

# EICUG Revised Charter

December 2, 2022

## Preamble

In 2016, at the founding of the Electron-Ion Collider Users Group (EICUG), the Charter established the structures, standing committees, procedures for election of committee members, responsibilities of elected officers and means to modify the Charter as the EIC project evolved. Over the last six years, the EICUG has grown to an organization of over 1,300 members from more than 260 institutions in more than 35 countries worldwide and has played an active role in the successful evolution of EIC. Thus, the Charter has served its purpose well. The Charter states:

*The path to the realization of the 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.*

In fall 2022, we are now in Phase 3, the Detector Proposal Advisory Panel has chosen the ECCE design as the reference for Detector 1 and the ePIC Collaboration has been recently formed to realize it. It is expected that consideration of further experiments will continue and at a later date collaborations may be formed to realize an expanded scientific program. The mission of the EICUG changes in the era of detector collaborations and it is essential that the charter be reviewed and modified, if needed, to enable the EICUG to continue to be maximally effective in furthering the timely realization of the EIC.

Following the report of the Detector Proposal Advisory Panel, the Charter Review Subcommittee was charged in March 2022 by the EICUG Steering Committee to review the EICUG Charter. Following several months of consideration, at the July 2022 annual EICUG meeting, revisions to the founding charter were recommended and positively received by the EICUG membership. The most significant revisions were:

- **Phasing Out the Institutional Board**

It is recommended to consider that the Institutional Board (IB) be phased out as the detector collaborations are formed. To date, voting rights were assigned as one vote per Institution, and IB members represented the Institution. By the phasing out of the IB, voting rights will be assigned as one vote per individual EICUG member. In this case, Institutions with a large number of members may dominate Committee membership. This will need to be addressed by the Election and Nominating (E&N) Committee in assembling candidate slates for elections. When the IB is phased out, Institutional representatives will still be required to keep track of the EICUG membership for their individual members, as before. In addition, the IB Chair as a member of the SC, will disappear.

- **Continuity in the Chair-line**

It is recommended that the Past-Chair, Chair and Chair-Elect serve simultaneously on the Steering Committee.

The elections for the chair line will be conducted annually; the newly elected person will serve as Chair-Elect for one year, then one year as a Chair, and one year as a Past Chair, providing continuity in the leadership line.

In the transition of the Steering Committee to the new era, at the end of her term the current Chair will become Past-Chair, the current Vice-Chair will become Chair and there will be an election for the new Chair-Elect.

- **Elected DEI Representative on Steering Committee**

In October 2020, the Steering Committee formed a Diversity, Equity & Inclusion (DEI) Committee which subsequently established recommendations for EICUG Charter revisions which were approved by the vote of the EICUG membership in 2021. To maintain continuity, it is recommended to consider the DEI Committee Chair be a member of the Steering Committee.

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## Mission

The EICUG was formed as an international affiliation of scientists dedicated to developing and promoting the scientific, technological, and educational goals and motivations for a new high energy Electron-Ion Collider (EIC). A key goal is to ensure that users of the future US-based EIC develop and maintain a strong and visible role in the process leading to the realization of the EIC. The EICUG will make known to the host laboratories' (BNL and JLab) administrations the needs and desires of those actively engaged in leading research projects, while providing a means for the laboratories to inform them of current and future plans related to EIC. This communication will enable the laboratories to better evaluate the needs of the EIC users, to optimally plan their use of EIC facilities.

Now that we are in Phase 3, the EICUG represents a natural discussion forum for members with diverse expertise (accelerators, theory, experiments). Ad hoc Working Groups have been created with conveners appointed by the EICUG Steering Committee; currently, there are the Theory, Software, Computing Coordination, and 2<sup>nd</sup> Detector Working Groups, but others could be added if needed. The EICUG will also promote and facilitate the formation of experimental collaborations around a specific EIC detector project. Realization of the full scientific potential of the EIC will require multiple experiments. The EICUG will foster and support collaborative discussion of initiatives that aim to enhance the EIC scientific program. The EICUG will also provide opportunities for communication and collaboration beyond the boundaries of a single EIC Detector collaboration. The EICUG will work to

- Provide a forum to further develop the EIC scientific program and user community, particularly by fostering exchange of ideas between experimenters and theorists using diversified communicating tools (web site, mailing lists, wiki pages, GitHub pages, Zenodo document repository, etc..)
- Provide a forum for discussion and promote collaboration with the accelerator community to optimize design and realization of the EIC experiments
- Organize and host annual meetings of the entire EIC Users community, along with regular online periodic meetings. The EICUG will strive to hold meetings in locations where none of the members are discriminated against or endangered by laws or policies.
- Represent the interests of EIC users to the laboratories
- Represent the broader EIC Users community in discussions of scientific priorities and tradeoffs that may be imposed by budget realities; e.g. articulate the scientific need for a second experiment.
- Select appropriate official speakers and coordinate their participation with the detector collaborations in EIC-related seminars, colloquia, workshops, conferences, through the Conference and Talks Committee, whose members are appointed for a one-year term by the EICUG Steering Committee, and elect a Chair and a Vice-Chair
- Organize outreach to physicists, scientists, policy makers and the general public about the EIC project
- Establish connections with other communities of potentially interested physicists, in order to become a contact point for scientists willing to join the EIC project.

