

PIONEER... time to ‘get organized’

- Who are we now? Note many new young members joining.
 - Intention is to ask IBs from each institute to provide this information and to plan to be responsible to update it to the **Scientific Secretary** (i.e, the one of us that handles the Collaboration data base, see next slide). This is very important for publications and general planning.
- What about new Institutes? (France, Shanghai, FNAL possibilities)
 - Each question has a “it depends”, as in needing =>3 French institutes; If we go with LXe or LYSO; if we P5 endorses this project and FNAL can identify something “they” can really own, and so on.
 - In general, keep recruiting !! Thanks for many seminars given by a few of you for spreading the word.
- The next slides provide a draft of initial Organization ideas I’ve floated to a few folks. The Org Chart will be dynamic. You will see boxes come and go over time, but the ideas is “right now” so we can identify leaders of efforts and, in turn folks can use these positions in grant requests.
 - First chart is just the Structure.
 - Second chart is Technical
- ByLaws; best to take good models of recent mid-sized collaborations and modify for our use. Moller, g-2, ...
- Meeting Time Reboot suggestion

Meeting Proposal: Tuesdays and Fridays; Alt Week Schedules;

Zurich	Seattle	New York	Tokyo				
			(+1 day)	Tuesday / Prim	Tuesday / Alt	Friday / Prim	Friday / Alt
16:00	7:00	10:00	23:00		Beam		
17:00	8:00	11:00	0:00		7:00 – 8:00 PST		
18:00	9:00	12:00	1:00	General	SPA	ATAR / Calo	ATAR
19:00	10:00	13:00	2:00	8:30 -10:00 PST	8:30 -9:30 PST	8:30 -9:30 PST	8:30 -9:30 PST
20:00	11:00	14:00	3:00				
21:00	12:00	15:00	4:00				
22:00	13:00	16:00	5:00				
23:00	14:00	17:00	6:00				
0:00	15:00	18:00	7:00				
1:00	16:00	19:00	8:00		LXe		
2:00	17:00	20:00	9:00		4:00 – 5:00 PST		
3:00	18:00	21:00	10:00				
4:00	19:00	22:00	11:00				

Institutional Board ... not yet complete, but

Institute Board Reps				
Institute	Rep last	Rep first	email	Full Institute Name
BNL	Tishchenko	Volodya	vtishchenko@bnl.gov	Brookhaven National Laboratory
Cornell	Gibbons	Lawrence	lk5@cornell.edu	Cornell University
KEK	Mihara	Sotoshi	satoshi.mihara@kek.jp	KEK
Kentucky	Gorringe	Tim	tim.gorringe@uky.edu	University of Kentucky
PSI	Langenegger	Urs	urs.langenegger@psi.ch	Paul Scherrer Institute
Stonybrook	Deshpande	Abhay	abhay.deshpande@stonybrook.edu	Stonybrook University
TRIUMF	Malbrunot	Chloe	cmalbrunot@triumf.ca	TRIUMF
UBC	Bryman	Doug	doug@triumf.ca	University of British Columbia
UCSC	Mazza	Simone	simazza@ucsc.edu	University of California at Santa Cruz
Victoria	Sullivan	Tristan	tssulliv@uvic.ca	University of Victoria
Virginia	Pocanic	Dinko	pocanic@virginia.edu	University of Virginia
Washington	Kammel	Peter	pkammel@uw.edu	University of Washington
Zurich	Sotor	Anna	asoter@phys.ethz.ch	ETH Zurich
Tokyo	Mori	Toshinori	mori@icepp.s.u-tokyo.ac.jp	University of Tokyo
Suggested Chair:	Shumm	Bruce	baschumm@ucsc.edu	UCSC

Theory Team
 Cirigliano
 Dehmelt
 Hoferichter
 Shrock

Spokespersons
 XXX (Inst), XXX (Inst)
 (Doug and Dave have been “acting” for now)

Institution Board
 Chair: XXX (Inst)

Speaker/Publication Committee
 Chair: Ott (UCSC)

Scientific Secretary
 XXX (Inst)

