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

(Effective July 1, 2020)

**Website: <https://community.amstat.org/nycchapter/home>
Email: asanyc2020@gmail.com**

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48 **ARTICLE I - MEMBERSHIP**

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50 ***Membership Categories***

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52 **Regular (Full) Members**

53 Persons holding membership in the American Statistical Association.

54

55 **Associate Members**

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

58

59 **Student Members**

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

62

63 ***Membership Year***

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65 Membership shall begin when the applicant has been approved for membership in the
66 American Statistical Association (in the case of Full Members) or by the Executive
67 Committee (in the case of Associate Members) and has paid dues.

68

69 The membership year for a Regular (Full) member shall coincide with that member's
70 membership in the American Statistical Association.

71

72 The membership year for an Associate member shall coincide with the Chapter's fiscal
73 year (January 1 through December 31).

74

75 The membership year for a Student member coincides with that member's membership
76 being that of a Full or an Associate member.

77

78 A member is in good standing if dues have been paid. If dues are not paid within three
79 months after the due date, or six months after the first renewal notification, membership
80 will be terminated.

81

82 ***Member Resignation***

83

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

86 ***Member Termination***

87

88 A member may be terminated when a quorum of the Executive Committee has found that

89 the member has acted in a manner detrimental to the American Statistical Association
90 and/or to the New York City Metro Chapter; provided the Executive Committee has given
91 written notice to the member describing the charges, and has given the member an
92 opportunity to respond.
93

94 **ARTICLE II - OFFICERS**

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96 *Titles and Responsibilities*

97

98 **President**

99

- 100 1. Chief Executive Officer and spokesperson for the Chapter.
- 101
- 102 2. Represent the Chapter in its relations to the American Statistical Association and
103 to outside agencies.
- 104
- 105 3. Make all necessary appointments with the advice of the Executive Committee.
- 106
- 107 4. Serve as an ex-officio member of all committees.
- 108
- 109 5. Preside at all Chapter and Executive Committee meetings.
- 110

111

111 **Past-President (Optional)**

112

- 113 1. Provide consultancy to elected officers.

114

115 **Vice President**

116

- 117 1. Assume the duties of the President in the event of the absence or inability of her/him
118 to serve.
- 119
- 120 2. Discharge responsibilities as the President may delegate.
- 121

122

122 **Secretary**

123

- 124 1. Keep the minutes of all business meetings of the Chapter.
- 125
- 126 2. Preserve the Chapter's past records and documents.
- 127
- 128 3. Maintain the Chapter membership list.
- 127 4. Maintain the website of the Chapter.
- 128 5. Monitor the mailbox of the Chapter.

- 129 6. Post Chapter notices, announcements, and other relevant information.
- 130 7. Disseminate all Chapter related communications via the mailbox of the Chapter.

131 **Treasurer**

- 132
- 133 1. Maintain the financial records of the Chapter.
- 134
- 135 2. Collect membership dues and any other monies due the Chapter.
- 136
- 137 3. Maintain a separate Chapter checking account.
- 138
- 139 4. Provide prompt payment of all Chapter related bills.
- 140
- 141 5. File all required tax returns.
- 142
- 143 6. Prepare an annual summary of the financial status of the Chapter at the end of each
- 144 fiscal year.
- 145

146 **Chapter Representative**

- 147
- 148 1. Communication link between the Chapter, the Council of Chapters, and the
- 149 American Statistical Association as a whole.
- 150
- 151 2. Complete and return the Annual Report of Chapter Activities.
- 152
- 153 3. Disseminate communications from the Council of Chapters to local Chapter
- 154 members and insure Chapter follow-up.
- 155
- 156 4. Present to the Council of Chapters the needs and concerns of the Chapter.
- 157
- 158 5. Encourage Chapter participation in Council of Chapters programs and initiatives.
- 159
- 160 6. Ensure that someone from the Executive Committee notifies the American
- 161 Statistical Associations Chapters and Sections Coordinator of the Chapter's
- 162 election results within 30 days of the election.
- 163
- 164 7. Attend the Business Meeting and the Workshop of the Council of Chapters at the
- 165 annual Joint Statistical Meetings.
- 166

167 **ARTICLE III - METHOD OF SELECTION**

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169 Call for Nominations

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On or before September 1, a call for nominations for each elective position to be filled shall be sent to Regular (Full) Members of the American Statistical Association *and* members of the New York City Metro Chapter of the ASA, 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.

