<p style="text-align: center">**HALL C User's Group Bylaws**
Last revision: June 24th, 2023</p>

## 1. NAME

The name of this body is the Hall C 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 various spectrometer systems in Hall C at Jefferson Lab. This consists of those who will construct, maintain and use the detectors, acquisition system and software, those who will integrate these subsystems into working, and well-understood spectrometer systems, conduct shift operations, perform data analysis and carry out scientific programs of the highest possible merit. It also includes the development of future scientific instruments and physics programs to be used in Hall C.

The Organization is intended to facilitate communication and collaboration at all levels within the 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 Hall C Users as they may arise.

## 3. MEMBERSHIP

## 3.1 ADMISSION AND TERMINATION

Any active member of the Jefferson Lab User Group may request to be admitted as a member of the Organization, or may request to resign from the Organization, by sending an email request to the secretary of the UB. Student's advisors may do the request on behalf of their students. The acceptance or removal of members will be at the discretion of the Hall C group leader in consultation with the UB and/or wider Hall C community, depending on the specific circumstances. The Hall C group leader or UB will be responsible for updating the membership list. Members may be removed from the Organization "for cause" at the discretion of the Hall C group leader in consultation with the UB and/or wider Hall C community, depending on the specific circumstances, for instance for breach of the code of conduct or for disturbing the experimental operations in the Hall. If members change institutions, membership shall remain with the individual. Members who leave the field may be removed after a period of one year if they are

contacted by the Users Board (UB) and do not indicate a desire to maintain their collaboration status.

Each institution represented in the member list will be asked to nominate one or more designated contact person(s). An annual audit of the membership of the Organization will be conducted with the contact person at each institution.

## 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 Organization values the input of all members. For any vote conducted amongst the Organization as specified in these bylaws, votes are conducted on a one-member-one-vote basis.

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 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 their 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 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 (UB) consisting of six Board Members. The UB shall monitor and make recommendations to the lab management after consulting as appropriate with the Users on major User issues, in particular:

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

and any other issues it deems important. All decisions by the UB are subject to be reviewed 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 chair of the committee shall have a second or casting vote.

The UB consists of six members elected for a period of (3) three years in staggered terms. The UB shall have two new individuals elected annually by the members of the Organization as Board Members, to replace Board Members who retire from office at the time of such election. Any member of the user organization can nominate candidates. Members that agree to be nominated and run for election will be asked to provide a brief candidate statement. The election will be conducted by email: a reasonable number of candidates will be proposed by the UB, and members may vote for their favorite candidates.

Members may run for re-election as their term ends, but this should be specifically mentioned in their candidate statement. No member will be allowed to serve on the user board for more than two consecutive terms. If a member serves for two consecutive terms, they will not be allowed to run for election again for one full cycle of the user board (3 years). Under exceptional circumstances, the user board may waive this requirement upon a unanimous vote of the board.

The office of a Board Member shall be automatically vacated if one of the following conditions is met:

a) an affirmative vote by a simple majority of the votes cast by the UG members is made in support of a motion regarding the removal of one or more Board Member(s);
b) or the Board Member has resigned their office by delivering a written resignation to the Secretary;
c) or they are unable to fulfill their term of office due to absence, 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 twice 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. ORGANIZATION CONDUCT

### 5.1 Jefferson Lab Standards and Ethics

Members of the Organization are reminded that as Jefferson Lab staff and users, they are expected to adhere to Jefferson Lab community standards (link 1. and 2. below). Breaches of these standards may constitute "just cause" for removal from the organization under the conditions described in section 3.1. Resources for reporting are given in the Employee Concern Program (ECP) webpage (link 1. and 3. below). Any breach of standard can also be reported to a member of the UB or the Hall leader, who may report the breach to JLab management.

