

# Operating Manual

The Caucus of Academic Representatives is intended to be inclusive of all academics with an interest in promoting statistics, biostatistics, or other areas that deal with the development of similar methodologies, even if a different name is used. In what follows, the term “statistics” (with or without the specific inclusion of biostatistics) is meant to include all these categories. An ASA staff liaison will be provided to the caucus.

## SECTION 1: Members

The members of the caucus will represent the academic statistics community. The members will be chosen by the parts of the academic statistics community that they represent. Representation will occur on an academic calendar basis, which, for consistency, will be August 16 through August 15 of the following year. It is the responsibility of each representative to inform the ASA (through the ASA liaison to the caucus) of any changes to the caucus membership.

1. As specified in the charter, there will be representatives from departments of statistics and departments of biostatistics (at U.S. institutions) that offer PhD degrees. Generally, the head or chair of the department will be the representative, but the department may designate someone else to be their representative.
2. U.S. institutions that offer a master’s or PhD in statistics or biostatistics, but that do not (necessarily) have a separate department, will also be represented. Examples include math departments that offer a master’s or PhD in statistics, “joint” departments that include statistics and/or biostatistics and another discipline, and statistics or biostatistics departments that do not offer a PhD. Generally, the leader of the statistics/biostatistics group will be the representative in the caucus. This may or may not be the department chair/head.
3. U.S. institutions offering a bachelor’s degree (but not a master’s or PhD) in statistics or with a concentration in statistics will be represented. The representative will be the leader of the statistics group in the department. This may or may not be the department chair/head.
4. Other groups of ASA members at academic institutions within the U.S. may also be represented, subject to approval. Those groups desiring to have representation in the caucus must submit a request for inclusion to the chair of the caucus. The request should include an explanation of who the members of the group are, why membership in the caucus is desired, and how the group’s inclusion will benefit the statistics discipline. The chair will have the authority to approve or reject an application. But, a group may request consideration by the full governing board. In general, no institution should have more than three groups representing its faculty.
5. Any officer of the caucus, who is no longer the representative of his/her department or group, will continue to be a member of the caucus until his/her term as officer expires.

The initial membership of the caucus will consist of those eligible under items 1–3 above who signed the petition to form the caucus. Additional membership will come from the groups defined in items 1–4 above, upon submission of a request to the chair of the caucus. The list of caucus members will be maintained by the ASA. (The ASA liaison to the caucus will have primary responsibility for maintaining the membership list.)

## **SECTION 2: Governing Board (Officers)**

As specified in the charter, the governing board of the caucus will consist of the officers. There will be 12 officers:

1. The chair-elect, chair, and past chair
2. The secretary and treasurer
3. One representative from each of the following:
  - a. Statistics departments offering a PhD
  - b. Biostatistics departments offering a PhD
  - c. Nonstatistics/biostatistics departments offering a PhD in statistics or biostatistics
  - d. Departments offering a bachelor's or master's in statistics or biostatistics, but not a PhD
4. One representative from each of the following three geographic areas:
  - a. ASA districts 1, 2, and 3
  - b. ASA districts 4 and 5
  - c. ASA District 6

The secretary and the treasurer are appointed by the chair-elect to serve one-year terms. Those terms will run during the year the chair-elect becomes the chair. All other officers are elected by the membership of the caucus and serve for three-year terms. All officers must be members of the ASA. The secretary and treasurer can be reappointed, but cannot serve in that capacity for more than three consecutive terms.

To rotate a portion of the governing board each year, the initial representatives in items 3a and 4a above will serve four-year terms, and the initial representatives in items 3d and 4c will serve two-year terms.

In the event an officer (other than the chair, chair-elect, or past chair) is unable to complete his/her term on the governing board, the chair will appoint a replacement. In the event the chair or chair-elect is unable to complete his/her term, the executive committee will identify a replacement, subject to the approval of the governing board. (A majority of the remaining members of the governing board constitutes approval.) In the event the past chair is unable to complete his/her term, no replacement will be made, but the chair will appoint someone else to serve as chair of the nominating committee, if necessary.

## **SECTION 3: Committees**

**Executive Committee:** The executive committee will consist of the chair, chair-elect, past chair, secretary, and treasurer. The executive committee will set the agenda for the governing board. The executive committee will prepare budgets. Budgets will be presented to the governing board for discussion and approval. Once the governing board has approved the budget, it will be forwarded to the ASA (through the ASA liaison to the caucus). Budgets must also be approved by the ASA Board of Directors.

**Nominations Committee:** The nominations committee will consist of four members plus the past chair, who will serve as the chair of the committee. The committee members (other than the

past chair) will be appointed for two-year terms, so that two members are appointed each year by the chair. The appointments will begin when the chair becomes the past chair. The nominating committee will prepare a slate of nominations for all positions expiring the following August. This will include nominations for a chair-elect and one of the following:

1. A representative from statistics departments offering a PhD and a representative from the geographic area that includes ASA districts 1, 2, and 3
2. A representative from biostatistics departments offering a PhD, a representative from nonstatistics/biostatistics departments offering a PhD in statistics/biostatistics, and a representative from the geographic area that includes ASA districts 4 and 5
3. A representative from departments offering a bachelor's or master's in statistics/biostatistics, but not a PhD and a representative from the geographic area that includes ASA District 6

(The ASA liaison to the caucus will notify the past chair as to which group of officers will need to be elected.)

The chair of the committee will submit the slate of nominations to the governing board by December 31. The governing board will either approve the slate or return it to the committee for changes. A slate of nominations approved by the governing board will be submitted to the ASA (through the ASA liaison to the caucus) by January 31.

