

# International Society for Business and Industrial Statistics

## Statutes

### 1. Name and Language

The name of the Society is the International Society for Business and Industrial Statistics (ISBIS), hereinafter called the Society. The Society is a section of the International Statistical Institute, hereinafter called the ISI, in accordance with Article 8a of the ISI Statutes and paragraph 205 of the ISI By-laws. The working language of the Society is English.

### 2. Objectives

2.1. The objectives of the Society are to:

- i. promote the advancement and exchange of knowledge in business and industrial statistics (to be interpreted broadly);
- ii. build international association and collaboration among statisticians working in business and industry;
- iii. foster cooperation at an international level between statistical activities in universities and individuals working in business and industry;
- iv. increase public awareness of the importance of Statistics in business, and industry; and
- v. encourage links between statisticians in developing and developed countries.

2.2 In order to realize its objectives, the Society may:

- i. Organize a biennial symposium to provide a forum for discussion of leading-edge research and best current practices. This is named the International Symposium on Business and Industrial Statistics and shall be held during even-numbered years to avoid overlap with the ISI Biennial Sessions.
- ii. Organize or co-sponsor regional conferences, workshops, lectures and other activities, as appropriate, to promote business and industrial statistics in different parts of the world and to transfer technology to practitioners in less developed countries;
- iii. Participate in and organize invited program meetings for the biennial ISI Sessions;
- iv. Develop, sponsor, and support the publication of journals, periodicals, books, and so on to disseminate developments in research and applications;
- v. Develop newsletters, websites and other relevant media to facilitate communication among members and other practitioners;
- vi. Collaborate with international, national, regional and other organizations or institutions with objectives that are consistent with those of the Society, including other ISI sections; and

- vii. Undertake or participate in cooperative activities, make transactions, and take all other necessary action for the advancement of the objectives of the Society

### 3. Membership

The membership of the Society includes the four (4) types as described below. The Society may add other forms of membership as necessary to further its mission, subject to the procedures governing the amendment of the by-laws in article 8.

- i. **Individual membership:** Any person can become an individual member by applying for membership and paying the annual dues. The dues are determined by the Executive Committee.
- ii. **Institutional membership:** Organizations whose objectives are compatible with those of the Society can join as institutional members subject to approval by the Executive Committee. These include educational and scientific institutions, business and industrial enterprises, government organizations, and non-profit institutions. Dues for institutional members are determined by the Executive Committee. Each institutional member can designate a representative who will have the same rights and privileges as an individual member.
- iii. **Student membership:** Any student at an educational institution can become a student member provided s/he is certified as a current student by a member of the academic staff of the institution at which s/he is enrolled. Student members are eligible to pay reduced dues at rates determined by the Executive Committee. Student members have all the privileges of individual members except for voting rights.
- iv. **Honorary membership:** Deserving members of the Society can be nominated for (lifetime) honorary membership. The individual must: a) have been a member of ISBIS for at least three years, b) be a distinguished member of the Business and Industrial Statistics community, and c) have made significant contributions to the Society. An honorary member is exempt from paying dues and has the same rights and privileges as an individual member. The nomination for honorary membership must be approved by a two-thirds majority of the Council and by a unanimous decision of the Executive Committee. The total number of honorary members shall not exceed 2% of the total number of all regular members at the time of their nomination.

### 4. Organization of the Society

- 4.1 The administrative structure of the Society is made up of the Executive Committee and the Council. The Executive Committee and the Council are responsible for the management of the affairs of the Society in accordance with the policies and guidelines of the Society. They are accountable to the General Membership consisting of all voting members of the Society. The terms of office of the Executive Committee and the Council begin on the last day of the ISI Biennial Session and end on the last day of the following ISI Biennial Session.

Wherever it is not explicitly stated below, the approval of the Executive or the Council means a decision by simple majority.

