

International Society for Bayesian Analysis

Book of Procedures

Guidance for ISBA Officers and Committee Members

January 2020



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LIST OF ABBREVIATED TERMS

ASA	American Statistical Association
BA	Bayesian Analysis
BoP	Book of Procedures
C&B	Constitution & Bylaws
IMS	Institute of Mathematical Statistics
ISBA	International Society for Bayesian Analysis
ISI	International Statistical Institute
JSM	Joint Statistical Meeting
QBO	Quality Back Office
SBSS	Section on Bayesian Statistical Science

Chapter 1. Introduction

Each year International Society of Bayesian Analysis (ISBA) Officers and members of several Standing Committees have required duties at specific dates. As an aid in planning, we have tried to gather many of those recurring duties here as a collection of procedures for each of the ISBA committees. The pages in this Book of Procedures (BoP) consist of Calendar events for duties that have a required or suggested deadline or additional pages that describe duties or how to use various features of the ISBA website to implement tasks. A primary goal of the BoP is to maintain institutional memory for future committees and officers. This BoP provides an informal and advisory guideline to "best practices" of ISBA committees and is meant to document current practice for implementing duties given in the ISBA Bylaws and Constitution (provided in Appendices A and B, respectively). All ISBA Bylaws take precedence over these procedures; any procedure listed here that is in conflict with the Bylaws should be modified to conform to the Bylaws. Any procedure that a committee feels should be institutionalized as part of the Bylaws may be proposed as a new bylaw by notifying the Executive Secretary of the proposed change.

A separate set of Code of Conduct Procedures is available on our website at <https://bayesian.org/governance/code-of-conduct/>. The procedures associated with the Code and Professional Conduct Committee are not discussed further in this document.

- Each committee/officer should read sections of the BoP that pertain to their position. Before asking for help, please see if the topic is already documented. If it is not documented, it's likely that we need to add the content to update the BoP.
- This document is not a substitute for the Constitution and/or Bylaws. While we will try to reference sections to the appropriate bylaws, committees should be familiar with the parts of the Bylaws that pertain to their duties.

1.1 Content in the Book of Procedures

Each committee should review their section of the BoP yearly and suggest updates where needed. Additions or updates for procedures included in the BoP should go through the ISBA Administrator and Executive Secretary. Please email members-info@bayesian.org to alert them of the changes that need to be made. Committee Chairs may be designated as section editors for their part of the BoP.

Chapter 2. Using CiviCRM Features of the Website

Note: This chapter is in progress. As such, some of the information may be out-of-date.

This section provides documentation for tasks that may be common to multiple committees.

2.1 What is Behind the ISBA Website: A Brief Introduction to CiviCRM and a History of the Site

In 2009, the ISBA Board approved the migration of spreadsheet based records for memberships into a relational contact management system, CiviCRM, on a dedicated server hosted at Duke University (please see *History of CiviCRM System and Support* in Appendix A for more background).

[CiviCRM](#) is an open source, free Constituent Relationship Management (CRM) system that is web-based and used worldwide by professional societies and non-profit organizations in the civic sector. It provides facilities for: (a) CiviMember - membership management, including dues payments and automatic email reminders; (b) CiviMail - membership email and subscription services; (c) CiviEvent - event management including workshop/conference registration, payment, email to attendees and even nametags; (d) CiviContribute - donations and support for fund raising campaigns. The move to CiviCRM provided greatly improved member management services and streamline workshop/conference organization.

In the initial setup in 2009, ISBA maintained two websites - the original website and the membership system based on Drupal and CiviCRM. The two systems were maintained on separate servers and many members were probably unaware of the membership management system (one could renew without having an account on the system by going straight to the renewal page sent in the email reminder). The two systems required different methods of updating content.

CiviCRM integrates seamlessly with open source Content Management Systems (CMS) such as [Drupal](#). Drupal provides a platform for website development and content management, providing user accounts to access CiviCRM and other secure parts of the website. CiviCRM is actually an optional "module" in Drupal. There are thousands of Drupal contributed modules available that can be incorporated into the website, providing additional enhancements, such as abstract submission, blogs and books, calendars, e-commerce, forums, etc. that add functionality beyond the standard Drupal pages. With the plan for ISBA to take over the Valencia email list in 2011, and subsequently the Bayes-News list, as well as the added features of Drupal, the Executive Secretary decided to merge the two separate websites into one combined site with Drupal to provide the platform for web-based content management. This

provided the opportunity to move all content onto one server maintained by Duke University that is dedicated to ISBA with one method for updating content. The old website is still available at <http://old.bayesian.org>, while <http://members.bayesian.org> redirects to <http://bayesian.org>. There may still be missing links, so please let the webmaster@bayesian.org know if you notice anything that needs to be corrected! Drupal is a powerful system for website development. Content may be added using "what you see is what you get" editors so that html or other markup language is not necessary! Drupal, however, provides more than just an editor for creating webpages. While the old system was a collection of static text files in a directory, the power behind Drupal is that almost all content is stored as a node in a relational database (MySQL in our set up); the other content type that appears frequently are "comments." Modules provide users with different assigned "roles" (e.g., member, Web Editor, board member), the ability to view, update, or delete different nodes based on role based permissions. Updating a node may trigger other actions, such as sending an email to take place. While it takes an investment to understand Drupal at the beginning, the flexibility and power with what one can do is pretty amazing (you can even integrate R in Drupal)! For more details, see the [Drupal Overview](#) and other pages in the documentation if you are curious about what is under the hood of the website.

Extensions The flexibility comes with complexity - some aspects of the CiviCRM/Drupal system are easy to customize; others require significant lower level programming in php. In 2010, ISBA created two new sections with section membership dues to be paid with annual ISBA dues. It turns out that that was not possible with the CiviCRM version that was available. Rather than hire a programmer to customize the membership sign-up page, ISBA, along with some other nonprofit organizations, sponsored a [Make It Happen](#) initiative to add this feature into the core CiviCRM module! This was our chance to give back something to the CiviCRM open source community and ensure that updates to the system software can be made over time. Many modules do exist that will do exactly what you need, whereas others may take some customization that the developer may add upon request. Where possible, we recommend that any proposed bylaw or resolution that requires a modification of the website be discussed with the IT support (AGH Strategies; support@aghstrategies.com) in advance to discuss feasibility and potential implementation costs.

2.1.1 Accessing CiviCRM on Our Site

To access CiviCRM on the ISBA site, first login by entering your username and password in the login boxes on the right hand navigation menu.

Once you are logged in there will be several menu tabs in black across the top of the screen in the browser that provides access to Drupal's CMS (if you do not see these and believe that you should have access please email secretary@bayesian.org). Click the CiviCRM link. You should see the CiviCRM menus appear at the top of the screen above the ISBA logo and images.

- **Quick Search:** The white block with the tiny magnifying glass is for a quick contact search; just start typing the name or email of a contact and all matching contacts will appear. Select the one you are interested in to bring up the contact's information.
- **Home:** The CiviCRM Home dashboard, this needs customization.
- **Search:** More options for searching for contacts, members, contributions, event participants.
- **Contacts:** Creating new contacts or organizations, creating groups of contacts and managing them, finding and merging duplicate contacts.
- **Contributions:** Adding new contributions, searching for contributions, creating and managing contribution pages, such as membership signup pages or donation pages. The dashboard item brings up a chart/table of yearly contributions.
- **Events:** Options for registering a new event participant, searching for event participants, creating and managing new event participants.
- **Mailings:** Creating new bulk mail to groups of contacts, accessing drafts or unscheduled mailings, lists of scheduled and sent mailings, headers and footers for mailings, templates for mail (renewals, announcements for Bayesian Analysis [BA], ISBA bulletin), and “from” addresses (to customize mailings for specific groups).

Some of these tabs may not be available to you based on your user privileges.

2.1.2 CiviCRM Documentation

There are several online resources to learn about CiviCRM, provided below.

- CiviCRM's Documentation:
<https://wiki.CiviCRM.org/confluence/display/CRMDOC40/CiviCRM+Documentation>
- Understanding CiviCRM, Diagrams of Menus:
<http://en.flossmanuals.net/CiviCRM/>
- Getting Started (terminology, tutorials, screencasts, etc.):
<https://wiki.CiviCRM.org/confluence/display/CRMDOC40/Getting+Started>
- Using CiviCRM:
<https://wiki.CiviCRM.org/confluence/display/CRMDOC40/Using+CiviCRM>

2.2 Updating Webpages

If you have edit privileges for a webpage, you will see an Edit tab under the title of the page.

- Click edit.

- Update any of the fields, such as title or the body.
- Change the input format to full html if you need more control over formatting.
- Preview or save.

If you do not have edit privileges please email webmaster@bayesian.org. If you are the secretary for a section or a committee chair, you should have edit privileges for your areas of the website. Please contact the webmaster@bayesian.org if you do not have access or need any help.

Please see the *Web Editors for the Website* section (Section 15.1) and its corresponding subsections for more details on editing content.

2.3 Groups in CiviCRM

CiviCRM can be used to create static groups of contacts and dynamic, aka "smart groups," that are automatically updated if the contacts have specific criteria (e.g., current membership).

See <http://book.CiviCRM.org/user/current/organising-your-data/groups-and-tags> for more details.

We use CiviGroups for mailing lists in CiviMail and to control access to items such as election ballots for a given section or to be distributed to current members.

2.3.1 Officer Group

This Group in CiviCRM is composed of all Section officers in addition to the Board and Program Council. Each section should have a designated Web Editor, by default the Executive Secretary, whom will be responsible for updating content in the section's part of the website. See *Adding a New Web Editor for an ISBA Section* (Section 15.2) for more details.

2.4 Mass Mailings to ISBA Members/Section Members

Mass emails to ISBA or Section members should be used for official ISBA and ISBA Section business, such as calls for awards, ISBA and Section meetings, ISBA Bulletin, and new issues of BA, as ISBA was not set up with an opt-in policy for mass mailings. Other conference, jobs, and news announcements may be posted to the website using the appropriate links.

Setting up a mass mailing in CiviCRM requires several easy-to-follow steps:

- Login to your ISBA account.
- Click on CiviCRM.
- Click on "Mailings."

- **Step 1: Name the Mailing.** Name the mailing something informative for search in case you want to reuse it later. Select the recipients using the list of CiviCRM groups. The group "Current Members" is a smart group that is updated automatically but will exclude any who have opted out for mass mailings. Each section has a "smart group" of their members. If a section wishes to email the larger list, construct the email using the following steps, but then verify with the ISBA Executive Secretary or Web Editor if it is appropriate to send to the larger list.
- **Step 2: Track and Respond.** It is generally best to deselect all options as this changes the way URLs are presented in the mailing and triggers many spam filters.
- **Step 3: Mailing Content.** Select the sender from the list of pre-configured email addresses (mail secretary@bayesian.org to create a new one if needed) and specify your subject.
- **Step 4: Test Mailing.** Send a test message to yourself or others to verify the headers, subject line, and body are correct.

Go back and correct or continue. For sections that wish to send to the larger ISBA list, send a test to webmaster@bayesian.org and secretary@bayesian.org and follow up with them so that the message may go out to the larger mailing list.

- **Step 5: Send Mailing.** Once you are ready to send, either click the send immediately or uncheck and specify a later time to send the email. Messages are sent using "cron" - this typically runs at 15 past each hour, so do not be surprised if your message does not go out immediately. You can check the sent/scheduled messages to see if it has gone out. Sometimes this breaks after updates to CiviCRM, so please email secretary@bayesian.org if your mailing has not gone out.

Note: You may save the mailing at any point in time and continue later.

2.5 The News, Conferences, and Jobs Links on the Website

ISBA took over the Valencia and old Bayes-News email listservs in 2011 and created three forums with email distribution on the ISBA website for jobs, news, and conferences to better target messages.

Anyone may create an account and subscribe or post to these public forums (after moderator approval). Everyone on these lists has opted in to receive emails and may unsubscribe at any point in time.

These lists, however, contain only a subset of all members, as well as non-members, so do not use them if a mailing needs to go out to all members. If a mailing needs to be sent to all members, send the message (along with subject line) to the Executive Secretary, who will send the message to all members via CiviCRM Mail.

Chapter 3. Email Aliases for Officers and Committees on the Server

Note: This chapter is in progress. As such, some of the information may be out-of-date.

ISBA maintains a number of email aliases of the form *alias@bayesian.org* that need to be updated periodically (January 1st when new officers and editors take office and January 30th for Prize committee appointments).

Here is the current list of aliases and emails as of January 1, 2014:

```
##
## Aliases for bayesian.org

admin:

## Executive Committee Update Jan 1 every year for Pres's
past-president:
president:
president-elect:
treasurer:
secretary:

# note executive@bayesian.org is the email address for the Executive forum

ISBA-exec: president, president-elect, past-president,
treasurer, secretary

## Program council updates Jan 1 every year;
program-council:

##
ims-memberships: treasurer, secretary, admin

## Prize Committee update Jan 30 every year

awards: loschi@est.ufmg.br

prizes: awards

## Editors Update Jan 1 every 3 years

bulletin: liangf@illinois.edu

webmaster: niemi@iastate.edu, admin

#BA
ba-eic: marina@rice.edu

ba-managing-ed: Kassandra.Fronczyk@rice.edu

ba-web: Kassandra.Fronczyk@rice.edu

ba-prod-ed: karymyers@gmail.com

ba-systems-ed: vlachos@gmail.com

ba: ba-managing-ed
```

3.1 Update Email Aliases

On January 1st of each year, the Executive Secretary updates the Civi regular groups for the ISBA Executive, Board, Program Council, Officers (includes the ISBA Board and all Section officers), and editors (if needed). See <https://docs.civcrm.org/user/en/latest/organising-your-data/groups-and-tags/> for documentation. Take care that when a member is removed from a group, you are not removing that member from our database entirely (the language can be unclear). After updating the Civi groups, the Executive Secretary should e-mail the Web Editor so that the officers and other sections of the website are kept up to date.

Throughout the year, as new appointments are made, the Executive Secretary updates the Civi regular groups for all other committees and groups (e.g., ISBA Fellows).

The e-mail aliases for categories tied directly to memberships (e.g., current members, members of various sections, and recently-expired members) or registrations (e.g., those registered for the ISBA World Meeting or the BNP meeting) are maintained as “smart groups” and should not require manual additions as long as these pages are properly constructed.

Chapter 4. Annual Calendar

Each year ISBA Officers and members of several Standing Committees have required duties at specific dates. As an aid in planning, we have tried to gather many of those recurring duties here in the form of a yearly calendar.

Date	Who?	Item
1/1	Officers	New elected officers take office
1/1	Editors	New editors take office
1/1	Web Editor	Update web pages for governance/officers, past officers, and section officers.
1/1	Executive Secretary	Send “thank you” e-mail to all retiring officers and “welcome” e-mail to incoming officers
1/1 (odd-numbered years)	Committee on Fellows Executive Secretary Web Editor	Four new members of Committee on Fellows take office Update e-mail aliases and website
1/15	President	Nomination of one new member of Finance Committee due to Board for approval Nomination of two new Prize Committee members due
2/1	Prize Committee Web Editor Executive Secretary	New prize committee members take office Update prize committee members on web Update prize committee e-mail alias
2/1, even-numbered years	Program Council	World Meeting pre-proposals due for ISBA World Meeting in Year+4
2/1, odd-numbered years	Board	ISBA Board appoints three past ISBA Presidents currently not serving as officers to the Zellner Medal committee

Date	Who?	Item
2/15, even-numbered years	Program Council	World Meeting full proposals invited for ISBA World Meeting in Year+4; due 5/1
3/1	Prize Committee	Call for Savage, Mitchell, and DeGroot (only odd years) awards
3/1 (odd-numbered years)	Executive Secretary	File biennial report with State of Iowa.
3/31	Executive Secretary	Send e-mail to recently expired members reminding them to renew their memberships
3/31	President and Executive Secretary	Request nominations from Board of Directors and Members for the Nominating Committee members
3/31 (odd-numbered years)	Fellows Committee and Executive Secretary	Distribute call for nominations of ISBA Fellows to membership
4/15	Prize Committee	Send email reminder about call for Savage, Mitchell, and DeGroot (only odd years) awards
4/30	ISBA Board Web Editor Executive Secretary	Deadline for approval of membership of Nominating Committee Web Editor updates website Executive Secretary updates e-mail list/Civi group
5/1	Program Council	World meeting full proposals due (even-numbered years)
5/1	President	Nomination of one new member of Constitution and Bylaws Committee due to Board for approval
5/1	Treasurer	Prepare tax returns (due to IRS 5/15)
5/1 (when needed)	Board	Approve Editorial Search Committee

Date	Who?	Item
5/1 (even years)	Prize Committee and BA Editor Executive Secretary	First call for Lindley Prize; announce submission procedure
5/15	Treasurer	Tax return due
5/15	Program Council	Comments on World Meeting proposals forwarded to Board (even-numbered years)
5/24	Prize Committee	Send final email reminder a week before the submission deadline for Savage, Mitchell, and DeGroot (only odd years) awards
5/30	Section Presidents and Secretaries Chapter Presidents	Due date for submission of Section and Chapter Reports to Executive Secretary for distribution to the ISBA Board
5/31	Prize Committee	Submission deadline for Savage, Mitchell, and DeGroot (only odd years) awards
Early June	Prize Committee	Formation of the Savage, Mitchell, and DeGroot (only odd years) committees
6/1	Executive Secretary	Send e-mail to all Section Officers asking for slate of officers for election (at least 2 for each position) no later than July 31.
6/1 (even-numbered years)	Executive Secretary	Email Board to provide suggestions for Committee on Named Lectures
ISBA Meeting (or conference call)	Board	Discussion of ISBA World Meeting proposals and decision on meeting location
ISBA Meeting (even-numbered years)/JSM Meeting (odd-numbered years)	Treasurer	Present annual financial report to Board of Directors at the ISBA World Meeting (even-numbered years)/JSM Meeting (odd-numbered years)
6/15 (odd-numbered years)	Executive Secretary	Send reminder about ISBA Fellows Nominations to members

Date	Who?	Item
7/1	Constitution and Bylaws Committee Web Editor Executive Secretary	New member takes office Web Editor updates website Executive secretary updates e-mail list/Civi group
7/1	Constitution and Bylaws Committee	Elect new Chair and inform President, Executive Secretary, and Web Editor
7/1	Executive Secretary	Final reminder to renew ISBA membership to recently expired members. Any unpaid members who hold office will lose office (so try to get them to renew in advance).
7/1 (if desired)	Treasurer Board of Directors	Determine and vote to approve any dues changes for the subsequent year; communicate any changes to the Web Editor for website edits and to the ISBA Administrator to update IMS for joint memberships.
7/1	Prize Committee and Executive Secretary	Send email reminder about Lindley Prize submissions
7/1 (even-numbered years)	Executive Committee	Finalizes appointments to Committee on Named Lectures
7/1	Prize Committee	Finalize selection committees for Savage Award and Mitchell Prize
7/15	Nominating Committee	Election slate of officers due to Executive Secretary
7/15 (even-numbered years)	Committee on Named Lectures	Members of Committee on Named Lectures take office
7/31	Section officers	Election slates of officers due to Executive Secretary
8/1	Executive Secretary	E-mail members announcing the slate of officers for election and providing the opportunity for nominations from the

Date	Who?	Item
		membership (with 30 signatures of members and written consent of the nominee) by 9/30 Executive secretary updates the “candidates for election” Civi group so that candidates can create profiles
8/15	Executive Secretary ISBA Bulletin Editor	Provide slate of officers to ISBA bulletin editor for publication; also publish process for nominating officers from the floor
8/15	Executive Secretary	Send candidates for office the link for candidate profiles online
8/15 (if needed)	Editorial Search Committee	Provide President and Executive Secretary list of proposed Editors to send to Board for approval
8/31 (even years)	BA Editor and Prize Committee	Lindley Prize submission deadline (reviews of the papers are expected to finish by July 31 of the following year)
9/1 (if needed)	Board	Deadline to vote on proposed Editors from Editorial Search Committee
9/15	Executive Secretary	Due date for any officer nominations from membership
October (odd years)	Prize Committee	Contact the JSM program chair to arrange a special session for Savage award
10/15	Executive Secretary	Election opens
10/30	Web Editor	Update website and archives with Savage award committee members
11/1	Program Council ISBA Bulletin Editor Web Editor	Call for World Meeting Proposals (odd-numbered years) sent via e-mail to members, posted on website, and published in Bulletin

Date	Who?	Item
	Executive Secretary	
11/15	Executive Secretary	Election ends; tally results and notify winners; notify membership
11/15	President and Executive Secretary	Email the Board requesting nominees for ISBA Committee on Fellows by 12/1
11/25	President-Elect	Appointment of Vice Chair of Program Council and Vice Chair of Continuing Education due
12/1	Executive Secretary Web Editor ISBA Bulletin Editor	Last day to notify members of election results via e-mail Post the election results on website Place the election results in ISBA Bulletin
12/1 (even-numbered years)	Executive Secretary and President	Set up Board ranking of potential Committee on Fellows members; notify President of final ranking so that President can invite members to serve by 12/15
12/15	Prize Committee	Each prize committee reports selection results
12/15	Executive Secretary	Update officers list with non-profit registration status in the State of Iowa
Mid-December	Prize Committee	Notify the Savage award finalists
Mid-December	President	Nomination of one new member of Professional Conduct Committee due to Board for approval

Chapter 5. ISBA President

This chapter covers the annual duties of the ISBA President. The President should read through the Bylaws and Constitution (provided in Appendices A and B, respectively), Code of Conduct (available at <https://bayesian.org/governance/code-of-conduct/>), and the BoP to be familiar with the duties of office. The Calendar of Officer and Committees has a list of dates for recurring tasks.

