

# The Statistics in Epidemiology Section

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## CHARTER OF THE SECTION ON STATISTICS IN EPIDEMIOLOGY

(Established 1992)

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### Article 1. NAME

The name of this organization is the Section on Statistics in Epidemiology of the American Statistical Association (hereafter called the Association).

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### Article II. OBJECTIVES

The aims of the Section on Statistics in Epidemiology are to promote sound statistical practice in epidemiology, develop statistical methods appropriate to epidemiologic research, and advance substantive issues in public health.

1. Primary aims of this Section are:
    1. To establish a forum where statisticians and others can focus attention on areas that need research in methodological developments and practice.
    2. To promote interdisciplinary communication and cooperation, not only among statisticians working within epidemiology but also between statisticians working in epidemiology and other scientists, physicians, and managers in finding solutions to public health problems.
    3. To encourage statisticians to take leadership roles in research, both on substantive problems in public health and on statistical problems related to epidemiology.
  2. In pursuit of these primary aims the Section on Statistics in Epidemiology shares with other Sections an interest in:
    1. The impact of state and federal policy on issues of public health.
    2. Standards for design, evaluation, and reporting of observational studies.
    3. Basic quantitative and qualitative research in epidemiology.
    4. Publication of research developments and results.
    5. Continuing education programs (including but not limited to statistics) for statisticians, physicians, and researchers working in these areas.
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**Article III. FUNCTIONS** To support the aims specified in Article II of this Charter the Section on Statistics in Epidemiology shall perform any or all of the following functions, together with such others as are appropriate:

1. Assist in the advancement and promotion of both sound statistical practice in epidemiology and the discussion of substantive issues in public health that can promote research in methodology and practice.
2. Establish and maintain liaison and cooperation with other scientific and professional organizations.
3. Plan appropriate sessions, at meetings of the Association, on the use of statistics in epidemiology.
4. Cooperate in the planning of technical sessions at statistics conferences concerned with surveillance, standards of design, observational studies, and mathematical modeling.
5. Establish and maintain liaison and cooperation with other Sections of the Association.

6. Cooperate with government, academia, business, and industry in resolving important statistical issues involving epidemiology.
  7. Participate in the development of the quantitative aspects of public policy concerning issues of public health, identification and prevention of disease, and of early or unnecessary mortality.
  8. Produce separate publications, either as monographs or periodical bulletins, as needed.
  9. Assist in the development of curricula and training programs for statisticians planning to consult with epidemiologists and others engaged in epidemiologic research.
  10. Provide continuing education for members of the Section through workshops and sessions at national and regional meetings.
  11. Serve as a resource for public and private groups or agencies with interests in the field of epidemiology.
  12. Conduct and participate in other programs consistent with the objectives stated in Article II, in cooperation with other segments of the Association where appropriate.
  13. Aid, by whatever special ways are appropriate, the general development of statistics and the Association.
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## **Article IV. MEMBERSHIP**

Membership of the Section shall include all full members of the Association who pay dues to the Section.

The membership year for each member of the Section shall coincide with that member's membership year in the Association.

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## **Article V. OFFICERS**

The officers of the Section shall consist of the Chair, Chair-Elect, Program Chair, Program Chair-Elect, Secretary/Treasurer, and Publications Officer. The Section shall have one or more Representatives on the Associations Council of Sections, the number to be determined by the Charter of the Council of Sections. The officers and the Representatives to the Council of Sections shall be members of the Section.

The Chair is the chief officer of the Section and is a member of the Executive Committee. The Chair shall preside at all meetings of the Section and of the Executive Committee. The Chair, with the approval of the Executive Committee, may designate committees or individuals to carry out functions of the Section. The Chair shall coordinate the work of the officers and committees of the Section and shall prepare an annual report, for publication in a news bulletin, on the activities of the Section. The Chair shall review the regular financial reports provided by the Association's central office.

The Chair-Elect shall serve as a member of the Executive Committee and preside over meetings of the Section and the Executive Committee in the absence of the Chair. In consultation with the Chair, the Chair-Elect shall prepare the budget of the Section for the year in which the Chair-Elect is Chair.

The Program Chair shall be responsible for developing and coordinating the Section's sessions and other program events at national and regional meetings of the Association. The Program Chair serves as a member of the Executive Committee and also as a member of the Association's Program Committee.

The Program Chair-Elect shall serve as a member of the Executive Committee and assist the Program Chair.

The Secretary/Treasurer shall serve as a member of the Executive Committee. The Secretary/Treasurer shall be responsible for the minutes of all meetings of the Section and the Executive Committee. The Secretary/Treasurer shall also assist the Chair-Elect in preparing the annual budget and shall monitor the Section's dues collections and expenditures and prepare an annual report on the financial condition of the Section.

The Publications Officer shall serve as a member of the Executive Committee and also as the Section's

representative on Association committees concerned with Section publication matters. The Publications Officer shall coordinate activities within the Section related to publications sponsored by the Section. The Publications Officer shall solicit the views of the Section's members concerning the content and operation of the Association's journals and shall bring those views to the attention of the Editors. When requested by the Editors, the Publication Officer shall assist in soliciting, reading, and editing articles on Epidemiology and related topics for publication in the Association's journals.

The Representatives to the Council of Sections shall serve as members of the Executive Committee and shall represent the interests of the Section and its members on matters that come before the Council of Sections.

Terms of all officers shall be one year, except for the Secretary/Treasurer and the Publications Officer, whose terms shall be three years and two years, respectively. The terms of Representatives to the Council of Sections shall be as prescribed in the Charter of the Council of Sections.