## 4.2 Executive Committee

- i. The Executive Committee comprises the officers of the Society: the President, President-elect, and four (4) Vice-Presidents as described below. The Executive Committee shall be responsible for the management of the affairs of the Society in accordance with the policies and guidelines of the Society.
- ii. The **President** is the chief executive of the Society and shall: a) preside at all meetings of the Society, the Council, and the Executive Committee; b) oversee the affairs of the Society; c) ensure that the resolutions of the Council and the General Membership are carried out in a proper manner; and d) perform any other duties which the Council may, from time to time, assign. The term of office of the President is two (2) years. At the conclusion of the term of office, the President and the Executive Committee shall prepare a report about the state of the Society. The report shall be communicated (via e-mail or other means) to the General Membership at least two weeks before the beginning of the ISI Biennial Session that year.
- iii. The **President-elect** is elected to a two-year term. In the event that the President is absent or unable to perform her/his duties, the President-Elect shall perform these duties. In addition, s/he will assist the President on financial planning and financial administration of the Society and in preparing an annual financial report. S/he will coordinate with the ISI Permanent Office on all matters pertaining to financial transactions. S/he will also perform any other duties that are assigned from time to time by the Council. At the end of the President-elect's two-year term, s/he shall automatically become the President for a two-year term.
- iv. The **Vice President for Scientific Program** is responsible for planning, implementing, and overseeing all aspects of the scientific program of the Society. These include the activities described in 2.2 (i), (ii) and (iii) as well as any others that are required to further the scientific mission of the Society. The VP for Scientific Program shall also chair the Scientific Committee as described in article 7.1. The term of office is two (2) years, and s/he can be re-elected for at most one additional consecutive term to the same office.
- v. The **Vice President for Communications** is responsible for planning, implementing, and overseeing all matters dealing with communications. These include the activities described in 2.2 (iv) and (v) as well as any others that are required to further the mission of the Society. The VP for Communications shall also chair the Communications Committee as described in article 7.1. The term of office is two (2) years, and s/he can be re-elected for at most one additional consecutive term to the same office.
- vi. The **Vice President for Membership and Outreach** is responsible for: a) assessing and developing plans to serve the needs of members, b) maintaining relationship with other ISI sections, related sister societies, and regional societies; c) promoting the Society among interested individuals, organizations, and regions of the world; and d) developing and implementing programs to attract new members. S/he shall chair the Membership and Outreach Committee whose duties are described in article 7.1. The term of office is two (2) years, and s/he can be re-elected for at most one additional consecutive term to the same office.

- vii. The **Vice President for y-BIS Members** represents the interests of the y-BIS interest group (Young members of the Society). S/he is responsible for planning and overseeing activities related to y-BIS and for liaising with the Executive Committee on promoting the interests of y-BIS. The term of office is two (2) years, and s/he can be re-elected for at most one additional consecutive term to the same office.
- viii. No member can be part of the Executive Committee for more than 8 years (consecutive or not).
- ix. The Executive Committee shall meet at least twice a year. One of these shall be held at the biennial ISBIS symposium held in even-numbered years and at the ISI Biennial Session in odd-numbered years. The other meeting can be in person or virtual (video or teleconference).
- x. If, for any reason, an office becomes vacant, a substitute shall be appointed by the President subject to approval by two-thirds majority of the Council.
- xi. If a Vice-President does not fulfill her/his obligations adequately and all efforts to remedy the problems are exhausted, the President can introduce a resolution to have the person replaced. This resolution must be approved by all other members of the Executive Committee, and it must be approved by two-thirds majority of the Council. In this event, the office shall be deemed vacant and filled according to article 4.2 (ix).

### 4.3 Council

- i. The Council shall include eight (8) elected members, the Executive Committee members (as *ex officio* with voting rights), and at least 3 additional *ex officio* members (without voting privileges) as described below. The eight elected members shall represent each of the following geographical regions: Australasia, Europe, Far East, Central and South America, Middle East, North America, South Asia, and Sub-Saharan Africa. All of them will also be members of the Membership and Outreach Committee as described in article 7.1.iii. The three additional *ex officio* members without voting privileges are: Editor-in-Chief of ASMBI, Editor of ISBIS News, and the ISBIS Web Master.
- ii. The three additional *ex officio* members (Editor-in-Chief of ASMBI, Editor of ISBIS News, and the ISBIS Web Master) will be appointed by the Executive Committee. The appointment of the Editor-in-Chief of ASMBI may be subject to confirmation by the publisher, depending on the agreement with the publisher.
- iii. The Council is empowered to receive and act upon all matters regarding the termination of memberships, setting policies to enable the Society to comply with its objectives, forming such permanent or temporary committees as it sees fit, administering and controlling monies, funds, investments and securities of the Society, and is authorized to exercise and to perform any other duties that may be in the best interests of the Society.
- iv. The Council shall take steps as it deems necessary to enable the Society to acquire, solicit or receive legacies, gifts, grants, settlements, bequests, endorsements and donations of any kind whatsoever for the purpose of furthering the objects of the Society.
- v. There shall be at least one meeting of the Council per year. The meetings in even-numbered years shall be held during the biennial ISBIS symposium. Additional meetings of the Council may be held at any time and place to be determined by the Executive Committee. These meetings can be in person or virtual (video or teleconference). Generally, written notice (e-mail or other means)