Links:
1) JLab standards and ethics webpage (with various resources):
https://www.jlab.org/human_resources/standards-ethics
2) JLab community standards:

https://www.jlab.org/div_dept/train/JSAJLab%20Community%20Standards/Community_
Standards_2019.pdf
3) JLab ECP for users:
https://wiki.jlab.org/cugwiki/index.php/JLab_Employee_Concerns_Program_(ECP)_for_
Users

**5.2 Code of Conduct and recommendations for "good standing" in the Hall C user's community**

The Hall C user community's primary goal is science, and it is very important to ensure that everybody feels welcome and can perform at their full potential. This document is intended to define our standards, provide useful definitions, and remind us of the limits between professional and unprofessional behaviors. We urge long standing members to stand as an example, bearing in mind that this code of conduct will also help retain the next generation and attract new colleagues. Every member of the Hall C community (staff, users, students, professors, technicians) is required to adhere to this code of conduct, as well as the JLab community standards, and is entitled to the same level of respect, regardless of their position. We encourage those who are victim of, aware of, or are concerned that something may not be appropriate, to contact the Hall leader, any member of the SC, associate director, their sponsor, their direct supervisor or any JLab manager.

### I. Recommendations for "good standing" in our community

1. The Code of conduct (Appendix 1) specifies what would be considered as acceptable or unacceptable behavior, including specific examples and definitions. All members should read and adhere to the code of conduct, in addition to the [Jefferson Lab community standards](). Members that lead research groups should disseminate both documents to their groups and ensure that their team members understand and respect them. A friendly reminder to others, of the code of conduct in instances when it is needed, is appreciated.

2. Taking shifts for experiences that are not related to your physics or your direct interests. If you are in charge of a research group, having your early career researchers take shifts for other experiments is not only helpful to the lab and spokespersons of that experiment, but also a good training, and an important part of our research work. A good recommendation would be to try to take at least 5 shifts on each experiment per group member, even if you can't fulfill a full shift requirement, of course where group's funding allows.

3. Attending at least one of the collaboration meetings in the year, in-person, to enable informal exchanges. If you are a long standing Hall C member, it is important to

consider that new collaborators and students really benefit from your presence at these meetings. If you are in charge of a group, it is important for your early career researchers to attend these meetings for their visibility and to help them build their network.

4. Documenting the work of your group that is beneficial to the community, spreading results, properly acknowledging people's contributions. Keeping all data (as mandated by the lab), but regularly cleaning unnecessary files from your publically accessible personal spaces.

### II. Code of Conduct

The code of conduct is provided in Appendix 1. of this document.


## 6. 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 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 email.

**APPENDIX 1.: Code of Conduct**

**1) Belonging and discrimination**

a. Discriminatory behavior or comments based on someone's identity or condition, real or perceived, are banned. Examples of discrimination include suggesting/implying that "women get jobs for the quota", profiling people of color, disrespecting someone's gender identity, comments about someone's sexual orientation or marital status, bathroom policing, commenting on the ability of a pregnant woman to work, discussing someone's health condition or disability status, commenting that someone may be "too young" or "too old" for their job, mocking a person's accent, hate based on someone's tribal or regional affiliation (the list isn't exhaustive). Note that some of these cases fall under "protected categories" in the US, while others may not, but in either case, such behavior isn't accepted. Our community is very diverse: it is a strength for physics, which is our common interest and brings us all together, however, to ensure the cohesion of the community, we have to be mindful of what may be interpreted differently or not accepted in other cultures. Discriminatory behavior won't be tolerated regardless of the perpetrator's origin.

b. As an international community, it is important to avoid commenting on political events in the US or abroad. Our sensitivities may differ, and we need to respect each other's feelings. A good attitude when politics comes up in a discussion is to change topics. Comments that are not accepted include holding individuals as responsible for the action of their government, implying that non-US citizens are "stealing jobs" from American citizens. National origin, political affiliation, and veteran status are protected categories in the US.