5.1 Appoint New Prize Committee Members

The President appoints two new members of the Prize Committee with advice from the Executive Committee and consent of the Board by January 31. Appointment begins February 1 and is for a three year term expiring on January 31 (or later if no appointment has been made). See Bylaw C.3.a (Appendix A).

Because all Prizes are announced at the Section on Bayesian Statistical Science (SBSS) Business Meeting and Mixer in odd years, having at least one prize committee member who is also an SBSS member on the committee may help with coordination of prizes; this is particularly important for the Savage Award, which requires that a session of the finalists be submitted in February.

5.2 Appoint New Finance Committee Members

The President appoints new (non-Executive) finance committee members as vacancies occur, either by expiration of term, resignation or incapacity, subject to approval by a majority vote by the Board. Committee members serve staggered five year terms running January 1 through December 31.

5.3 Board Appoints the ISBA Nominating Committee

The six-person ISBA Nominating Committee is selected by the Board by April 30 from the names submitted to the President.

5.4 Appoint New Committee on Fellows Members (odd-numbered years)

In each odd-numbered year, four new members (current Fellows) of the Committee on Fellows take office on January 1. Each has a term of office of four years. Approval of these members is needed by the Board so that the members may take office on January 1.

5.5 Call to Members for ISBA Nominating Committee

The President requests names of members to serve on the ISBA Nominating Committee. Suggestions should be sent to the President at president@bayesian.org by March 31.

5.6 Editorial Search Committee

Every three years, the President should begin the process to select the Editorial Search Committee according to the Bylaws (see Appendix A).

The President proposes names to the Board, and the Executive Secretary calls a vote of approval for the Committee by May 1.

Ideally the Committee includes the current Editor in Chief of BA and current editors, as they will be able to communicate to potential nominees the requirements of the position.

The Committee should report to the Board by August 15 so that the Board may approve by September 1, allowing for a smooth transition.

New Editors will take office January 1.

5.7 New Constitution and Bylaws Committee Appointment

May 1: The President begins the process to nominate a new member for the Constitution and Bylaws Committee for Board approval. The Executive Secretary will call for vote of approval.

New Member takes office July 1.

Chapter 6. ISBA President-Elect

This chapter covers the annual duties of the ISBA President-Elect. The President-Elect should become familiar with the Bylaws and Constitution (provided in Appendices A and B, respectively), as well as the BoP.

6.1 Appoint Vice-Program Chair

On November 25, the President-Elect begins the process to appoint a new Vice-Program Chair, who will take office January 1 or whenever appointed.

Please email the name to webmaster@bayesian.org and secretary@bayesian.org so that the website may be promptly updated.

6.2 Appoint New Continuing Education Vice-Chair

On November 25, the President-Elect begins the process to appoint a new Vice-Chair for the Continuing Education Committee, who will take office immediately and no later than January 1. This is a three-year appointment.

The Web Editor (webmaster@bayesian.org) should be notified so that the Continuing Education Committee is updated on the website and the individual is added to the Continuing Education group, which provides them with access to CiviCRM for managing Continuing Education events and the Continuing Education Forum for discussion.

Chapter 7. ISBA Past-President

Annual duties of the ISBA Past-President include chairing the Finance Committee, who will report to the ISBA Board annually, chairing the Nomination Committee for ISBA Elections, and chairing the Professional Conducts Committee.

7.1 Election Slate Due

Nominating committee (chaired by the Past-President) submits slate to Executive Committee by July 15.

Chapter 8. ISBA Executive Secretary

This chapter covers the annual duties of the ISBA Executive Secretary.

8.1 Add New Committee Members to CiviCRM Groups

When new members take office, they need to have their CiviCRM groups and roles updated so that they are on the appropriate e-mail lists. The Web Editor (webmaster@bayesian.org) also needs to be informed of committee updates to modify the list of officers and appointments where appropriate on our website.

- Add new officers/board/program council members to the CiviCRM groups respectively and remove outgoing members:
 - Executive Committee: President, President-Elect, Past-President, Executive Secretary, Treasurer
 - Program Council: Program Chair, Past-Program Chair, Vice-Program Chair
 - Board: All Executive Committee members, plus twelve elected Board Members
 - Officers: Executive Committee, Program Council, all section officers, and Web Editor

Please wait to confirm that all members are receiving mail before the start of any business.

Contact Email: secretary@bayesian.org

8.1.1 Welcome to New Officers!

Send the new officers a welcome email and a copy of the BoP (the ISBA Administrator can provide you with the most recent version). Example text:

Welcome to the ISBA leadership! Thanks again for agreeing to serve in this important role!

Please familiarize yourself with the ISBA Book of Procedures, in addition to our Bylaws (<https://bayesian.org/governance/bylaws/>), Constitution (<https://bayesian.org/governance/constitution/>), and Code of Conduct (<https://bayesian.org/governance/code-of-conduct/>). This "book" is intended to fill in where the Constitution and Bylaws left off and describes how various committees operate. This is meant to be dynamic document and updated as best practices change, while providing the institutional memory for future. It is a work in progress, so we hope you will help us fill in/update the necessary sections during your term. Edits to the Book of Procedures can be sent to the ISBA Administrator (members-info@bayesian.org).

8.2 Prizes

8.2.1 Update Prize Committee

The Executive Secretary updates the prize-committee group in CiviCRM by adding new members and deleting old members.

March 1: Announce ISBA Prizes

The Executive Secretary sends out a call for ISBA Prize nominations to:

- All members via CiviCRM using CiviMail (reuse previous mailing and update).
- Simultaneously send the announcements to ASA SBSS members using the ASA e-mail list serve.
- Request that the Web Editor creates a news item on the ISBA home page - please make sure that links and nominations pages are updated and that the announcement is also placed in the appropriate ISBA Bulletin.

The deadline for submissions for the Savage Award is 9/30, and for the Mitchell Prize is 12/31 (See Chapter 12 for details regarding awards and prizes).

Online submission forms are available at the ISBA website:

- Mitchell Prize: <https://bayesian.org/project/mitchell-prize/>
- Savage Award: <https://bayesian.org/project/savage-award/>
- DeGroot Prize: <https://bayesian.org/project/degroot-prize/>

8.3 New Constitution and Bylaws Committee Members

8.3.1 July 1: New Constitution and Bylaws Committee Member Takes Office

Location: CiviMail

- The new Constitution and Bylaws (C&B) member takes office on July 1.
- Remind the President to appoint a new C&B member (if not done already).
- Web Editor: Update the website to remove old committee member and add new member to [Past Officers and Appointments](#).
- Executive Secretary or ISBA Administrator: Update CiviCRM group for C&B to update members.
- Send Welcome message to new committee members

8.4 Expired Memberships

8.4.1 Suspension of Membership Status of Unpaid Members

July 1: Members with expired membership status are suspended. In particular, officers are removed from office if their memberships are suspended. Executive Secretary sends final reminder to recently expired members to renew and notifies any who are officers that they will be removed from office unless they update membership.

8.4.2 Suspension of Resigned Members

Members that have resigned are to have their membership indefinitely cancelled. The member's status should be changed to "cancelled" in Civi and the "do not contact" option should be selected to ensure that they are off of all ISBA email lists.

8.5 Elections

8.5.1 Call for Nominations for ISBA Elections

Send the call for nominations by August 1. Example text:

The Nominating Committee, chaired by the Past-President, is pleased to announce the slate of candidates for the upcoming election in October. You may view the slate online at *<insert link>*.

The ISBA Bylaws permit additional nominations from members by petition (see Appendix A). Nomination by petition requires the request of 30 members and the written consent of the nominee(s) by September 15. If you wish to nominate someone by petition, please contact the Executive Secretary (secretary@bayesian.org) so that an online petition which verifies membership status may be created for you to circulate. The nominee must give consent before any petition may be distributed. Nominees should also provide a written statement using the form for inclusion online and in the ISBA Bulletin (for inclusion in the bulletin please send by September 7 at the latest).

8.5.2 Request Election Statements

Send e-mail August 15 to candidates requesting their statements

After the Executive Secretary receives the slate of candidates, the secretary then:

- Updates the CiviCRM group "Candidates for Election" by removing all previous candidates (if necessary) and adding the new slate.
- Sends an email using CiviMail to candidates to request statements (see <http://bayesian.org/nominees> for current examples) for publication on the web and in the Bulletin; initial email August 15 or earlier, with a deadline of

September 1. Send repeat emails if necessary. In CiviMail, reuse the CiviMail "Nomination Statements" for sending the mail to the new group.

- Candidate Statements are published as they are submitted on the web. These are available at <http://bayesian.org/nominees>
- All candidates MUST BE ISBA MEMBERS to access the form for submitting statements.

If the slate does not appear, please email secretary@bayesian.org.

8.5.3 Creating Polls for Elections

ISBA uses a secure third-party vendor, Helios Voting, <https://heliosvoting.org>, to administer elections as well as voting by the Board. The Executive Secretary will upload relevant membership rosters (e.g., all ISBA members, members of each section) for voting using up to date members as of the day prior to the election (individuals who renew after that date will not be eligible to vote until the following year). Each election will be set up separately because the rosters are specific to the election: that is, we have a separate ballot/mailling for the overall election (Board and Executive) and for each individual section. The ISBA Web firm maintains information regarding the login and password for the secretary to administer elections via Helios. Each election should run October 15 through November 15.

8.5.4 The Night Before the Election

- Upload the rosters the night before the election (October 14), because you need to be a member on the start of election day to vote. So you can't do it early or late.

8.5.5 Elections

Send an e-mail reminding members about the upcoming elections. Example text:

Please note that you must be an ISBA member prior to October 15 to vote in any election. Elections for section positions are open only to current section members. Please verify ISBA and Section Members using the Membership Status link and email members-info@bayesian.org if you have any questions.

8.5.6 Elections End Today!

Send an e-mail reminding members that election voting ends today. Example text:

Elections end on November 15 at 23:59:59 Eastern Standard Time. Please cast your vote at <http://bayesian.org/election>. Results will be announced by December 1.

8.5.7 Summarize Election Results

Summarize ISBA election results and announce to members by December 1. Results may be viewed in Helios after the elections close.

8.5.8 Announce Election Results

Announce election results on website and by CiviMail to members by December 1.

Submit announcement for ISBA Bulletin (due December 15).

8.6 Bylaw Updates

For any changes to the Bylaws or Constitution after a vote of approval by the Board, send the edits to the Web Editor and the ISBA Administrator so that they can update the website and BoP, respectively.

8.7 Adding New Fellows

When new Fellows are elected and announced, simply add each new Fellow to the "Fellows" group in CiviCRM. Make sure each Fellow has a picture associated with their Civi profile.

8.8 Answering "Why am I Not Getting My Discount?" Questions

- Is your membership current? Look up the member in Civi. Check their membership status. If they're not current, then ask them to renew. If they are current, then look for old memberships associated with "pending" contributions, which generally indicate failed payment attempts.
- What type of member? Make sure that the member has chosen the appropriate membership status.

8.9 Certificates of Appreciation

When ISBA decides to award a member a certificate of appreciation, certificates can be made at <http://www.senteacher.org/worksheet/3/CertificateMaker.html>. There are many other sites around the internet that allow certificate generation, but this one gives space for 2-3 sentences about what the certificate is for. You can upload the ISBA logo in the background, choose a nice font, etc. Certificates of appreciation are generally handed out during ISBA world meetings. Certificates can also be given to new ISBA Fellows.

8.10 End of Year Renewal Reminder for Memberships about to Expire

In the end of December, please send a reminder to all current ISBA members whose membership is due to expire at the end of the month (renewal notices are sent out November 30 automatically, so this reminder should catch those that have not renewed). This can be done by e-mailing current members but excluding members who are life members or 3-year members.

Compose a witty reminder about all of ISBA's great opportunities and send before December 29 so that they do not need to add "renew ISBA dues" as a new year's resolution.

8.11 Please Remove Me from Your Mailing List

If a user asks to be removed from a mailing, there are a few things to be done:

- There is an opt-out group the user can join. To add them from this end, search for the user in CiviCRM by selecting CiviCRM from the black bar at the top of the screen. Then enter the user's information in the search box to the left. Once you've found them and brought up their Civi profile, click on the "Groups" tab. Add them to the 'opt-out' group.

Chapter 9. ISBA Treasurer

The purpose of this chapter is to outline the responsibilities of the ISBA Treasurer.

9.1 Authorize.net Payment Gateway

All credit card transactions are cleared through the authorize.net gateway. The Treasurer and ISBA Administrator (administrators, below) have access credentials. All transactions through the ISBA website (e.g., membership dues, conference registrations) are automatically cleared through authorize.net. Confirmations are returned to the ISBA website backend and are subsequently automatically recorded in CiviCRM. Payments result in periodic lump sum transfers into our checking account at Wells Fargo. The flow is largely hands-off with the following exceptions.

- **Fraud:** Occasionally a potentially valid transaction is declined and flagged as fraud, triggering an email to the administrators. Administrators may inspect the transaction in question through authorize.net's "Fraud Detection Suite." Any potential pending fraud transactions will be under the "Suspicious Transactions Reports" section. The typical protocol involves Googling the person's name who initiated the transaction in an attempt to verify that they are (or could potentially be) a member of the ISBA community, then emailing that person to ask about the legitimacy of the transaction. If those checks pass (or fail), then the transaction can be manually approved (or declined) through the Fraud Detection Suite. Often manual approvals are not successful and are rejected by the credit card company. But sometimes manual approvals of this kind are successful, and if so, should be cross-referenced with CiviCRM records by the ISBA Administrator. Payment and membership/registration details may need manual entry or updating in CiviCRM. When manual approval is not successful, it can be helpful to pass the explanation provided (e.g., "card declined by issuer's bank") to the card holder so that they can follow up with their bank.
- **Transaction Search:** Sometimes members write to say that they (think they) paid, but did not get a receipt or have otherwise not received external confirmation of a successful transaction. Confirmation of payment can be inspected through authorize.net's "Transaction Search" feature. A search can be performed using whatever member information is available. If the administrator does not have the transaction ID, then credit card information, member name, email address, etc. can be used. Once successful payment has been confirmed through authorize.net, the next step is cross referencing/updates in CiviCRM. Occasionally members will request a **refund**, and these (as long as they are recent) can be processed back onto the member's card through authorize.net once the transaction has been located. This is the preferred method of processing refunds, as opposed to manually writing checks. Partial refunds are also possible. To process a refund, search for the transaction. Under the search results, click on the "Transaction ID"

link. A separate window will open showing “Transaction Details.” The refund tab is in the top left corner; click this tab and the refund will be processed and a receipt will automatically be sent to the member. Once the refund has been made, the member’s account will need to be manually updated in CiviCRM by the ISBA Administrator.

- **Bespoke Payment:** As a last resort, we can take credit card payments over the phone through authorize.net’s “Virtual Terminal.” Once a payment has been successfully processed in this way, a copy of the pdf receipt that is generated by the system should be sent to the member and CiviCRM records should be manually entered/updated by the ISBA Administrator.

9.2 Wells Fargo Checking and Savings

ISBA maintains three accounts, two of which are at Wells Fargo. The third is an investment account with Vanguard, see Section 9.4 below. Linked checking and savings accounts are at Wells Fargo. The Treasurer and ISBA Administrator have access credentials, including debit cards and internet logins. At this time, all physical checks are in the possession of the Treasurer, however both Treasurer and ISBA Administrator can initiate electronic checks (i.e., bill payments). Authorize.net transaction lump payments (Section 9.1 above) are automatically deposited into the checking account. All payments are made through Wells Fargo. There is an informal goal of having \$100,000 combined in these accounts, roughly split evenly, with the rest in Vanguard investments. Exceptions are not uncommon, especially during ISBA conference years where cash on hand is required to make deposits, and subsequently when revenues come in for registrations. Further actions are listed below.

- **Travel Reimbursements:** Domestic (USA) travel reimbursements are typically made through the Wells Fargo Bill Payment system (Bill Pay) because this is simple and free. Only a mailing address is required (see Section 9.3 below for more details). International reimbursements are made by bank transfer through transferwise.com (see Section 9.3 for more details). The transferwise.com account is linked to the Wells Fargo checking account.
- **Expenses:** Many domestic (USA) vendors (e.g., web hosting) are also paid with Bill Pay or through automatic debit card payment. International vendors are typically paid with wire transfer.
- **Wire Transfers:** Wire transfers may be initiated by phone or in person with Wells Fargo. The Treasurer can also initiate wires through a separate “Wells Fargo CEO (commercial electronic office)” portal. The only regular payment we make in this way is VTEX for Bayesian Analysis publication. However, during ISBA conference times it is not uncommon to make payments to vendors via wire transfer. It is also not uncommon to receive wires for bespoke conference payments. For information on invoicing for this, see Section 9.6. *Note: Be very careful about phishing scams related to wire transfers. Never send a wire because another ISBA officer or colleague asks you to by email, no matter how urgent or adamant they may seem. We have*

been gotten by this in the past. Always investigate, and cross reference by separate means as initiated by the ISBA Administrator or Treasurer.

- **Taxes:** Transactions downloaded in CSV form from Wells Fargo can be used to prepare tax returns and build the Financial Annual Report (see Sections 9.10 and 9.11. respectively).

9.3 Travel, Prizes, and Other Reimbursements to Individuals

Travel awards and prizes (e.g., Savage, Lindley) are reimbursed in three ways. These may be processed by the Treasurer or ISBA Administrator, ideally as quickly as possible. Conference organizers should provide ISBA a spreadsheet (or similar) of awardees and amounts allowed, which is subsequently filed in the ISBA shared drive. Travel awards must be cross-referenced with receipts provided to the Treasurer and ISBA Administrator. Award committees should make recipients aware of this and the details that follow.