- of the meeting is to be provided to the Council members at least fourteen (14) days prior to the meeting.
- vi. At all meetings of the Council, every question shall be decided by a majority of votes cast. A quorum for a meeting of the Council shall be seven (7) Council members. In the event of a tie, the individual chairing the meeting shall direct the issue to be discussed again and a second vote shall be taken. If the tie remains, the individual chairing the meeting shall have the decisive vote. A resolution of the Council that is signed (electronically or otherwise) by all of the Council members entitled to vote on the resolution is as valid as if it has been passed at a meeting of the Council.
  - vii. The term of office of any Council member is four (4) years. No elected member shall serve on the Council for more than two consecutive terms. At least one half of the non- *ex officio* Council members shall be elected every two years.
  - viii. No Council member may at any time appoint a proxy to represent him/her at a meeting of the Council.
  - ix. If a Council member does not fulfill her/his obligations adequately and all efforts to remedy the problems are exhausted, the President can introduce a resolution to have the person replaced. This resolution must have the concurrence of all other members of the Executive Committee, and it must be approved by two-thirds majority of the Council. In this event, the office shall be deemed vacant and filled according to article 4.2 (ix).

#### **4.4 General Assembly and Open Meetings**

There shall be a General Assembly for all members at the biennial ISBIS symposium held in even-numbered years. There shall also be an ISBIS open meeting at the ISI Biennial Sessions held in odd-numbered years.

#### **5. Elections**

- i. The Executive Committee shall appoint a Nominating Committee by October 1 of every even-numbered year to select the slate of nominees for the open positions in the next Executive Committee and the Council. This committee shall be chaired by the President-elect or her/his designate and include 5 additional members. One of these shall be a y-BIS member. The remaining four shall be selected to represent the diverse geographical regions represented in the Society.
- ii. The membership at large shall be invited through e-mail or other means to submit nominations for these positions to the Chair of the Nominating Committee by no later than November 30.
- iii. The Committee shall develop a short list of candidates for the open positions. It shall ascertain from the individuals in the short list if that they are willing to stand for office in the capacity for which they are nominated.
- iv. The Committee shall submit to the Council by January 31 a final slate of nominees consisting of one candidate for each of the following positions: President-elect, the four Vice-Presidents, and the open slots for Council together with a report. The Nominating Committee shall be dissolved at this stage.
- v. The President-elect shall submit the report of the Nominating Committee to the Council by February 28. The Council Members may nominate additional

- candidates provided that each such nomination is sponsored by at least twenty (20) voting members and is in the hands of the President-elect by March 30.
- vi. The President-elect shall submit, by April 30, the names of all nominated candidates to the General Membership of the Society for secret vote by e-mail. However, if there is only one candidate for an office, that candidate shall be declared elected without vote. The voting shall be concluded by May 31.
  - vii. The ISI Permanent Office shall count, by June 30, all the votes received. For each office, the candidate receiving the majority of votes shall be considered elected. If there is a tie for any office, the outcome shall be decided by a run-off. Members of the Society shall be notified of the result of the elections by July 31.