EDI Committee
 Chair: Malbrunot (TRIUMF)

Webpage (xxx)
 Twiki / DocDb/Elog (xxx)

P-early career
 Rep committee

Institution Board
 Chair: XXX

Institution Representatives

Simon Corrodi (ANL)
 Lee Roberts (ANL)
 Volodymyr (ANL)
 (Napoli)
 Bedeschi (Pisa)
 Fred Gray (Small
 Institutions)
 Liang Li (SJTU)
 Joe Price (Liverpool)
 Giovanni Cantatore (Trieste)
 Gavin Hesketh (UCL) Dincio Pocanic (Virginia)
 Martin Fertl (Mainz) Dave Hertzog (Washington)
 Mark Lancaster (Manchester) Dominika Vasilkova (g2early)

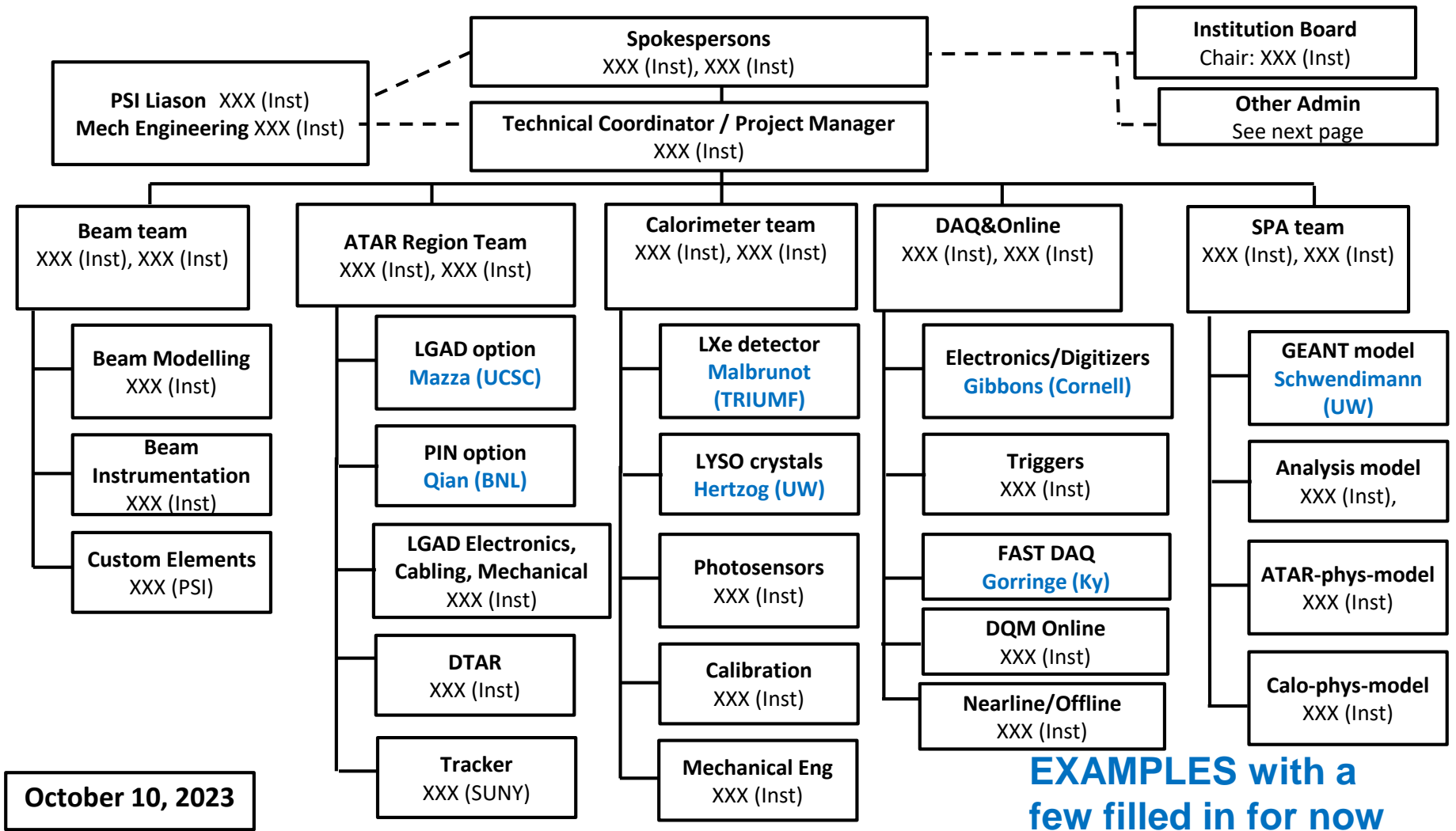
EXAMPLES TO BE FILLED IN FOR US

Speaker / Publication Committee
 Chair: Ott
 Member names here

EDI Committee
 Chair: Malbrunot (TRIUMF)
 Member names here

We need to identify a **IB Chair** and members ASAP in order to initiate the process of a Spokes Election and the blessing of the boxes that are here and next page

* Ex-officio (for example, spokes are included but ex-officio in general)



Bylaws (adapted from g-2; would like to edit in good ideas from other models, remembering we are smaller in general)

The PIONEER Collaboration Bylaws Version 1.1 October, 2023

The following describes the bylaws by which the PIONEER collaboration governs itself.

CONTENTS

1. Institutional Board
2. Co-Spokespersons
3. Admitting new institutions
4. Removing institutions
5. Collaboration membership
6. Guidelines for authorship
7. Selection of qualified electors
8. Standing Committees
9. Amending the bylaws

ARTICLE 1. INSTITUTIONAL BOARD

1.1 Scope

The Institutional Board (IB) controls the institutional aspects and the overall framework of the PIONEER collaboration. It is the ultimate policy forming body of the collaboration. It approves

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ARTICLE 1. INSTITUTIONAL BOARD

1.1 Scope

The Institutional Board (IB) controls the institutional aspects and the overall framework of the PIONEER collaboration. It is the ultimate policy forming body of the collaboration. It approves all membership issues, including the admission of new institutions into the collaboration, decides on the collaboration name and logo, sets the number of yearly collaboration