- **Paper Check/Bill Pay:** This is the default for domestic (USA) reimbursements because it is the cheapest and easiest option for the Treasurer/ISBA Administrator. Hand-written Wells Fargo paper checks can be used, however the Bill Pay method through the Wells Fargo webpage is usually preferred, in part because it makes accounting more transparent.
- **Transferwise:** This is the default for non-USA recipients. Such recipients must acknowledge that exchange rates and fees may impact the final result received. Although ISBA shall generally work to minimize and absorb fees, there are (potentially) several that are beyond our control. At this time, only the Treasurer has access to the transferwise.com account, however it should be possible in future to have multiple “signees.”
- **Wires:** This is a last resort (because it’s expensive and error-prone) and usually undertaken after the previous two options have been unsuccessful

A fourth, indirect way involves lump sum payments to local conference organizers. For example, ISBA may sponsor travel to a meeting but it could be easier for local organizers to reimburse recipients directly (e.g., in the local currency) rather than having recipients work directly with ISBA (in dollars). In this case, local organizers (e.g., Oxford hosting the BNP conference) would invoice ISBA (see Section 9.6 below) for the full amount of travel awarded by the Program Committee, which would be paid to the host institution (e.g., Oxford), usually by wire transfer, who would then disperse the funds to the recipients.

9.4 Vanguard Investments

In addition to the Wells Fargo savings and checking accounts, ISBA has most of its long-term savings/investments in Vanguard funds, managed by the Treasurer. At the time of writing, these investments are spread about equally between a mutual fund and a low-volatility ETF. Every effort should be made to avoid withdrawing from these accounts. Ideally, deposits would be made regularly, however in practice the

best time to make a (large) lump sum deposit is after all expenses from a ISBA World Meeting have cleared. Substantial changes in allocation and levels (particularly withdrawals) of funding should be (informally) ratified by the ISBA Finance Committee (see Section 9.5 below).

9.5 ISBA Finance Committee

The ISBA Finance Committee primarily exists to assist the Treasurer in long term investment decisions (see the Vanguard Section 9.4 above). Finance Committee members are appointed by the President and serve five year terms (see Section 5.2 for details). The Finance Committee is chaired by the Past-President.

9.6 Invoicing and Payments

For **outgoing payments** ISBA should only send payment to vendors for services upon receipt of an invoice, and after payment that invoice should be saved in the ISBA shared drive. ISBA makes regular payments to vendors (e.g., VTEX for Bayesian Analysis, or web hosting) especially around World Meeting time. Often payments are made by wire transfer, or with debit card/check with the latter being preferred. Never send a wire without double-confirming that the invoice is legitimate through secondary means (i.e., voice or personal contact). Be aware of phishing scams. We, the initiator (not the beneficiary), should pay all wire fees. See Section 9.2 above for more on wire transfers.

Often ISBA will receive donations, for example to sponsor meetings, and sometimes individuals will be unable to make payments (for registration or membership) on the webpage. For these **incoming payment** cases, the institution or individual will request ISBA draw up an invoice, perhaps based on an initial purchase order. Templates for such invoices can be found in the ISBA shared drive. Custom invoices for membership dues or conference registration incur a \$25 fee to cover the cost of personnel (free electronic invoice(s) are provided by the web/CiviCRM system). Because we create very few custom invoices, we do not have an invoice numbering system. If the vendor demands a numbered invoice, simply create a number from the date. The invoice should explain that we will receive payment by check, to the Treasurer's attention, or by wire with details provided. Note that the fees for all incoming wire transfers should be paid by the initiator.

9.7 Section Ledger Accounting and Payments

ISBA maintains a section ledger with accumulated deposits of section dues from membership and profits from meetings hosted by the section. This is not a balance sheet, but ISBA allows sections to draw upon these funds (with expenses withdrawn from the ledger) to support activities, such as hosting meetings and reimbursing student travel. Currently, the ledger is stored on the ISBA shared drive and maintained by the Treasurer and ISBA Administrator. Section Treasurers acknowledge that it might not be possible to draw upon their funds (especially large amounts) at short notice.

9.8 Back Office Membership Renewal via Credit Card

See “Bespoke Payment” bullet in Section 9.1 on the authorize.net gateway.

9.9 Pending Memberships, Registration, and Contributions

Periodically transactions for memberships “fail” to be completed, leading to pending or failed transactions. This can be due to web traffic, or any number of other reasons. In this case, CiviCRM and authorize.net (Section 9.1) can be engaged to complete the transaction and update the record(s) in the database.

9.10 Treasurer’s Annual Report

Each year, for the ISBA World Meeting (even years, often June) or for the JSM Meeting (odd years, often early August), the Treasurer provides a report on finances to the board, compiled with the help of the ISBA Administrator. The report includes account balances and information on funding levels from the section/prize ledgers, anticipated expense commitments, and any relevant commentary on ISBA’s financial health. For details, refer to previous reports stored on the ISBA shared drive.

9.11 Prepare Tax Returns

The Treasurer prepares and submits tax returns for the IRS (due May 15) with the assistance of the ISBA Administrator. The outgoing Treasurer is responsible for tax filing corresponding to the final year of their tenure. At this time, we work with Quality Back Office (QBO) for tax filing. The ISBA Administrator annotates transactions downloaded from Wells Fargo on bank transactions from the checking account (including details on what the transaction was for and categorizing expense types), which are provided to QBO, along with any other information they require. In the past, QBO has asked that we provide a geographic breakdown (by country) of money paid to vendors and travel assistance throughout the year. For details, refer to previous spreadsheets stored on the ISBA shared drive.

9.12 Policy on Revenue Neutrality

ISBA is a not-for-profit organization; this means that all income must be spent by the end of the year leading to a zero balance or preclude holding events or activities that will make a profit. To plan for the future while providing insurance against potential losses, the Board recommends that:

- ISBA should maintain a reserve fund to cover un-anticipated losses or support costs of new initiatives that would exceed ISBA’s general account. Each year the ISBA Finance Committee should review ISBA’s projected expenses and income and make recommendations for the minimum and maximum amount that should be held in reserve. Levels should be in accordance with current US tax code for non-profit organizations. An extremely conservative recommendation would be to build up to a level that would cover the expenses

for two years as this would cover both a World Meeting year and a non-world meeting year where ISBA supports other meetings. Building up a reserve beyond the minimum amount should not be at the expense of starting new initiatives or funding current activities. The Treasurer with Executive Committee approval may allocate funds from the general account to be added to the reserve fund.

9.13 Transferring Accounts to New Treasurer

The current Treasurer needs to ensure that all accounts (i.e., Wells Fargo, authorize.net, Transferwise, Vanguard; see Sections 9.1–9.4 above) are transferred to the new Treasurer to minimize disruption of service. The ISBA Administrator has credentials on several (but not all) of these services, and can help smooth over that transition. The outgoing Treasurer has the responsibility to fulfill services that only s/he has access to until credentials have successfully been transferred to the incoming Treasurer.

Chapter 10. ISBA Web Editor

Note: This chapter is in progress. As such, some of the information may be out-of-date.

The purpose of this chapter is to outline the responsibilities of the ISBA Web Editor.

10.1 Daily Responsibilities

Publish forum posts, events, and comments (Content Management → Content → List). Not published: Forum Topic/Event.

10.2 Quarterly Responsibilities

- Bayesian Analysis mailing and updated news item.
 - Copy-paste contents from "Show original" version of Euclid TOC mailing into text editor.
 - Global find and replace `<p> -> ` and `</p> -> [nothing]`.
 - Paste into news item and remember to add `` and ``
- ISBA Bulletin mailing and updated news item.
 - Shrink the pdf.
 - Upload file to <http://bayesian.org/webfm> bulletins/YYMM.pdf
 - Create news item by copying previous news item, pasting new content for bulletin editor, and adding links if appropriate.
 - Send CiviCRM mailing by Re-Use(ing) a previous bulletin mailing, fixing the link, and updating the content.

10.3 Yearly Responsibilities

- Post ISBA election results (emailed)
 - Add Web Editor access for newly elected chapter and section secretaries.
 - Remove Web Editor access for previous chapter and section secretaries.
 - Update Executive Committee, Program Council, and Board of Directors (<https://bayesian.org/governance/leadership/>).
 - Update Past Officers (as soon as elected, we put them on this page; <https://bayesian.org/governance/leadership/past-officers/>).

10.4 On-Demand Responsibilities

- Update appropriate webpages (e.g., new officers).
- Help other [web editors edit webpages](#)

Chapter 11. Board of Directors

The ISBA Board of Directors is the policy making body for ISBA. The seventeen members of the Board of Directors are the elected officers (President, Past-President, President Elect, Executive Secretary, and Treasurer) and the 12 elected board members.

11.1 Voting by the Board

An absolute majority of positive votes is required for a proposal to pass, or 9 or more votes out of the 17 members of the Board of Directors (the Executive Committee is also part of the voting body). Under the absolute majority rule, any member who does not vote is counted as a negative vote; thus, it is critical that Board members perform their civic duty to ISBA and cast a vote when called upon.

The Executive Secretary will call a vote following discussion of a topic using Helios Voting, our secure election administrator.

- You must be a current member; any board member whose dues are not up to date will not be included in the electoral list for the vote.
- You may vote only once.
- The polls will typically be open for 2 weeks or until an absolute majority is received, whichever occurs earlier. For urgent matters, the poll may be open for one week.
- All Bylaw changes require two separate votes, a minimum of two weeks apart. Votes in the first poll do not carry over to the second poll; you must cast your vote both times (unless you want to abstain).

11.2 Dues Deadline

The deadline for the Board to set dues for the following year is July 1 so that joint IMS/ISBA dues may be determined (Bylaws H3 [see Appendix A] requires a deadline of November 15, but it must be done by October 1 or earlier for IMS, so we have backed up the deadline to encourage voting at the World Meeting). Contact Elyse Gustafson erg@imstat.org with IMS regarding increases in dues.

The Executive Secretary notifies the Web Editor and web firm (i.e., AGH Strategies) so that price sets for memberships can be updated to take effect January 1 of the following year.

Chapter 12. Procedures of the Prize Committee

The following section provides some of the details for day-to-day activities for the Prize Committee and the sub-committees for each of the individual Prizes and Awards. This document provides an informal and advisory guideline to "best practices" of the ISBA Prize Committee. All Prize Committee members should read (and re-read) the ISBA Bylaws governing prizes as many answers to questions may be found there (the Bylaws are provided in Appendix A). Deadlines that are in the Bylaws should be met; if that is not possible please alert the Executive Committee as soon as possible.

All Bylaws governing ISBA Prizes take precedence over this BoP; any procedure listed here that is in conflict with the Bylaws should be modified to conform to the Bylaws. Any details in the procedures that are not part of the Bylaws are non-binding and you may modify the procedures as required to improve the BoP (please help us keep it up to date by suggesting changes). Any procedure that the committee feels should be institutionalized as part of the Bylaws may be proposed as a new bylaw by notifying the Executive Secretary of the proposed change. The Prize Committee should suggest updates of the BoP regularly as practices are updated by sending any proposed changes to the Executive Secretary secretary@bayesian.org. Please offer specific proposals for the new text, and refer to specific sections of the book, including URL's for existing pages, and URL's for parents of new pages to be added. Suggested changes to the ISBA Bylaws governing the prizes may also be made by emailing the Executive Secretary.

General Procedures

- Read the Bylaws regarding Prizes (many details are specified there; see Appendix A).
- Read through the BoP (we have tried to add more specifics for current practice).
- The Prize Committee chair should contact the Web Editor to set up dropbox folders for archiving all nominations.

Topics are listed below in the order that they occur during the year with dates/deadlines.

12.1 Elect Chair of Prize Committee

Current Prize Committee Chair calls for election of a new chair from among members whose terms continue beyond January 31 of the current year. Ideally the new chair will be in the second year on the committee so that they have one year's experience on the committee, but will remain for one more year after as serving as chair to provide more institutional memory of procedures for the next chair. The current Chair

must contact webmaster@bayesian.org so that the webpages can be updated for February 1. The current Chair's position ends January 31 or whenever a new chair is elected, whichever is later (see ISBA Bylaws Section C3, Appendix A).

12.2 New Members of Prize Committee Take Office

New members of the Prize Committee take office on February 1. The new chair takes office (if election has taken place; otherwise previous chair stays on until a new chair is elected). Please make sure that the new members have been added to the CiviCRM Group "Prize Committee."

12.2.1 Prize Committee Welcome Email

Below is a sample e-mail to welcome new prize committee members. Please modify by filling in the red italicized text.

Dear ISBA Prize Committee Members,

First of all, welcome to the *two* new prize committee members *<insert new member name>* and *<insert new member name>*. I also wish to extend thanks to outgoing members *<insert member name, Prize Committee chair last year>*, and *<insert member name>* for their invaluable service on the committee the past three years!

<Insert new chair name> is the chair this year, and the other committee members are *<insert member name>*, *<insert member name>*, and *<insert member name>*.

There are several online resources for the prize committee. First are the Bylaws (<http://bayesian.org/business/bylaws>); there you will find how to determine prize amounts, forming committees, conflict of interest definitions, etc. The Bylaws do not provide a lot of details about how the day to day operations of the committee are handled. To supplement the Bylaws, please refer to the ISBA Book of Procedures. This has dates for when committees need to be formed and other deadlines. Please let the Executive Secretary (secretary@bayesian.org) know if there are suggested changes to help future committees!

Thanks for serving on this important committee for ISBA!

Sincerely,

<insert name of current ISBA Prize Committee Chair> on behalf of the ISBA Prize Committee

12.3 Determine Prize/Award Amounts

ISBA administers several funds for Prizes, including the DeGroot, Lindley, and Mitchell prizes and the Savage Award. ISBA Bylaws require that the ISBA Prize Committee determine the prize amounts with the Treasurer to ensure that the

endowments will cover the award (see Appendix A). This should be done in advance of announcing all prizes. If endowments are not sufficient to cover the awards, the levels either need to be reduced (up to the Prize Committee to decide), the number of awards reduced (up to the Prize Committee, in case of honorable mentions for the Savage Award), or a request for general funds must be made from the Board.

12.4 Update Prize Submissions Website

Prepare to accept new prizes (Savage Award every year, DeGroot and Mitchell prizes odd years, Lindley Prize even years).

- Determine the award amounts with the Treasurer (email treasurer@bayesian.org) before mentioning amounts on the website! Endowment interest should cover prizes, although prize amounts have been subsidized when interest rates are low. In general, prize amounts should not decrease from previous years and other sources should be found to supplement where possible.
- Email webmaster@bayesian.org and secretary@bayesian.org with the text so that website News Items and email announcements may be prepared.
- Please check to make sure that the website is updated and that the submission process is ready before announcing the prizes via email lists. For ISBA members, the Executive Secretary will send an email to members using CiviCRM. Distribute to SBSS members using the appropriate ASA SBSS listserve.

12.5 Call for Mitchell Prize and Savage Award

12.5.1 Deadline for Mitchell Prize and Savage Award Submissions

The deadline for submitting the [Mitchell Prize](#) and [Savage Award](#) is May 31. The Mitchell Prize is given in recognition of an outstanding paper that describes how a Bayesian analysis has solved an important applied problem. The prize includes a check for \$1,000 and a plaque; the winner(s) will be announced at the ISBA World Meeting. For details on the Mitchell Prize, including names of past winners and eligibility details, please visit <https://bayesian.org/project/mitchell-prize/>.

The Savage Award, named in honor of Leonard J. "Jimmie" Savage, is bestowed each year to two outstanding doctoral dissertations in Bayesian econometrics and statistics, one each in Theory & Methods and Applied Methodology. Up to two awards of \$750 will be awarded. Finalists will be notified in mid-December and invited to present their dissertation research at a special contributed session at the ISBA World Meeting or the JSM. The winners will be announced at the same meeting. For details on the Savage Award, including names of past winners, eligibility details, and the application procedure, please visit <https://bayesian.org/project/savage-award/>.

Nominations for the Mitchell Prize and Savage Award may be made by any ISBA or SBSS member. To join ISBA please go to <https://bayesian.org/membership/joinrenew/>.

Questions regarding any of the Prizes or Awards may be sent to the [ISBA Prize Committee](mailto:prize-committee@bayesian.org) at prize-committee@bayesian.org.

12.5.2 Email Distribution List for Call for Prizes

The ISBA Prize Committee Chair should ensure that the call for the Savage Award, Mitchell Prize, and DeGroot Prize (odd years) goes out March 1. Additional email reminders should be sent out on April 15 and in May (a week before the deadline). The Chair should prepare a call for awards (see sample announcement in Section 12.5.3 below) for distribution to:

- ISBA Bulletin
- News Item
- ISBA Members
- SBSS Members: do via the SBSS e-mail system in ASAOnline

Before sending any announcements, please confirm that the award amounts are covered by the Prize Funds (email treasurer@bayesian.org) and that the submission process is ready to accept nominations (email Web Editor at webmaster@bayesian.org).

12.5.3 Sample Call for Awards

Below is a sample announcement for a call for awards. Please modify by filling in the red italicized text.

The Prize Committee of ISBA is pleased to announce the *<insert year>* [Lindley Prize](#), [Mitchell Prize](#), and [Savage Award](#).

The *<insert prize year>* Lindley Prize will be awarded for innovative research in Bayesian statistics that is accepted for publication in the refereed proceedings of the *<insert meeting year>* ISBA World Meeting in *<insert ISBA World Meeting location>*; all accepted papers will be published in a special issue of Bayesian Analysis. The prize includes a check for \$1000 and a plaque with the winner(s) announced at the ISBA World Meeting in *<insert meeting year>*. For details on the Lindley Prize, including names of past winners, eligibility, and submission information, please visit <https://bayesian.org/project/lindley-prize/>.

The Mitchell Prize is given in recognition of an outstanding paper that describes how a Bayesian analysis has solved an important applied problem. The prize includes a check for \$1000 and a plaque; the winner(s) will be announced at the *<insert meeting - ISBA World Meeting (even years)/Joint Statistics Meeting (odd years)>*.

years)> in *<insert conference location>* in *<insert meeting year>*. For details on the Mitchell Prize, including names of past winners, eligibility details, and submission information, please visit <https://bayesian.org/project/mitchell-prize/>. The deadline for submissions is May 31, *<insert deadline year>*.

The Savage Award, named in honor of Leonard J. "Jimmie" Savage, is bestowed each year to two outstanding doctoral dissertations in Bayesian econometrics and statistics, one each in Theory & Methods and Applied Methodology. Up to two awards of \$750 will be awarded. Finalists will be notified in mid-December and invited to present their dissertation research at a special contributed session at the *<insert meeting - ISBA World Meeting (even years)/Joint Statistics Meeting (odd years)>* in *<insert meeting location>* in *<insert meeting year>* with the winners announced at the *<insert meeting - ISBA World Meeting (even years)/Joint Statistics Meeting (odd years)>* in *<insert meeting location>* in *<insert meeting year>*. For details on the Savage Award, including names of past winners, eligibility details, and submission information, please visit <https://bayesian.org/project/savage-award/>. The deadline for submissions is May 31, *<insert deadline year>*.

Nominations for the Mitchell and Savage Award may be made by any ISBA or SBSS member. To join ISBA please go to <https://bayesian.org/membership/joinrenew/>.

For questions regarding any of the Prizes or Awards may be sent to the ISBA Prize Committee at prize-committee@bayesian.org.

12.6 Award Committee Formation

- Award committees for the Savage Award (every year), Mitchell Prize (every year), and DeGroot Prize (odd years) should be formed in the summer each year. It is recommended to start with the Savage Award because of time constraints in organizing the Savage Session for meetings. The Lindley Prize follows a different set of procedures (see Section 12.9 below).
- Email webmaster@bayesian.org the committees with the committee members for the current year so that they may be added to the website.
- Selection of the individual Prize Committee Chairs/members are described separately.

12.6.1 Formation of Savage Award Committee

The ISBA Prize Committee elects the Chair of the Savage Award Committee with the goal of having the complete Award committee formed by early July. For submissions in even years, please pay special attention to deadlines with the Savage Award so that it may complete the selection process by mid-December in time for finalists to submit abstracts for the JSM Topic Contributed Session for the Award.

