

QUESTIONS

FULL

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The candidate should have been a TERM member for at least two years. When did you become a TERM member of CLAS?

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FULL member candidates need to appear before the membership committee for a review. The committee meets at the full collaboration meetings. When would you like to schedule your review?

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If the review results in an approval the final step is a vote by FULL members of the CLAS collaboration. Are you willing to have an election run to conclude this process?

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If the review results in suggestions for improvements or a further demonstration of efforts or stronger support from your institute do you agree to either follow up or delay your candidacy?

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Candidates Statement

All members of the collaboration are associated with a CLAS institute. The Membership Committee is required at the transition from TERM to FULL to review the commitments and plans of the candidate. The Membership committee will also review how this fits within the context of the institute's plans. The candidate can present the institute's agreement with some added information or simply briefly state the current institute plan with the candidates roll explained in more detail. This could be a new direction or represent primarily the interests of the candidate, which may not strongly align with the institute's general plan. Once this statement has been constructed the candidate should demonstrate that it is mutually agreeable with institute members. This can take the form of a signature from the intuitional representative or a full member of the institute verifying that the plan fits sensibly within the institute's objectives. Should there be dissent within the institute then the Membership Chair or the CLAS Chair should be informed so that issues can be resolved. The charter designates that this information be available to all voting members. Most candidates do create an information sheet or a web page to inform the CLAS members of his/her past contributions, future goals, service work and future plans for CLAS service. To align the process with the charter the Membership Committee is requesting that among the information provided the candidate include:

- Statement of status, commitments and goals of the institution (update or original documents)

- Specifics for the candidate.
- Information brief and to the point.
- Format open

The Committee suggests that the candidate work with the Membership chair to ensure that information is appropriate and sufficient.

I agree to follow the above guideline and submit a statement in some form to the Membership Chair.

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Once the document is prepared I will demonstrate intuitional support via the following

TERM

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TERM membership is a two-step process. This application will serve to guide both steps but the information can of course be updated by sending the Membership Chair changes in the candidates plan. The first step is to be added as a probationary member. During the probationary period the candidate agrees to build a track record for evaluation in 6 months (or later). Describe briefly your initial plans. It is expected that initial efforts might lead the candidate in a completely different direction.

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Graduate students ONLY: Have you passed the qualifying exam for your program? (required). [Since international programs may not have an exam answer in the affirmative (YES) if you are now clearly on a PhD track.]{Form or reservation that basically aligns you with a specific analysis}

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Graduate students ONLY: Indicate to the best of your ability what your thesis topic will be. Discuss with your advisor. You can update this information should you change topics.

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Please outline ways that you will perform CLAS service. You can find details of the CLAS service requirements elsewhere. While ultimately the Service work Committee will evaluate service on an institute basis, the Membership Committee needs to see some plan for fulfilling service when a new person is added.

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Please include the person that is willing to nominate you and your relationship with this person. If this is not someone from your institute please include the name of a FULL member from your institute that will support the nomination.

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The probationary period is nominally 6 months but can be extended until the candidate has built a track record. Are you willing to follow up by responding to emails indicating your status (ready/ not ready) when announcements are sent from the Membership Committee?

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When ready will you either organize some representation to support your transition to TERM or have a FULL member arrange to have people available to support you. For students it is usually the thesis advisor that handles this aspect of the process but you will be notified to ensure that things proceed in a timely manner.

BELOW are notes that I (Kevin Giovanetti) compiled while reviewing Charter and ByLaws. These documents are the official documents and what follows are just my musings.

Institutes

Basically get approved by CC. So once setup the membership committee can add members. The overlap with the membership committee is based on the review of FULL members. The committee needs to check the MOU or AGREEMENT to see if it has been broadened to include new FULL members.

Membership

Full
Term
Limited

FULL can apply after a 2-year term as a TERM member.

- Fill out the application (notify step)
- Review by Membership Committee
 - Associated CLAS institute
 - Update the agreement to extend service work but normally there is an obvious relationship with and institute so nothing formal is expected. However in keeping with the charter we probably should ask for some addendum to the document. There needs to be an agreement with the institute at some level so one paragraph or so outlining continuing or new work.

- Support from your institute
- Election (2/3 of voting members FULL members)

TERM

- Notify: Fill out application. Nominated → supervisor, institutional rep (from his institute) ...
- Submit to membership & we review start probationary period .(Report)
- For students → Keep track of these.
- REVIEW (FULL member support) after 6 MONTH Probation → During this time the term members must demonstrate commitment to CLAS by doing service work for the Collaboration which was agreed upon at their time of joining. The Membership Committee will judge whether the new term members have done suitable service work during the waiting period.
- Obviously the Service work portion is important. This will be an area where the committee evaluates based on future plans and progress and not on promised service.