c. Hostility, aggressiveness, excessive rudeness, disrespect, and anything that can undermine a team's motivation is to be avoided, such as any attitude that can affect one's sense of belonging to the community. It includes excessive gossiping, offensive remarks or comments made in bad faith. Note that what someone may intend as a joke can be interpreted very differently by others, in part because of the diverse nature of our community. Helping each other, in particular new collaborators, is strongly encouraged. Furthermore, it is our responsibility to speak positively about our user community and its members, and to be accountable for our attitude within the user community and outside.

d. If a user is provided with an accommodation, for instance due to a disability, other users should respect that accommodation and refrain from complaining about what they may perceive as an advantage (but isn't) or question the person on the reason why they obtained it. Members of the community should be mindful of the right of privacy of persons with visible or invisible disabilities, and the fact that they may have worked with JLab management to improve their work conditions. If you are an individual with a

disability, you should contact the Hall leader and/or the associate director as well as your medical provider to discuss potential reasonable accommodations for your condition.

**2) Harassment**: There are different forms of harassment, including academic bullying, sexual harassment, blackmailing and stalking. The common denominator of harassment is that proponents want to have control over someone else. Some of the main forms of harassment are defined below.

a. Sexual harassment is related to unwanted sexual attention. It can be verbal or physical, and includes showing pornography, the distribution and displaying of offensive images or texts, inappropriate "jokes", offensive language, sexual miming, unwanted touching, inappropriately staring at someone, pressuring someone to sexually engage with another person or arranging opportunities for them, discussing sexual fantasies or pretending to be in a relation with someone or asking someone sexual favors for a return (quid pro quo) or by coercion.

b. Stalking is a form of harassment triggered by the willingness to intrude on someone's privacy, control their life and get their attention. It includes, for example, following someone, meeting them "coincidentally", unwanted contact (in-person or electronic) or the presentation/purchase of unexpected gifts. Bystanders often mistake stalking with romanticism, due to the improper representation that is made in movies, and stalkers often pose as the victim of the person they are obsessed with and invent a relationship with them. A good attitude is to refuse to provide personal information about someone else, not contributing in the spreading of information (positive or negative) about others, not asking for favors on the name of someone else, and not to engage in creating opportunities for a potential stalker to meet their victim, even when things may seem innocent.

c. Photography without permission is prohibited, and distribution of a photograph where an individual can be identified is subject to obtaining the permission of that person prior to it can be shared online or with someone else. A good attitude is to always ask before sharing personal pictures on social media.

d. Brigading/mobbing is a coordinated action of a group against someone or another group. One should express their personal opinions about others by interacting with them directly, and refrain from engaging in any action, including gossiping, against others based on what they heard, or after someone asks or influences them to do so. Manipulating people against someone, preventing them from collaborating or socializing with an individual is a form of brigading.

e. Bullying, academic bullying and extreme rudeness contribute to a toxic environment. While it is perfectly acceptable to have an argument over a scientific point of view during

a meeting, it is not acceptable to systematically belittle another person (or a group based on their identity), to voluntarily and systematically exclude them from scientific discussion they are supposed to be a part of. Deviating from a purely scientific argument and making the argument personal, resulting in intentionally or unintentionally making the other party uncomfortable, is not acceptable. Of course, directly insulting another person is clearly unacceptable.

f. Defamation includes slander (oral) or libel (written) and excessive gossiping, defamation can affect someone's reputation. Information should be verified at the source and all members of the community are asked to refrain from propagating harmful information, true or false, about others. Note that some information, by nature, is protected: it is strictly prohibited to propagate medical information or spread rumors about someone's disability status, or the status of a member of their family.

g. Condescending and/or belittling attitudes are a form of psychological violence. These attitudes can have a non-negligible impact, for instance the well known "imposter syndrome". Such behavior is generally undertaken by a majority group towards women or members of minorities. Offering help can be nice and is appreciated in most cases, but people should question whether the help is needed and welcomed. Systematically reminding people of one's own achievements, interrupting them or being a "lesson giver" during meetings are forms of condescending attitudes. Bystanders to such behavior can play an important role in counteracting it by speaking up and pointing it out.

h. Coercion and blackmailing: any phrase starting by "if you don't do…" is to be avoided. Threatening or pressuring someone into doing things is not acceptable, under any circumstances. Recruiting or encouraging other parties to propagate such threats is also unacceptable. Pressuring people into unethical behavior is not acceptable.

i. Other forms of harassment include hazing, using nicknames without the permission of the person or pretending to be in a relationship with another person (which doesn't have to be sexual).

