

INTERNATIONAL SPIN PHYSICS COMMITTEE BYLAWS

These Bylaws are based on earlier documents and the practices used in past decades. They should provide a framework for the work of the *International Spin Physics Committee* (ISPC) and its Subcommittees and Management. The text was drafted by E. Steffens, with comments by T. Roser, V. Soergel and others, and approved at the ISPC's Meeting during SPIN2010 in Jülich on September 27, 2010. Further revisions took place following the ISPC meeting in Ferrara, Italy in September 2018 by the chair line of ISPC: Haiyan Gao (chair), Paolo Lenisa (chair-elect), Richard Milner (past chair), and Erhard Steffens, and approved on September 21, 2020 at the ISPC zoom meeting.

I. OVERVIEW

The ISPC serves to organize the International Spin Physics Symposia and Workshops. The International Spin Physics Symposium series emerged by combining the Symposia on 'High Energy Spin Physics' and the 'International Symposia on Polarization Phenomena in Nuclear Physics' in 2000. The ISPC consists of 16 – 18 Voting Committee Members including the Chair, and non-voting Honorary Members. The representation of the ISPC Membership should be balanced as stated below in Sec. III. All Members are elected at an ISPC Meeting and start their four-year term on January 1 of the following year.

The ISPC meets every two years during the biennial Spin Physics Symposium. Any Member who can not attend should inform the Chair and may send a Proxy to vote for him or her. The Agenda of each Meeting is prepared by the Chair and distributed one month prior to the Meeting. The agenda should contain as a standard item the nomination of the Members by the Membership Nominating Subcommittee, and every other meeting the nomination of the Chair by the Chair Nominating Subcommittee. The Meeting is recorded in draft Minutes and distributed by the Chair within two weeks to the ISPC Members by Email. Comments on the draft minutes to the Chair are due within two weeks after sending. The final version of the minutes is distributed as a letter to all Members of the ISPC within two months after the meeting.

The Committee Chair's Term is four years. With the New Chair taking office, his/her predecessor will become Past-Chair for the duration of the term of his/her successor. The Past-Chair is advising the Chair. The Past-Chair takes over if the Chair cannot function in his/her role.

Two years before the end of the Chair's term, a Chair Elect is elected who takes office as Chair after two years (1 January of the year following the next Committee Meeting).

Details of nominating new and continuing Voting Members, Honorary Members and Chair are given below.

II. TASKS OF THE INTERNATIONAL SPIN PHYSICS COMMITTEE

The main task of the ISPC is to organize the International Spin Physics Symposia and Workshops. The scientific programs of these meetings include topics related to spin phenomena in particle and nuclear physics as well as those in neighboring fields and applications. In addition, the ISPC may take initiatives to promote Spin physics.

Spin Symposia: The Spin Physics Symposia are held every two years typically during mid-September to Mid-October of each even year¹. The tasks of the ISPC related to Spin Symposia are:

¹ Due to the COVID-19 pandemic, the 24th spin symposium has been postponed to 2021. Future spin symposia are to be held in odd years.

1. The ISPC chooses the site and the host of the International Spin Physics Symposia. If necessary, it helps to obtain financial support. The Symposia should be organized in accordance with the IUPAP 2008 resolution on the Universality of Science (<http://www.iupap.org/ga/ga26/univerpt.pdf>).
2. The Members of the ISPC are informed by the Local Organizers about the symposium program in an early phase and may propose speakers and/or changes to the program.
3. The ISPC helps to ensure that the Local Organizing Committee invites participants and speakers in a balanced manner (analogous to Section III, item 3-5, if applicable) and appropriately publishes and distributes copies/link of the Symposium Proceedings to each Symposium participant and each ISPC Member (printed or electronic).

The guidelines for the organization of Spin Symposia are summarized in Appendix A1.