178 Criteria for Nominations

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All nominees must be Regular (Full) Members of the American Statistical Association *and* members of the New York City Metro Chapter of the ASA, 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.

187 Ballots

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On or before November 1, ballots shall be sent to Regular (Full) Members of the American Statistical Association *and* members of the New York City Metro Chapter of the ASA, who are listed as active by the American Statistical Association as of July 1 of the election year.

193 Voting

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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.

198 Communication

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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.

204 ***Vacancies in Office***

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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.

209 ***District Representative***

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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.

215 **ARTICLE IV - EXECUTIVE COMMITTEE**

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217 ***Powers and Duties***

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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.

245 **ARTICLE V - FINANCE**

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247 ***Fiscal Year***

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249 The Fiscal year shall be January 1 through December 31.

250

251 ***Financial Responsibility***

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

259

260 ***Membership Dues***

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262 Membership dues shall be received from the American Statistical Association in the case
263 of Full Members or collected by the Treasurer of the Chapter in the case of Associate
264 Members. Dues for Associate Members shall be the same as those collected for the Chapter
265 by the American Statistical Association in its annual billing, plus the convenience fee
266 added for electronic payment. The Executive Committee is empowered to set Chapter dues
267 and to make any exceptions, such as special rates for students or retirees.

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

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271 1. The name of the Chapter's website domain is nycasa.org and can be viewed at
272 <https://community.amstat.org/nycchapter/home>

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274 2. The Chapter's email address is asanyc2020@gmail.com.

275

276 3. The website is updated weekly, or more often, as needed.

277

278 4. The Chapter does not post advertisements for the benefit of commercial organizations,
279 or notices for job seekers or employers. When the Chapter receives requests of this
280 nature, the requestor is referred to the American Statistical Association who can assist
281 with this type of service.

282

283 5. All Chapter related meeting notices and announcements are to be sent via the Chapter's
284 mailbox.

285

286 6. Payments for membership (not registered through ASA) and chapter events that require

287 a fee will processed using RegFox <https://www.regfox.com/>.

288 **ARTICLE VII - SPECIAL MEETINGS**

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290 The agenda of any special meeting called by the Executive Committee shall consist solely
291 of those items for which the meeting has been called. A quorum of those present shall
292 constitute action in a special meeting.
293

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

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296 The regulations and procedures for association with other organizations shall conform to
297 Article IV (*Arrangements with Cooperating Organizations*) of the *By-Laws of the*
298 *American Statistical Association*.
299

300 **ARTICLE IX - AD HOC COMMITTEES**

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

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307 An ad hoc committee cannot pass public resolutions, speak for, take public action, or
308 contract for expenditures in the name of the Chapter without approval of the Executive
309 Committee.
310

311 **ARTICLE X - RESOLUTIONS**

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313 The *By-Laws of the American Statistical Association*, Article XI (*Resolutions*), regarding
314 partisan or political actions shall be strictly upheld by the New York City Metro Chapter.
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316 **ARTICLE XI - AMENDMENTS TO THE BY-LAWS**

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318 ***Proposal***

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320 Amendments to the By-Laws of the Chapter may be proposed by the Executive Committee
321 or by a petition signed by at least ten members of the Chapter that are listed as active by
322 the American Statistical Association. An amendment originating by petition shall be
323 referred to the Executive Committee for its recommendations as to ratification.
324

325 ***Ratification***

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Following action by the Executive Committee a copy of the amended Constitution shall be published on the Chapter's website.