call for nominations and distribution of ballots shall be communicated via email from the mailbox of the Chapter, and posted on the website of the Chapter. All submissions of nominations and voting shall take place online via the Chapter's website.

### ***Vacancies in Office***

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

***District Representative***

If the District Representative of the American Statistical Association Board of Directors is a member of the New York City Metro Chapter, this Representative shall be invited to sit in Executive Committee meetings, ex-officio.

**ARTICLE IV - EXECUTIVE COMMITTEE*****Powers and Duties***

1. Set the Chapter goals.
2. Establish Chapter policies and procedures.
3. Pass upon the plans for any program or event for purposes to undertake in the name of the Chapter.
4. Determine the fiscal soundness of the Chapter and take steps to provide the necessary funds for carrying out Chapter programs or events, either through the annual membership dues or by other means.
5. Fix the Chapter dues.
6. Authorize the formation of ad hoc committees as described in *Article VII of the Constitution*.
7. Provide broadly based directions on matters brought before it by ad hoc committees.
8. Fill any officer vacancy that may occur between elections, except as otherwise provided for in this Constitution.
9. Support American Statistical Association and other regional activities.
10. Conduct such other business as may arise and which is not provided for elsewhere in this Constitution.

**ARTICLE V - FINANCE*****Fiscal Year***

The Fiscal year shall be January 1 through December 31.

### ***Financial Responsibility***

Financial responsibility is in the hands of the Treasurer and all funds of the Chapter shall be deposited with the Treasurer, who shall make disbursements at the direction of the Executive Committee. The Treasurer shall have authority to invest funds that the Executive Committee has so designated, and to liquidate such investments. Such activities shall be conducted only in accordance with the guidelines that the Executive Committee shall prescribe and in accordance with non-profit organizations.

### ***Membership Dues***

Membership dues shall be received from the American Statistical Association in the case of Full Members, or collected by the Treasurer of the Chapter in the case of Associate Members. The Treasurer shall send dues notices to Associate Members three months prior to expiration. Dues for Associate Members shall be the same as those collected for the Chapter by the American Statistical Association in its annual billing. The Executive Committee is empowered to set Chapter dues and to make any exceptions, such as special rates for students or retirees.

## **ARTICLE VI - WEBSITE AND EMAIL DISTRIBUTION LIST**

1. The name of the Chapter's website domain is [nycasa.org](http://nycasa.org) and can be viewed at [www.nycasa.org](http://www.nycasa.org).
2. The Chapter's email address is [nycasa@mindspring.com](mailto:nycasa@mindspring.com).
3. The Chapter utilizes an independent internet service provider (ISP) for hosting its website, and pays an annual fee to the provider.
4. The website is updated weekly, or more often, as needed.
5. The Chapter does not post advertisements for the benefit of commercial organizations, or notices for job seekers or employers. When the Chapter receives requests of this nature, the requestor is referred to the American Statistical Association who is able to assist with this type of service.
6. All Chapter related meeting notices and announcements are to be sent via the Chapter's mailbox.

## **ARTICLE VII - SPECIAL MEETINGS**

The agenda of any special meeting called by the Executive Committee shall consist solely of those items for which the meeting has been called. A quorum of those present



shall constitute action in a special meeting.

## **ARTICLE VIII - ASSOCIATIONS WITH OTHER ORGANIZATIONS**

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

## **ARTICLE IX - AD HOC COMMITTEES**

The Executive Committee shall have the power to dissolve an ad hoc committee when it is determined that the purpose of the formation of the committee has been completed or it is determined by the Executive Committee that its continuance would be detrimental to the best interests of the Chapter.

An ad hoc committee cannot pass public resolutions, speak for, take public action, or contract for expenditures in the name of the Chapter without approval of the Executive Committee.

## **ARTICLE X - RESOLUTIONS**

The *By-Laws of the American Statistical Association*, Article XI (*Resolutions*), regarding partisan or political actions shall be strictly upheld by the New York City Metro Chapter.

## **ARTICLE XI - AMENDMENTS TO THE BY-LAWS**

### ***Proposal***

Amendments to the By-Laws of the Chapter may be proposed by the Executive Committee or by a petition signed by at least ten members of the Chapter that are listed as active by the American Statistical Association. An amendment originating by petition shall be referred to the Executive Committee for its recommendations as to ratification.

### ***Ratification***

Following action by the Executive Committee, the Chapter President shall submit the amended version to the Council of Chapters, via the American Statistical Association Chapters Coordinator, for their approval. Pending their approval, a copy of the amended Constitution shall be published on the Chapter's website.