Spin Workshops: The Spin Symposia are complemented by Spin Workshops on special experimental or theoretical topics, which are conducted between the Symposia. The ISPC tasks related to Spin Workshops are:

1. The ISPC will vote on sponsorship of various Spin Workshops that may help the field. If necessary, it provides some financial support to help with the early arrangements of each Workshop.
2. The ISPC helps to ensure that the Local Organizing Committee for each Workshop invites participants and speakers in a balanced manner (analogous to Section III, item 3-5, if applicable), and appropriately publishes and appropriately distributes copies/link of the Workshop Proceedings. Each participant and each ISPC Member should receive a copy of the Proceedings (printed or electronic).

The guidelines for the organization of Spin Workshops are summarized in Appendix A2.

Other Initiatives: The ISPC may occasionally take and/or encourage other actions that might help ensure that the technically difficult field of Spin Physics continues to progress.

III. CRITERIA FOR NOMINATING MEMBERS AND CHAIRS

1. Nominees should be active in the field of Spin Physics;
2. Nominees should have a professional reputation internationally;
3. The distribution of Members should encompass appropriate Spin Physics sub-fields including Accelerator, Atomic, Nuclear, Medium Energy, and High Energy Physics with Hadron, Lepton, and Photon probes;
4. The distribution of Members should promote excellence, diversity and inclusivity, and should be balanced geographically and include representation of important laboratories and institutions;
5. There should be a balance between Theory, Experiment, Source & Target and Accelerator fields;

IV. MEMBERSHIP NOMINATING SUBCOMMITTEE

Committee Member candidates are nominated by a four-person Membership Nominating Subcommittee and then elected for a four-year term by the full Committee at each biennial Meeting. Re-election for a second term is possible. In exceptional cases, e.g. potential Chair candidates, election of former Members of the ISPC is possible after a pause of one term (four years). An ISPC member may not serve for more than two consecutive terms with the exception of members in the chair line (Chair, Chair Elect, Past Chair).

The Member Nominating Subcommittee nominates a slate of new or continuing Committee Members balanced as described in Section III. The Subcommittee solicits member nominations from the whole ISPC. This slate of candidates is then submitted in the report of the Subcommittee to the full Committee at least one month before its biennial Meeting. In the meeting, the slate of candidates

proposed by the Subcommittee are discussed and then voted upon by the full Committee. Members, who are candidates for re-election, are excused from the discussion and the vote. The chair will inform new members of their election and their 4-year term will start January 1 of the following year.

During each biennial Meeting of the ISPC the Committee Chair requests a discussion and a vote for the next Membership Nominating Subcommittee consisting of the Chair, the Past-Chair and two Committee Members, whose Committee Term extends two years beyond the time of the Subcommittee's establishment. The Chair solicits nominations from the whole ISPC. S/he sets up a list by selecting from the proposed names.

This list is sent with the agenda of the ISPC Meeting and is subject to voting at the Meeting. The two candidates with maximum number of votes are elected. - The Membership Nominating Subcommittee will be chaired by the full Committee's Chair.

Members serving as Chair-elect, Chair or Past-Chair will remain Voting Members during their term without election. After the Past-Chair has finished his/her term, he/she stays in the Committee as Voting Member for two more years.

HONORARY MEMBERS

The Membership Nominating Subcommittee may also decide to occasionally nominate Members to Honorary Membership on the Committee. This position is intended for a small number of very distinguished senior scientists, with long-term service on the Committee, who have made major contributions to Spin Physics and who have devoted a major fraction of their careers to Spin Physics. They are invited to participate in all Committee activities except voting. Honorary Members can serve on Subcommittees; their number is limited to one per Subcommittee. – Once elected, they can serve for life unless they choose to retire.

V. CHAIR NOMINATING SUBCOMMITTEE

A candidate for the new ISPC Chair is nominated among the Voting Members by a three-person Chair Nominating Subcommittee and then proposed to the full Committee for election at the next biennial Meeting.

