

EICUG Charter Review

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Abstract

The Charter Review Committee has considered the EICUG Charter in the context of anticipated formation of collaborations to construct the EIC detectors in the near future. This document summarizes the committee consensus of opinion on possible revisions of the Charter to be considered by the EICUG.

1 Introduction

At the founding of the EICUG in 2016, 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. The Charter states:

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.*

We are now in Phase 3, the Detector Proposal Advisory Panel has recently chosen the ECCE design as the reference for Detector 1 and it is anticipated that a collaboration will be formed later this year to realize Detector 1. It is expected that consideration of a second EIC experiment will continue and at a later date a collaboration to realize Detector 2 will be formed. The mission of

the EICUG will change 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 EIC.

Following the report of the Detector Proposal Advisory Panel, we were charged on March 14, 2022 by the EICUG Steering Committee to review the EICUG Charter. Since then, we have met over Zoom, and communicated by phone and email and have identified significant revisions for consideration by the EICUG membership. The document here summarizes consensus opinions which were not always unanimous. Highlights include:

- **Phasing Out the Institutional Board**

It is recommended to consider that the Institutional Board 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 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 to consider that 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.

- **Elected DEI Representative on Steering Committee**

To maintain continuity, it is recommended to consider that the DEI Committee Chair be an elected member of the Steering Committee. Note, that in October 2020 the Steering Committee formed a Diversity & Inclusion Committee which subsequently established recommendations for EICUG Charter revisions which were approved by the vote of the EICUG membership in 2021. These have been incorporated into the current March 21, 2022 version of the Charter in the Appendix here.

Here we consider in more detail the Mission, Organization and Conduct aspects of the Charter.

2 Mission

The Electron-Ion Collider User Group (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. 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 Polarimetry 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 Summer meetings of the entire EIC User Community, along with regular online quarterly 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 user 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 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.

3 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 Steering Committee shall consist of the following twelve members:

- Chair
- Chair-Elect
- Past Chair
- Chair of Diversity, Equity, Inclusion (DEI) Committee
- Five regular members
- One early-career scientist (within 5 years of their PhD not counting career interruptions)
- Two representatives from world regions outside the US

Members of the SC shall rotate; each year four 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. No elected SC member may serve for more than two consecutive terms. Nominees for Chair-elect cannot be from the same Institution as that of the Chair and 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.

When necessary, the Chair shall have the power to fill vacancies occurring between meetings, with majority approval of the SC.

Two additional SC members will be selected by the laboratories

- A member representing BNL
- A member representing JLAB

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.

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. For 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 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 2 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, to be presented at the next meeting of the EICUG membership. The slate should include at least two candidates for each open position. In the event that a full slate of candidates cannot be identified for the open at-large SC positions, the 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.

Diversity, Equity, Inclusion Committee

The Diversity, Equity & Inclusion 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.

The four other members (members-at-large) shall be nominated by the community at large, and appointed by the Steering Committee, who shall be responsible for ensuring representation of different genders, ethnic and other groups on the DEI Committee.

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

No more than two members of the DEI Committee can be from the same institution. At least one of the members shall be an early career researcher (not in a potentially permanent position). The term of each member on the DEI Committee is 2 years. Members may serve no more than two consecutive terms on the Committee.

The responsibilities of the Diversity, Equity & Inclusion 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 Diversity, Equity & Inclusion 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 EIC User Group 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 EIC User Group on the demographics of the EIC User Group membership and its leadership roles.

4 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.

All users are expected to commit to a high level of professional behavior, to fostering an environment free of harassment and bullying, and to actively responding to instances of unprofessional behavior. Inappropriate actions or statements by users that are derogatory or defamatory on the basis of identity, including but not limited to: age, race, ethnicity, sexual orientation, gender

identity, gender expression, marital status, nationality, political affiliation, disability, educational and/or socioeconomic background, neurodiversity, mental or physical health, or any other characteristic protected by law, will not be tolerated. Disruptive or harassing behavior of any kind in email lists or remote or in person meetings will not be condoned. Harassment includes but is not limited to inappropriate or intimidating behavior and language, unwelcome jokes or comments, unwanted touching or attention, offensive images, photography without permission, bullying, and stalking. Any suspected violations should be reported to the Diversity and Inclusion Committee. The Steering Committee has the authority to punish unacceptable behavior by imposing sanctions and/or suspension from EICUG activities, and, in the extreme case, expulsion from the EICUG membership.

5 Epilogue

Our committee has deliberated over about three months and established a consensus on revisions to be considered by the EICUG as we enter the era of EIC detector collaborations. These should be considered and discussed by the broad membership of the EICUG in the coming months.

Appendix: The Current EICUG Charter

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Electron Ion Collider Users Group Charter

March 21, 2022

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 structure 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 the 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 four 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

Two selected by the EICUG members of the regional institutes

- A member representing the European institutes
- A member representing the Asian institutes

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 topics, detector R&D, accelerator R&D, outreach etc. The working groups will report at the regular meetings of the EICUG.

Election and Nominating Committee (E&N)

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 of 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.

Diversity, Equity and Inclusion Committee (DEI)

The Diversity, Equity & Inclusion Committee will consist of seven EICUG members:

- chair and vice-chair line, with a vice-chair elected by the EICUG members each year based on a broad call for volunteers in the entire EICUG, who will serve for one year as vice-chair and for one year as chair,
- three members-at-large, of which one is an early career researcher (not in a potentially permanent position), elected by the Institutional Board as per the procedures for Steering Committee elections, elected for two-year terms, in alternating years,
- one member of the Steering Committee, nominated by the Steering Committee after the election of the members-at-large, for a one-year term,
- one member of the Election and Nominating Committee, nominated by the Election and Nominating Committee after the election of the members-at-large, for a one-year term.

The terms in the first year will be decided by the Steering Committee.

No more than four members of the Diversity, Equity & Inclusion Committee can identify as the same gender, or as the same ethnic group. The Steering Committee and the Election and Nominating Committee are responsible to ensure this balance is preserved.

The responsibilities of the Diversity, Equity & Inclusion Committee will include:

- The Diversity, Equity & Inclusion Committee will periodically review the EIC User Group code of conduct.
- The Diversity, Equity & Inclusion Committee will facilitate connections with and encourage creation of affinity groups related to diversity, equity, and inclusion.
- The Diversity, Equity & Inclusion Committee will interface with the hosting lab administration and/or the hosting lab Diversity, Equity & Inclusion council/committee on issues related to diversity, equity, and inclusion (such as childcare, campus climate).
- The Diversity, Equity & Inclusion Committee will provide user awareness and sensitivity training, and is responsible for a Diversity, Equity & Inclusion presentation at the annual EIC User Group meeting.
- The vice chair of the Diversity, Equity & Inclusion 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 Diversity, Equity & Inclusion Committee will report annually to the EIC User Group on the demographics of the EIC User Group membership and its leadership roles.
- The chair of the Diversity, Equity & Inclusion Committee will act as the Ombudsperson of the EIC User Group. The Ombudsperson can be contacted with concerns related to diversity, equity, and inclusion in the EIC User Group. The Ombudsperson of the EIC

User Group will deal with grievances related to diversity, equity, and inclusion in the EIC User Group. The Ombudsperson of the EIC User Group will report annually to the EIC User Group on the aggregate number and type of grievances and their resolution, while maintaining confidentiality.

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 CDC 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.