

# CONSTITUTION OF THE SOUTHERN CALIFORNIA CHAPTER OF THE AMERICAN STATISTICAL ASSOCIATION (SCASA)

## ARTICLE I. NAME

This organization shall be known as The Southern California Chapter of the American Statistical Association, and it shall also be identified by the acronym SCASA. In this document it will be referred to as “the Chapter”.

## ARTICLE II. PURPOSE

The Chapter shall be a non-profit organization. The primary purpose of this organization shall be to sponsor educational, professional and scientific activities that benefit professional statisticians and students of Statistics in Southern California. Furthermore, this organization shall foster communication between the statistical community and other scientific organizations and the general public. Finally, as a chartered unit within the national organization, the Chapter shall share the purposes of the American Statistical Association (ASA), as defined in that Association’s Constitution.

## ARTICLE III. MEMBERSHIP

1. **Types of Membership.** The Chapter offers four types of membership: regular, local, associate, and student.
  - A. **Regular Membership:** Open to persons who are full, affiliate, or student members of the ASA, as defined in the constitution thereof. Regular members have the right to vote in Chapter elections and can hold a Chapter office.
  - B. **Local Membership:** Open to persons who, while not members of the ASA, are willing to support the purposes and objectives of the Chapter as set forth in Article II above. Local members have the right to vote in Chapter elections but cannot hold a Chapter office.
  - C. **Associate Membership:** Open to retired and unemployed persons whose financial circumstances call for reduced Chapter membership dues. Associate members have the right to vote in Chapter elections but cannot hold a Chapter office.
  - D. **Student Membership:** Open to persons who are currently enrolled as full-time students in a degree granting program at a community college, or a four-year

college, or a university. To encourage students to become Chapter members, this type of membership shall be offered at reduced Chapter membership dues. Student members who are also student members or regular members of the ASA can vote in Chapter elections and can hold a Chapter office. However, student members who are not simultaneously members of the ASA cannot vote in Chapter elections nor hold a Chapter office.

2. **Membership Standing.** To maintain good standing, members must be current with their Chapter membership, and regular members must be current with their ASA membership as well. The Chapter Secretary will be responsible for monitoring membership standing (e.g., notifying a member of a change in her/his standing).
3. **Application for Membership.** An application for Chapter membership should be submitted to the Chapter Secretary who will be responsible for processing such applications.

## **ARTICLE IV. CHAPTER OFFICERS**

1. **Chapter-wide Officers.** There shall be seven Chapter-wide officers. Chapter-wide officers shall be elected by a vote of the Chapter's regular, local and associate members, and also student members who are eligible to vote in Chapter elections (see Article III above). Chapter-wide officers must be current regular members of the Chapter throughout their terms of office, which will be defined in Article VII below. The Chapter-wide officers shall be as listed below:
  - (i) Immediate Past President
  - (ii) President
  - (iii) President-Elect
  - (iv) Vice President for Academic Affairs
  - (v) Vice President for Professional Affairs
  - (vi) Secretary
  - (vii) Treasurer
2. **The Chapter Representative to the ASA Council of Chapters.** The seven elected Chapter-wide officers shall, by a majority of votes, appoint a Chapter Representative to the ASA Council of Chapters. The Council Representative must be a regular member of the Chapter throughout her/his three-year term of office.
3. **Local-area officers.** Because the Chapter serves a geographically widely dispersed membership, the Chapter officers shall hold occasional meetings that serve "local areas" within Southern California. To arrange for these meetings, local-area members shall elect two officers whose main responsibilities shall be to arrange the local-area

programs. Term of office for the local-area officers shall be two years. Local-area officer titles shall be as listed below:

- (i) Local-area Chairperson
- (ii) Local-area Program Coordinator

4. **Chapter Newsletter Editor.** In every even-numbered year, the Chapter President shall appoint an Editor for the Chapter Newsletter to serve a two-year term. Should an Editor be unable to complete the appointment period, the Chapter President shall be responsible for filling the vacancy.

