

# The PIONEER Collaboration Bylaws

Ratified March 15, 2024

Revised January 9, 2025

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

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## **ARTICLE 1. INSTITUTIONAL BOARD**

### **1. Scope**

The Institutional Board (IB) controls the institutional aspects and the overall framework of the PIONEER collaboration. It is the authoritative policy-forming body of the collaboration. The responsibilities of the IB include:

- Establishing membership requirements, including approving the admission of new members and institutions into the collaboration, and requirements for maintaining active membership
- Establishing policies for inclusion of members in publication author lists
- Developing the publication policy and defining the procedures for the approval of PIONEER collaboration publications
- Defining the conditions for approval of non-collaboration-wide publications related to PIONEER authored by subgroups of the collaboration
- Selecting and approving the collaboration name and logo
- Setting the number, location, and dates of collaboration meetings
- Organizing the election of Spokesperson (Section 2.1)
- Approving appointments of the Deputy Spokespersons (Section 2.2), Technical Coordinator (Section 2.3), and other members of the Leadership Group (Section 2.4) proposed by the Spokesperson group (Spokesperson and Deputy Spokespersons)
- Approving technical proposals of significant scientific, scheduling, or fiscal impact offered by the physics, technical, management or leadership groups or member institutions
- Changing the bylaws (Article 10)
- Establishing standing committees as necessary to perform its functions (Article 8)
- Establishing a common fund system to support the execution of the experiment, as deemed appropriate

### **1.2 Institutional Representation**

All institutions with at least one senior member (Section 5.1) are eligible for representation in the IB, and once admitted to the collaboration, can choose to participate in the IB by appointing one representative from their institution to IB membership. The Early Career Group (comprised of all Early Career Collaborators as defined in Section 5.1) is granted representation on the IB, with the privilege of the floor and voting privilege on all matters that don't directly impact the fiscal responsibilities of any institutional or individual member of the collaboration. The Diversity, Equity and Inclusion Committee is also granted representation on the IB, as a non-voting member with the privilege of the floor. All members of the IB are welcome to recommend items to the IB for consideration for inclusion on a future agenda.

IB members will act as contacts for their institutions and inform the IB of any changes in personnel at their institutions. By notifying the IB chair, an IB member may designate another collaborator from the same institution to act as that institution's representative at any IB meeting.

The PIONEER Spokesperson (Article 2), if they are not an IB representative, may attend all IB meetings as non-voting member with the privilege of the floor, except a special meeting convened to remove the Spokesperson (Sub-Section 2.1.3).

### **1.3 IB Chair**

The IB chair is responsible for scheduling IB meetings, distributing the agendas, chairing the meetings, and distributing the minutes. The IB chair need not be the IB representative from their institution. Once elected, the IB chair will have an independent vote on all IB matters.

### **1.4 Election of the IB Chair**

IB members nominate chair candidates in the May before the incumbent's end of term and the chair is elected by secret ballot of IB members according to the rules of Section 1.6. If there are more than two candidates and none receives greater than 50% of the vote, the lowest-polling candidate is removed from the slate and the vote is retaken. The chair of the IB will serve from July 1st for a 2-year term, with terms beginning in odd years. Extension of the term of an IB chair, without consideration of alternative candidates, requires a majority of two-thirds or greater of all votes cast, once moved and seconded by IB members.

### **1.5 IB Meetings**

The IB will meet at every PIONEER collaboration meeting or by video conference on the initiative of the IB chair. The IB meetings held during the PIONEER collaboration meetings may include both an open and a closed session. IB business will be conducted according to Robert's Rules of Order. Minutes of the IB meetings are distributed to IB members by the IB chair, or, exceptionally, by another IB member designated by the chair.

### **1.6 Rules Pertaining to the Taking of Votes**

IB votes, which may be called at any time, require a majority (greater than 50%) of those present, unless otherwise specified in the bylaws. IB votes can be held by email, unless otherwise specified in the bylaws. For any vote, in person or by email, a quorum of 50% or more of the total current voting IB membership must cast votes. Abstentions and recusals count as votes towards quorum. Unless otherwise specified, a majority of strictly greater than 50% of votes cast is required to pass a motion. Abstentions and recusals are not considered when calculating the size of the majority of votes cast. A minimum of three full working days must be allowed for responses to any call for a vote by email.