- The Prize Committee Chair requests that each Prize Committee member goes through the list of nominations and sends names of potential candidates for Savage Award Chair to the Prize Committee chair within 2-3 days. The Savage Award Chair should have no conflict of interest with nominees (see below). It is useful to ask someone who has served on the [committee in a previous year](#) to serve as chair, while keeping in mind that individuals should not be over-worked by being asked to serve on too many committees!
- The Prize Committee Chair collects the nominations and submits the list to the Prize Committee members for voting (method used: Ranks 1:N with N the number of candidates). Voting should be limited to 2-3 days.
- The Prize Committee Chair contacts the potential chair and asks if he/she will serve as chair and explains duties. Repeat with remaining names if top ranked candidate declines. Give 2-3 days' time for a response or follow up with a phone call.
- Email the name of the Savage Award Chair to the Executive Secretary so that he/she may send a Welcome Message and provide access to the BoP. Please confirm that everyone can access the submissions before proceeding with the next step.
- Once the Savage Award Chair is elected, the procedure is repeated for the selection of the Savage Award Committee members. This time the elected Savage Committee Chair can nominate/vote too and can also take care of contacting the nominees to serve in the Savage Committee. The ISBA membership list (through Civi) is a useful resource to look for names; [previous Savage Award Winners](#) are also good places to find names. It is also a good idea to have a couple of [past committee members](#).
- Once all committee members are selected, please contact the Executive Secretary (secretary@bayesian.org) so that all committee members have access to the submissions. Please cc the webmaster@bayesian.org so that the website may be updated.

More information can be found in the Bylaws (provided in Appendix A). NOTE: In 2008 the Prize Committee interpreted the conflict of interest rule as to avoid names of close collaborators and advisors of authors and co-authors. Evaluators and people from nominee's institutions were also excluded from the list of potential Savage Committee members.

Conflicts of interest include, but are not limited to:

- Authorship or co-authorship of a submission;
- A close personal relationship;
- An adviser/advisee relationship;
- Recent co-authorship; or

- Colleagues at the same institution.

It is understood that in a community such as ours, people tend to know each other and to have been friends over a long period of time. Whether such an acquaintanceship or friendship is so close as to constitute a conflict of interest is a matter about which there can be honest differences of opinion.

12.6.2 Formation of Mitchell Prize Committee

The ISBA Prize Committee elects the Chair of the Mitchell Prize with the goal of having the complete Mitchell Prize Committee formed by early July.

- The Prize Committee Chair requests that each Prize Committee member goes through the list of nominations and sends names of potential candidates for the Mitchell Committee Chair to the Prize Committee chair within 2-3 days. The Mitchell Chair should have no conflict of interest with nominees (see below). It is useful to ask someone who has [served on the committee in a previous year](#) to serve as chair, while keeping in mind that individuals should not be over-worked by being asked to serve on too many committees!
- The Prize Committee Chair collects the nominations and submits the list to the Prize Committee members for voting (method used: Ranks 1:N with N the number of candidates). Voting should be limited to 2-3 days.
- The Prize Committee Chair contacts the Mitchell Prize Chair and asks if he/she will serve as chair and explains the duties. Repeat with remaining names if top ranked candidate declines. Give 2-3 days' time for a response or follow up with a phone call.
- Email the name of the Mitchell Prize Chair to the Executive Secretary so that he/she may be given access to the BoP and submissions.
- Once the Mitchell Prize Chair is elected, the procedure is repeated for the selection of the Mitchell Committee members. This time the elected Mitchell Committee Chair can nominate/vote too. The Mitchell Prize Chair will take care of contacting the nominees to serve in the Mitchell Committee. Potential members may be found from [past winners](#) or from the ISBA membership list (from Civi).
- Once all members have been selected, the Mitchell Prize Chair will provide the Executive Secretary with the list of names so that they may be given access to the submissions and sent a welcome email. Please cc the webmaster@bayesian.org so that the committee may be listed on the website.

Conflicts of interest include, but are not limited to:

- Authorship or co-authorship of a submission;
- A close personal relationship;
- An adviser/advisee relationship;

- Recent co-authorship;
- Colleagues at the same institution.

It is understood that in a community such as ours, people tend to know each other and to have been friends over a long period of time. Whether such an acquaintanceship or friendship is so close as to constitute a conflict of interest is a matter about which there can be honest differences of opinion.

More info can be found in the Bylaws (Appendix A). NOTE: In 2008 the Prize Committee interpreted the conflict of interest rule as to avoid names of close collaborators and advisors of authors and co-authors. Evaluators and people from nominee's institutions were also excluded from the list of potential Mitchell Committee members.

12.7 Savage Award Procedures

Guidelines for selection of the Savage Award:

- Chair welcomes committee members.
- Discuss the Conflict of Interest Policy (see Bylaw C in Appendix A) and ask members to review the list of nominations for any possible conflicts.
- Discuss the review process, including the number of theses assigned to each person, and deadlines.
- First round voting (deadlines and procedures for voting).
- Determine finalists (2-3 per prize).
- Determine winners and honorable mentions (if any).
- The Savage Chair provides a committee report to the ISBA Prize Committee Chair (may be a message in the forum) by December 15. This should include details on the number of submissions, the selection process, and the results.
- The ISBA Prize Chair arranges the Savage session for the JSM (odd years)/ISBA World Meeting (even years) and the award ceremony.

12.7.1 Committee Review Assignments

The Chair of the Savage Award Committee should send a spreadsheet with the review assignments for the first round scoring with the goal of equal distribution of theses to committee members.

Please ask all committee members to quickly scan their assignments in case there are any additional conflicts of interests that may come up. The Committee Chair may edit and update the assignment page.

12.7.2 First Round of Scoring

The Chair of the Savage Committee will assign a subset of theses to each reviewer to read. Each reviewer should check the theses to ensure that there are no conflicts of interest so that another committee member may be assigned to review that particular thesis.

Each reviewer will score their assigned theses from 1 to 5, with 5 being the highest.

The first round of scoring should be completed by mid-October at the latest.

12.7.3 Ranking of Finalists

After the first round of scoring, the top "X" theses in each category will be read by all committee members. Each reviewer will score the theses from 1 to 5, with 5 being the highest.

12.7.4 Arranging Savage Award Session

12.7.4.1 ISBA World Meeting in Even Years

Finalists for the Savage Award should be invited to present their work in a Session at the ISBA World Meeting the following year (even years) and to attend the award ceremony at the Gala Dinner the last night of the meeting.

- The ISBA Prize Committee Chair should notify the ISBA Program Council Chair about the session and coordinate how the session should be organized.
- The organizer of the session should be the ISBA Prize Committee Chair who will invite the finalists (please add an invitation email template to this document).
- Each finalist will need to submit an abstract.
- The Savage Trust Fund may support travel in addition to the awards, as long as the allocations are not from the endowment. Please check with the ISBA Treasurer (treasurer@bayesian.org) if this is possible. Travel funds for finalists are often provided by ISBA.
- Please do not announce the winners when notifying the finalists.
- The ISBA Prize Committee Chair should arrange for the Treasurer to provide the checks for the Savage Award for the winners and honorable mentions and arrange who will present the award. This is typically the Savage Committee Chair, who may be asked to be the discussant if one is included or provide remarks at the Award Ceremony.

12.7.4.2 JSM in Odd Years

Finalists for the Savage Award should be invited to present their work in a Topic Contributed Session at the JSM the following year (JSM in odd years) and to attend the award ceremony at the SBSS Business Meeting Mixer.

- The organizer of the session should be the ISBA Prize Committee Chair who will invite the finalists (see example of invitation email to finalists in Section 12.7.5 below)
- A session may have five speakers (one may be a discussant). One format is to have two finalists for each award (TM & AM), plus a discussant. Another format is to have two sessions of four finalists, plus a discussant for each award (i.e., one session for Theory and one session for Applications). As finalists may not be able to attend, one session is typical; travel support is also limited, which precludes two sessions.
- By October of the preceding year, contact the JSM Program Chair to get the session number for the topic contributed session and get instructions from them on how to organize the session.
- Each finalist will need to submit an abstract to JSM by February 1 at American Statistical Association's (ASA) website. They will need to specify that this is for Type: Topic Contribute Session Organizer: Current Prize Committee Chair. Finalists should be aware of the JSM one person = one talk rule, which means that they may submit only one abstract (exceptions are possible, but take some work).
- The ISBA Prize Committee Chair should notify the SBSS Program Chair about the session. The Savage Trust Fund may support travel in addition to the awards, as long as the allocations are not from the endowment. Please check with the Treasurer (treasurer@bayesian.org) if this is possible. Travel funds for finalists are often provided by SBSS. Please contact SBSS about travel support for the JSM meeting.
- Please do not announce the winners when notifying the finalists.
- The ISBA Prize Committee Chair should arrange for the Treasurer to provide the checks for the Savage Award for the winners and honorable mentions and arrange who will present the award. This is typically the Savage Committee Chair, who may be asked to be the discussant if one is included.

12.7.5 Sample Letter for the Savage Award Winner

Below is a sample letter for the Savage Award finalists. Announcement of the Savage Award winner is made at the ISBA World Meeting (even years)/JSM (odd years); please do not announce the winners when notifying the finalists. Please modify by filling in the red italicized text.

Dear *<insert finalists name>*,

On behalf of the Savage Award Committee and the ISBA Prize Committee, I am delighted to notify you that your dissertation has been selected as a finalist for the Savage Award in *<fill in category>*. Congratulations on a fine contribution to Bayesian statistics!

The formal announcement of the winners will be announced at the *<insert meeting - ISBA World Meeting (even years)/JSM (odd years)>* in *<insert meeting location>* in *<insert meeting year>*. We have arranged a special session for the finalists to present their research at the meeting, and hope that you will be able to attend. We are pleased to be able to offer travel support up to *<insert dollar amount>* to attend the meeting.

If you do plan to attend the meeting, please go to the ISBA website and submit your abstract at <https://bayesian.org/project/savage-award/> before *<insert abstract submission deadline for meeting>*. For the session organizer, please select Program Council.

Once again, congratulations on this fine achievement!

Sincerely,

<insert name of ISBA Prize Committee Chair> on behalf of the ISBA Prize Committee

12.7.6 Savage Prize Committee Report Due

The Savage Award Committee Chair should submit a report to the ISBA Prize Committee, detailing:

- Members of the committee.
- Number of submissions.
- Winner (name and dissertation title, email, and other contact information).
- Summary to be read at the award ceremony.
- Recommendations for changes in procedures for next year.

The winner(s) and the report should not be made public. Please email the report to prize-committee@bayesian.org. The ISBA Prize Committee Chair will contact the winner(s) and make arrangements for the Savage Session, the presentations of the checks, and the award ceremony.

12.8 Mitchell Prize Procedures

This section provides the best practices for the Mitchell Prize Committee. Committee members should be familiar with the ISBA Prize Bylaws (see Appendix A); these pages provide working details for selection of the prize that are not provided in the Bylaws.

Guidelines

- The committee reviews the nominations for any possible conflicts of interest as specified in Bylaw C (see Appendix A) that had not been previously noted.
- Review of procedures.
- Scoring first round.
- Voting second round.
- Provide Final Report to Prize Committee Chair (due December 15).
- ISBA Prize Committee Chair notifies the winner and arranges for the plaque and check to be presented at the award ceremony. The formal announcement of the winners will be announced at either the ISBA World Meeting (even years) or JSM (odd years).

12.8.1 Mitchell Prize Committee Report Due

The Mitchell Prize Committee Chair should submit a report to the ISBA Prize Committee, detailing:

- Members of the committee.
- Number of submissions.
- Winner, including name(s), paper title, and journal citation (include a link to the submission).
- Summary to be read at the award ceremony (ISBA World Meeting in even years and JSM in odd years).
- Recommendations for changes in procedures for next year.

The winner(s) and the report should not be made public. Please email the report to prize-committee@bayesian.org. The ISBA Prize Committee Chair will contact the winner(s) and arrange for how the prize plaque and check will be provided.

12.8.2 Check and Plaque for Winners

The ISBA Prize Committee Chair should contact the winner(s) to notify them of the prize (but to not make it public). The formal announcement of the winners will be announced at either the ISBA World Meeting (even years) or JSM (odd years).

If there is more than one winner, the ISBA Prize Committee Chair should ask how the check will be split and the amounts and to whom the check(s) should be made. Plaques should be produced in the location in which the awards will be given in order to prevent issues importing the plaques from a different country. The Prize Committee Chair is responsible for ensuring plaques are created and presented to winners at the relevant meetings. If the Mitchell Prize-winning paper involves many authors, certificates should be used in lieu of a plaque.

If the Mitchell Committee Chair will be at the meeting, then s/he may present the award and say something about the selection process and winner. Otherwise the Prize Committee Chair, ISBA President, or member of the Executive Committee may make the presentation of the prize.

Please arrange to have photos for the website and bulletin.

Please add a News Item (<https://bayesian.org/resources/news/>) after the award presentation and update the [Mitchell Prize website](#) with the winner. Adding the news item will send an email to the ISBA Bulletin Editor.

12.8.3 Sample Letter for the Mitchell Prize Winner

Below is a sample letter for the Mitchell Prize winner. Please modify by filling in the red italicized text. Delete the second paragraph if it is a sole author paper.

Dear *<insert winners name>*:

On behalf of the ISBA Prize Committee, I am pleased to pass on the good news: your work *<insert title>* has been selected to receive the Mitchell Prize - congratulations on a very fine paper! The formal announcement will be made at *<insert meeting name>*, in *<insert meeting location>* on *<insert meeting date>*, so please keep this piece of news to yourself until then! We do hope that you will be able to attend this meeting and receive the award in person.

One practical issue needs to be solved, and input from your side is kindly requested. As you know, the Mitchell Prize comes also with a cash prize of *<insert dollar amount>* and there are two options: (a) divide the prize equally among each you and write separate checks; or (b) write a single check to the first author and let you agree upon how to divide it. Please discuss this among yourselves and let us know what you prefer at your earliest convenience.

Once more, congratulations on this fine achievement!

Sincerely,

<insert name of ISBA Prize Committee Chair> on behalf of the ISBA Prize Committee

12.9 Lindley Prize Procedures

12.9.1 Guidelines for the Lindley Prize

Please note that the [Lindley Prize](#) has a longer submission/review cycle than other prizes. The nominees for the Lindley Prize are selected from people presenting at that year's ISBA World Meeting (e.g., 2018), then those candidates are reviewed over the next year (e.g., 2018-2019). The winner is selected by July 31 of the year following

the ISBA World Meeting where candidates presented (e.g., 2019) and the award is presented at the next ISBA World Meeting (e.g., 2020).

This chapter provides an informal and advisory guideline to "best practices" of the Lindley Prize Committee. All Bylaws governing ISBA Prizes take precedence over these procedures; any procedure listed here that is in conflict with the Bylaws should be modified to conform with the Bylaws. Any procedure that the committee feels should be institutionalized as part of the Bylaws may be proposed as a new bylaw by notifying the Executive Committee of the proposed change. Committees should update this regularly as practices are updated.

12.9.2 Eligibility

The Bylaws state that the Lindley Prize is awarded to the best paper presented at an ISBA World Meeting and published in the refereed proceedings of ISBA, which is interpreted as a (special) issue of BA. All presentations (Oral or Poster, Invited or Contributed) at an ISBA World Meeting are eligible for that year.

12.9.3 Announcements

The Lindley Prize will be first announced around May 1 (in even years). The Chair of the Prize Committee should consult with the Treasurer to ensure that the award amount can be covered by the fund's income or make a request for general funds to cover a deficit. Prior to the ISBA World Meeting, the Executive Secretary sends an email to all individuals who submitted an abstract for a talk or poster for the meeting with details about the Lindley Prize. See sample email to participants in Section 12.9.3.1 below.

A second announcement will be made at the ISBA World Meeting, as well as following the meeting to increase submissions.

The submission deadline is August 31, but could be moved up with more advanced emails about article preparation. Papers are to be submitted to [Bayesian Analysis](#). The Chair of the Prize Committee should coordinate with the Program Chair and Executive Secretary to ensure that the call goes out.

12.9.3.1 Sample Call for Lindley Prize

Below is a sample call for the Lindley Prize. Please modify by filling in sections in red italics.

The Prize Committee of ISBA is pleased to announce the Lindley Prize. The Lindley Prize will be awarded for innovative research in Bayesian statistics that is accepted for publication in the refereed proceedings of the *<insert year of ISBA World Meeting where candidates will be selected (e.g., 2018)>* ISBA World Meeting; all accepted papers will be published in a special issue of BA. The prize includes a check for \$1000 and a plaque with the winner(s) announced at the

<insert year of meeting where awards will be presented (e.g., 2020)> ISBA World Meeting.

Submissions will open on May 1 <insert year (e.g., 2018)>; details will be available for authors at the ISBA World Meeting.

For details on the Lindley Prize, including names of past winners, eligibility, and submission information, please visit <http://www.bayesian.org/awards/LindleyPrize.html>.

12.9.4 Review of Submissions

The BA Editor-in-Chief will appoint special editor(s) to handle the review of the submissions. At this point the ISBA Prize Committee waits for the review process at BA to run its course. Presumably papers should be reviewed and accepted within one year of acceptance for eligibility. The target date for reviews to be complete and papers to be accepted in final form is July 31 (of the following year). The special issue will be published in [BA and available on Project Euclid](#).

12.9.5 Selection of Prize Committee

The BA Editor-in-Chief will communicate the names of the special editors (including himself or herself) or others involved in the review process of accepted papers to the Chair of the Prize Committee as potential members of the Lindley Prize Committee.

The Prize Committee will then vote on this list in the usual way, possibly adding other names keeping in mind the usual rules of conflicts of interest (see Bylaw C in Appendix A). The Chair of the Lindley Prize Committee may be the BA Editor-in-Chief, but this isn't necessary. The Prize Committee Chair should communicate the names of the Lindley Prize Committee to the Executive Secretary.

The Lindley Prize Committee will select the winner from the accepted papers. The selection of the winner does not have to coincide with the special issue publication; merely that the review process is finished. This selection of the winner will need to be completed by mid-December of the odd year after the ISBA World Meeting so that the winner may be notified in advance if they wish to receive the award in person at the next ISBA World Meeting.

12.9.6 Award Presentation and Announcement of Winner

The prize will be announced at the next ISBA World Meeting (summer of even years), with a call for new submissions. The Lindley Prize Chair should also arrange for announcements of the winner to appear in the ISBA Bulletin and the ISBA email distribution lists.

The Lindley Prize Committee needs to provide the ISBA Prize Committee with the citation that will appear on the plaque (i.e., authors, title of paper). Plaques should be produced in the location in which the awards will be given in order to prevent issues

importing the plaques from a different country. The Prize Committee Chair is responsible for ensuring plaques are created and presented to winners at the relevant meetings. For papers with many coauthors, certificates are a reasonable alternative to plaques.

The ISBA Prize Chair should ask the Treasurer to make out a check to the winner(s) (if there are multiple authors on the selected paper, please check to see how the prize money should be split) and should ensure that the checks are available at the award ceremony or sent directly to the winner(s).

The ISBA Prize Committee Chair should either present the award or ask that someone on the Lindley Prize Committee present the award at the banquet. There should also be a call for new submissions. The ISBA Prize Chair should also arrange for announcements of the winner to appear in the ISBA Bulletin (bulletin@bayesian.org), ISBA website (webmaster@bayesian.org), and the ISBA email distribution lists.

12.10 DeGroot Prize Procedures

The DeGroot Prize is given every odd year. The call for the DeGroot Prize is supposed to be sent on March 1, with a submission deadline of May 31. The recipients will be announced at the ISBA World Meeting the following year. For example, for the 2015 DeGroot Prize, the call would have been sent on March 1, 2015 and the deadline would have been May 31, 2015; the recipients would have been announced at the 2016 ISBA World Meeting. Nominations received after the deadline are generally considered for the following prize (i.e., two years later).

