

The Bylaws of the GLUEX Collaboration

A Membership

Membership to the GLUEX Collaboration is granted to individual institutional groups by the Collaboration. Each such group should appoint a group leader who is responsible for interacting with the GLUEX management throughout the membership process. The group leader then becomes the point of contact for the collaboration on all issues regarding the contributions of the group to the experiment and is responsible for notifying the GLUEX management of changes in the institutional group's membership (*e.g.*, the addition of postdocs or graduate students). The group has the right at any stage to appoint a new or replacement group leader who is then obligated to ensure that the group's commitments to the experiment are fulfilled.

A.1 Election of Members

1. The group leader will work initially with the Spokesperson and Hall D Leader to identify areas where the institutional group may contribute.
2. To join the collaboration, the group leader should submit a Letter of Intent (LoI) to the Spokesperson. The letter is expected to outline
 - (a) the physics interests of the group,
 - (b) the available resources and manpower, including the anticipated percentage of a full time equivalent person (%FTE) for each contributing member, and
 - (c) expected responsibilities and contributions to the experiment.
3. The Collaboration Board and Executive Group will review the LoI, consulting with the group leader as necessary.
4. The Collaboration Board recommends membership to the Collaboration.
5. The Collaboration votes on the membership of the institutional group. Two-thirds vote is required for approval.
6. The group becomes a member.

A.2 Removal of Members

There are two ways that an institutional group can be removed from the Collaboration:

1. The group leader notifies the Spokesperson of his or her group's intent to withdraw from the Collaboration.
2. An institutional group can be removed by a vote of the Collaboration if the group is determined (i) to have failed to fulfill their institutional obligations to the experiment or (ii) to have been inactive for a period of at least two years.
 - (a) The request for removal is brought before the Collaboration Board by the Spokesperson or Deputy Spokesperson after having concluded either of the two criteria for removal apply.
 - (b) The Collaboration Board evaluates the request and makes a recommendation for a Collaboration vote on the issue.

- (c) The Spokesperson notifies the institutional group leader that the Collaboration Board has recommended a vote on the removal of the group.
- (d) The group leader has a minimum of sixty days to respond to the recommendation of the Collaboration Board before the issue moves to the Collaboration for a vote. During this time the Collaboration Board may withdraw its recommendation.
- (e) The recommendation is voted on by the Collaboration. Two-thirds vote is required to remove the group from the Collaboration.

B Voting

All issues requiring a vote of the full Collaboration must adhere to the following guidelines.

1. Ballots shall be distributed and submitted electronically in a way that allows anonymous access to the ballot by all collaboration members regardless of geographical location.
2. Every person who is a member of the Collaboration at the time the ballot is opened may cast one vote.
3. Ballots shall remain open for a minimum of two weeks or ten business days (whichever is longer) after the initial announcement is distributed to the collaboration.
4. Unless otherwise specified, “two-thirds vote” or “majority vote” implies two-thirds or a majority of those who cast a ballot.

C Modification of Bylaws

The following procedure shall be used to modify or amend these bylaws.

1. Any collaboration member wishing to initiate a modification of or amendment to the bylaws should notify the chair of the Collaboration Board of his or her intent.
2. The Collaboration Board will discuss the request and, if it determines that modifications are necessary, draft a revision of the bylaws.
3. Revisions to the bylaws must be approved by two-thirds vote of the Collaboration.

D Acquiring Data

D.1 Beam Time and Physics Proposals

At the present time, *i.e.*, the time at which the following bylaws are adopted, it is envisioned that the initial period of beam in HALL D will be dedicated to commissioning and running with the the base HALL D equipment. This nominal configuration is as as defined within the scope of the 12 GeV Upgrade project. However, it is recognized that during this period it may be desirable to take data with modified beam-line and/or detector configuration for detailed calibration or in order to expand the physics reach of the experiment.

1. The proposal process should begin with a discussion between the Spokesperson, HALL D leader, and proposal proponents, and may include a presentation to the Collaboration.
2. All proponents of such proposals, either individual or as a group, must be members of the GLUEX Collaboration or are expected to become members upon endorsement by the Collaboration and/or the JLab Physics Advisory Committee (PAC).

3. The proponents are expected to document the necessary modifications to configuration of equipment, needed running time, and expected physics impact.
4. The Spokesperson, in consultation with the Executive Group (EG) and Collaboration Board (CB), will appoint an ad hoc committee to evaluate the technical feasibility and physics merit of such proposals. This committee is expected to interact with the proponents of the proposal and may request additional supporting material.
5. After review, the committee, with the endorsement of the EG and CB, shall recommend an action on the proposal to the Collaboration.
6. Modifications to the nominal running configuration in accordance with the committee recommendation must be approved by two-thirds vote of the Collaboration.
7. Should a presentation to the JLab PAC be deemed necessary, it should be done after approval by the Collaboration. The GLUEX Spokesperson will work with the proponents to determine the most effective way to make the presentation to the PAC.

D.2 Access to Data

1. Data taken during any run period or GLUEX detector configuration may be analyzed by any member of the GLUEX Collaboration.
2. Members of the Collaboration shall inform the coordinator of the Physics Working Group of their intent to analyze data in order to maximize efficiency.