## **ARTICLE 2. LEADERSHIP ROLES**

### **2.1 Spokesperson**

#### 2.1.1 Scope

The overall scientific leadership of the PIONEER collaboration is provided by a Spokesperson. The Spokesperson participates actively in the management of all aspects of the experiment. They are expected to solicit advice from the collaboration at large, the Institutional Board (Article 1), the Leadership Group (Section 2.4), and from appointed Technical Boards, on physics, technical, management, and leadership issues. The Spokesperson is responsible for the creation and modification of management structures and for appointments to leadership positions in physics, technical, and management areas, with approval of the IB required for roles in the Leadership Group (Section 2.4). They serve as the primary contact with the host laboratory, the funding agencies, scientific organizations, and the press. They also organize and run the collaboration meetings. The Spokesperson may establish ad-hoc committees as necessary, although any committee established unilaterally by the Spokesperson shall have only advisory authority on any collaboration matter.

#### 2.1.2 Election of the Spokesperson

The Spokesperson is elected for a two-year term by collaboration-wide vote of qualified electors (as defined in Article 7). The Spokesperson is permitted to run for a single additional two-year term. The Spokesperson election will be held during the summer of even-numbered years, with the new Spokesperson entering into the role on September 1st.

Qualified electors will be asked to submit nominations to the IB chair. Each elector may nominate one candidate. For the initial selection of a Spokesperson, qualified electors need not have been members of the collaboration for any specified period of time. A minimum of two nominations are required for a nominee 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 IB chair determines the detailed timing and procedure for the balloting, and then calls the vote by email to the list of qualified electors. The vote is governed by the rules of Section 1.6, except that the voting body is the collaboration as a whole rather than the IB. If there are more than two candidates and none receives greater than 50% of the vote, the lowest-polling candidate is removed from the slate and the vote is retaken. The IB Chair retains the authority to resolve any election circumstances not anticipated in the bylaws.

#### 2.1.3 Removal of a Spokesperson

The IB can remove a Spokesperson by a secret ballot, requiring approval by a two-thirds-or-greater majority of votes cast. Such a vote will be taken if at least one third of the IB members

support such a proposal to the IB chair. IB members must be given at least 10 full working days to respond to the call for such a vote. In the event of a removal, the open position(s) will be filled following the procedures in these bylaws. The Spokesperson should be made aware of the impending vote and be given an opportunity to present their case to the collaboration via email. At their discretion, the IB chair may require a meeting of the IB, closed to the Spokesperson, to discuss the case for removal before calling the vote.

## **2.2 Deputy Spokespersons**

Deputy Spokespersons advise the Spokesperson on all collaboration matters, especially those pertaining to the geopolitical region associated with their home institution. If from a geopolitical region other than that of the Spokesperson, they represent and advocate for the collaboration and experiment to regional governments and serve as a general resource and liaison to the Spokesperson for groups within the geopolitical region they represent. In general, the set of Deputy Spokespersons should be selected with the goal of providing a fair representation from all geopolitical regions participating in the collaboration. There may be no more than three Deputy Spokespersons at any given time.

## **2.3 Technical Coordinator**

The Technical Coordinator organizes the development and specification of the technical effort of the collaboration, including the experiment's detector, beam, software and analysis, and laboratory integration. In consultation with the Spokesperson and Deputy Spokespersons, the Technical Coordinator leads the development of recommendations to the IB on all significant matters relating to the technical development and operation of the experiment. The Technical Coordinator develops and delivers oral and written reports describing and justifying their recommendations, as requested by the Spokesperson and IB.