## **ARTICLE V. THE EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the seven Chapter-wide officers, the Chapter Representative to the ASA Council of Chapters, and the Chairpersons of each of the standing committees. The President shall serve as the Chairperson and the Immediate Past President shall serve as the Vice-Chairperson of the Executive Committee.

The Executive Committee shall be responsible for coordinating the operating and the administrative activities of the Chapter and its relations with the national offices of the ASA.

Meetings of the Executive Committee shall be held upon the call of the Chairperson of this Committee. Decisions of the Executive Committee shall be by a majority of votes. A majority of the voting members this committee shall constitute a quorum.

## **ARTICLE VI. NOMINATION AND ELECTION PROCEDURES**

Each year, by September 1, the Chapter's standing Committee on Nominations and Elections (described in Article IX below) shall provide a slate of candidates for those offices who are scheduled for election in that year. The slate of candidates will be sent to all members along with the notice of the Annual Business Meeting. Additional nominations may be made from the floor at the Annual Business Meeting. A ballot that includes the nominations from the floor and a space for write-ins shall be mailed to the Chapter membership without undue delay after the Annual Business Meeting. The mail ballots shall be returned to the Chairperson of the Committee on Nominations and Elections who shall arrange for that committee to tally the votes and to announce the election results to the Chapter membership. Should no candidate have a majority of votes, a runoff election shall be held between the two candidates who received the largest number of votes. This runoff election shall be decided by a mail ballot, in the same manner as the first-round election.

In the event that an elected Chapter officer resigns or, for any reason, vacates her/his office before the end of the term, the Executive Committee shall decide, by a majority of votes, to: (i) have the Committee on Nominations and Elections conduct a special election to fill the vacant office for the balance of the unexpired term, or (ii) appoint a qualified Chapter member to fill the vacant office for the balance of the unexpired term.

## **ARTICLE VII. REGULAR AND SPECIAL TERMS OF OFFICE**

The terms of office for newly elected Chapter officers shall begin on July 1, following their election. The regular election year and the term of office for each Chapter officer shall be as listed below:

- A. **Chapter President:** The Chapter President shall be elected in every even-numbered year, and shall serve for one year as President-Elect before becoming the Chapter President. The term of office for Chapter President shall be two years. The outgoing Chapter President shall serve as Immediate Past President for two years, and during that period shall serve as Chapter President in the absence of the current Chapter President. Re-election to Chapter President shall not be permitted.
- B. **Chapter Vice Presidents:** Both Chapter Vice Presidents shall be elected in every odd-numbered year, and shall serve a two-year term. After leaving office, a Vice President shall become eligible for re-election to the same office only after a two-year hiatus.
- C. **Chapter Secretary:** The Chapter Secretary shall be elected in every even-numbered year, and shall serve a two-year term. The Chapter Secretary cannot serve more than two terms in succession. Two years after leaving the office, a former Chapter Secretary shall become eligible for re-election to the same office.
- D. **Chapter Treasurer:** The Chapter Treasurer shall be elected in every even-numbered year, and shall serve a two-year term. The Chapter Treasurer cannot serve more than two terms in succession. Two years after leaving the office, a former Chapter Treasurer shall become eligible for re-election to the same office.

In the case of a special election (described in Article VI above), the term of office shall begin as soon as the Committee on Nominations and Elections determines the candidate for the office. The Executive Committee shall then be responsible for making a ruling on the re-election privileges of any officer elected by special election.

## ARTICLE VIII. ANNUAL BUSINESS MEETING

Every year, usually in the fall, the Chapter shall convene an Annual Business Meeting open to all Chapter members. The Executive Committee shall set the specific date, time, and place of this Annual Business Meeting of the Chapter and then inform the Chapter membership in a timely fashion.

## ARTICLE IX. STANDING COMMITTEES

1. **The Committee on Nominations and Elections.** The Standing Committee on Nominations and Elections shall be comprised of three regular Chapter members who are not simultaneously members of the Executive Committee. Committee on Nominations and Elections members shall be appointed to three-year terms by a majority of votes of the Executive Committee members. The terms of the members of the Committee on Nominations and Elections shall be staggered so that only one new member is appointed every year.

