

SHMS-HMS User's Group Bylaws
Draft 1.1
October 9, 2008

1. NAME

The name of this body is the SHMS-HMS User's Group (hereinafter referred to as the "Organization").

2. MISSION AND PURPOSE

The purpose of the Organization is to provide a formal organization for the Users of the SHMS-HMS spectrometer systems in Hall C at Jefferson Lab, i.e. those who will construct the detectors, acquisition system and software, those who will integrate these subsystems into a working, fully-commissioned, and well-understood spectrometer system, and use it to carry out a scientific program of the highest possible merit.

The Organization is intended to facilitate communication and collaboration at all levels within the SHMS-HMS User community, to provide technical and scientific advice to Jefferson Lab management where appropriate, and to encourage and take best advantage of new initiatives and opportunities for the benefit of the SHMS-HMS Users as they may arise.

3. MEMBERSHIP

3.1 ADMISSION AND TERMINATION

Any member of the Jefferson Lab User Group may be admitted as a member of the Organization upon receiving the approval of the User's Board. Any member may resign from the Organization by delivering a formal request to the Secretary. A membership may be terminated by a vote of the User's Board when, in their opinion, that individual has ceased to play a significant role in the activities of the SHMS-HMS User Community and is not likely to resume such a role.

3.2 MEETINGS AND VOTING

The general membership of the Organization has the ultimate authority on all issues involving the Organization, decided by a simple majority rule. Any member shall have the right to attend and exercise one vote at any general or special meeting of the members of the Organization.

The UB may at any time call a meeting of the members of the Organization, provided that notice of such meeting is distributed to all members by mail or email at least 15 days prior to the date of such meeting. Additional meetings

must be called by the UB if requested by 8 members or 10% of the membership, whichever number is greater.

Meetings shall be convened by the Chair of the UB, or in his/her absence, another Board Member so delegated by the UB.

All member votes at meetings or otherwise shall require a quorum, defined as 12 members or 15% of the membership, whichever number is greater. The UB may decide to poll the membership by mail or email, provided all members are notified and sufficient time is allowed for discussion and responses. The UB is required to poll the membership on a specific resolution if requested by 8 members or 10% of the membership, whichever number is greater.

4. MANAGEMENT

4.1 USER'S BOARD (UB)

The Organization shall be managed and represented by a User's Board consisting of six Board Members. The UB shall monitor and make recommendations on major User issues, in particular:

- design, construction, maintenance, and operations of the SHMS-HMS instrumentation;
- physics issues and their consequences for SHMS-HMS instrumentation;
- allocation of manpower resources within the Organization;
- resolution of technical conflicts in construction and operation;
- membership;

and any other issues it deems important. All decisions by the UB are subject to review by the membership at its general or special meeting.

Every question at UB meetings shall be decided by a simple majority of votes cast in favor of the question. Quorum shall consist of four UB members. In the case of an equality of votes, the person presiding at the meeting of the UB shall have a second or casting vote.

The initial UB shall be appointed by the Hall C Leader, two of whom shall be appointed for a term of one (1) year, two of whom shall be appointed for a term of two (2) years, and two of whom shall be appointed for a term of three (3) years. Subsequently, two individuals shall be elected annually by the members of the Organization as Board Members to hold office for a period of three (3) years, to replace Board Members who retire from office at the time of such election. The election must be held by mail or by email.

The office of a Board Member shall be automatically vacated if:

- a) an affirmative vote of at least 2/3 of the votes cast by the members by mail or email is made in support of a motion regarding the removal of the Board Member;
- b) the Board Member has resigned his/her office by delivering a written resignation to the Secretary;
- c) he/she is unable to fulfill his/her term of office due to absence,

disability, resignation, death or any other cause

Should the office of any Board Member be vacated, the UB may in their discretion, but need not, appoint a Board Member to hold office for the unexpired portion of the prior member's term provided, however, that if failure to so elect a new member would create the situation where there would be no quorum of the UB, a new member shall be so appointed.

4.2 OFFICERS

At the first UB meeting after each election, the UB will elect a Chair and a Secretary. The Chair shall convene regular meetings of the membership at least once a year, and will be the principal contact for JLab management to the Organization. The Secretary shall be responsible for minutes of meetings of the UB and of the general membership, the membership list, and the depository of Organization documents.

4.3 WORKING GROUPS (WG)

Working Groups will be formed as deemed appropriate by the UB to oversee a specific project or to give advice on a specific theme of relevance to the Organization. Members may also petition the UB for the creation of a WG. Any member is eligible for membership in one or more WGs. Each WG shall elect a Chair, who is responsible for the WG under the general direction of the UB. Each WG is expected to report periodically to the UB and the general membership on its activities and progress. WGs which have been inactive for two or more years may be disbanded by the UB.

5. AMENDMENT AND DISSOLUTION

The bylaws of the Organization may be repealed or amended from time to time by a by-law or a new by-law, by a majority of the UB and sanctioned by an affirmative vote of at least 2/3 of the votes cast in favor of the by-law by the members by mail or email.

The dissolution of the Organization may be authorized by a resolution approved by at least 2/3 of the UB, and confirmed by 2/3 of the votes cast by the members by mail or email.