Bylaws of the NA61 Collaboration

Modification history:
9/11/2007 (P. Seyboth)
25/05/2009 (M. Gazdzicki)
07/02/2013 (M. Gazdzicki) - added changes from 17.06.2011
23/09/2016 (T. Matulewicz – basing on the Baku decisions
with minor modifications: there is nowhere definition of “full membership”, so I used “membership”; resignation from membership is not voted, limited membership requires simple majority, specification on the election of the chairman and the electronic voting; I understand that a wish of an institution to change from “full membership” to “limited membership” does not require voting as in the case of resignation)
20/02/2018 (P. Seyboth)
Change of items 3.4 and 3.5 as approved by e-mail vote

1. Organisation overview

The NA61 Collaboration consists of institutions with full membership and limited membership. The spokesperson runs the daily business of the NA61 collaboration and represents it to the outside. The spokesperson reports to the Collaboration Board. He is assisted by a deputy spokesperson and a contact person of the collaboration at CERN. Each full member institute of the NA61 Collaboration is represented by a delegate in the NA61 Collaboration Board. The Collaboration Board takes decisions on membership, finances and bylaws of the collaboration. The spokesperson is advised and helped by a physics board on matters of experimental program and analysis, a detector board on technical matters and a software board on software issues. The chairman of the detector board serves as technical coordinator of the collaboration. Collaboration meetings should be organised by the spokesperson typically twice each year. All technical innovations and analysis software developed in connection with the work of the collaboration shall be freely available within the collaboration.

2. Collaboration board

2.1 membership
Each full member institution of the collaboration nominates a delegate. In addition there are ex-officio members: the spokesperson, his deputy, the contact person at CERN, the chairmen of the physics, detector and software boards and a student representative.

2.2 chairman
The collaboration board elects the chairman and his deputy by simple majority for a period of 2 years. The election of the chairman is organized by the spokesperson. Re-election is allowed. The chairman organises regular meetings of the collaboration board. Furthermore, he writes minutes of the decisions reached at these meetings, which shall be made available to the whole collaboration.
2.3 function
The Collaboration Board takes decisions on the physics program, finances, bylaws and membership of the collaboration. The Collaboration Board will strive to reach decisions by consensus.

2.4 changes of institution membership
Changes of membership of institutions are voted on by the Collaboration Board. Ex officio members do not vote. A 3/4 participation and a 2/3 majority of those voting is required for a valid decision on accepting a new full member institution. An entrance fee will be charged of about three yearly common fund contributions or one-man year at CERN for service work in cash or in-kind.

The Collaboration Board can grant, for an extendable period of one year, a limited membership in the Collaboration. The decision about limited membership requires a simple majority. Institutions, which are granted limited membership, do not contribute to the common fund, do not have representatives in the Collaboration Board and are not included in the Collaboration List. Change to full membership requires payment of the entrance fee.

The Collaboration Board can change the membership status of an institution, upon request or when it does not fulfil its obligations, to limited membership. In this case membership can be granted again without the entrance fee contribution.

Resignation from membership is granted without voting.

2.5 changes of bylaws and publication policy
Changes of bylaws and publication policy are voted on by the Collaboration Board. A 3/4 participation and a 2/3 majority of those voting is required for a valid decision. Ex officio members do not vote.

2.6 election of the spokesperson
The chairman of the Collaboration Board organises the election of the spokesperson. Candidates from within the NA61 collaboration can be proposed by any member of the collaboration at the latest 2 weeks before the scheduled election. The spokesperson is elected by the Collaboration Board with simple majority. In case of more than 2 candidates a runoff election is required between the 2 best placed candidates of the first round of voting. Ex officio members do not vote. The spokesperson is elected for a period of 3 years. Re-election is allowed.

2.7 common fund
The NA61 collaboration sets up a common fund into which each full member institution is required to contribute annually. The amount of this yearly contribution is set by the Collaboration Board.

2.8 voting procedure
The decisions requesting voting are expected to be taken at Collaboration Board meetings. Electronic voting by e-mail can be requested between meetings. Electronic voting
3. publication policy

3.1 confidentiality
Members of the collaboration should exercise caution and good judgement when discussing experimental results with individuals outside the collaboration before the results have been published (i.e., presented publicly in a seminar or conference or submitted for publication in a scientific journal). These results should clearly be labelled "NA61 Preliminary". When individuals outside the collaboration are consulted for advice on the analysis or interpretation of the data, those individuals should be asked to respect the confidentiality of the data. Members of the collaboration should not issue press releases or call press conferences without the approval of the spokesperson.