Each year, usually at the Chapter's Annual Business Meeting, the Committee on Nominations and Elections shall designate one of its members as its Chairperson for the following calendar year.

The Committee on Nominations and Elections shall be responsible for developing an election slate for each annual election, for conducting each election, for counting the votes, and for informing the Chapter membership about election results.

2. **Other Standing Committees.** Aside from the Committee on Nominations and Elections, the Executive Committee may, by a majority of votes, establish or dissolve a standing committee at any time. The Chapter President shall have the responsibility of appointing the Chairperson of any standing committee, other than the Committee on Nominations and Elections.

## ARTICLE X. FINANCE

Chapter financial affairs shall be determined on a fiscal year basis. The fiscal year is defined to begin on July 1 and to conclude on June 30 of the following year.

1. **Chapter Dues.** Following a two-week notice to the Chapter membership, the Executive Committee may consider changing the amounts of the annual Chapter membership dues. Once notice has been given, the amount of annual Chapter membership dues or special assessments shall be determined by a vote of the Executive Committee in an open meeting where any Chapter member may address the committee,

or by a majority of votes of the regular, local, and associate Chapter members who are current in their Chapter membership dues.

The rules that apply to Chapter membership dues shall be as listed below:

- A. Chapter membership dues for regular members and local members shall be the same.
  - B. Chapter membership dues for associate members and student members shall be set at a lower rate than that assessed for regular and local Chapter members.
  - C. Chapter membership dues become due and payable when application for Chapter membership is accepted. Thereafter, dues are to be paid on July 1 of each year or on a schedule set by the national office of the ASA. Persons applying before January 1 should remit payment to cover the complete calendar year. Persons applying after January 1, may pay for the half-year period between January 1 and June 30.
  - D. For sufficient reason, the Chapter Treasurer may honor the written request of a resigning Chapter member for reimbursement of a portion of her/his Chapter membership dues.
2. **Audit Plan.** In every even-numbered year, or any other time that a new Chapter Treasurer takes office, the Chapter President shall appoint a special committee to audit the Treasurer's books. Following the audit, this special committee shall prepare a written report of the findings. The audit will be submitted to the Executive Committee no later than 20 days before the year's Annual Business Meeting where it will be presented to the Chapter membership.

## **ARTICLE XI. CONCERNING THE NATIONAL CONSTITUTION AND BY-LAWS**

- 1. **Structural Compatibility.** Any and all provisions of the Constitution and By-Laws of the ASA take precedence over the provisions of this Constitution. Any and all provisions of this Constitution, or any amendments thereto should comply with the provisions of the Constitution and By-Laws of the ASA.
- 2. **Reporting.** A copy of this Constitution and all subsequent amendments thereto shall be filed with the Secretary of the ASA within one month of adoption.

## ARTICLE XII. AMENDMENT PROCEDURES

1. **Proposing an Amendment.** An amendment to this Constitution may be proposed by a petition signed by not less than ten Chapter members in good standing, or by resolution of the Executive Committee.
2. **Adoption Procedures.** The adoption of an amendment to this Constitution requires a mail ballot of the Chapter's regular, local, and associate members. The Chapter Secretary shall mail to every Chapter member in good standing a copy of the exact wording of each proposed amendment together with an official voting form no less than 14 days prior to the deadline for receiving the voters' ballots. The Chapter's standing Committee on Nominations and Elections shall receive and count the ballots, and shall report the voting results to the Chapter President.
3. **Adoption Criterion.** Adoption of any amendment shall require at least two thirds of the votes of the official mail ballots received by the published deadline.

## ARTICLE XIII. CHAPTER DISSOLUTION

In the event of dissolution of the Chapter, the officers shall, after paying or making provision for payment and discharge of all liabilities of the Chapter, distribute all of the remaining net assets of the Chapter to the ASA exclusively for charitable, scientific, literary or educational purposes.

The American Statistical Association is an exempt organization under Section 501(c)(3) of the Internal Revenue Code.

*This Constitution was adopted in February of 1995 and edited in July of 2013.*