No officer shall be eligible for immediate re-election to the same office. A Representative to the Council of Sections is eligible for immediate re-election only if not previously elected for a full term.

The Chair-Elect and the Program Chair-Elect shall automatically succeed the Chair and Program Chair, respectively, at the annual change of officers, which shall occur on January 1.

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## **Article VI. VACANCIES IN OFFICE**

If the office of Chair becomes vacant, the Chair-Elect shall become the Chair, the term extending through the following year. The same principle of succession shall apply if the office of Program Chair becomes vacant. Vacancies in other offices and among representatives shall be filled by appointment of the Chair with approval of the Executive Committee.

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## **Article VII. NOMINATION AND ELECTION**

Each year the Committee on Nominations shall submit to the Secretary of the Association and the Section Chair at least two nominations for each position to be filled. The Association's general deadline for submission of nominations shall apply. Balloting shall be carried out as part of the Association's annual mail ballot for electing the Association and Section officers.

Additional nominations may be made by submitting a petition, signed by at least 25 members of the Section, to the Section Chair and the Secretary of the Association. Such a petition must be submitted within +5 days after the mailing date of the publication announcing the names of the candidates submitted by the Committee on Nominations.

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## **Article VIII. EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the officers and Representative(s) of the Section, the immediate Past Chair, and the immediate Past Program Chair.

The Executive Committee shall manage the affairs of the Section. Actions taken by the Committee during the year and plans for future activities will be presented at the annual business meeting of the Section for discussion.

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## **Article IX. OTHER COMMITTEES**

1. *Types.* Other Committees of the Section shall consist of Standing Committees provide by this Charter, and such Standing or Current Committees as the Chair may establish. Current Committees may be established to serve a particular need or interest of the Section.
2. *Membership.* The term of membership on Standing and Current Committees, if not otherwise specified in this Charter, shall be three years. Initial terms shall be set by the Chair for one, two, or three years so that, as nearly as possible, one-third of the members shall be appointed

every year. No member may serve on a committee for more than six consecutive years without specific approval by the Executive Committee, except for ex officio members. Members of committees shall serve until their successors are appointed or elected.

Unless otherwise specified in this Charter, each committee shall be governed by a chair appointed by the Chair of the Section. All members of Standing Committees, as well as the chairs of Current Committees, shall be members of the Section.

3. *Normal Time of Appointment.* In order that new members of Standing and Current Committees may begin work promptly, the Chair-Elect shall normally designate these members. If possible, the designations shall be made at least two months prior to time when the new committee member take office.
4. *Standing Committees.* The Standing Committees provide by this Charter are as follows:
  1. *Committee on Nominations.* The Committee on Nominations shall consist of the immediate Past Chair of the Section, who serves as Chair of the Committee, and three other members, one appointed each year by the chair of the Committee. The Committee shall submit nominations for officers as provided in this Charter. Members of the Committee are not eligible for nomination by the Committee.
  2. *Committee to Nominate Fellows.* The Committee to Nominate Fellows shall consist of three members. Each year the Committee shall identify members of the Section who would be suitable nominees for the honor of Fellow of the American Statistical Association (as described in the By-Laws of the Association) and shall coordinate preparation and submission of the nominations.
  3. *Charter Committee.* Not more than three years after the adoption of this Charter, the Chair shall appoint a Charter Committee for the purpose of reviewing the Charter of the Section. If necessary, the Charter Committee shall prepare a revision to be submitted to the Section not more than five years after the adoption of this Charter, in accordance with this Charter. In the event that the Committee undertakes a major revision of the Charter, the Executive Committee may extend the life of the current Charter one year at a time.

Each Committee must submit an annual report to the Executive Committee.

5. *Current Committees.* The life of a Current Committee may not exceed five years without a review of its need by the Executive Committee. Any committee that is to continue for more than one year must have a change approved by the Executive Committee. Each committee must submit an annual report to the Executive Committee.

Current Committees established in accordance with this article may be dissolved at any time by a majority vote of the Executive Committee.

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## Article X. PUBLICATIONS

Publication of non-journal periodicals, reports, proceedings, or other publications may be authorized by vote of the Executive Committee.

Editors for Section publications shall be members of the Section and shall be appointed by the Chair with the approval of the Executive Committee.

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## Article XI. MEETINGS

The annual business meeting of the Section shall be held in connection with the annual meeting of the Association and shall be announced in advance, preferably in the printed program for that meeting. The officers may also conduct business with members of the Section by mail.

The Executive Committee shall meet at the annual meeting of the Association. It may also hold additional meetings at times and places designated by the Chair or by vote of two-thirds of the Executive Committee. Between meetings the Executive Committee may conduct business by mail, telephone, or other electronic means.

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## Article XII. AMENDMENTS

1. *Proposal.* Amendments to this Charter may be proposed to the Executive Committee or by a petition signed by at least 25 members of the Section. An amendment originating by petition shall be referred to the Executive Committee, which shall vote on its recommendation regarding ratification. Periodic revisions shall be referred to the Executive Committee, which may recommend ratification in whole or in parts. The Executive Committee may also decide upon the final wording of a proposed amendment, as long as such wording is consistent with the original intent of the petition.
2. *Ratification.* All proposed amendments shall be submitted to the members of the Section for mail vote at the time of the next annual election of officers. If approved by a majority of the members voting, the amendment shall take effect immediately. A copy of the amendment shall be filed with the Secretary of the Association.