## **2.4 Leadership Group: Definition and Appointment**

The Leadership Group shall consist of the Spokesperson, the Deputy Spokespersons, the Technical Coordinator, and whatever other roles deemed by the Spokesperson to be helpful to their leadership of the collaboration (e.g. analysis and/or physics coordinator, subsystem coordinators, etc.). The Leadership Group is the main advisory body to the Spokesperson, meeting on a regular basis to advise the Spokesperson on all matters relating to the development and execution of the experiment. Deputy Spokespersons are recommended by the Spokesperson and approved by the IB. The Technical Coordinator, and the staffing of all other Leadership Group roles, are recommended by the Spokesperson in consultation with the Deputy Spokespersons, and whatever Leadership Group members are deemed relevant to the identification of members to serve in the given role, and approved by the IB. All Leadership Group appointments will have 2-year terms, and with the exception of the Spokesperson role itself, are indefinitely renewable and can be terminated by the IB upon recommendation by the Spokesperson.

### **ARTICLE 3. ADMITTING NEW INSTITUTIONS**

To apply for membership in the PIONEER collaboration, representatives from the institution should first confer with the Spokesperson and IB Chair. Unless unanimously discouraged by the Spokesperson and IB, the potential collaborating institution will be invited to submit a written proposal, including a commitment to abide by the collaboration's Code of Conduct, 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 IB members prior to the meeting and puts consideration of the application on the meeting agenda. The proposal should describe the contributions that the prospective institution proposes to make to the experiment and should include a list of the proposed senior members from the institution. The IB approves a common fund contribution, if appropriate.

The Spokesperson will present the prospective institution's proposal to the collaboration. 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 written clarifications to be considered at the next collaboration meeting, or
- (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 three-quarters-or-greater majority of votes cast.

### **ARTICLE 4. REMOVAL OF COLLABORATORS AND INSTITUTIONS**

Once per year the IB chair, in consultation with the Spokesperson, should identify inactive institutions, using the criterion that active institutions must have performed a reasonable amount of work on PIONEER within the previous twelve months, or have in the past supplied essential hardware that must be used in data collection when the experiment runs. The IB may remove from the collaboration those institutions that they find to be inactive, by a three-quarters-or-greater majority of votes cast.

Inactive individual collaborators who have not performed a reasonable amount of work on PIONEER for a period of at least twelve months, or whose behaviour has been deemed egregious and/or detrimental to PIONEER or in consistent violation of the collaboration's Code of Conduct, may be removed from the collaboration at an IB meeting by a three-quarters-or-greater majority of votes cast.

## **ARTICLE 5. COLLABORATION MEMBERSHIP**

### **5.1 Eligibility, and Senior and Early Career Collaborators**

Ph.D.-level scientists, engineers, graduate students (PhD and Masters), 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 or an appointment that under normal circumstances can be expected to be renewed for an extended period, and whose institution has granted them the authority to act as a Principle Investigator on applications for funding. All other members of the collaboration are regular members. Senior members are admitted to the collaboration individually. Regular members are selected by their institutions and admitted to the collaboration by dint of that selection. The only distinction between senior and regular members is the method by which they are admitted to the collaboration.

A PIONEER Early Career Collaborator is a member from a collaborating institution who is a student or postdoctoral fellow, or who completed their last postdoctoral fellowship less than five years ago. Additionally, a PIONEER Early Career Collaborator must not be the direct supervisor of any other collaborator. Exceptions to these requirements may be approved on a case-by-case basis in a manner determined by the group of Early Career Collaborators.

### **5.2 Requirements for Admission**

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

1. by being on the qualified elector list (see Article 7) at the time of the initial Spokesperson election,
2. by being on the approved list of senior members when their institution was admitted to the collaboration (see Article 3),
3. by being a regular member of the collaboration and receiving a position at any collaborating institution that would qualify them for senior membership status, and
4. by individual application.

A senior physicist at a collaborating institution who 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 may be distinct from the author list described in Article 6.

### **5.3 Updating PIONEER Membership Roles**

Each PIONEER IB member will be responsible for updating/verifying the PIONEER collaboration membership list for their institution.