The Chair Nominating Subcommittee is chaired by the Past-Chair and has two additional Members. For candidates, the Chair solicits nominations from the whole ISPC. S/he sets up a list by selecting from the proposed names. This list is sent with the agenda of the ISPC Meeting and is subject to voting at the Meeting. The two candidates with maximum number of votes are elected.

The term of the Chair Nominating Subcommittee should coincide with the term of the actual Chair, and is usually four years, with confirmation by the ISPC after two years.

The Chair Nominating Subcommittee discusses and evaluates the Committee Chair, and when appropriate proposes a candidate for the next Committee Chair. The Subcommittee submits its report to the ISPC at the latest one month before its biennial Meeting, where it is discussed. The Committee Chair and any nominees are excused from the discussion and vote. Then the ISPC votes on the Chair candidate. An elected person serves as Chair Elect for two years, then as Chair for four years, and then as Past-Chair for the term of her/his successor.

VI. OTHER SUBCOMMITTEES WITH SPECIAL TASKS

Subcommittees with special tasks may be initiated by the Chair in order to work out special recommendations to the ISPC. Such Committees must be approved by the ISPC. They report to the ISPC, either directly at its biennial meeting, or in between meetings by e-mail.

VII. PASSING OF RESOLUTIONS

At the biennial meetings of the ISPC, resolutions are approved with simple majority of the Voting Members present or represented by a Proxy. Resolutions on the ISPC Bylaws, e.g. approval of the first complete version, or changes of the Bylaws, require the absolute majority of the Voting Members.

Between regular meetings, resolutions can be approved by e-mail vote of the Voting Members. Basic decisions requiring an intense discussion should be taken at the biennial meetings.

VIII. INTERIM REGULATIONS

The new Bylaws become effective one week after approval by the ISPC, replacing all previous versions. The newly introduced limit of the duration of ISPC Membership (see Sec. IV) becomes effective after 2012 only. The revised bylaws will become effective upon its approval by ISPC.

APPENDIX

A1. Rules for the organization of Spin Symposia (to be communicated by the Chair to the organizers in the official letter informing them that their proposal has been accepted)

The Local Organizers for each Symposium should promote excellence, diversity and inclusivity, and

invite participants and speakers in a balanced manner (analogous to Section III, item 3-5, if applicable);

appropriately publish and distribute copies/link of the Proceedings to each Symposium participant and each ISPC Member (printed or electronic);

provide information on proper local transportation and accommodation to participants, and help make arrangements when possible;

broadly inform the physics community of the Symposium via posters, e-mails, a website, via CERN Courier, other physics magazines and media;

be encouraged to apply to IUPAP to approve the Symposium for IUPAP sponsorship;

keep the ISPC informed of the Symposium's progress and invites either the Chair, or Past Chair to visit the Symposium site about a year before the Symposium;

follow the advice in the letter that the Chair of the ISPC will send to the Chair of the Local Organizing Committee;

take photos of the Symposium participants for the Proceedings and prepare and submit articles about the Symposium in the CERN Courier and/or other media (the ISPC could help with proofreading).

A2. Rules for the organization of Spin Workshops (to be communicated by the Chair to the organizers in the official letter informing them that their proposal has been accepted)

The Local Organizers for each Spin Workshop should promote excellence, diversity and inclusivity, and

invite participants and speakers in a balanced manner (analogous to Section III, item 3-5, if applicable);

appropriately publish and distribute copies/link of the Proceedings to each Symposium participant and each ISPC Member (printed or electronic);

provide information on proper local transportation and accommodation to workshop participants, and help make arrangements when possible;

broadly inform the physics community of the Spin Workshop via posters, e-mails, by a website and through other media;

keep the Chair of the ISPC informed of the Workshop's progress;

follow the other advice in the letter that the Chair of the ISPC will send to the Chair of the Local Organizing Committee;

take photos of the Workshop participants for the Proceedings and possibly prepare and submit a CERN Courier article about the Workshop (the ISPC could help to proofread this article);

propose a new site and host for the follow-up meeting of this type of Workshop.