meetings, organizes elections of spokespersons, develops a publication policy. The IB does not make technical decisions, but can recommend them to the Collaboration. The IB may change the bylaws at any time that it feels it is necessary for the proper and efficient functioning of the collaboration (Article 10). The IB may also establish standing ad hoc committees as necessary to perform its functions.

1.2 Institutional Representation

IB members will act as representatives for their institutions and inform the collaboration of any change in personnel at their institutions. An IB member may designate another collaborator from the same institution to act as that institution's representative at any IB meeting. The PIONEER Co-Spokespersons, if they are not at an IB meeting, may attend all IB meetings as non-voting observers, except a non-voting observer must attend a Co-Spokesperson (see ARTICLE 2.3).

All institutions participating in PIONEER at the level of an oral final time requirement (FTI), organized on faculty, research scientist, post-doc, and graduate student, shall be represented by an IB member.

1.3 IB Chair

The IB chair is responsible for scheduling IB meetings, distributing the agenda, chairing the meeting, and distributing the minutes.

1.4 Election of the IB Chair

IB members nominate their candidates in the May before the incumbent's end of terms and the chair is elected by secret ballot if there is more than one candidate. The chair of the IB will run from 3/31/17 to a 2-year term with no extension.

1.5 IB Meeting:

The IB will meet at any PIONEER collaboration meeting or by video conference on the initiative of the IB chair. The IB meeting held during the PIONEER collaboration meetings shall comprise both an open and a closed session. IB votes require a majority of those present, unless otherwise specified in the bylaws. IB votes can be held by email, unless otherwise specified in the bylaws. Minutes of the IB meetings are distributed to all members by the IB chair, or, optionally, by another IB member designated by the chair. A quorum for a business meeting is defined as 50% of the total membership.

