

Energy Recovery Collaboration Charter

23rd April 2003

1 Goal

The goal of the Energy Recovery Collaboration is the design, construction, commissioning and completion of accelerator based experiments related to the design of Energy Recovery Linacs.

2 Membership

2.1 Individual Membership

There is only one level of membership, Active Membership. All Collaboration members, [JLAB staff, university researchers, tenured, graduate students] have the same status within the collaboration. New members must receive two thirds of the votes casted at a collaboration meeting.

All CASA Staff that participated in the first ER experiment [March/April 2003] are automatically full collaboration members.

2.2 Institutional Membership

All collaboration members are from Institutions. All institutions must have an approve MOU with JLAB to become a member of the collaboration. The MOU with detailed contributions the institution will make [hardware, software, personnel] to the ER collaboration and experiments. Acceptance/approval of the MOU is determined by JLAB management at the Associate Director level.

3 Publications, Results and Talks

3.1 Results

All results [preliminary and final] must be approved by a two thirds vote of the collaboration before presentation outside of the collaboration. All preliminary results must be label as such. Results and contents of Ph.D. thesis are excluded from this requirement.

3.2 Refereed Publications

All papers that are to be submitted to a refereed journal must be approved by the Collaboration prior to submission. The draft of the paper shall be available two weeks prior to the Vote. Submission approval requires passing a two thirds vote of the collaboration. After Collaboration approval the paper will be sent through the JLAB Acc. Div. paper approval process. The Collaboration may appoint a sub-committee to edit/review the paper before the two week period prior to the Collaboration vote.

3.3 Talks and Posters

All conference presentations must be reviewed and approved by the Collaboration. Approval is an informal acceptance. If any one member objects strongly to the Talk, that member can request a formal vote, approval requires a two third majority.

3.4 Authorship

All Collaboration members are by default authors on all refereed papers. Collaboration members have the right to request that their name be removed from any paper.

The author list is alphabetical by last name.

4 Officers

There will be a Collaboration Spokesperson and Co-spokesperson elected by a two thirds vote of the Collaboration. The length of these terms is two years with no restrictions on successive terms. The officers will manage all aspects of Collaboration business including but not limited to organizing meetings, forming committees, lobbying for beam time and lobbying for conference talks.

5 Voting

All members of the Collaboration are encouraged to participate in the voting process. Collaboration members present at the meeting are eligible to vote on each issue presented at the meeting. Collaborators that can not attend the meeting can vote by sending email to the Spokesperson before the meeting.

All physics issues will be voted in an open fashion. Non-physics issues [collaboration membership] will be done by paper ballot.

6 Charter

This charter can be amended by a two-thirds majority vote of the Collaboration.