**3. Violence** Acts of violence include physical, verbal and psychological violence. Harassment, which is described in section 2, is a form of psychological violence, some other forms of violence are described below.

a. Physical violence includes physically attacking someone, intimidating them, hampering their motion, threats of physical violence. For instance, if one has a problem with another person and wants an "explanation", it is not acceptable to hold that person (e.g. in a room, against a wall) until they respond. In that case, one should rather send an email and wait for a response.

b. Physical assault is not acceptable under any condition. Aggravated assault includes assaulting someone who is not in a state to defend themselves because they can't leave the situation, or are physically or mentally impaired. It also include sexual assault which is an aggravated form of physical assault involving denying the victim's consent. In the case of unwanted physical contact, it is important to consider that the victim may defend themselves, verbally express their lack of consent, but may also stay quiet in a so-called "frozen state" out of fear. It is important that any witness act if they can safely do so, and immediately contact the proper authorities and lab management.

c Insults are a form of verbal violence, while it is fine to use curse words in some context, but preferably outside of work, it is not acceptable to insult someone nor to refer to them with offensive names.

**4. Role of bystanders, witnesses, supervisors and any third party:** A victim is never responsible for what happened to them, nor do they "deserve it", regardless of who they are, of our personal opinion about them or their past actions.

a. Victim blaming and shaming: Whether an offense is minor or major, and regardless of whether the offender is facing or has faced consequences for their actions, a victim should never be blamed for it.  The victim should also not feel or be made to feel guilty for someone else's misbehavior, under any circumstances. Blaming a victim can be a form of retaliation, furthermore it would deliver the wrong message, giving an excuse to the perpetrator(s) of wrongful action or behavior.

b. Complicity and the role of bystanders: If you see something, say something, even later. If you are scared, the victim of the offense is likely to be much more affected, even if they don't express it. One can talk to the victim, to the offender or to a third party. Not acting may be interpreted as implicit agreement with the action or behavior. Covering an offender with unfaithful statements or a lack of action is not only wrong, it can also put their victim in further danger.

c. Retaliation is taking action against someone who reported facts or contributed to a report as a witness, victim, accused, or else. It is never tolerated. Third parties shouldn't get involved in other's affairs.

d. Complaints against another user should always be made in good faith, whether they can or can't be proven later.

**5. Work related good and bad behavior**

a. Hampering the work of others, for instance by erasing data, refusing to provide them reasonable information or help can affect the entire community. Reasonably

documenting the work done will help everybody, in particular the next generation of users

b. Not respecting user's boundaries includes using other's items without authorization, vandalizing personal and group material. Disrespectful attitudes that affect other's ability to work also include being unusually loud, such as yelling, having a particularly loud conversation, phone call or online meeting in a shared space. One should leave the space, or ask, if they are going to make any level of noise, including if they wouldn't be bothered themselves, because we all have different levels of tolerance. Regarding the use of other's property, the best attitude is to ask for permission.

c. Academic dishonesty and fraud is never acceptable. What is accepted is honest mistakes, as long as remediation is taken (erratum, cross checks) when the error is discovered. Taking other's work without permission or proper citation, looking at their notes, laptop content or farm account without asking are other examples of academic dishonesty.

d. Insubordination and insolence are not necessarily directed towards managers, it is important that everyone respect their role. For instance, during an experiment, the run coordinator has to follow the spokesperson's directions, who in turn needs to respect JLab management decisions. Shift workers have to follow the RC's instructions. One should also respect those who are leading meetings, keeping any disruptive comments or disagreement offline.