- Request books from publishers.
- Voting procedures (following the same procedures as the Savage Award, Section 12.7).
- Report the winner to the Prize Committee by December 15.
- Provide the Prize Committee Chair with the citation to be included on the plaque (see Section 12.11 for details).

12.11 Request Checks/Plaques for ISBA Prizes

ISBA provides the funds for the checks for all prizes/awards.

- The Prize Committee chair should obtain the names of all winners and forward them to the Treasurer (treasurer@bayesian.org) and request that the Treasurer cut checks for the winners in the amount specified by the prize/award.
- The Prize Committee chair should make arrangements for the checks to be presented to the winners (at the JSM Business Meetings [in July/August odd years] and the ISBA World Meeting [in June/July even years]) and instruct the

Treasurer to send the checks to the contact person (likely the SBSS or ISBA President for odd/even years) who will present the awards at the meeting. If the Prize Committee chair of the prize will be at the meeting, you may ask them to present the award and make a few remarks.

- Some prizes require that a plaque be given out as well (see Prize Bylaws in Appendix A). Plaques should be produced in the location in which the awards will be given in order to prevent issues importing the plaques from a different country. The Prize Committee Chair is responsible for ensuring plaques are created and presented to winners at the relevant meetings.
- SBSS has provided travel support for Savage finalists to attend JSM in odd years; this is distinct from the Savage Award check.

12.12 Announce Winners

Each of the individual Award/Prize Committees presents winners of their respective prizes to the ISBA Prize Committee Chair by December 15.

- Sample letters for notifying winners and finalists are in their respective sections above and should be sent by the ISBA Prize Committee Chair.
- Prize winners should not be announced publically until the meeting.
- Prizes are announced the following year at the JSM meeting (announcement in odd years) or at the ISBA World Meeting (announcements in even years).
- For the Savage Award, the finalists will present talks on their research at JSM (odd year announcements) or the ISBA World Meeting (even year announcements). Savage Award finalists need to be notified ASAP when the Savage session is at the JSM as abstracts must be submitted by February 1. The Chair of the ISBA Prize Committee should email program-council@bayesian.org to coordinate the session for ISBA meetings or the SBSS program chair for JSM meetings. Travel support for Savage finalists to attend the meeting should be requested from the ISBA program-council@bayesian.org for ISBA World Meetings and SBSS for attending JSM.
- After the announcements have been made at the meeting (ISBA World Meeting even years, JSM odd years) and awards/prizes presented, the ISBA Prize Committee chair should submit an article suitable for the ISBA Bulletin (email bulletin@bayesian.org) and the ISBA website (webmaster@bayesian.org). Please copy the Executive Secretary to distribute the news to members. If possible, arrange to have photos taken at the meeting.

Chapter 13. Procedures of the Program Council

Communication for the Program Council is done via the email address program-council@bayesian.org, which goes to just the three Program Council members. This email address is used for members to communicate directly with the Program Council about travel awards, etc.

All new (and old officers) are encouraged to read the ISBA Bylaws (Appendix A) and Constitution (Appendix B) about the Program Council so that they are familiar with their responsibilities.

The relevant information for the Program Council are:

- Meetings (see website <https://bayesian.org/events/upcoming-meetings/>)
- The ISBA BoP

13.1 Proposals for ISBA World Meeting

The Program Council is the main office responsible for announcing and managing proposals to host the ISBA World Meeting. As a general guideline, preparations for the World Meeting should start four years in advance. There are five main steps:

- The Program Council Chair advertises a call for proposals via the ISBA Bulletin and ISBA email list. Such proposals should be sent to program-council@bayesian.org.
- The Program Council Chair and the ISBA Executive Committee evaluate and rank the full proposals, typically after holding group discussions and requesting further information that is deemed necessary.
- The Program Council Chair sends to the ISBA Board of Directors a summary document indicating the ranking outcome and further relevant information on each pre-proposal, e.g. the local organizing committee, proposed venue and dates, registration fees (broken down by student/regular, member/non-member, early/regular/late), local sponsorship, availability of cheap accommodations for students, etc.
- The ISBA Board of Directors votes on the proposals. The Board is not bound by the recommended ranking, and may request further information from the Program Council Chair prior to voting.
- The Program Council Chair communicates the decisions to all applicants.

13.2 JSM Invited Session Proposal

ISBA is currently listed as one of the "friend" statistical societies of the Committee of Presidents of Statistical Societies (COPSS). As one of the "outside" societies, ISBA is invited to prepare and submit a proposal for an invited session competition at the JSM by August 1. The ISBA Program Chair-Elect will be in charge of this and should be in touch with the SBSS Program Chair so that the proposed ISBA session does not overlap significantly with SBSS's invited slots or sessions so that they may submit for the internal ASA competition (there are two separate competitions) and that ISBA has a better chance of winning an invited session slot.

Organizers submit their session proposals online.

The following information is needed to submit a session proposal online:

- Session type (invited).
- Session sub-type (e.g., paper or panel).
- Classification (competition).
- Primary Sponsor (select "International Society of Bayesian Analysis" from the pull-down menu provided).
- Title of session.
- Session description. Please provide the following information in this field (no abstracts are required for submission at this time):
 - A short description of the session, including focus, content, timeliness, and appeal.
 - Invited speakers/panelists, including affiliation and email address for each participant and tentative title for each presentation.
 - Format of session (e.g., chair, three speakers, and discussant).
- Theme (yes or no): Designate if the session has topics relevant to the JSM theme.
- Applied (yes or no): Designate if the session has topics relevant, or will have special appeal, to applied statisticians.
- Estimated audience size: Select the estimated audience size the session will attract.
- Session organizer, including affiliation and email address.
- Session chair, including affiliation and email address.
- Discussant (if any), including affiliation and email address.

Please contact potential participants before submitting a proposal as they may have already committed to participating in another session at the JSM. There are

participation guidelines and restrictions regarding the number of times and in what capacity one can participate in the program.

13.3 Advertising Meetings and Event Calendars

ISBA meetings should be advertised and promoted on the ISBA website and other society calendars as early as possible to avoid conflicts with dates (when planning a meeting please check the IMS and International Statistical Institute [ISI] calendar for their major meetings). The Program Council will be responsible for adding ISBA World Meetings on other societies' meetings calendars, and ensuring that they are advertised within ISBA. Section and Chapter Meeting Program Chairs are responsible for advertising their meetings. For endorsed or co-sponsored meetings, once the request for meeting endorsement or sponsorship is approved, the information will be forwarded to the Web Editor to add to the ISBA events calendar. The primary sponsoring organization should add the meeting to the other society event calendars.

13.3.1 Advertising within ISBA

To advertise meetings and events within ISBA, the Program Council should work with the Executive Secretary to send out mailings to ISBA members (via CiviMail) and should coordinate with the Web Editor to post an announcement on the events calendar on the ISBA website.

13.3.2 Other Societies and Groups

Other societies and groups where events can be advertised include:

- [ISI](#) website: [ISI Event Submission Form](#) for meetings
- [IMS](#) website: [Submit on IMS website](#) or contact Elyse Gustafson (Executive Director of IMS; erg@imstat.org) to add to IMS Bulletin and on the IMS website.
- [Royal Statistical Society](#): [Submit news items](#) by emailing Paul Gentry (p.gentry@rss.org.uk).
- [International Biometrics Society](#): Submit the [Events Submission Form](#) or contact the International Biometric Society's International Business Office to add conference information to their calendar or in the Biometric Bulletin at ibs@biometricsociety.org.
- [Bernoulli Society](#): See the latest [Bernoulli News](#).
- [Ecological Society of America](#): General assistance (esahq@esa.org).
- [American Physical Society](#): Meetings Department (meetings@aps.org).
- Societies in Mexico, Venezuela, Chile, Argentina and Brazil: Alexandra M. Schmidt (alex@im.ufrj.br) knows these contacts.
- Machine learning and computer science websites: Igor Pruenster (igor@econ.unito.it) knows these contacts.

- Italian and Spanish statistical societies: Igor Pruenster (igor@econ.unito.it) knows these contacts.
- Asian statistical societies: Yasuhiro Omori (omori@ja2.so-net.ne.jp) knows these contacts.

13.4 Requests for Meeting Sponsorship/Endorsement

The Program Council reviews initial requests for sponsorship/endorsement to see if they are worthy of support after the Program Council Discussion. Sample forms are available in the shared Program Council Dropbox folder. The process for sponsorship/endorsement is:

- The applicant forwards the request to program-council@bayesian.org following the instructions at <https://bayesian.org/events/request-sponsorshipendorsement>.
- The Program Council decides whether or not to offer sponsorship/endorsement and the funding level (if requested). Funding requires approval by the ISBA Treasurer, and in exceptional circumstances, by the ISBA President.
- A letter is signed by the Program Council Chair, which includes sponsorship/endorsement conditions, and is uploaded to the form (see the Program Council Dropbox folder). The letter is sent to the applicant and the ISBA Treasurer and Web Editor are copied in the email. A copy of the letter is saved in the Program Council Dropbox folder.

13.5 Committee on Named Lectures

The Committee on Named Lectures is composed of three members, each of whom serves two years. Members are proposed by the ISBA Board of Directors and approved by the ISBA Executive Committee. The Committee members are renewed on July 15th of even-numbered years. The Committee on Named Lectures also includes the members of the ISBA Program Council and the Editor in Chief of Bayesian Analysis. A component of the Committee shall be designated as Chair. The Committee on Named Lectures:

- Selects the lecturers and discussants for the Named Lectures;
- Receives and prepares a report on proposals of new Named Lectures for the Executive Committee, who can also ask the Committee for a recommendation before the formal vote by the ISBA Board of Directors;
- Decides, in collaboration with the ISBA Treasurer and after approval by the ISBA Executive Committee, the expenses that can be covered for each Lecture in the corresponding year. The ISBA Treasurer provides a report on the financial status of the endowments to the Committee on Named Lectures and to the Executive Committee to help with these decisions. The general principle is that the endowment should cover the costs associated with the Lecture;

- Suggests to the ISBA Board of Directors whether a rotation of Named Lectures is appropriate, and if so, how the rotation should occur.

13.6 Fellows Ceremony at the ISBA World Meeting

The Fellows Ceremony should have a dedicated space in the program, which will be clearly visible on the meeting website. In the Fellows Ceremony, new Fellows are announced by the Chair of the Committee on Fellows and certificates are given to each Fellow by the ISBA President and Executive Secretary.

13.7 Fund Raising for World Meetings and Other Conferences

Potential funding sources for travel include:

- Google
- Microsoft
- National Science Foundation (US)
- National Institutes of Health (US)
- Pascal 2 (Europe)
- Office of Naval Research (US)
- Stata
- SAS
- R Studio

Chapter 14. Procedures for the Constitution and Bylaws Committee

Duties of the C&B Committee include:

- The committee will elect a new chair in July (after new members are appointed) and should let the Executive Secretary (secretary@bayesian.org) and Web Editor (webmaster@bayesian.org) know who is the new Chair so that the website may be updated and the Chair is given editor privileges on the website for drafting new Bylaws.
- The C&B Committee drafts and reviews all proposed Bylaws or changes in Bylaws prior to voting by the ISBA Board.
- The Executive Secretary will forward any request for action to the C&B Committee.
- The C&B Committee should direct changes to the Chair, who will draft a revision if necessary, in order to avoid unclear language or conflicts with the current ISBA Bylaws (Appendix A) or Constitution (Appendix B) (see Section 14.2 for drafting Bylaws). If the C&B Committee feels that the proposed Bylaw is not appropriate then they may make a recommendation that it not be approved in the current form and invite the proposer to revise.
- The Chair will forward the C&B Committee's recommendation to the Executive Secretary, who will then send it to the ISBA Board for discussion and voting.

14.1 Welcome to New Member of C&B Committee

Each year the Chair should send a welcome e-mail to new committee members giving them an orientation to any current activities.

Chapter 15. Web

Note: This chapter is in progress. As such, some of the information may be out-of-date.

15.1 Web Editors for the Website

If you are an official editor for some part of the website (e.g., for an ISBA committee or an ISBA Section Webmaster) the following should help you get started!

ISBA uses Drupal (see [Drupal.org: "About"](http://drupal.org/about)), a CMS, to maintain content on the website. Content is stored as a "node" in a database, rather than in a file directory structure, so you will not see the traditional ".html" suffixes on content. Content is assigned to different sections of the website through the Menu System.

If you are an editor, you have been assigned a section of the website. To see all of your assigned content:

- Login with your ISBA account.
- Click on [My Account](#).
- Click on "My Web Sections" (these are sections of the website, not ISBA Sections).

This page will have a table of your assigned content. Click the title to go to the page or click edit to bring up a WYSIWYG editor. If you do not see the "My Web Sections," please let the webmaster@bayesian.org know.

To create new content to add to your section:

- Go to "My Web Section" as in Step 3 above.
- Under the Create Content list on the right, click Create New Page (or select one of the other content types, such as Create Poll, Create Section Meeting Request, etc.).
- Add a title.
- Under Menu Settings, specify the title to appear in the navigation menu and the parent item (used for indenting topics in the Menu). If you do not want the page to appear in the menu, but just want to link to the page, click the Hidden box.
- Add the text in the Body (change the input format if you need full html - see below).
- Input Format: Pages by default are in a filtered html mode, which converts URLs and email addresses to the appropriate links, while allowing a limited

number of tags (e.g., bold, italics, lists). If you need more features, click the Input Format link to switch to full html mode (required for images).

- If you wish to edit the html directly, rather than use the WYSIWYG editor, please click the "disable rich-text" link; you may re-enable by clicking "enable rich-text editor" at any time.
- File Attachments: this will allow you to upload files and attach to the node at the end of the body. If you want links to a pdf file or add an image, please upload the file through the File Manager or see the child pages.
- Click Save.

The "page" will have a URL alias based on the title, but may also be accessed by its node number (which will not change).

You may also edit any page in your assigned section by navigating to that part of the website. Any page assigned to you will have an "Edit" tab at the top. Click edit to bring up the editor.

If you do not see the "My Web Sections" tab, please email secretary@bayesian.org or webmaster@bayesian.org so that they can update your access to the content. See Section 15.2 Adding a New Web Editor for an ISBA Section for more details.

If you cannot access images or upload files or access other features or have general questions not addressed by any of the subsections below, please let the webmaster@bayesian.org know.

Drupal offers many extensions, such as books for wikis and forums, so please let us know if there are features that you would like to see added by bringing the suggestion to the Officers forum (other sections may be interested) or email webmaster@bayesian.org.

15.1.1 Editing Content

Pages and text blocks in certain content types may be edited with the sites built-in WYSIWYG editor, which allows someone who knows nothing about html to create webpages.

The WYSIWYG editor has several filters, which are used to remove or replace tags in the content. You may choose a filter under the "Input Format" tab below for any text block.

- The default filter is for "filtered html" which converts raw URLs and email addresses to links, and keeps some basic tags like bold, italic, and lists.
- Full html allows a larger range of html tags, as well as converting raw URLs and email addresses to links.

If you wish to add the html tags directly either: Click the link to Disable rich-text which lets you enter html code directly. To go back to the WYSIWYG view, click Enable rich-text.

15.1.2 Adding Images

There are two ways to add images to pages currently:

- Insert or edit an embedded image from the image gallery (easiest).
 - Click on the icon that looks like a camera in the WYSIWYG menu.
 - Click “Upload” to add a new image (add a title, select the Image Gallery to save the image, and provide a description in the body) -or- browse for existing images.
 - Click “Save.”
 - Choose the size and alignment of the image (and any other options).
 - Click “Insert.”
- Insert or edit an image from the file manager (this interface is more complex and provides more flexibility, but does not always work as expected on a Mac under Safari in my experience; switching to Firefox often works).
 - Click on the icon that looks like a tree in the WYSIWYG menu.
 - Click the small icon with the red dots for the file browser.
 - Browse to upload an existing image (or file) or go to the bottom and select File Upload (select file and click upload).
 - Right-Click (on Mac) on the filename in the browser and select "Send to Rich Text editor."
 - Select alignment and other info.
 - Click “Insert.”

You may need to look at the html code to refine placement (click on the HTML link in the WYSIWYG menu). To change location of the image (left, center, or right alignment) or size.

- Click on the image icon.
- Click on the "tree icon", which will bring up the image editor.
- If necessary, click on the “Appearance” tab.
- Resize or change alignment.
- Save.

15.1.3 Adding Links to Uploaded Files, Other Pages, or External Sites

There are two ways to add links to other content when editing a page: (1) the insert/edit link plugin in the WYSIWYG editor or (2) Freelinking, a wiki-like tool/plugin (see Section 15.1.4 for details).

To use the Insert/Edit Link Plugin to add a link to a file that you will upload to the website:

- Step 1: Highlight text for the link and then click on the "Chain" or "Link" icon to insert/edit a link.
- Step 2: Click on the icon at the end of the field for the link URL to bring up the "File Manager" (square with red dots).
- Step 3: Scroll down and then to click on the "File Upload" tab.
- Step 4: Choose your file and then click "Upload."
- Step 5: Find the file name in the list and right-click on the name, then select "Send to Rich Text Editor." The link URL field should be something like "webfm_send/318" where 318 is the node id.
- Step 6: Add a title and optional target (open in same window or a new window) and click "Save" or "Update."

To add an external link, follow the above steps, but skip the upload steps in Steps 2-5 and just enter the full URL.

To add a link to a local page, enter the relative URL (e.g., the path to the node without `http://bayesian.org`) in the URL Link field. This allows us to move content from the main site to any development site without internal URLs breaking. Links without a preceding `"/` will be relative to the current page.

Check your links to make sure that they are correct and click on the text and Link again to Update as needed.

15.1.4 Freelinking

[Freelinking](#) provides an easy way to create HTML links to other pages in the site or external sites, and even links that do not exist on the site with a wiki style format such as `[[pluginname:identifier]]`.

For example:

`[[nodetitle:page one]]` becomes:

```
<a href="/node/1" title="page one" class="freelink freelink-nodetitle freelink-internal">page one</a>
```

To add a placeholder to a link to a new page that does not exist yet, simply type

```
[[createnode:newtitle]]
```

in the body of your text where you want the link, where "newtitle" is the title of the node you will want to add. Save your page. Click on the link to "newtitle" and you will be able to add a new page with that title. Once created, go back to the first page and replace the create:node with the nodetitle.

For existing nodes use: [[nodetitle:title of node]].

If the node is not found, the default action is to bring up the site search engine.

There are plenty of plugins to use (e.g., Google search, Drupal search, Drupal projects, Wikipedia) and there is an API to add new plugins - see the [Freelinking](#) module for documentation or issues.

Here is an example of each plugin:

- **Nodetitle:** [[nodetitle:First page]] becomes `test`
- **Drupal.org Project:** [[drupalproject:freelinking]] becomes `freelinking`
- **Drupal.org nid:** [[drupalorgnid:1]] becomes `Drupal.org: "About Drupal"`
- **Search:** [[search:test]] becomes `test`
- **Node nid:** [[nid:2]] becomes `First page`
- **Google search:** [[google:drupal]] becomes `Google Search "drupal"`
- **File:** [[file:logo.png]] becomes `logo.png`
- **Wikisource, Wiktionary, Wikibooks, Wikinews and Wikipedia:**
[[wikipedia:Main Page]] becomes `Main_Page`
- **User profile:** [[u:1]] becomes `admin`

15.1.5 LaTeX and MathJax

[LaTeX](#) can be used in certain Drupal pages and mixed with html (currently ISBA Meeting Abstracts, Bayesian Analysis manuscripts, BayesComp pages) using the [MathJax](#) filter. Please let the webmaster@bayesian.org know if there are parts of your section contents where you want to use LaTeX and need it to be turned on. It cannot be turned on globally as it will lead to validation errors in other contents, as well as slow down the loading of pages.

