

Electron Ion Collider Users Group Charter

January 12, 2018

PREAMBLE

With the recommendation by the U.S. nuclear physics community in the 2015 Long Range Plan that an Electron-Ion Collider (EIC) is the highest priority for new facility construction, it is timely for all the users of a future US-based EIC to organize more formally into an EIC Users Group (EICUG) with the goal of giving the future users community a stronger and more visible role in the process leading to the realization of an EIC.

The path to the realization of EIC will pass through different phases where the role of the EICUG is expected to change. For the purpose of discussion, we define the following phases:

- Phase 1: The period up to EIC CD0
- Phase 2: From CD0 to CD1
- Phase 3: From CD1 to CD4, end of construction
- Phase 4: EIC in operation.

It is reasonable to expect that somewhere in this evolution (e.g. in Phases 2-3), collaborations to perform experiments will form (and these experiments will have their own approval processes). Further, as we move along the path to the realization of EIC, it is expected that the responsibilities of membership of the EICUG will become more significant and this will be reflected in the Charter. In addition, we expect that the vital participation of young scientists will be encouraged and increasingly enhanced through explicit additional structures and representation beyond those described here. Thus, as we put in place the initial Charter for phase 1, some mechanisms are required to allow modification of the mission and to allow flexibility for changes in the future.

MISSION

In Phase 1, the EICUG is primarily the means by which future international users and scientists supporting the EIC case can engage collectively to enhance progress towards the realization of the EIC and its science. The EICUG will work to

- Enhance and refine the science case beyond that contained in the EIC White Paper written for the 2015 US Nuclear Physics Long Range Plan
- Provide a forum for discussion and promote collaboration across the accelerator, experimental and theoretical communities to enhance progress towards realization of the EIC
- Represent the interests of EIC users in discussions with the laboratories and the funding agencies
- Represent the EIC users in discussion of scientific tradeoffs that may be imposed by budget realities
- Serve as a point of contact for those across the globe with interest in participating in EIC

- Organize outreach to physicists, scientists, policy makers and the general public about the EIC

MEMBERSHIP

Membership is open to individuals from all institutions that support the mission described above. Each institution will designate a representative to sit on the EICUG Institutional Board (IB), described below. Each institutional representative is responsible for providing to the IB the list of EICUG members from that institution. The EICUG will list members by institution.

Members are expected to participate in all activities in a collegial manner, respecting the integrity of their colleagues and the diversity within the EICUG.

GOVERNANCE

The EICUG will be governed by means of three committees defined here.

Institutional Board (IB):

The founding institutions of the EICUG will be fixed on a certain date (e.g. June 15, 2016). Their representatives will constitute the initial IB. The IB will elect by majority vote an IB Chair and IB Vice-Chair who serve for a two-year term. The IB chair is an ex-officio member of the Steering Committee (SC, see below). The initial IB will arrange a vote of the EICUG membership to approve this Charter by means of a two-thirds majority vote of the full EICUG membership. Upon the adoption of the charter, new institutions can be admitted to the EICUG by majority vote of the IB.

The Institutional Board will then present a full slate of candidates for the five members of the SC, to be elected by the IB (the SC chair, SC vice-chair and three regular SC members) to the full EICUG no less than 60 days after adoption. Election slates will include at least two candidates for each open position. The IB will elect the five members.

Steering Committee (SC):

The regular business of the EICUG will be organized and directed by the ten-person Steering Committee. The members are:

Five elected by the IB:

- The SC Chair
- The SC Vice-Chair
- Three regular members

Individuals selected by the EICUG members from institutions outside the U.S.

- A European regional member selected by and representing the European institutes
- An international member selected by and representing institutes outside of the U.S. that do not have a regional representative

The SC will evaluate each year if the addition of a new regional member to the SC representing another region of the world is appropriate. If the SC so designates, and a majority of a quorum of the Institutional Board concurs, then the new regional position will be created, without requiring a Charter amendment. The new regional member will be elected by vote of the IB members from the new region. At the same time, a new international member will be elected by participation of all remaining institutes not included in the new or previous regions. Following the election of the new regional and new international SC members, the previous incumbent international SC member will continue to serve any remainder of the originally elected term.

Two selected by the laboratories

- A member representing BNL
- A member representing JLAB

And one ex-officio

- Chair of the Institutional Board

The SC Chair is the EICUG Spokesperson. Elected members of the SC will be decided by a plurality of the votes cast in each case. The elections will be timed so that there is a six-month overlap period between outgoing and incoming SC members. Each member serves for a two-year term. No elected SC member may serve for more than two consecutive terms. No two elected members of the SC may be from the same institution.

The responsibilities of the SC will include:

- ensuring that the activities of the EICUG support the mission above consistently with the charter
- organization of the regular meetings of the EICUG
- nomination of suitable speakers from the EICUG at conferences and meetings
- support of the EICUG website
- organization of working groups of EICUG members with similar interests in the areas of physics topic, detector R&D, accelerator R&D, outreach etc. The working groups will report at the regular meetings of the EICUG.

Election and Nominating Committee

Once the Steering Committee is in place, the SC Chair will put in place an Election and Nominating (E&N) Committee consisting of five members drawn from the entire EICUG membership, with no more than two members from the same institution, and excluding members of the SC. The E&N Committee will elect by majority vote its own Chair. The term of each member on the E&N Committee is 1 year. Members may serve no more than two consecutive terms on the Nominating Committee. The E&N Committee is charged with drawing up a slate of candidates for all open positions on the Steering Committee, to be presented at the next meeting of the EICUG membership. The slate shall include at least two candidates for each open position. In the event that a full slate of six candidates cannot be identified for the three at-large SC positions, the three candidates who receive the largest vote totals will still be deemed as the newly elected at-large members. In addition, the E&N

Committee conducts the elections. To avoid the possibility of conflict of interest, commercial companies will not vote in the elections.

MEETINGS

The Steering Committee will organize at least one meeting of the EICUG annually. The EICUG meetings will take place at different locations to accommodate the geographic distribution of the international EICUG membership. Notice of the date and place of the EICUG meetings, and any other meeting in which the membership will be called upon to cast a vote, shall be made public no less than 60 days before the meeting. Any matters to be brought to a vote must also be made available to the membership no less than 14 days before the meeting. For purposes of voting in all EICUG elections, both within the IB and by the full EICUG membership, a quorum shall be defined as 50% (whether present at a meeting, or by voting electronically).

AMENDMENTS

Following adoption, this Charter may be amended by a two-thirds majority of a quorum of the full membership of the EICUG. Each substantive amendment must be voted on separately. Amendments to the Charter may be brought to the membership by a two-thirds majority vote of either the SC or the IB, or by a petition of at least 20% of the EICUG membership. All amendments must be published to the EICUG 30 days before initiating voting, and voting must be allowed for a period of 30 days. All such Amendments must be presented for a straight up-or-down vote.

In case of serious misconduct, members and institutes can be sanctioned, following a procedure to be established by the SC. The sanction may include removal from office of elected officials, as well as expulsion of members and institutes from the EICUG.

CHARTER COMMITTEE FOR PHASE 2

When wording of a CD0 mission statement for the EIC project has been decided by the funding agencies, the SC chair will appoint a new charter committee whose members will, within 6 months of its formation, present a draft charter for Phase 2 to be approved by two-thirds majority of the IB.

DISSOLUTION OF THE EICUG

The EICUG, and all of its standing committees, shall be dissolved by a vote of the membership under the same terms as a vote to amend the Charter. Dissolution will take effect six-months after an affirmative vote. In this period, the SC shall be empowered to dispose of any assets of the EICUG.