### **5.4 Leaving a Collaborating Institution**

Individuals maintain their membership in the collaboration automatically for one year after they leave any collaborating institution and join another institution. In the case that the new institution is already a collaborating institution, the individual may maintain their membership after the one-year grace period by being formally recognized as a PIONEER collaborator in the new institution's group by the IB member from that institution. In the case that the new institution is not already a collaborating institution, the new institution would need to apply for membership, following the procedure outlined above. Each request for an extension of the one-year grace period shall be considered for approval by the IB on an individual (collaborator-by-collaborator) basis.

## **ARTICLE 6. GUIDELINES FOR AUTHORSHIP STATUS**

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, and record this in an addendum (Addendum I) to these bylaws, well in advance of the first formal publication of the collaboration. The IB will establish criteria for which subgroups may publish limited author-contributed papers relating to PIONEER.

## **ARTICLE 7. IDENTIFICATION OF QUALIFIED ELECTORS**

Qualified electors for collaboration-wide elections of the Spokesperson will be determined by the senior members from each collaborating institution, in a manner determined by the IB member from that institution. IB representatives will provide changes to their lists of qualified electors, at least once each year, by submission to the IB chair. Individuals who feel they have been inappropriately excluded from the list of qualified electors may appeal to the IB for reinstatement. Qualified electors must have been collaboration members (Article 5) for at least one year and must have made a significant intellectual or operational contribution to the experiment. The deadline for submission of the qualified electors list for a given election will be two weeks before nominations begin, but institutions may update their lists at any time.



## **ARTICLE 8. STANDING COMMITTEES**

The Standing Committees are permanent panels to which matters regarding a defined scope of subjects get referred. In consultation with the Leadership Group, the detailed scope and policies of these committees, as well as the election procedures of Committee chairs and appointment procedures for specific roles within the given Committee, and for general membership, are recommended by the Spokesperson and approved by the IB. Once approved by the IB, the Committee's scope, mission, composition, and election and appointment procedures are documented in an addendum to these bylaws (Addendum II).

### **8.1 Evolution and Dissolution of Standing Committees**

A recommendation for the change of the mission, scope, membership, or rules associated with any Standing Committee is approved by vote of the IB. Upon any change approved by the IB, the appropriate language will be amended in a manner that retains a record of the prior, obsolete language.

A Standing Committee that has become inactive, unnecessary, or redundant with other Collaboration Committees and groups, can be dissolved by a two-thirds majority vote of the IB members present. Once dissolved, the documentation for the Committee is deleted by strike-through from the Standing Committee addendum (Addendum II).

## **ARTICLE 9. ADOPTING AND AMENDING THE BYLAWS**

The bylaws are adopted by a two-thirds-or-greater majority vote of the IB members. After adoption, the bylaws may be amended by the IB. A new bylaw 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 Spokesperson. Proposed amendments will be distributed by email to the entire collaboration for their comments following this meeting. The IB will then consider the amendment for adoption at the next scheduled IB meeting, or by email vote, at the discretion of the IB chair. Approval of an amendment requires a two-thirds-or-greater majority of votes cast.

# PIONEER Collaboration Bylaws

## Addendum I: Authorship Policy

To be developed.

## PIONEER Collaboration Bylaws Addendum II: Standing Committees

Following is the list of IB-approved Standing Committees, and their mission, scope, membership and rules of operation. Committees that have been dissolved by the Institutional Board appear in strike-through font.

## January 9 2025 Ratification Vote

YES	16
NO	0
ABSTAIN	0
NOT VOTING	3

Jaydeep Datta	Stony Brook University	
Anna Soter	ETH Zurich	
Bruce Schumm	IB Chair	
Chloe Malbrunot	TRIUMF	
Douglas Bryman	University of British Columbia	
Dinko Pocanic	University of Virginia	
Kolja Frahm	Early Career Group	
Lawrence Gibbons	Cornel University	
Peter Kammel	University of Washington	
Satoshi Mihara	KEK	
Shaomin Chen	Tsinghua University	
Shintaro Ito	KCT	
Simone Mazza	SCIPP	
Thomas Brunner	McGill University	
Tim Gorringer	University of Kentucky	
Toshinori Mori	University of Tokyo	
Urs Langenegger	PSI	[Delegated to Tillman Rohe]
Vladimir Tishchenko	BNL	