Here is a LaTeX stanza inline: $x+y=z$ or $2+2=4$. Inline math can use a \$ before and after the expression $Y \sim N(\mu, \sigma^2)$.

For a displayed formula for Bayes Theorem:

$$p(\theta|Y) \propto p(Y|\theta)p(\theta)$$

the expression should be enclosed inside `\ [` and `\]` or with double `$`'s

$$Y|\mu, \sigma^2 \sim N(\mu, \sigma^2)$$

LaTeX expressions may be mixed with other html with the WYSIWYG editor.

Equation:

$$E=mc^2$$

Equation*:

$$E=mc^2$$

15.1.6 Menus and Nested Content for Section Pages

Using the Section tab, when editing content you may create submenus for content that will appear in the left-hand navigation menu. By default all content will be assigned to the highest level. Note Section here refers to all "sections" of the website defined by the menu structure on the left rather than just the ISBA Sections. Here is the screen shot after assigning content:

Click Hidden to not have title appear in the Left Hand menu navigation.

The assignment to a section also creates an automatic URL alias that mimics a directory structure that is also shown in the "breadcrumbs" above the title. Note the Breadcrumbs and path are not the same.

Screen shot showing bread crumbs:

15.2 Adding a New Web Editor for an ISBA Section

Each section should have a designated webmaster to help update content for the section pages. Typically this would be the Section Secretary. The Section webmasters need to be in the CiviCRM Officer Group (see Section 2.5.1).

- Step 1: Click on User Management in the admin menu (top of the screen).
- Step 2: Click on Users.
- Step 3: Click Radio button for role and select "officers."
- Step 4: Click filter to bring up the list of officers (if you need to remove an officer please remove them from the CiviCRM group officers, rather than the role as the synchronization will add the role back).
- Step 5: Find the username of the editor to add.
- Step 6: Click edit for the user.
- Step 7: Under Section Editing, select the site sections in which the user can edit (e.g., BayesComp Section).
- Step 8: Click Save.

You can also search for the individual in CiviCRM, then click on their User ID (blue number in the second row of their profile), then follow the above instructions starting with Step 6.

15.3 Forum Moderator

ISBA hosts three public forums (i.e., News, Meetings, and Jobs) that have replaced Bayes-News and the Valencia list. There are also several private forums for ISBA committees and officers. Access to each forum is determined by the user's role(s). For public forums, the forum moderator and anyone with role "web" may post without permission; all other posts will go into a content queue for a moderator to approve. For private forums, users with the appropriate role may post without approval; however, emails from users without required roles will need their messages approved before posting in the business forums. Forums have two types of content: "nodes," which represent the initial topic, and "comments," which are used for replies to the initial post. Because of this there are two different "queues" that need to be checked.

Guidelines for Forum Moderators: Posts that are of a general interest to those in the Bayesian community should be approved. *[Add more guidelines as we figure this out]*

15.3.1 Comment Approval Queue

Users may submit comments to forum posts or other content on the website. Permissions have been set up so that most comments need Webmaster approval before they will be published, the exception being officers and members of certain committees and the Webmaster.

In addition to forum topics, other pages in the website may have had comments allowed. In general, these should be turned off as spammers routinely try to exploit these as a way to promote links to other sites.

All comments by guests or authenticated users without the "Post comments without Approval" permission will go into the comment approval queue <http://bayesian.org/admin/content/comment/approval> and will be unpublished. When a comment that needs approval is submitted, the Webmaster will receive an email with the link to the queue.

Several content types were initially set up to allow comments. As comments are left primarily by spammers it is safer to turn off comments on those pages (e.g., general content, images). To turn off comments on a page/node:

- From the Approval Queue, click on the link to the node where the comment was left.
- Click edit.
- Go to the Comments tab and disable Comments.
- Save.

Spam comments should be reported to Mollum and deleted in the Approval Queue.

If the comment was left by an authenticated user, that user should be blocked and then deleted.

15.3.2 Approving Forum Comments

Replies to a forum topic distributed by femail for any of the public forums require approval before they are distributed to subscribers. Likewise if femail does not recognize an email address as belonging to a user that has permissions to post in a private forum, their comments will also go into an approval queue.

To see comments that need approval go to <http://bayesian.org/admin/content/comment/approval> or Administer Drupal → Content Management → Comments and then select the tab "Approval queue."

Review the comments and then decide whether it should be published or deleted.

Select posts (check ones to modify) under Update options, decide whether to publish selected comments, delete selected comments, and report to Mollum (in the case of spam) then click update.

Unlike the content queue, publishing a comment will trigger femail to send the email out to all subscribers. You do not need to edit it and save it twice.

If the post can be identified as coming from a user that should have privileges to post in the forum, send them an email and ask that they add their additional emails as described in the Subscribe/Unsubscribe section of the [Bayes News Forums](#).

15.3.3 Approving Forum Topics

For the public forums, all user posts must be approved before they will: (1) appear in the forum, and (2) be distributed by femail to subscribers. On a daily/weekly basis, go to <https://bayesian.org/admin/content/node> or Administer Drupal → Content Management → Content. Show only items whose status is unpublished and click Filter for each item, edit it to check that the content is appropriate for posting and the format is OK. If it is appropriate, add:

*** ISBA now maintains the Bayes-News and Valencia email lists; you are receiving this message as you have opted-in to receive email from Bayes-News, the Valencia list, or the ISBA forums. To opt out or change your email subscriptions please login at <http://bayesian.org/>. Go to the My Account menu and select Forum Email Integration. Check the forums to which you wish to subscribe, then save your settings. You may view past and present content at any time by visiting <http://bayesian.org/forum> at the bottom of the message body (hope to automate this via the femail module). At the bottom of the screen, click "Publishing Options" and check publish Save the post. Currently there is an interaction between femail and the forum module, so that the first time a node is published, femail is not notified. You will have to edit and save a second time to trigger femail to send the message to subscribers. This is a "bug" in how Drupal saves nodes and how modules are notified that a node has been modified.

15.4 Removing Spam Accounts

The ISBA website allows open account creation. While many accounts are created through becoming an ISNA member, a large number of accounts are created by individuals who subscribe to the ISBA forums (i.e., News, Meetings, and Jobs) and who one day may decide to become members. Keeping the forums open to all is an important part of our outreach.

A larger number of accounts are created by bots/humans looking for opportunities to create links to other websites. We have several steps in place to reduce the number of such accounts, but this needs periodic review.

- Use Drupal ReCaptcha on the account creation page. Because the user registration is also handled with event registration, or membership signup which are handled by CiviCRM, any "Captcha" module needs to work with both CiviCRM and Drupal. At this point in time that leaves just ReCaptcha as Captcha and Mollum "break" the Membership sign up pages.
- Add additional fields to the profile to identify spammers - we are using the Field of Study which defaults to "spam". This provides an easy way to identify bots/others that ignore fields that are not required. Since legitimate

users may also ignore the field, we may want to look at other fields to see if they do appear to be "fake" users. Mismatch between "State" and country fields, random letters for cities "EF" or "asdf" are other indications. Legitimate accounts with field of study set to Spam should have the Field of Study replaced with another value "statistics." Questionable cases could have another choice, so that they are easy to flag for review.

- For user accounts that are declared as spam, Merlise Clyde, Steve Scott, and Jarad Niemi decided to delete these accounts. This policy will be implemented by the Webmaster going forward.
- To remove users, edit their profile and at the bottom click delete (you can also switch status to block, and then filter by status and do a mass delete of all blocked accounts, which eliminates a confirmation step for each user).
- This removes the Drupal user, but not the CiviCRM contact. In CiviCRM, go to the Search menu. Select the Group "No Drupal Accounts" and search. Select all users, then select action, "delete contacts" to remove the CiviContact.

15.5 ISBA on Facebook, Google+, twitter

ISBA now has:

- Facebook page:
<http://www.facebook.com/#%21/pages/ISBA/260796893941777>
- Google+ page: <https://plus.google.com/105012658423409133368>

that are linked to the icons in the footer below. We need to redesign the theme to allow the Facebook and other social media icons to appear as a block higher on the page.

Please appoint an "editor" to post news items there. The Webmaster should be a manager for each.

15.6 Website Updates

Update the [Officers](#) and [Committees](#) webpages for new positions.

Annually:

- President, Past-President, President-Elect
- Program Council
- Prize Committee

Every three years:

- Secretary

- Treasurer
- Editors (BA, ISBA Bulletin, webmaster)

Chapter 16. Sections

This chapter is designed to help ISBA Sections.

16.1 Proposing a New Section

Interested in forming a new section of ISBA around a scientific theme or interest group? It's easy!

- Decide on a name for your section and the general aims and purpose of the section. Once that is ready, email the Executive Secretary (secretary@bayesian.org), who will create an online petition that can be used to verify the membership of those signing. All new sections need at least 30 members to sign. This will also allow us to contact members on the list by email to sign up as founding members once the section is approved.
- ISBA will create a Section webpage under <http://bayesian.org/sections> that will have the section aims and a link to the petition. Once you have identified initial officers and how the first election will be conducted, we'll update the webpage. Please make sure that you consider the transition of appointed to elected officers in the first and second year and do not leave any vacancies (e.g., avoid the situation where the Chair-Elect becomes Chair following the first election, leaving no one in the office of Chair-Elect).
- Develop the Section Bylaws with the initial officers and others. The ISBA Board has approved ISBA Bylaw L (see Appendix A) for sections to govern sections of ISBA, which anyone considering forming a new section should review. These Bylaws include many of the common bylaws from older sections, so you do not need to include any of these Bylaws in your sections' bylaws. Once you have your section bylaws set up, please forward them to the Executive Secretary (secretary@bayesian.org) so that they may be reviewed by the C&B Committee. Once they are cleared by the C&B Committee, they will go to the ISBA Board for discussion and a vote. This process will take about one month, give or take a week. You may review other Section Bylaws to get some ideas (see the links under each section's page).
- Once the Bylaws are approved, ISBA will help with initial membership drives. All new memberships after September 1 automatically extend until December 31 of the following year, so September is a great time to start a membership drive in time for October elections!
- Please let the ISBA Web Editor (webmaster@bayesian.org) know who the designated webmaster will be for the section so that they may maintain content for the section. This could be a duty for the Section Secretary. ISBA will add a link to the section member's directory to the Section portion of the website.

Comments to consider with Bylaws:

- Keep things as simple as possible so that the Bylaws do not become out of date and need to be amended, but precise enough that future members can use them to conduct section business. You may also put together a section handbook for additional details that are likely to change with time (e.g., who will maintain a Google+ page for the section?).
- Officers: Some sections have that the Chair and Chair-Elect both serve two-year terms (so the person elected as Chair is in a section office for a total of four years). This version is useful if the section plans a major section meeting that alternates with ISBA World Meetings. If you plan smaller workshops or more continuing education activities every year, you may want to have it that the terms for Chair-Elect and Chair are each for one year, with possibly a role for Past-Chair. If you want to have a role for past-officers for forming nomination committees or advising the current officers, make sure that the past-office is an official section office.
- Nominating Committee: There are a range of options here from having the Executive choose the slate to having section members appointed to the committee which choose the slate. Please take into account the section membership size; if you have five members on the Executive Committee, five members on the nominating committee, and start off with 30 members, that leaves 2/3 of the members eligible for being on the slate (assuming the nominating committee does not nominate themselves or current officers). Think about what will work best for your section.

16.2 Emails to Section Members

Mass emails to ISBA section members should be used for official ISBA and ISBA section business, such as calls for awards, section conferences, section nomination committees, etc. This ensures that all section members will receive the message. Other conference, jobs, and news announcements may be sent via the forums, where members/non-members have opted in to receive email (the forum messages do not go to the complete membership list). Text e-mails may be forwarded to the Executive Secretary, who can send them to your section members.

16.3 Proposing Changes to Section Dues

All changes to section dues require ISBA Board approval. Dues options for sections are annual or lifetime. If any section wishes to propose a change in section dues, please send a request to the Executive Secretary and Treasurer (secretary@bayesian.org) by August 1 so that the measure can be approved and announced prior to the September Membership Drive. Any dues increase will not take effect until January 1 the following year; however, encouraging members to renew before the end of the year by advertising potential savings helps with membership retention.

16.4 Section Annual Reports Due

The last day for sections to submit their annual report to the President is May 30 (see Bylaw L, Appendix A). The Treasurer can provide a year-end summary for each section (see Section 9.7).

16.5 Section Elections

- Each Section should form a nominating committee as provided under their Section Bylaws.
- All individuals on the slate selected by the nominating committee must be section members. Please confirm the membership directory when choosing candidates. If you wish to offer this opportunity to a non-member, they must join the section and ISBA before they can create a candidate statement and appear on the ballot.
- The section should pass the names of all candidates to the ISBA Executive Secretary by July 31 so that candidates may be invited to submit statements using the online form (they will be added to a group in CiviCRM "Candidates for Election"). Statements will appear on the ISBA election page, but may also be linked to section pages once uploaded.
- Sections should provide an announcement of their slate in the Section News in the ISBA Bulletin.
- Elections will be held in conjunction with ISBA elections to facilitate voting.
- The ISBA Executive Secretary will provide the section officers with the election results so that the Section Chair may notify candidates of the outcome.
- Sections should announce results in the December ISBA Bulletin.

16.6 Section Webpages

Each section has a website within ISBA for the section use with an automatically generated membership directory. See <http://bayesian.org/sections> for links to the section pages in the top right hand Navigation menu. All websites (i.e., main ISBA website and section websites) are maintained by the Web Editor; no one can update or add new web content except the Web Editor. Send any content changes or update requests to webmaster@bayesian.org.

Chapter 17. Institutional Memberships

In some cases, publishers or universities donate large sums of money towards an institutional membership (e.g., \$1,500), and in return they receive a certain number of free memberships (e.g., four) for their employees or students (in the case of publishers, they also receive free ads in the ISBA Bulletin). The different dollar amounts correspond to number of memberships and number and size of ads they receive (e.g., \$500 from a university is awarded two free memberships). Currently, only Bocconi University uses this type of membership.

17.1 Creating Institutional Memberships in CiviCRM

Steps to create Institutional Memberships in CiviCRM:

- The contact needs to pay for an Institutional Membership (see <https://bayesian.org/membership/joinrenew/>).
- If they select “Pay-Later,” then the Treasurer will need to confirm payment. Once this is done, the ISBA Administrator will update the status of the Organizational Membership in CiviCRM, change the contribution from “Pending” to “Completed,” and add the payment information (including amount paid).
- The organizational contact will need to provide the names of the individual(s) who will receive the “free” memberships under the Organizational Membership and ensure that they all have ISBA accounts. Anyone who does not have an account should go to <http://bayesian.org> to create a new account (or the ISBA Administrator can manually add them).
- Once the individual(s) have an ISBA account, the ISBA Administrator or Executive Secretary should manually add an “individual 1-year membership” for that person in CiviCRM (under their own member account, not under the organizational account).
- For cases where the organization has signed up for multiple ISBA accounts over the years, merge or delete all of the other organizational accounts and just keep the main one to avoid confusion in CiviCRM. If they have forgotten their user name or password, assist them with regaining access to the main account.

Chapter 18. ISBA/SBSS Liaison

General guidelines for the ISBA/SBSS Liaison include:

- The Chair of the ISBA Prize Committee copies the SBSS Liaison on prize/awards announcements.
- The SBSS Liaison forwards the information to the SBSS Executive Board, in particular to:
 - The SBSS Publication Officer, who in turn emails the announcement to the SBSS e-mail list.
 - The SBSS webmaster, who in turn posts the announcement on the SBSS webpage.
- The SBSS Council of Sections Representative communicates to the SBSS Liaison any ASA information (regarding prizes/awards) that needs to be forwarded to the ISBA Prize Committee and potentially the ISBA President.
- At the time that the ISBA Prize Committee defines the composition of the several sub-committees (e.g. Savage, Mitchell), then the SBSS Liaison needs to check, in consultation with the SBSS Treasurer and ISBA Prize Committee Chair, whether each sub-committee has at least one SBSS member.
- The Chair of the ISBA Prize Committee copies the SBSS Liaison on the final results of prizes/awards and the SBSS Liaison forwards the communication of the final results to the SBSS Executive Board.

Chapter 19. Prizes Not Managed by the Prize Committee

19.1 ISBA Fellows

Keep the nominees' names confidential until they are announced (either at the ISBA World Meeting, if one is happening that year) or in the ISBA Bulletin. All nominees should be encouraged to have their picture on the ISBA website. There is a page listing [ISBA Fellows](#) which shows all their pictures.

19.2 Zellner Medal

If the recipient will be attending the ISBA World Meeting, then the award should be presented there. Make it a surprise, if possible.

Chapter 20. Procedures for the Fellows Selection Committee

Procedures for the Fellows Selection Committee include:

- **Designating New Members for the Committee on Fellows.** From the Bylaws: "at the beginning of odd years the Board designates four members of the Committee on Fellows." The ISBA President should suggest names from current Fellows to the Board and then call for a vote.
- **Designating New Members for the Committee on Fellows.** From the Bylaws: "at the beginning of odd years the Board designates four members of the Committee on Fellows." The ISBA President should suggest names from current Fellows to the Board and then call for a vote.
- **Call for Nominations.** ISBA fellowships are awarded every two years at the ISBA World Meetings. The call for nominations should go out by March 31 of the year preceding the ISBA World Meeting. The Chair of the Committee on Fellows sends a call for nominations, pointing to the website for the [nomination form](#), and possibly reminding the community of the relevant part of the Bylaws on Fellows.
 - The deadline for nominations is August 31 of the year preceding the ISBA World Meeting.
 - On June 15 of odd years, send a reminder about nominations and the deadline.
- **Election of New Fellows.** The Committee on Fellows "will elect recipients among the nominees supported by endorsement letters by three ISBA members, other than the nominee" by December 15 of odd years. The committee should take into account that, from the Bylaws, "the maximum number of fellows for each election is determined by the ISBA Executive Committee, as a percentage of the ISBA membership at the end of the latest even year preceding the election. The suggested steady-state target for the total number of fellows should be 8% of membership. In steady-state, the number of fellows inducted at each ISBA World Meeting should not exceed 1% of the ISBA membership. If the ISBA World Meeting becomes annual, a maximum of 1/2% of membership should be inducted. The submitted nominations can be viewed (and voted on) at online.
- **Communication and Announcement.** As soon as the list of newly elected Fellows is communicated to the Executive Committee by the Fellows Committee, the President communicates the election to the new Fellows by personal email. Soon after, the Executive Secretary and/or Web Editor asks for a photo of each new Fellow. The names are kept confidential until the ISBA World Meeting, where they are announced. The Chair of the Committee on Fellows communicates the names of the new Fellows to the ISBA Administrator and provides the verbiage to be included on the award

certificates. The ISBA Administrator prepares a certificate for each new Fellow; the Executive Secretary will print and bring them to the ISBA World Meeting. The certificates will be signed by the President, the Chair of the Committee on Fellows, and the Executive Secretary. The new Fellows are announced by the Chair of the Committee on Fellows at the Fellow Ceremony at the ISBA World Meeting. In the ceremony, certificates are presented to each Fellow by the President and the Executive Secretary.

- Right after the ISBA World Meeting (or even right after the ceremony at the ISBA World Meeting) the Executive Secretary adds each of the new Fellows to the "Fellows" group in CiviCRM. This will update the Fellows website, including the names and photos of each Fellow. The photos will be taken from each Fellow's Drupal profile, so it is important that each new Fellow have a photo in place before the ISBA World Meeting. See Section 8.7 for details on how to add new Fellows.
- The President reports on the Fellow Ceremony and the newly elected Fellows in the September issue of the Bulletin; the Editor of the Bulletin takes care of including a photo of each new Fellow.

The following is from a report of the 2014 Committee on Fellows. Please update as deemed appropriate by future committees.