LIMITED

- Recommended by spokesperson and voted (4/5) to CC
- Placed on publications by lead authors (earn authorship not guaranteed)

Institution Becoming a FULL member institute
<ol style="list-style-type: none"> 1. inform hall leader & chairperson 2. present at a collaboration meeting 3. CC decides to admit at the same meeting 4. members then may apply for term 5. MOU is up to JLAB but CLAS will abide by their expectations “An agreement between the new institution and the Jefferson Lab management will take whatever form is acceptable to both parties. Application to full CLAS membership by the new institution members is subject to such an agreement. “ 6. need to do service 7. assign a rep.

Governance Membership
Membership Committee will consist of one full collaboration member from each institution involved in the Collaboration. An institution is intended to mean Jefferson Lab, a US or foreign national laboratory or university, and not individual groups, centers or institutes within these entities. The Membership Committee is responsible for managing the collaboration membership, supervising the election of the Chairperson of the Coordinating Committee, and determining the authorship of publications.

provide OPT-IN and author list

SERVICE WORK

All member institutions are expected to carry out Collaboration duties beyond shift taking. A Service Work Committee will annually review and quantify service work performed in the past year and proposed for the year to come by each member institution.

1. Service work can be hardware or software work which is beneficial to the collaboration as a whole.
2. Service work does not include physics analyses per se, but does include physics calculations or software implementations which are general enough to be used by others.
3. Service work includes serving in the above mentioned Committees, as well as in committees appointed by Physics Working Group Chairpersons for analysis reviews and by the Collaboration Chairperson for publication reviews.
4. The Service Work Committee will report its evaluations to the Collaboration at large. It may choose to alert a given institution that its service work is perceived as insufficient, and to report these findings to the Coordinating Committee and/or to the Collaboration at large. It will also strive to propose specific items of service work to such institutions. It is the responsibility of the Coordinating Committee to take any action in order to ensure that this institution fulfills its duties with respect to the Collaboration, thus maintaining its right to remain part of it.
5. The Service Work Committee will bring to the knowledge of the whole Collaboration items of service work in urgent need of manpower.

The Service Work Committee will be composed of volunteers expected to serve typically two to three years. The nomination of its Chairperson must be approved by the Coordinating Committee.

move

- Members (whether term or full) moving to a non-CLAS institution (and wishing to remain member) have two possible paths of action:
- Retain their affiliation to their old institution for collaboration duties and authorship, as long as this is accepted by both institutions.
- Apply for new institution status (see previous point).
- (Implicitly, if none of these two solutions is possible, the person has to resign from CLAS membership).

Precedents

nov 2008: consensus that only PhD students passed the qualifier should be

promoted to terms status.

MEMBERSHIP	
FULL MEMBERSHIP (2/3 of voting members FULL members)	Jefferson Lab staff physicists auto Jlab Post docs auto TERM members can apply after 2 yr based on contribution, long term commitment, should be consistent with MOU and/or SOS
<p>Membership committee will request that the nominator furnish information that shows that the nominee is qualified for full membership. Normally this means that the nominator should show that the nominee is listed on a MOU or Agreement and is aware of the responsibilities of membership, as specified in the Collaboration Charter and elsewhere in these By-Laws. A primary part of the application is the definition of an Agreement which outlines the activities of the new member to conduct experiments and analyze data with CLAS. New people joining existing CLAS groups can join existing Agreements if they are appropriately extended.</p> <ul style="list-style-type: none"> • A tentative MOU or Agreement will be constructed identifying specific hardware, software, or service responsibilities. • The tentative MOU or Agreement will be submitted in writing to the CLAS Membership Committee. The applicant will meet with committee representatives to modify and complete the MOU or Agreement as necessary. The Membership Committee will vote in a secret ballot whether or not to forward the application to the full collaboration. A 2/3 majority is required for passage. In the interest of developing a successful relationship, the applicants should meet with committee members prior to the meeting. Unsuccessful applications can be reconsidered. • The Membership Committee will distribute the proposed application (including MOU or Agreement) to each full member of the collaboration at least one month before the collaboration meeting at which the application will be considered. The case will be presented at a full collaboration meeting and voted on by confidential ballot coordinated by the Membership Committee. A 2/3 majority is required for acceptance. 	

TERM	physicist, post doc, grad student
Nominated → supervisor, institutional rep (from his institute) ...	
Submit to membership & we review and recommend at collaboration meeting	
student's thesis advisor will inform the Chairperson of the Coordinating Committee in writing of thesis [maintain list]	
6 MONTH Probation	

	<p>During this time the term members must demonstrate commitment to CLAS by doing service work for the Collaboration which was agreed upon at their time of joining. The Membership Committee will judge whether the new term members have done suitable service work during the waiting period.</p>	
	LIMITED	limited interest
	Recommended by spokesperson and voted (4/5) to CC	
	Placed on publications by lead authors (earn authorship not guaranteed)	