ARTICLE 2. CO-SPOKESPERSONS

2.1 Scope

The scientific leadership of the PIONEER collaboration consists of two equal Co-Spokespersons. The Co-Spokespersons participate actively in the management of all aspects of the collaboration. They are equal in all matters from the collaboration at large, the Executive Board, from appointed Technical Boards on physics, technical, management, and leadership issues. The Co-Spokespersons are responsible for the creation and identification of management committees and the appointments to leadership positions in physics, technical, and management areas. They serve as the primary contacts with POC for funding agencies, scientific organizations, and others. They also organize and run the collaboration meetings. The Co-Spokespersons may establish standing ad hoc committees as necessary.

2.2 Election of a Co-Spokesperson

Co-Spokespersons are elected to two-year terms, with one being up for election every year. Co-Spokespersons are permitted to run for one additional year. Co-Spokesperson elections will be held during business, with the new Co-Spokesperson starting in roles above September 1st. In the initial establishment of a year of Co-Spokespersons, the individuals who were not up for election will be the next highest vote will serve for 2 years. The next election will thus be by 1 year after the initial election and every thereafter.

Qualified electors (as defined in Article 6) will be asked to submit nominations to the IB chair. Each elector may nominate one candidate. A minimum of two nominations are required for a

nominator to be eligible to appear on the slate of candidates. After the nomination period, the IB chair will consult with the nominees to ascertain their willingness to stand for election. The election is held electronically, organized by the IB chair. The Collaboration Scientific Secretary will prepare the list of electors and emails for that election. The IB chair determines the detailed timing and procedure for the balloting, and then sends email to the list of electors. The IB chair determines procedure for dealing with any election situations not anticipated in the bylaws.

2.3 Removal of a Co-Spokesperson

The IB can remove a Co-Spokesperson by a secret ballot, requiring approval by at least two-thirds of those present and voting at a regularly scheduled IB meeting. An Amendment is not a vote for this purpose. A two-week notice is required for a vote to remove and such a vote will be taken at least half the IB members support such a proposal to the chair. In the event of a removal, the open position(s) will be filled following the procedures in these bylaws.

ARTICLE 3. ADMITTING NEW INSTITUTIONS

To apply for membership in the PIONEER collaboration, representative from the institution should first confer with the Co-Spokespersons and IB Chair. If the Co-Spokespersons and IB agree, the potential collaborating institution will be invited to submit a written proposal to the IB chair at least two weeks prior to the meeting of the IB at a regularly scheduled collaboration meeting. The IB chair circulates the proposal to all members prior to the meeting and prior consideration of the application on the meeting agenda. The proposal should describe the committee that the prospective institution proposes to make to the experiment and should include a list of the proposed senior members from the institution. The Co-Spokespersons will present the proposal to the collaboration by the prospective institution. A representative of the new institution may also make a presentation to the collaboration at this time. These presentations should occur prior to the IB meeting held during the same collaboration meeting. The IB may:

- 1) approve the proposal and formally admit the institution to the collaboration at that meeting;
- 2) request further clarification to be considered at the next collaboration meeting;
- 3) reject the proposal.

The IB will attempt to make decisions on admission of new institutions by consensus. If consensus is not possible, a vote by secret ballot will be taken on admission. Admission will require a favorable vote of at least three-quarters of the IB members present and voting (an amendment is not a vote for this purpose).

ARTICLE 4. REMOVAL OF COLLABORATORS AND INSTITUTIONS

The IB chair, in consultation with the Co-Spokespersons, should annually identify inactive institutions, using the criterion that active institutions must have performed a measurable amount of work on PIONEER within the previous twelve months, or have fulfilled essential functions that must be used to data collection within the experiment run. The chair returns the list of inactive institutions to the IB for approval. The chair then writes to institutions on the approved list, inquiring whether they intend to work on PIONEER in the future, and asking them to describe

their plans for each week. Based on the response to these letters, the IB may remove from the collaboration those institutions that they find to be inactive, by a two-thirds majority vote of the IB members present and voting (an amendment is not a vote for this purpose). Individual collaborators who have not performed a reasonable amount of work on PIONEER for a period of at least twelve months, or whose behavior has been approved and accepted to PIONEER, may be removed from the collaboration at an IB meeting by a three-quarters majority vote of the IB members present and voting (an amendment is not a vote for this purpose).