- **Numbers of Fellows:** We (the 2014 Fellows Committee) propose the following:
 - In steady-state, the number of Fellows inducted at each ISBA World Meeting should not exceed 1% of the ISBA membership. If the ISBA World Meeting becomes annual, a maximum of 1/2% of membership should be inducted. **Comment:** This is the same limit the IMS uses (ASA has a lower limit, but ISBA is more like the IMS.) This should probably be part of the Bylaws.
 - Based on other similar societies (e.g., IMS), we suggest that the steady-state target for the total number of Fellows be 8% of membership. To achieve this within a reasonable time-frame, we propose that there be a total of 75 inductees in 2014, 2016 and 2018 (ideally 25 at each meeting, to keep the number each year small enough to be more meaningful). After 2018, assessment can be made as to whether additional “catch-up” is needed. **Comment:** This would not go in the Bylaws, but could be passed on to the 2016 and 2018 committees (since we only have 16 inductees this year, there could conceivably be 30 each of the next two times).
- **Committee Rules of Operation:** Given that steady-state cannot be reached before 2020 at the earliest (and perhaps later), we did not see any reason to propose rules or operation for the steady-state committees. Indeed, we suggest

that the committees until then have flexibility in achieving the target number of inductees.

Appendix AISBA Bylaws

Bylaws of the International Society for Bayesian Analysis

Last updated June 21, 2018

A. Voting by the Board of Directors

1. The Board of Directors routinely conducts its business by email and in physical meetings. Should a member of the Board not have reliable access to email, the President and Executive Secretary make special arrangements to permit the active participation of that Board member in the discussions and votes of the Board of Directors.
2. A proposal for action may be made by any member of the Board at any time, by sending such proposal to the Executive Secretary for distribution to the Board.
3. An absolute majority of positive votes of the Board of Directors is required for a proposal to pass.
4. Votes are recorded by email, by votes in a physical meeting, or in writing, to the Executive Secretary.
5. In the case of a proposed bylaw, the above voting procedure is to be repeated, with a minimum period of two weeks and a maximum of six months, after an initial positive vote.
6. Failure to be re-approved within six months nullifies the first vote approving a proposed bylaw.

B. Recording of Constitution and Bylaws

1. The Executive Secretary maintains a current version of the Constitution and Bylaws, and makes them available to any ISBA member on request. In conjunction with the Web Editor, the Executive Secretary maintains the current Constitution and Bylaws on the ISBA website.

C. Prizes Administered by ISBA

1. ISBA prizes and their respective purposes are:
 - a. The **DeGroot Prize** is awarded to the author or authors of a book published in statistical science. This prize is named for Morris (“Morrie”) H. DeGroot in recognition of the impact and importance of his work in Statistics and Decision Theory, and his marked influence on the evolution of the discipline over several decades through his personal scholarship, educational and professional leadership. The prize particularly recognizes DeGroot’s authorship and editorship of major books that had a marked impact on the development of Statistics and Decision Theory, and the

value he placed on books generally. Award-winning books will be textbooks or monographs concerned with fundamental issues of statistical inference, decision theory, and/or statistical applications, and will be chosen based on the novelty, thoroughness, timeliness, and importance of their intellectual scope.

- b. The **Lindley Prize** is awarded for innovative research in Bayesian Statistics that is accepted for publication in the refereed proceedings of the ISBA World meeting. This will generally be published in an issue of Bayesian Analysis. In such case, a paper will be eligible for the prize if it has been accepted for publication in the journal after being presented at the meeting. The paper should either be submitted to the journal shortly after the ISBA World meeting, or correspond to research that is under review at Bayesian Analysis prior to the meeting. This prize is named for Dennis Lindley and recognizes the impact and importance of his work in the foundations, theory and application of Bayesian Statistics, and his marked influence on the evolution and spread of the discipline, over many decades. Award winning papers will present research in Bayesian statistics that is judged important, timely and notably original; truly innovative work will be judged more highly than successful development of ideas previously exposed. The prize may be awarded for work in foundations, theory, methodology and applications of Bayesian statistics.
 - c. The **Mitchell Prize** is awarded in recognition of an outstanding paper that describes how a Bayesian analysis has solved an important applied problem. It is named after Toby J. Mitchell, a Senior Research Staff Member at Oak Ridge National Laboratory. Toby made incisive contributions to statistics, especially in biometry and engineering applications. He was a marvelous collaborator, an especially thoughtful scientist, and a serious and influential spokesman for the Bayesian approach to hard problems.
 - d. The **Savage Award** is given to outstanding doctoral dissertations in Bayesian econometrics and statistics, one for the best thesis in Theory and Methods, and the other for the best thesis in Application Methodology. It is named for Leonard J. (“Jimmy”) Savage, author of his ground-breaking book *The Foundations of Statistics*, and one of the seminal thinkers in the neo-Bayesian movement.
2. The ISBA Prize Committee
- a. There are six members of the Committee, appointed by the President of ISBA with the advice of the Executive Committee and the consent of the Board of Directors. The members have staggered three-year terms expiring on January 30 or when a replacement has been appointed and

consented to, whichever is later. Thus two members are appointed each year for three-year terms. Members may be reappointed. Vacancies are filled for the remainder of the three-year term in the same manner. Each year the members elect a chair whose term expires on January 30 or when the successor chair is elected, whichever is later.

- b. The Committee:
 - i. Receives reports from the ISBA Treasurer about the financial status of each prize fund;
 - ii. Decides, with advice from the ISBA Treasurer, on the amount of each prize to be awarded. The intent of the founders of the DeGroot and Lindley Prizes is that they be at least \$1500 (and a plaque) and of the Mitchell Prize that it be at least \$1000 (and a plaque);
 - iii. Advertises each prize to be awarded, together with the purpose, deadline, and acceptable methods of submission (which includes both modes of transmission and who may make the nomination);
 - iv. Receives the submissions for each award;
 - v. Appoints an Award Committee, in consultation with the ISBA President for each prize to be awarded, of persons without a conflict of interest with respect to the submissions received. As guidance to the Prize Committee, it is useful to include on Award Committees persons with experience with respect to the prize in question, particularly with respect to the DeGroot and Mitchell Prizes, where the same work may be considered in consecutive award competitions;
 - vi. Decides when and how Prize Awards are to be announced. The Lindley Prize is traditionally awarded at an ISBA World Meeting; and
 - vii. Proposes to the Board of Directors the establishment of new prizes and modifications to the bylaws governing the criteria and process of administration of the existing prizes.
- c. The Award Committee, within the deadline set by the Prize Committee, considers the nominations received, decides on the winner(s), and announces them.

3. Conflicts of Interest

- a. The purpose of avoiding the reality or the appearance of conflicts of interest is to ensure confidence in the fairness of the awarding of prizes.
- b. Conflicts of interest include, but are not limited to:
 - i. Authorship or Co-authorship of a submission;

- ii. A close personal relationship;
- iii. An adviser/advisee relationship;
- iv. Recent co-authorship; and
- v. Colleagues at the same institution.

It is understood that in a community such as ours, people tend to know each other and to have been friends over a long period of time. Whether such an acquaintanceship or friendship is so close as to constitute a conflict of interest is a matter about which there can be honest differences of opinion.

- c. Persons who believe they have a conflict of interest shall remove themselves from a decision-making capacity with respect to those matters about which they have such a conflict.
 - d. The Prize Committee may remove a member of an Award Committee or limit the activities of such a member to avoid a conflict of interest. Such a decision may be appealed to the Board of Directors, whose decision is final.
 - e. Members of the Prize Committee register a conflict of interest when it arises (on receipt of submissions) with the other members of the Prize Committee, and are either replaced for the year by the ISBA President or recused for that prize. Such a decision may be appealed to the Board of Directors, whose decision is final.
4. Frequency of Awards

The Prize Committee, in conjunction with the ISBA Treasurer, decides on the frequency of awards. For the guidance of that Committee, at present the Savage Award and Mitchell Prizes are given every year, while the DeGroot and Lindley Prizes are awarded every two years.

5. Eligibility

- a. There are no membership requirements for eligibility for these prizes.
- b. The eligible contributions for each prize are as follows:
 - i. DeGroot Prize: All books published no earlier than 5 years prior to the year of the competition may be considered. There are no restrictions on the publisher or country of publication.
 - ii. The Lindley Prize: All papers published as refereed papers at the most recent ISBA World Meeting, or that are under review at Bayesian Analysis before or after the meeting, are presented at the most recent ISBA World Meeting, and are accepted for publication at BA, are eligible.

- iii. The Mitchell Prize: All refereed papers published in the two years previous to the prize year are eligible, whether in a journal or conference proceedings, and whether in a journal primarily focused on statistics or not. Papers accepted but not yet published are also eligible.
- iv. The Savage Award: all Ph.D. theses that have not been submitted in a previous year are eligible.

6. Special Provisions

The L. J. Savage Fund may be used to support meetings, provided that the fund is administered in a prudent way so as to insure the continued ability of the fund to award annual prizes. Any expenditure to support meetings must be approved in advance by the Prize Committee.

7. Sponsors

The founders of these prizes, who contributed funds to initiate the prizes, are as follows:

- a. The DeGroot Prize: Carnegie Mellon University, Duke University, George Washington University, Harvard University, Iowa State University, Microsoft Research, National Technical University of Athens, Ohio State University, the Section on Bayesian Statistical Science of the American Statistical Association, University of Connecticut, University of Durham, University of Kent, University of Minnesota, University of Sheffield, University of Texas at Austin, University of Warwick and the Valencia Organizing Committee.
- b. The Lindley Prize: Carnegie Mellon University, Duke University, George Washington University, Harvard University, Iowa State University, Microsoft Research, National Technical University of Athens, Ohio State University, the Section on Bayesian Statistical Science of the American Statistical Association, University College London, University of Connecticut, University of Durham, University of Kent, University of Minnesota, University of Sheffield, University of Texas at Austin, University of Warwick and the Valencia Organizing Committee.
- c. The Mitchell Prize: Colleagues at the Oak Ridge National Laboratories, Duke University, Peter Rossi, Jerome Sacks, Microsoft Research, the Section on Bayesian Statistical Science of the American Statistical Association, University of California at Los Angeles and Donald Ylvisaker.
- d. The Savage Award: was funded from royalties due to the authors and editors of a series of books produced over a number of years under the auspices of the Seminar on Bayesian Inference in Econometrics.

D. Awards Administered by ISBA

1. The awards ISBA currently offers are:
 - a. The ISBA New Researchers Travel Award;
 - b. The Pilar Iglesias Travel Award;
 - c. The ISBA Lifetime Members Junior Researchers Award;
 - d. Zellner Medal;
 - e. ISBA Fellow; and
 - f. Certificate of Appreciation.
2. Purpose of Awards
 - a. The purpose of the ISBA New Researchers Travel Award, the Pilar Iglesias Travel Award and the ISBA Lifetime Members Junior Researchers Award is to support participation in ISBA Meetings by junior researchers. The Pilar Iglesias Award is intended to promote the attendance of junior researchers from developing countries at World Meetings. The ISBA Lifetime Members Junior Researchers Award is intended to recognize junior researchers, attending a World Meeting, who gave significant contributions in the early stage of their career.
 - b. The purpose of the Zellner Medal is to recognize ISBA members who have rendered exceptional and distinguished service to ISBA over an extended period of time, and whose contributions have had an impact on the society and the broader field of Bayesian analysis beyond the time of his or her incumbency.
 - c. The purpose of electing ISBA Fellows is to recognize ISBA members who have made outstanding contributions in some aspect of statistical work (publication, teaching, service, etc.).
 - d. The purpose of a Certificate of Appreciation is to recognize service to ISBA.
3. Funds
 - a. The Pilar Iglesias Travel Award and the ISBA Lifetime Members Junior Researchers Award are supported by their own funds.
 - b. The ISBA New Researchers Travel Award is supported by ISBA through its general funds.
 - c. Medals and certificates for the Zellner Medal award, ISBA Fellows and Certificate of Appreciation are supported by ISBA through its general funds.

4. Administration of the Funds

- a. The ISBA Treasurer and the ISBA Program Council Chair jointly decide, with the concurrence of the Board or of the Executive Committee acting on its behalf, on the annual amount of the travel awards from the accounts established under bylaw I, and the allocation to be made among the ISBA meetings of that year, keeping in mind the dual goals of supporting junior researchers' participation in ISBA World Meetings and ensuring the long-term financial viability of the awards.
- b. The Zellner Medal shall not include a monetary prize nor separate account maintained by the ISBA Treasurer. The award shall include a medal paid out of general funds.
- c. ISBA Fellows shall not include a monetary prize.
- d. The Certificate of Appreciation shall not include a monetary prize.

5. Eligibility

- a. A junior researcher is a graduate student in a current degree program or someone who has received a PhD or equivalent in the last 5 years. Exceptionally, and at the discretion of the meeting Program Chair, applicants who do not strictly satisfy this definition may nevertheless be deemed junior researchers.
- b. The ISBA New Researchers Travel Award is open to any junior researcher.
- c. The Pilar Iglesias Travel Award is restricted to junior researchers from developing countries, and is intended primarily for graduate students from those countries.
- d. The ISBA Lifetime Members Junior Researchers Award is restricted to junior researchers who are current members of ISBA.
- e. The Zellner Medal is restricted to current ISBA members; candidates should have been members of ISBA for the last three consecutive years, at least, and served ISBA in a range of leadership roles over an extended period of time. The individual's contributions should have had an impact on the society and the broader field of Bayesian analysis beyond the time of his or her incumbency.
- f. To be eligible for fellowship, the candidate should be a current ISBA member, and have been an ISBA member for the last three years at least. Exceptions to the "3 year rule" may be considered for ISBA members who are retired from gainful employment. Honorary lifetime members are also eligible. The individual's contributions should have had a significant

impact in promoting Bayesian ideas and methods in society, through scientific works and other activities, such as teaching, consulting and past service to ISBA.

- g. Any individual may be nominated by a current ISBA member for a Certificate of Appreciation for service to ISBA. Nominations should be submitted to a member of the ISBA Executive Committee no later than one calendar year from the time that the service was completed.

6. Determination of Awards

- a. The Program Chair of each ISBA meeting determines the process for selecting travel awardees.
- b. The Zellner Medal will be given every even year to, at most, two recipients, selected by a Committee consisting of three former ISBA Presidents, not serving ISBA as current officers, appointed in the preceding odd year by the ISBA Board of Directors. The Committee will be chaired by the person who was ISBA President first. The Committee will choose recipients among the nominees supported by endorsement letters by five ISBA members, other than the nominee.
- c. The Committee on Fellows shall consist of eight fellows, four of whom shall be designated by the ISBA Board of Directors at the beginning of each odd year for a term of four years. Fellows may be reappointed to the Committee, but shall not serve two consecutive terms. A member of the Committee with longest continuous service shall be designated as chair for a two-year term by the ISBA Board of Directors. The Committee will elect recipients among the nominees supported by endorsement letters by three ISBA members, other than the nominee. The maximum number of fellows for each election is determined by the ISBA Executive Committee, as a percentage of the ISBA membership at the end of the latest even year preceding the election. The suggested steady-state target for the total number of Fellows should be 8% of membership. In steady-state, the number of fellows inducted at each ISBA World Meeting should not exceed 1% of the ISBA membership. If the ISBA World Meeting becomes annual, a maximum of 1/2% of membership should be inducted.
- d. A Certificate of Appreciation shall be awarded by a resolution of the Board of Directors. Any member of the ISBA Board of Directors who has a conflict of interest as defined in Bylaw C.4.b with a nominee shall be excluded from all discussion and voting regarding the proposed certificate.

7. Announcement of Awards

- a. The Program Committee of each ISBA meeting assigns travel awards according to a schedule defined in advance for each meeting. The

recipients of the ISBA Lifetime Members Junior Researchers Award will receive a certificate during the ISBA World meeting.

- b. The Zellner Medal is announced at the ISBA World meeting, with no advance communication to the awardee(s).
- c. Election of ISBA Fellows is announced at the ISBA World meeting, with previous communication to the awardees, but no public announcement in advance.
- d. Certificates of Appreciation are announced upon assignment and presented at the ISBA World meeting.

E. Voting and Elections

- 1. As specified in the ISBA Constitution, the Past President chairs the Nominating Committee. There are six other members of the Nominating Committee.
- 2. The President requests suggestions for membership on the Nominating Committee from the ISBA Board and ISBA membership by March 31.
- 3. In April, the Board of ISBA elects members of the Nominating Committee by approval voting from among the suggestions received by the President.
- 4. As specified in the ISBA Constitution, the Nominating Committee selects and gets consent to stand for election from, at least two candidates for each office. The Nominating Committee reports its results to the Executive Secretary by August 15.
- 5. The Executive Secretary posts the Nominating Committee's nominations on the ISBA website promptly, and otherwise notifies the members of these nominations.
- 6. Additional nominations may be made by petition of the membership. Such petitions are presented to the Executive Secretary by September 15. It requires the request of 30 ISBA members or 10% of the membership, whichever is less, to nominate by petition. Written consent of the nominee(s) is also required. Email to the Executive Secretary is an acceptable method of petitioning.
- 7. The Executive Secretary makes ballots available, physical or electronic or both, by October 15, to be returned by November 15.
- 8. The Executive Secretary announces the winners of each office by December 1.

F. Standing and Ad-Hoc Committees

- 1. Standing Committees are established in the Bylaws.

2. Ad-Hoc Committees are established by resolution of the Board, for a task to be done in a specified period of time. Such a resolution specifies the task, the date the Committee's mandate ends, the number of members and how they are to be appointed, and to whom and when the committee is to report.
3. Constitution and Bylaws Committee
 - a. The Constitution and Bylaws Committee is a standing committee. It drafts recommendations for changes in the ISBA Constitution and Bylaws for consideration by the Board.
 - b. There are five members of this committee. They serve for terms of five years ending on June 30, and may be reappointed.
 - c. The ISBA President appoints new members of the Constitution and Bylaws Committee as vacancies occur, either by expiration of term or by resignation or incapacity, subject to approval by a majority vote of the Board.
 - d. The Constitution and Bylaws Committee elects its chair each year.
4. Continuing Education Committee
 - a. The Continuing Education (CE) Committee shall be a standing subcommittee of the ISBA Program Council. The CE Committee shall coordinate all continuing education activities for ISBA, where continuing education is broadly interpreted as formal and informal educational programs and activities designed to promote knowledge, skills, and professional attitudes. The primary purpose of the committee is to support ISBA educational goals and increase the visibility of the society. The CE Committee shall solicit proposals for CE, which can include summer schools, short courses (standalone events or in conjunction with meetings), webinars, educational videos, books or monographs to support educational activities or other educational material. The CE Committee may liaise with other societies or organizations for development of joint educational activities.
 - b. In January of each year, the ISBA President-Elect appoints a Vice CE Chair who serves until December 31, and then succeeds to CE Chair for a term of one year (January 1 to December 31) and then to Past CE chair for a year (January 1 to December 31). The CE Chair co-ordinates all activities associated with continuing education in which ISBA is involved, and chairs the CE Committee, consisting of the Vice CE Chair, CE Chair and Past CE Chair. The CE Chair reports to the ISBA Program Chair. The CE Chair may appoint additional members to organize activities.