3.2 preliminary results
Preliminary results should be presented in public only if (a) the data have been previously made available to the collaboration giving details of the analysis, results, and consistency with other data, and (b) the data have been approved by the physics board. Once preliminary results have been shown in public they should not be changed until the final publishable results are available.

3.3 papers
A paper containing NA61 data should not be submitted to a scientific journal until (a) the data and analysis software have been previously made available to the collaboration giving details of the analysis and results and (b) a not-far-from-final draft of the paper has been discussed at a general meeting, and (c) the final draft has been made available. An ad hoc committee will be appointed by the spokesperson to facilitate the preparation and submission of the final draft. This committee would consist of the principal authors and one or more individuals not directly working on the analysis. It would be empowered to adjudicate disagreements on details of the paper. Such a committee should also be appointed for technical papers.

3.4 conferences and collaboration meetings
Proposals for talks and posters for conferences or other public events, that include a title and abstract, should be presented/discussed at a meeting of the corresponding working group and after recommendation by the convener(s) presented by her/him at the General Vidyo conference for final approval by the spokesperson. Slides of conference talks and posters should be made available to the collaboration for comments and suggestions one week before presentation. Papers for conference proceedings should be made available to the collaboration one week before submission. The team leader of the proposing institutional group or persons appointed by him should
review the conference slides and the proceedings contribution before they are sent for review to the collaboration. The final version of the proceedings contribution should be approved by the spokesperson or someone to whom this task was delegated by the spokesperson.

3.5 speakers
The spokesperson will strive to distribute speaking invitations received by the collaboration on the basis of the suitability of the speaker to the topic and an equitable distribution of talks to individuals and institutions with appropriate consideration of regional distinctions. As an aid to this end, the spokesperson will designate someone to maintain a record of all talks; members of the collaboration who receive personal invitations to give talks should inform this person. A record of all talks (including talks on personal invitation) will be maintained by the conveners of the working groups on the NA61/SHINE Indico in the Talks category and will be reported at the collaboration meetings (summary/plan talks). The conference speaker is obligated to upload to the NA61/SHINE Indico page the slides shown at the conference.

3.6 authorship
The chairman of the Collaboration Board will maintain the Collaboration List comprising the collaborating institutions and the names of participating members. However, for each publication the Collaboration Board member from each institution will decide on the author list from that institution. For general guidelines, the authors of papers will be those collaborators who have contributed to the taking or analysis of the data reported in the paper and who have been collaboration members for six months or more. Normally individuals are dropped as authors one year after they leave the collaboration; however, individuals who have made special contributions to a given topic, such as hardware or software or analysis, should be retained on the author list of papers for which their work is relevant. Collaborators who have worked on the installation of new equipment but have left the collaboration prior to the taking of data will be included on the initial papers of the collaboration using that equipment. Technical papers need only list as authors those individuals who contributed to that project, but the 'NA61 Collaboration' should be acknowledged. The authors of papers will be listed in alphabetical order, preceded or followed by the phrase 'NA61 Collaboration'. Papers which result from student's theses should be so indicated by appropriate footnotes. Papers for conference proceedings are normally submitted in the speaker's name, plus other major contributors if appropriate, plus the other NA61 authors. The other NA61 authors may be abbreviated to 'NA61 Collaboration' only if space is limited.

3.6 PhD theses
PhD theses based on work performed within the collaboration should be made publicly available.
4. spokesperson

The spokesperson organises and directs the work of the collaboration. He is advised and helped by a physics board on matters of experimental program and analysis, a detector board on technical matters and a software board on software issues. The spokesperson proposes his deputy, the contact person at CERN, the chairmen of the physics, detector and software boards and appoints them after approval by the Collaboration Board. The spokesperson organises the collaboration meetings, typically two in each calendar year. The spokesperson ensures that regular phone or internet conferences to review, coordinate and plan the work of the collaboration are organised as necessary.

5. physics, detector and software boards

The chairmen of the physics, detector and software boards appoint the members of these boards in consultation with the spokesperson. The physics board, in particular, advises and helps the spokesperson in matters of data taking and analysis strategy, as well as planning and completion of publications. The spokesperson and the chairs of the boards meet as necessary to coordinate the meetings of the boards.

6. obligations during data taking

Each institution of the collaboration has to supply manpower for shift work during data taking periods. The number of such shifts should be in proportion to the number of members of the collaborating institutions. In exceptional cases, after approval by the spokesperson, an institution which cannot fulfil its yearly obligation concerning shifts will pay to the common fund a compensation per each not taken shift. The amount of this compensation is set by the Collaboration Board (2011 fine = 200 CHF/shift).