ARTICLE 4. COLLABORATION MEMBERSHIP

4.1 Requirement for Admission

P.D. students, engineers, Ph.D. thesis students, undergraduate students, and others who contribute significantly to the experiment are eligible to be members of the collaboration. A rough guideline is that all collaborators should devote a substantial fraction of their research time to the PIONEER program over a period of several years.

A senior member of the collaboration is a member from a collaborating institution who has a permanent appointment as an appointment that under normal circumstances can be expected to be renewed indefinitely. All other members of the collaboration are regular members. Senior members are admitted to the collaboration individually. Regular members are selected by their institutions. The only distinction between senior and regular members is the method by which they are admitted to the collaboration.

Senior members are admitted to the collaboration in one of four ways:

- 1) being on the qualified elector list (see ARTICLE 7) at the time of the initial Co-Spokesperson election;
- 2) being on the approved list of senior members when that institution was admitted to the collaboration (see ARTICLE 7);
- 3) being a regular member of the collaboration and receiving a position as a senior collaborating institution that would qualify him or her for senior membership status; and
- 4) by individual application.

A senior physicist at a collaborating institution that is not a member of the collaboration and who wishes to join the collaboration, applies for membership in the same way as a new institution, as provided in Article 3.

The membership list is different from the author list described in Article 7.

4.2 Updating PIONEER Membership Rules

Each PIONEER IB member will be responsible for updating/verifying the PIONEER collaboration membership list for his/her institution. A yearly questionnaire will be distributed by the chair to each institution to help keep track of all members and their status.

4.3 Leaving a Collaborating Institution

Individuals maintain their membership in the collaboration automatically for one year after they have left collaborating institution. They can maintain a large-scale association with PIONEER by being "adopted" by a collaborating institution, or by moving to a faculty position at a new

institution. The new institution would need to apply for membership, following the procedure outlined above. Each request of this nature shall be considered for approval by the IB as an individual basis.

ARTICLE 6. GUIDELINES FOR AUTHORSHIP

The PIONEER author list is the group of people who are to be included in all papers for publication. The IB will establish the criteria for PIONEER authorship as a separate document well in advance of the first publication.

ARTICLE 7. SELECTION OF QUALIFIED ELECTORS

Qualified electors for collaborative-wide elections of Co-Spokespersons will be determined by the senior members from each collaborating institution. IB representatives will update their list of qualified electors at least once each year, by submission to the IB chair. Qualified electors must have collaborated normally for at least one year (Article 3) and must have made significant contributions to the experiment. The deadline for submissions of the qualified electors list for a given election will be two weeks before nomination begins, but institutions may update their lists at any time. Institutions that have not updated their lists within the one-year period prior to the deadline will be ineligible to vote.

ARTICLE 8. Standing Committees

The Standing Committee are permanent panels to which matters regarding a defined scope of subject are referred. They are limited to the work they have together with their mission, their composition, and the method of effective appointment of its members.

The final word on policy for these committees, as well as the electors procedure, must be approved by the IB. All documents produced by these committees are stored, or filed, as specific work pages in the PIONEER shared files.

8.1 Publication and Spokesperson Committee will annually be a joint committee. The Committee reviews and approves physics publications. They also keep track of Conferences/Workshops of interest to PIONEER physics and coordinate the list of updates applying a criterion of relation among collaborations. The Committee is composed of three members, proposed by the spokespersons and approved by the IB. They also will have one member nominated by the PIONEER. Early each year, they are in charge of 3 years and can be re-nominated with no term limits. The two Co-Spokespersons are ex-officio members of the committee.

ARTICLE 9. AMENDING THE BYLAWS

These bylaws may be amended by the IB. A four-fifths or an amendment may be presented to the IB at one of its regularly scheduled meetings for consideration. Amendments may be introduced by any IB member or by a Co-Spokesperson. Proposed amendments will be distributed by email to the entire collaboration. For those committees following this meeting, the IB will also consider the amendments for adoption at the next scheduled IB meeting. Approval of an amendment requires a two-thirds majority vote of the IB members present.