- c. All proposals for CE activities must be submitted to the CE committee and must include a budget or state that the activity has no cost. CE proposals may be submitted by any ISBA member, section or chapter of ISBA or outside society.
 - d. Budgets for CE proposals must be approved by the ISBA Executive Committee. The ISBA Executive Committee reserves the right to cancel any ISBA sponsored CE activity that is seriously under-enrolled where ISBA is at risk of incurring a loss.
 - e. ISBA members should receive a member discount on any fee-based ISBA CE activity.
 - f. The CE committee in conjunction with the ISBA Secretary or webmaster will be responsible for maintaining a “CE Book of Procedures” to assist in the preparation of CE activities.
 - g. The CE committee shall be responsible for advertising CE activities in ISBA publications (including the ISBA website and Bulletin) and other outlets.
 - h. The CE Chair shall submit an annual report on CE activities to the ISBA Board by May 30th.
 - i. All proposed activities shall be compatible with the ISBA Bylaws and Constitution.
5. Professional Conduct Committee
- a. A standing Professional Conduct Committee (“Committee”) will be responsible for updating and administering the Code of Conduct. Members of the Committee will serve overlapping five year terms beginning on January 1, with the President and Past President as ex-officio members. The committee will be chaired by the Past President.
 - b. The Past President will appoint new members as vacancies occur, either by expiration of term or by resignation or incapacity, subject to approval by a majority vote of the ISBA Board of Directors. In the case of resignation or incapacity, the appointment will expire on the date of the vacated position. Members may be reappointed for additional terms.
 - c. Any Committee member with a perceived or actual conflict of interest (COI) in a Committee activity will declare this interest promptly to the Chair and withdraw from further participation as directed by the Chair. If the Chair has a perceived or actual COI, the Chair will withdraw from further participation and be replaced by the President for this activity. If more than two Committee members note a COI for a Committee activity,

the Chair may appoint members to replace them to serve on a temporary basis until the activity comes to a close.

- d. A decision regarding violations of the Code of Conduct made by the Committee will require a majority vote. The Chair shall vote in the case of a tie.
- e. The Board delegates authority to the Committee to determine appropriate outcomes for violations of the Code of Conduct. The Committee, at their discretion, may refer decisions to the Board, who will determine the final outcome. A recommendation to revoke honors bestowed by ISBA or suspension/termination of ISBA membership must be approved by the Board.
- f. Decisions made by the Committee or the Board are final and are not subject to appeal.
- g. Amendments to the Code of Conduct require approval by the ISBA Board of Directors.

G. Vacancies

- 1. If a vacancy in an elected office occurs, the Board of Directors chooses a member of ISBA to act in that office until the next election.
- 2. If an elected officer is otherwise a member of the Board, the Board vacancy created by his or her election is filled by the Board candidate receiving the next highest number of votes. The person thus elected fills the vacancy for the remainder of the term.
- 3. Other Board vacancies remain vacancies until the next election.
- 4. Vacancies in an appointed position are filled by the appointing officer subject to whatever rules apply to that appointment.

H. Membership and Dues

- 1. Membership entitles a Member to receive, free of charge, the ISBA Bulletin, and to register for any ISBA meeting at a reduced rate.
- 2. Membership dues are payable annually in advance on the 1st of January. Members who have not paid their dues by March 31 shall receive a second notice requesting renewal of membership dues. If dues remain unpaid by July 1, then membership is suspended. A Member who has been suspended for non-payment of dues may be re-instated on payment of the full dues for the corresponding calendar year.

3. Any change to membership dues is to be approved by the Board of Directors by November 15 in any year in order to have effect from the following January.
4. Only paid-up Members may vote in elections. Returned ballots will be checked against the current list of members to confirm paid-up ISBA membership of all voters.
5. Only paid-up Members may nominate, be nominated, stand for election, or serve as ISBA Officers and Directors. Any serving ISBA Officer or Director whose ISBA Membership is suspended will be automatically removed from office.
6. The ISBA Board of Directors may suspend or terminate membership in ISBA for a Member found to be in violation of the Code of Conduct. No dues will be refunded.

I. Accounts Maintained by the Treasurer

1. The designated funds include the funds for each Prize and each Award administered by ISBA.
2. The ISBA Treasurer maintains a separate account for each designated fund containing contributions to the fund and the interest, capital gains and dividends accrued by the fund.

J. Publications

1. The publications of ISBA are:
 - a. Bayesian Analysis;
 - b. The ISBA Bulletin; and
 - c. ISBA website.
2. Each publication is overseen by an editor, who appoints editors, associate editors and others as needed and assigns their functions.
 - a. The editor of Bayesian Analysis has the title of “Editor in Chief”.
 - b. The editor of the Bulletin has the title of “Editor”.
 - c. The editor of the ISBA website has the title of “ISBA Webmaster”.
3. The term of each editor is ordinarily three years, but this may be extended or shortened by the Board of Directors.
4. When an editor position becomes vacant, the President, with the approval of the Board of Directors, appoints a search committee consisting of three to six members, depending on the number of vacancies to be filled. The President

will appoint one of the committee members to chair the committee. The committee to select editors will provide a recommendation for each vacancy after confirming that the candidate(s) is(are) willing to serve if approved by the Board. The new editor is approved by a majority vote of the Board of Directors before he/she can be confirmed for the position.

K. Finance

1. Finance Committee
 - a. The Finance Committee is a standing committee. It makes recommendations to the Executive Committee and Board of Directors on matters of financial policy
 - b. The committee shall consist of the ISBA Past-President, serving as chair, the ISBA Treasurer, and five members appointed from the ISBA general membership. Additional members may be appointed to provide needed expertise. With the exception of the ISBA Treasurer and committee Chair, committee members serve staggered five year terms running January 1 – December 31.
 - c. The ISBA President appoints new (non-Executive) committee members as vacancies occur, either by expiration of term, resignation or incapacity, subject to approval by a majority vote by the Board.
 - d. The Committee shall review ISBA's finances, including investments or areas of potential financial liability, and produce at minimum an annual report to the Board on the state of ISBA's finances and recommendations. Reviews may be initiated by the committee or at the bequest of the Executive Committee.
2. The right to enter into legal contracts for ISBA is vested solely in the ISBA Executive Committee.
3. Changes in how ISBA's funds are invested requires majority approval by the Board

L. Sections of ISBA

1. A group of at least 30 ISBA members may petition the ISBA Board to be designated as a section of ISBA.
2. Such a petition states:
 - a. The purpose of the section and how it fits within the overall aims of ISBA.
 - b. The initial bylaws of the section. These bylaws shall include the list below, and may include additional provisions subject to L.3 below.
 - i. The name of the section.

- ii. The offices, duties and terms of offices.
 - iii. Procedure for nominating section officers by the section.
 - iv. Procedure for modifying dues.
 - v. The method of amendment of the bylaws, which shall include approval of amendments by the ISBA Board.
 - vi. Procedure for making decisions.
 - c. The identities of the initial officers of the section each of whom shall be an ISBA member and any special provisions for initial elections of officers.
 - d. Initial dues.
3. The bylaws and activities of the section shall be in accordance with the Constitution and Bylaws of ISBA, as interpreted by the ISBA Board of Directors. Provisions in the ISBA Bylaws and Constitution shall apply for any issues that are not specifically addressed in the Section Bylaws. The ISBA Constitution and Bylaws committee shall resolve any issues that are not addressed in the ISBA Bylaws and Constitution. In case of conflict, ISBA Bylaws and Constitution take precedence over the Section Bylaws. Section Bylaws take precedence over resolutions of the ISBA Board.
 4. Section members must be current members of ISBA.
 - a. Any current ISBA member may join a section of ISBA by paying the section dues.
 - b. Any section member whose ISBA membership is suspended will have their section membership suspended.
 - c. Only current section members may be nominated for section office, vote in section elections, or hold section office.
 - d. Any section officer whose section membership is suspended will be automatically removed from office.
 5. The slate of candidates for section office shall include at least two candidates for each section office and must be submitted to the ISBA secretary by August 15th. Section elections will be held concurrently with ISBA elections.
 6. Section dues shall be concurrent with ISBA dues, which run annually from January 1 to December 31. Dues may be paid concurrently with ISBA dues. The ISBA treasurer will provide a mechanism for ISBA Lifetime members to pay section dues separately. Changes in section membership dues shall follow the same procedure as in ISBA bylaw H.3.
 7. Sections shall be revenue neutral as defined by the ISBA Board of Directors.

- a. Dues and any net revenue from section activities will be retained in a section account maintained by the ISBA treasurer, who will provide periodic reports to the section officers.
 - b. The section will prepare an annual financial report which includes section income and expenses and a proposed budget for the coming year.
 - c. Sections shall submit a proposal with a budget for any section meeting to the ISBA Program Council. All budgets require approval of the ISBA Executive Committee.
 - d. The ISBA treasurer shall be responsible for reimbursement of section expenses from the section account.
8. The right to enter into legal contracts on behalf of the section is vested solely in the ISBA Executive Committee.
 9. Each section submits an annual report, which includes the section financial report, to the ISBA President by May 30. If over three consecutive years a section fails to submit a report, or has fewer than 30 members, or runs a deficit, the section shall be considered as having ceased functioning and will be abolished or suspended after approval by majority vote of the Board. In the case of abolition, any remaining balance in the section account shall be transferred to the ISBA general fund and the account closed. In the case of suspension, use of the section account requires prior approval from the ISBA Executive.
 10. Each section's purpose, bylaws and the names of the officers shall be posted on the ISBA website.
 11. News of the section activities will be reported in the ISBA Bulletin.

M. Chapters of ISBA

1. Chapters are defined by the geographic representation of the members of ISBA.
2. A group of at least 5 ISBA members may petition the ISBA Board to be designated as a Chapter of ISBA. Formation of a new Chapter is by a resolution of the Board and requires an absolute majority for approval. A petition to form a new chapter should be submitted to the ISBA Executive Secretary and states:
 - a. The purpose of the Chapter and how it fits within the overall aims of ISBA.
 - b. The initial bylaws which govern the Chapter. These bylaws should include the list below, and may include additional provisions subject to M.3

below. Bylaws may be replaced by charter, constitution, etc. where locally mandated.

- i. The name of the Chapter.
 - ii. The offices, duties and terms of offices.
 - iii. Procedure for electing or appointing Chapter officers by the Chapter.
 - iv. Procedures for conducting Chapter elections if any.
 - v. Procedures for modifying dues.
 - vi. The method of amendment of the bylaws.
 - c. The identities of the initial officers of the Chapter each of whom shall be an ISBA member and any special provisions for initial elections or appointments.
 - d. Initial Chapter dues (which may be \$0).
3. The bylaws and activities of the Chapter shall be in accordance with the Constitution and Bylaws of ISBA, as interpreted by the ISBA Board of Directors. Provisions in the ISBA Bylaws and Constitution shall apply for any issues that are not specifically addressed in the Chapter Bylaws. The ISBA Constitution and Bylaws committee shall resolve any issues that are not addressed in the ISBA Bylaws and Constitution. In case of conflict, local laws take precedence over ISBA Bylaws and Constitution, which take precedence over the Chapter Bylaws. Chapter Bylaws take precedence over resolutions of the ISBA Board.
 4. Chapter members must be current members of ISBA.
 - a. Any current ISBA member may join a Chapter of ISBA by paying the Chapter dues.
 - b. Any Chapter member whose ISBA membership is suspended will have their Chapter membership suspended.
 - c. Only current Chapter members may be nominated for Chapter office, vote in Chapter elections, or hold Chapter office.
 - d. Any Chapter officer whose Chapter membership is suspended will be automatically removed from office.
 5. Chapter elections may be held concurrently with ISBA elections or independent of ISBA elections, if legally required. If Chapter elections are to be concurrent with ISBA elections, the Chapter Nominating Committee shall provide the slate of candidates to the ISBA Executive Secretary by August 15. Concurrent Chapter elections will follow ISBA Bylaws E.7 and E.8.

6. Annual chapter membership shall be concurrent with ISBA membership, which runs annually from January 1 to December 31. Dues should be paid concurrently with ISBA dues, where feasible. The ISBA treasurer will provide a mechanism for ISBA Lifetime members to pay Chapter dues separately. Chapter dues and any net revenue from Chapter activities paid to ISBA will be retained in a Chapter account maintained by the ISBA treasurer, who will provide periodic reports to the Chapter officers. The ISBA treasurer will disperse chapter funds as requested to the Chapter treasurer or designated individuals. Changes to Chapter dues should be provided to the ISBA Executive Secretary by November 15 in order to take effect January 1 of the following year.
7. The ISBA Executive Secretary will provide a list of chapter members to the Chapter Secretary or designated Chapter representative. The current list of chapter members should be provided at least quarterly (suggested times January, April, July, and October of each year).
8. ISBA bears no legal responsibility for Chapters.
9. Each Chapter shall submit an annual report about chapter activities and how funds from the ISBA Chapter account were spent. The report should be submitted to the ISBA Secretary to distribute to the ISBA Board by May 30. If over three consecutive years a Chapter fails to submit a report, the chapter shall be considered as having ceased functioning and will be suspended or abolished after approval by majority vote of the Board. In the case of abolition, any remaining balance in the Chapter account shall be transferred to the ISBA general fund and the account closed.
10. Each Chapter's purpose and the names of the officers shall be posted on the ISBA website. The Chapter bylaws and any amendments shall be filed with the Executive Secretary of ISBA.
11. News of the Chapter activities shall be reported in the ISBA Bulletin.

N. ISBA Named Lectures

1. ISBA Named Lectures are established to honor individuals who have had a fundamental role in the advancement of Bayesian Statistics. These ISBA Lectures will be named after historical figures who made breakthrough contributions to the theory or application of Bayesian methods, and who have been deceased for at least 20 years. The Board can make an exception to the 20-year rule in specific and rare occasions.
 - a. ISBA Named Lectures will be delivered in plenary sessions with discussant(s) at the ISBA World Meetings. Each Lecture is delivered no more often than every two years.

- b. Named Lectures are highlighted events at the World Meeting. To ensure that their impact will not be reduced, the Board will consider the existing number of lectures before approving new proposals, and can decide to limit the maximum number of named lectures. A general guideline is to limit the number of Lectures delivered at any one World Meeting to 4; named Lectures in excess to such limit can rotate between Meetings.
 - c. All Named Lectures will include documentation – annotated bibliography, photos, videos of lectures if available, appropriate links to sources of references, etc. – about the Scholar to whom the Lecture is dedicated. The proponents of the Lecture will be responsible for preparing and organizing this material, in coordination with the ISBA Continuing Education Committee. The background material attached to each Named Lecture will be accessible widely on a dedicated page on the ISBA website.
 - d. Upon approval by the ISBA Board of Directors, Named Lectures can be established in collaboration with other Scientific Societies. Joint Named Lectures must also meet the ISBA bylaws for Named Lectures.
- 2. The ISBA Named Lectures are:
 - a. TBA1.
 - b. TBA2.
- 3. Establishing Named Lectures. Any ISBA member can propose a Named Lecture, according to a submission procedure that will be provided in the ISBA Book of Procedures. If the Lecture is approved by the ISBA Board, proponents will be responsible to raise the required endowment of at least 30,000 USD. This minimum amount requirement can be increased over time by the Board. The establishment of a new Named Lecture is decided through a formal vote by the ISBA Board. The Board may require the proper documentation (see bylaw N1c) before approval. The Board's approval is definitive, conditionally on the fulfillment, by the proponents, of the endowment fund requirement.
 - 4. Nominations: Any ISBA member can nominate potential lecturers to the Committee on Named Lectures, according to nomination rules that will be provided in the ISBA Book of Procedures.
 - 5. Committee on Named Lectures. The Committee on Named Lectures is composed of 3 members each of whom serves two years. Members are proposed by the Board of Directors and approved by the ISBA Executive Committee. The Committee members are renewed on July 15th of even-numbered years. The Committee on Named Lectures also includes the members of the ISBA Program Council and the Editor in Chief of Bayesian

Analysis. A component of the Committee shall be designated as Chair. The Committee on Named Lectures:

- i. Selects the lecturers and discussants for the Named Lectures;
 - ii. Receives and prepares a report on proposals of new Named Lectures for the Executive Committee, who can also ask the Committee for a recommendation, before the formal vote by the ISBA Board;
 - iii. Decides, in collaboration with the ISBA Treasurer and after approval by the ISBA Executive Council, the expenses that can be covered for each Lecture in the corresponding year. The ISBA Treasurer provides a report on the financial status of the endowments to the Committee on Named Lectures and to the Executive Council to help with these decisions. The general principle is that the endowment should cover the costs associated with the Lecture; and
 - iv. Suggests to the ISBA Board, whether a rotation of Named Lectures is appropriate, and if so, how the rotation should occur.
6. ISBA is mandated to strive towards gender equality in terms of naming lectures and delivering them.

Appendix BISBA Constitution

Constitution of the International Society for Bayesian Analysis

1. Purpose: The purpose of the International Society for Bayesian Analysis (ISBA) is to foster the study of Bayesian analysis, including applications, and its alternatives.
2. Officers
 - A. The officers of ISBA are a President Elect, President, Past President, Executive Secretary, Treasurer, Vice Program Chair, Program Chair, and Past Program Chair.
 - B. Each year a President Elect is elected by a vote of the membership, to take office for a term of one year. The President Elect then succeeds to the office of President for a term of one year. The President succeeds to the office of Past President for a term of one year.
 - C. The Executive Secretary and Treasurer are elected by the membership for staggered three year terms.
 - D. The President Elect appoints a Vice Program Chair, who serves for a year, succeeds to the office of Program Chair for a year, and then succeeds to the office of Past Program Chair for a year.
3. Duties of Officers as a Group
 - A. The elected officers of ISBA (President Elect, President, Past President, Executive Secretary and Treasurer) constitute the Executive Committee of the Board, which shall follow the general policies established by the Board and shall conduct the affairs of the Society between meetings of the Board.
 - B. The Executive Committee shall report to the Board at each Board Meeting.
 - C. The Executive Committee shall periodically formulate recommendations for action by the Board.
4. Duties of Officers Individually
 - A. The President chairs meetings of the Board, Executive Committee and General Membership. In the absence of the President, the President Elect chairs. In the absence of both, the Past President chairs.
 - B. The Executive Secretary records the actions taken at meetings of the Board, Executive Committee and General Membership. In the absence of the Executive Secretary, the chair of the meeting appoints a recording Secretary for that meeting, who transmits the minutes of that meeting to the Executive Secretary. The Executive Secretary keeps lists of officers, Board members,

Committee members and Society members, and sends and counts ballots when mail votes are taken.

- C. The Treasurer oversees the receipt and disbursement of all funds of ISBA, ensures that proper financial records are kept, and makes periodic financial reports to the Board.
 - D. The Program Chair arranges and co-ordinates all activities associated with meetings in which ISBA is involved, and chairs the Program Council, consisting of the Vice Program Chair, Program Chair and Past Program Chair.
5. The Board of Directors
- A. In addition to the elected officers, the Board consists of twelve persons elected for staggered three year terms.
 - B. The Board is the policy making group in ISBA.
6. Elections
- A. Only ISBA members are eligible for elections.
 - B. ISBA does not pay a salary to Officers, Board Members or Committee Members.
 - C. A Nominating Committee, chaired by the Past President and whose other members are appointed by the Board, shall nominate two or more members for each office. The Bylaws provide for additional nominations by member petition.
7. Amendment and Procedures
- A. This Constitution takes precedence over the Bylaws, which take precedence over resolutions of the Board.
 - B. The Constitution may be adopted and amended by a two-thirds vote of those ISBA members who return ballots in a mail vote.
 - C. The Bylaws may be amended by majority vote in two successive Board meetings, with at least a two-week interval between the meetings.
 - D. Board resolutions may be adopted by majority vote of the Board.

Appendix C Useful Email Addresses

Assistance

Members Information: members-info@bayesian.org

Webmaster: webmaster@bayesian.org

IT Support (AGH Strategies): support@aghstrategies.com

Executive Committee, Board, and Chairs

President: president@bayesian.org

Executive Secretary: secretary@bayesian.org

Treasurer: treasurer@bayesian.org

Program Council: program-council@bayesian.org

Board of Directors: board@bayesian.org

Prizes and Awards

Prize Committee: prize-committee@bayesian.org

IMS/ISBA Joint Membership

Larissa Miller (IMS Membership): dues.subs@imstat.org

Elyse Gustafson (IMS Executive Director): erg@imstat.org

Miscellaneous

ISBA Bulletin: bulletin@bayesian.org

Valencia and Bayes-News List: news@bayesian.org