**Committee on Workshops:** The committee on workshops will consist of the members of the governing board representing the following:

1. Statistics departments offering the PhD
2. Biostatistics departments offering the PhD
3. Nonstatistics/biostatistics departments offering a PhD in statistics/biostatistics
4. Departments offering a bachelor's or master's degree in statistics/biostatistics, but not a PhD
5. The chair-elect, who will serve as the chair of the committee

The committee on workshops will arrange a workshop for department chairs at a time and place that meets the needs of the members of the caucus, but does not directly conflict with JSM. The ASA liaison to the caucus will work with the committee, the ASA IT department, and the ASA meetings department to coordinate publicity, registration, and logistics of the workshop.

#### **SECTION 4: Elections**

The caucus will have an annual election, which will be held in conjunction with the ASA elections. Officers elected during the caucus election will begin their term of office in August of the year they are elected.

The ASA will administer the elections and arrange to have appropriate ballots sent to members of the caucus. The ASA liaison to the caucus will coordinate these activities with the ASA IT department. The ASA liaison will have responsibility for providing the IT department with the slate of nominees and their biographical information and with a list of caucus members eligible

to vote. At the end of the voting period, the ASA liaison will provide the list of winners to the chair, past chair, and chair-elect of the caucus. The past chair of the caucus (as chair of the nominations committee) will notify the winners and the losers of the election. When all the candidates have been notified, a list of winners will be posted on the ASA website.

### **SECTION 5: Meetings**

The caucus will meet annually at JSM. The day and time of the meeting will be arranged through the ASA meetings staff. The agenda will be established by the chair of the caucus.

The governing board will meet at least three times during the year. (Conference calls can count as meetings.) The ASA liaison to the caucus will arrange for conference calls so they are billed directly to the ASA.

One of the three meetings will be at JSM. This will be the last meeting of outgoing officers. Newly elected officers whose term is to begin after JSM will be invited to attend this meeting. (The chair-elect will be responsible for sending invitations to the newly elected officers.) The agenda will be established by the chair of the caucus in consultation with the chair-elect.

The remaining two meetings will be scheduled on a day and time that will allow a quorum (7 or more members) of the governing board to attend. Specific business for these meetings will include approval of the slate of nominations for new officers and approval of a recommended budget for the next year.

### **Responsibilities of the Chair**

1. Approve or reject applications for new members of the caucus
2. Schedule meetings of the governing board and the executive committee
3. Plan agendas for meetings in Item 2
4. Communicate with caucus members on matters of importance or interest
5. Plan annual survey of department chairs
6. Coordinate this activity with the ASA liaison
7. Consult with other members of the governing board, as appropriate

### **Responsibilities of the Chair-Elect**

1. Appoint a secretary and treasurer to serve during the year (s)he is chair
2. Prepare a budget for the following year, working with the treasurer and the rest of the executive committee, and submit to the governing board for approval
3. Forward the budget to the ASA liaison to the caucus upon approval by the governing board (no later than March 31) for ASA Board approval
4. Work with the workshop committee to plan a workshop for chairs of programs in statistics and biostatistics
5. Establish the dates of the workshop for chairs of programs in statistics and biostatistics
6. Set an agenda and recruit speakers for the workshop for chairs of programs in statistics and biostatistics (For workshops held immediately prior to JSM, speakers are generally only reimbursed for the extra hotel nights.)
7. Set registration fees for the workshop for chairs of programs in statistics and biostatistics with the treasurer and ASA liaison

8. Notify the ASA liaison of needs for meeting room space, equipment, and refreshments (including meals)
9. Invite winners of election to attend governing board meeting at JSM

### **Responsibilities of the Past Chair**

1. Serve as chair of the nominations committee
2. Coordinate work of nominations committee in identifying a slate of candidates for officers whose term is expiring
3. Ensure candidates have agreed to serve, if elected, and obtain biographical information from each candidate
4. Transmit slate of candidates to governing board for approval
5. Transmit slate of candidates and biographical information to ASA liaison upon approval (no later than January 31)
6. Notify all candidates whether they have won or lost

### **Responsibilities of the Treasurer**

1. Prepare budget with the executive council and ASA liaison (Budgets are for a calendar year.)
2. Monitor expenditures with the ASA liaison and keep spending in line with the budget
3. Set registration fees with ASA liaison and workshop committee that will cover the cost of the workshop for chairs of programs in statistics and biostatistics

### **Responsibilities of the Secretary**

1. Take notes during caucus meetings, caucus officers' meetings, and executive council meetings and prepare minutes based on those notes
2. Post information to the caucus website
3. Work with ASA liaison to keep list of caucus members up to date

### **Responsibilities of the ASA Liaison**

1. Maintain the list of members, representatives, officers, and departments
2. Notify past chair (as chair of the nominations committee) which officers have terms that will expire
3. Notify the chair-elect whether the current secretary and treasurer can be reappointed to those positions
4. Check slate of candidates against ASA membership list to ensure all candidates are qualified to serve as officers
5. Work with IT department to run election
6. Notify chair, chair-elect, and past chair of the winning candidates
7. Provide winner of chair-elect position with a description of duties (as chair-elect, chair, and past chair)
8. Coordinate communication between chair-elect, ASA IT department, and ASA meetings department to ensure the chairs workshop runs smoothly
9. Coordinate the Survey of Departments of Statistics and Biostatistics by working with the chair of the caucus
10. Coordinate with the ASA IT department to prepare an online survey form and send an email to department chairs asking them to fill out and submit the survey form