## Organization

### Membership

Membership is open to scientists who are interested in doing research at the EIC and support the mission described above. 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 regular business of the EICUG will be organized and directed by the Steering Committee (SC). The SC shall consist of the following twelve members:

- Chair
- Chair-Elect
- Past Chair
- Two regular members
- One early-career scientist (within 5 years of their PhD not counting career interruptions)
- Two representatives from world regions outside the US, as defined by the Steering Committee
- Chair of Diversity, Equity, Inclusion (DEI) Committee - *ex officio* member
- One representative from the ePIC Collaboration
- Two representatives selected by the host laboratories / EIC Project

Among the first eight (elected) members listed above, the term of service is three years. Every year, three new members (one of which is the Chair-elect) shall be elected for three-year terms. The election of the DEI Chair is described below in the designated subsection. Should any of the elected members step down earlier from their appointments, additional places on the ballot should be added to the annual election. When deemed necessary, the Chair shall have the power to fill vacancies occurring between meetings, with majority approval of the SC. No elected SC member may serve for more than two consecutive terms in any role. Nominees for Chair-elect cannot be from the same Institution as that of the Chair or Past Chair.

Nominations for the elections shall be solicited from the EICUG community by the Election and Nominating Committee. At least two candidates for Chair-elect shall be sought by a Nominating Committee for each election. Elections shall precede the annual EICUG Meeting, during which the names of those elected shall be announced. If the election results in a tie, a runoff election will be held and the candidate receiving a plurality of the votes will be elected.

The ePIC Collaboration will select its own representative. The last two SC members will be selected by the laboratories. The appointed members serve one year terms and can be reappointed or replaced by the host lab and ePIC collaboration at their discretion. In the event of a vacancy, the labs/collaboration will select a replacement.

The officers of the Group are the Chair, Chair-Elect, and the most recent Past Chair. The SC Chair is the EICUG Spokesperson. The Chair-Elect and Past Chair may act for the Chair at their request and shall act for the Chair in the event that the latter is unable to perform their duties.

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
- 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.
- Annual review of the EICUG Charter, a process organized by the Past Chair.

## **EICUG 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 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 or electronic voting. All EICUG elections will be decided by a simple majority vote (whether voting is conducted at a meeting, or by voting electronically).

## **Steering Committee Meetings**

Minutes of the SC meetings shall be recorded to include a brief summary of the results of the deliberations. After approval by the Chair, copies of the minutes shall be provided to all regular members of the SC. The term regular member is understood to be an elected or appointed member as defined above.

Attendance at Steering Committee meetings by more than one-third of the elected members shall constitute a quorum. On specific questions, the Chair may call for a vote to determine the results of the deliberations if a quorum is present. A majority vote shall constitute the recommendation of the Steering Committee, except that any three elected members in attendance can call for a written vote by the entire membership. In the absence of a quorum, no official action can be taken.

## **Election and Nominating Committee**

The Election and Nominating (E&N) Committee will consist of five members appointed by the Steering Committee and 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 three years. 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 and the DEI chair line, The E&N Committee conducts the elections. The results are announced at the annual EICUG meeting.

## **Diversity, Equity & Inclusion Committee**

The Diversity, Equity & Inclusion (DEI) Committee will be a Standing Committee which reports to the Steering Committee.

The DEI Committee will consist of seven members drawn from the entire EICUG membership, with no more than two members from the same institution. It will be led by the DEI Chair line, consisting of Chair, Chair-Elect and Past Chair, with a Chair-Elect elected by the EICUG members each year based on a broad call for volunteers and nominations to the entire EICUG. The elected person will serve as Chair-Elect for one year, then one year as a Chair, and one year as Past Chair. The Chair of the DEI Committee is an *ex officio* member of the Steering Committee, as described above.

Nominations will be sought from the community at large, and three will be appointed by the Steering Committee, who shall be responsible for ensuring representation of different genders, geographic location, ethnic and other groups on the DEI Committee.

At-large members of the DEI Committee shall rotate; each year one new member shall be appointed by the SC for three-year terms after a broad call for volunteers and nominations to the entire EICUG.

An additional member shall be an early career researcher (not in a potentially permanent position). Similarly to other at-large members, the early career member will rotate every three years.

Members may serve no more than two consecutive terms on the Committee. The responsibilities of the DEI Committee will include:

- Serving as contact point for people to turn to with Diversity, Equity and Inclusion Issues, for listening or recommending actions.
- Facilitating connections with and encourage creation of affinity groups related to diversity, equity, and inclusion.
- Providing expertise in Diversity Issues to the EIC Users.
- Advocating for Diversity, Equity, Inclusion Issues that affect Users when they arise.

- Serving as liaisons to other Diversity Groups at the host Laboratories; interfacing with the hosting lab administration and/or the hosting lab DEI council/committee on issues related to diversity, equity, and inclusion (such as childcare, campus climate).
- Collecting and providing by request diversity statistics and developing DEI awareness and sensitivity training for the EIC Users.
- DEI Committee will periodically review the EICUG code of conduct and communicate on the DEI matters with the EIC Users.

The Chair-Elect of the DEI Committee commits to obtaining relevant training by the time they take on the role of chair, as determined in consultation with the Steering Committee chair. This could consist of training by the host laboratories or at the educational institution with which they are affiliated.

The Chair of the DEI Committee will report annually to the EICUG on the demographics of the EICUG membership and its leadership roles.

## Conduct

The scientific mission of EIC can be achieved only by building a culture of inclusion, integrity and cooperation that allows all members the opportunity to reach their full potential. Diversity of users brings strength to our community through new ideas, innovation, and creativity. Creating environments that foster diversity and inclusion will enable members of the community to thrive scientifically. Inclusion requires respecting and considering different views. Responding to criticism respectfully and striving to model behaviors that encourage productive debate will produce a well-rounded, successful EIC community.