

# Collaboration Bylaws

## Spokesperson

The Spokespeople are responsible to FNAL and to the Collaboration for the experiment. There are two Spokespeople that serve as contacts for the experiment and oversee all activities of the project. These are generally the people who proposed the experiment but responsibility can be passed down as the project evolves. FNAL must always be notified of these changes. The spokespersons are responsible for organizing the support required for the experiment and maintaining good correspondence with FNAL on the project's needs, activities, and challenges.

## Collaboration Chair

The Chair holds a responsibility to the Collaboration in regards to organization and surveying the Collaboration's view and respecting the directions and interests of the group at large. The Collaboration Chair has the same rights and privileges as a Spokesperson within the Collaboration. The Chair's main function is to ensure that the direction of the experimental effort is following the interests of the Collaboration majority and to establish all required positions in the collaboration as well as ensure transitions in the Collaboration Coordinators and Working Group Leaders. The Chair shall organize the voice of the Collaboration and represent that voice to the experiment's Spokespeople, FNAL, and those outside the Collaboration. The Chair shall also attend the management meetings to represent the Collaboration interests.

### Collaboration Positions

## Membership

The Collaboration is composed of Members, each of whom belongs to an Institution. (A member might have an affiliation with more than one Institution; such members will need to identify a primary Institution for the purposes of shift staffing and service work.)

There are two kinds of Collaboration Membership:

### *Full Membership*

To be a full member contact the Collaboration Chair or one of the experiment's Spokespeople and request Full Membership. You must be willing to agree to the following two commitments in order to maintain Full Membership status. Losing Membership status for more than a month can limit membership benefits.

- 1.) **Shifts Staffing:** The number of shifts will be assigned to each institution based on the number of Full Members in that institution. The Institution Representative is responsible for assigning shifts within their group. A shift schedule will be made available to the Collaboration. Any person may be a shift-taker and help fulfill an institution's shift quota if they meet the training requirements. During the run, the shifts for the experiment will be partitioned evenly among the institutions weighted by the number of full members.
- 2.) **Service Commitment:** Each Full Member must contribute to service work to the Collaboration. Examples of service work include: serving as a sub-system expert and being on call for that sub-system while running; contributing a major piece of hardware or work; being on-site and working on hardware for an extended period of time. Financial purchases can be counted, as well as any major vital contribution that satisfies the Chair. A memorandum of understanding will be made through the chair on behalf of the Collaboration with each institution on a set of roles and responsibilities for each full member. All appointed positions in the Collaboration can partially satisfy that person's service work.

### *Affiliated Membership*

Contact the Chair or a Spokesperson and request Affiliated Membership. This allows you to be a participant on whatever level you like but with no set amount of shifts or service commitments. Affiliated Members cannot Opt-in to Physics Publications. Affiliated Members may Opt-in to NIM papers, Tech Notes, and other instrumental-based posts and publications without the use of E1039 production data depending on their level of involvement.

## Results and Publications

**Approval of Talks and Preliminary Results:** All and release of results shall pass a process of internal review before being allowed to be presented. This is true for talks, abstracts, proceedings, and any form of publication.

**Publications and Opt-in:** No work should be submitted for publication without final approval by the Collaboration. A Working Group review will be formed for a review of each potential publication and should pass both the Work Group review and a collaboration review before submission. This is true for all technical and physics-based publications. If you are a Full Member you will be given the chance to Opt-in on all physics-based collaboration publications. Technical publications may publish with contributing authors only if requested at the Working Group review. The authors will be listed with all primary analyzers at the beginning and all other full members listed in alphabetical order after the primary analyzers. The order and number of primary authors will be determined by an internal publication review committee organized by the analysis coordinator.

## PI Board Meetings

We will hold regular board meetings with all PIs and or Institution Representatives. In these meetings will be discussed and determine the direction of the effort. This board is the primary deliberative group of the Collaboration. A quorum of 2/3 of the membership will be required to conduct business. At these meetings, reports will be given by the Spokespeople and the various Coordinators on the progress of the experiment and the Collaboration. These meetings will also be the occasion for collaboration business, conflict resolution, and the approval of results. The PI Board Meeting is organized and held by the Collaboration Chair.

## Conflict Resolution

The Chair can open voting or arrange a committee to resolve any conflict at any time. To do this the Chair must call a PI Board Meeting and have 2/3 of all PIs to conduct a vote.

Removal of Spokespeople: There are places for only two Spokespeople on FNAL experiments, either of which can be removed at any time and replaced by any Collaboration member chosen for the role. In order to remove a Spokesperson, the motion must be suggested at a Collaboration Board Meeting with the Chair present. The Chair may then organize a PI meeting to vote for the Spokesperson to be removed by replacement. The Chair must usher the transition. Specially consideration must be taken when needing Spokesperson replacement. This type of transition brings great risk to the project, especially with the DOE. A transition of this nature should only be made in absolute necessity or with the permission of both sitting Spokespeople.

## **SpinQuest Policies**

[Talks Policy](#)