## 6. Finance

- i. The financial resources of the Society shall consist of membership dues, donations, contributions and income, if any, from other sources.
- ii. The membership dues to be paid by members shall be determined by the Executive Committee. The rates may be different for regular members from different countries and for institutional members.
- iii. The Officers of the Society and members of the Council shall serve without compensation. They may be reimbursed for travel expenses associated with official functions at rates approved by the Executive Committee in advance of their commencement.
- iv. The funds of the Society may be used for the following purposes subject to approval by the Executive Committee:
  - a. To pay for the travel expenses of speakers, whether members of the Society or not, invited to present papers at the scientific meetings of the Society subject to the availability of funds and the approval of the Executive Committee.
  - b. To pay for research or development projects consistent with the objectives of the Society subject to the availability of funds and the approval of the Executive Committee.
  - c. To cover the costs of lunch, coffee break or other reasonable meals for Council and Executive Committee meetings.
- v. The Society may undertake the administration and expenditure of grants or funds for purposes consistent with the objectives of the Society.
- vi. The ISI Permanent Office shall administer the funds, maintain the accounts and provide the financial records of the Society in collaboration with the President-elect of the Society.
  - a. To pay for direct non-trivial Section costs, at the discretion of the President of the Society, as well as indirect Section costs (in alignment with the 'overhead cost agreement' between the ISI Permanent Office and ISI Sections) as specified by the ISI Permanent Office, at the discretion of the President of the Society.
- vii. The Society shall indemnify and hold harmless the Council Members and Officers of the Society, their heirs, executors and administrators, and estates and effects, respectively from time to time and at all times from and against
  - a. All costs, charges and expenses which the Council Member or Officer sustains or incurs in or about any action, suit or proceeding brought,



commenced or prosecuted against him or her or in respect of any act, deed, matter of thing whatsoever, made, done or permitted by him or her, in or about the execution of the duties of his or her offices or in respect of such liability; and

- b. All other costs, charges and expenses that he or she sustains, or incurs in or about or in relation to the affairs thereof, except if such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

## 7. Committees and Interest Groups

The Society shall also include the following standing and ad hoc committees. Other committees may be added by the Council as deemed necessary.

### 7.1 Standing Committees

- i. **Scientific Program Committee:** This committee shall assist the Executive Committee and Council in developing activities related to article 2.2 (i) -- (iii). The Committee shall be chaired by the VP for Scientific Program and include two members of Council appointed by the Executive Committee, the ISBIS representative to the ISI Program Committee, and chairs of all scientific meetings organized or co-sponsored by the Society (until their terms on the program committees expire). The Committee shall submit a written report by June 30 of each year to the Executive Committee and Council.
- ii. **Communications Committee:** This committee shall assist the Executive Committee and Council in all publication and communications activities as described in article 2.2 (iv) -- (v) and develop additional plans as necessary. The Committee shall be chaired by the VP for Communications and include two members of the council appointed by the Executive Committee, and the three non-voting *ex officio* members of the Council: Editor-in-Chief of ASMBI, the Newsletter Editor, and the ISBIS Webmaster. The Committee shall submit a written report by June 30 of each year to the Executive Committee and Council.
- iii. **Membership and Outreach Committee:** This committee shall assist the Executive Committee and Council in all matters relating to membership and outreach. These include: a) assessing and developing plans to serve the needs of members, b) maintaining relationship with other ISI sections, regional societies, and sister societies; c) promoting the Society among interested individuals, organizations, and regions of the world; and d) developing and implementing programs to attract new members. The Committee shall be chaired by the VP for Membership and Outreach and include all voting members of the council and the VP for y-BIS members. The Committee shall submit a written report by June 30 of each year to the Executive Committee and Council.

**7.2 Ad hoc Committees:** These include the Nominating Committee and any others that the Council may constitute as needed to perform the functions of the Society.

### 7.3 Interest Groups:

The members of the Society may also form interest groups to develop links and activities among themselves. This can be done with the approval of the Executive Committee. The organization structure of these groups shall be informal and may be determined by the

individual working groups. One group that is already in existence is  $\gamma$ -BIS, the young members' group.

## **8. Amendments of the Statutes**

- 8.1** Proposals to amend the Statutes of the Society may be made in writing to the Executive Committee by any seven (7) members of the Council or by any twenty five (25) members of the Society.
- 8.2** Any proposal for the amendment of the Statutes, submitted as specified in art.8.1, shall be considered by the Council of the Society and then submitted to the members of the Society for vote by e-mail or other means. If the amendment is approved by a simple majority of the Council, then its ratification by the membership shall require only a simple majority of all votes cast. If an amendment is not approved by a simple majority of the Council, then its ratification by the membership shall require at least a two-thirds majority of all votes cast.
- 8.3** The dissolution of the Society or the alteration of the name of the Society shall be treated as an amendment to the Statutes of the Society.