**Tufts University Student Chapter of the American Statistical Association (Tufts-ASA)**

**Constitution**

Adopted:

1. **Mission and Purpose**

The Tufts University Student Chapter of the American Statistical Association (Tufts-ASA) works to promote statistical learning, practice, and research across Tufts University. Tufts-ASA’s aims are to (1) build a collaborative community of statisticians across all Tufts campuses; (2) facilitate connections between students and faculty in statistics and data science fields; and (3) build student confidence and competence in the theory and application of statistics so that they may have the tools to contribute to academia, industry, government, and other research fields

1. **Commitment to Diversity**

The Tufts-ASA is committed to maintaining a diverse organization that operates under a strict code of respect, fairness, and professionalism. The Tufts-ASA will strive to recruit, support, and advance all members regardless of ethnicity, national origin, age, sexual orientation, gender identity, religion and faith, culture, socio-economic background, and level of physical ability.

1. **Responsibilities**

The Tufts-ASA will, at a minimum:

* Maintain an active slack or communication channel for planning meetings, outreach, and discussion within the group
* Maintain status as a Friedman school club
* Meet two times a semester, once to set goals for the chapter and once to check progress towards these goals
* Organize an Annual Chapter Assembly
* Hold bi-weekly meeting hours, where students can come to discuss their statistical and programming work with their peers
1. **Membership**

Membership is open and free to all Tufts Students. Official membership in the ASA organization is recommended, but not required for all. However, President of the Tufts-ASA must be an active ASA member.

1. **Governance**
	1. **Executive Board**

Each year the Tufts-ASA shall have an Executive Board consisting of a President, a Vice-President, and leaders for each of the following committees: Communication, Event Planning, and Outreach.

President

The President shall preside over all meetings of the Tufts-ASA.

The President shall act as the coordinator of the Committee Leaders.

The President shall work with the Executive Board, Faculty Advisory Board, and School Representatives to fill all Executive Board vacancies.

The President shall perform additional duties to support the goals of the Tufts-ASA as laid out at the start of each term.

The President shall interact with members of the Faculty Advisory Board to request support and advice as needed.

The President will work with the Committee to lay out the goals for Tufts-ASA each semester.

The elected President will ideally have been involved in Tufts-ASA for at least one semester

Vice-President (VP)

The Vice-President (VP) shall act as the coordinator of the School Representatives.

The VP shall act in the capacity of the President in any meeting or event where the President is unable to attend or participate.

The VP shall serve as an aid to the transition of Executive Board members.

The VP shall work with the Executive Board and Faculty Advisory Board to fill all vacancies of School Representatives.

The VP shall perform additional duties to support the goals of the Tufts-ASA as laid out at the start of each term.

Communication Leader (CL)

The Communication Leader (CL) shall maintain active communication with members via email lists.

The CL shall send a monthly newsletter to student members and interested faculty.

The CL shall update the Tufts-ASA website at least once per semester.

The CL shall keep minutes of Tufts-ASA meetings

The CL shall maintain the Tufts-ASA slack channel and moderate its content

Outreach Leader (OL)

The Outreach Leader (OL) shall ensure the Tufts-ASA is officially recognized as a Tufts Student Chapter.

The OL shall serve as the Tufts-ASA Representative to the Graduate Student Council, and shall attend monthly GSC meetings.

The OL shall strive to recruit members to the Tufts-ASA.

The OL shall have a plan each semester to increase Tufts-ASA membership, increase group activity, and obtain more resources.

The OL shall conduct outreach to faculty, and will inquire and circulate available research opportunities for students in Tufts-ASA.

The OL shall strive to involve Friedman faculty in Tufts-ASA, whether through mentorship, presentations, workshops, or other means.

Event Planning Leader (EPL)

The Event Planning Leader (EPL) shall promote social community across schools.

The EPL shall plan at a minimum one event per semester.

The EPL shall be responsible for planning and logistics of the Annual Chapter Assembly.

The EPL shall discuss budget for events with other members of the Executive Board at least two weeks prior to the event.

After discussion with the Executive Board, the EPL shall request funds from ASA, the Graduate Student Council, or any other resources available for Tufts Student Chapters

The EPL is encouraged to organize more regular, smaller events, such as faculty lectures, workshops, social events, collaboration sessions, office hours, etc…

* 1. **School Representatives**

The Executive Board shall attempt to recruit and work with one student representative from each school:

* School of Arts & Sciences,
* School of Engineering,
* The Fletcher School of Law and Diplomacy,
* Sackler School of Graduate Biomedical Sciences,
* Friedman School of Nutrition Science & Policy,
* School of Medicine,
* School of Dental Medicine, and
* Cummings School of Veterinary Medicine.

Any student member can be a School Representative. If more than one individual from a school is interested in the position, student members from that school shall decide on a representative among themselves and notify the Executive Board. If a school does not have a representative, the Executive Board shall work with the Faculty Advisory Board to identify and recruit additional members from that school.

* 1. **Elections**

Only active members can hold positions in the Executive Board. All currently serving Executive Board members are also eligible to run for election. Nominations for Executive Board positions shall take place at least a month prior to elections. If there are no nominations to fill a position, the Executive Board shall work with the Faculty Advisory Board and School Representatives to identify a candidate for the open position.

Elections will be held during the first week of March during the spring semester. At the election meeting, if candidates wish, they will be given time to speak and answer questions. After all candidates have spoken, ballots shall be distributed. Ballot collection and tabulation shall be performed by the Executive Board minus those Executive Board members seeking election. Should fewer than two Executive Board members be eligible to count votes, representatives shall be appointed by the President to make up the difference subject to Tufts-ASA approval.

Officers shall be elected by a majority of votes. In the event of a tie for a position, a runoff election shall be held immediately by secret ballot. The elected and current Executive Board members shall work together after elections to ensure a smooth transition of responsibilities. The newly elected Executive Board shall take office the day following May Commencement.

1. **Faculty Advisory Board**

The Tufts-ASA Faculty Advisory Board shall: 1) advocate for Tufts-ASA across Tufts University schools; 2) support and guide the Tufts-ASA Executive Board as needed; and 3) help Tufts-ASA facilitate connections between students and faculty interested in statistics and data science.

The Faculty Advisory Board shall interact and support the Tufts-ASA Executive Board as needed and participate in the Annual Chapter Assembly.

The board shall consist of a Chair and 5 members representing junior and senior faculty from across the university. If there are not enough volunteers to be members of the board, the Chair shall work with the Tufts-ASA Executive Board to identify additional faculty.

1. **Amendments**

Any proposed amendments to this constitution shall be submitted to all members at least one month before the Annual Chapter Assembly. At the assembly, members will vote on the proposed amendments. The amendment shall pass if it receives affirmative votes from two thirds of members present, and shall become valid immediately.