

Charter for the Super Bigbite Spectrometer Collaboration

(Adopted Aug. 14, 2013)

(Amended Oct. 26, 2013)

Goals

The Super Bigbite Spectrometer (SBS) collaboration is a working group within the Hall A collaboration whose purpose is to ensure the successful running, analysis, and publication of approved experiments which will use all or parts of the equipment of SBS. This collaboration formulated the original scope and drove the realization of the DOE-supported SBS program, and this charter formalizes its structure. This collaboration includes the group of individuals who initially developed the SBS program, as well as the experiments for which this hardware is essential. The SBS-experiments presently consist of E12-07-109(GEp), E12-09-016(GEn), E12-09-019(GMn), E12-09-018(SIDIS) and E12-06-122(A1n). This collaboration and its coordinating committee have been formed for a broad, common scientific endeavor, and should not be confused with any entity named in the management plan specific to the DOE-supported SBS program.

This charter recognizes the responsibilities of the individual groups as outlined in the SBS Research Management Plan. This charter's purpose is to establish an effective collaboration structure so that activities within the DOE-related SBS program as well as other activities related to the SBS experiments can be coordinated efficiently. The responsibilities of the SBS collaboration include the development, construction, installation and calibration of the components of the SBS and ancillary detectors needed for SBS-experiments, within the funding limits of the SBS program. These responsibilities also include implementation of readout electronics and data-acquisition hardware as well as software for data-acquisition, calibration, and analysis. The collaboration will share techniques, software, calibrations, and knowledge to support the rapid and accurate analysis of data and to move experiments forward towards timely publication. The collaboration also coordinates the development and construction of the several key "dependencies" of the SBS program, especially the front GEM tracker (used in the SBS for GEP-5 experiment and in BigBite for other experiments), the polarized He-3 target with convection-driven flow of gas, the Hadron calorimeter (HCAL-J), and the Gas Cherenkov counter for BigBite.

Membership

Membership is open to all members of the Hall A collaboration with some interest in utilizing all or parts of the equipment of the SBS, and/or participating in the experiments that will.

Governance

The collaboration will be led by a Coordinating Committee composed of one representative of each of the SBS-experiments (selected by the spokespersons of that experiment) as well as two SBS Program Scientists (selected by the Principle Program Scientist) and the Hall A leader. More than one experiment cannot be represented by the same committee member and the SBS Program Scientist on the committee cannot represent an experiment. The Coordinating Committee will choose one member as chairperson to organize and run meetings of the Coordinating Committee and to represent the committee. In the event the committee cannot choose a chairperson, a member of the committee will be appointed as chairperson by the SBS Principle Program Scientist. The chairperson will serve for a one-year term and may serve consecutive terms. If the chairperson becomes unwilling or unable to serve or is removed as chair by the committee members, a new chairperson will be chosen, as above. A chairperson may be removed as chair by a vote of one more than a simple majority of other committee members. Experiment representatives on the committee may be changed as desired by the spokespersons of the experiment they represent.

The Coordinating Committee will identify tasks which need to be carried out and will seek volunteers to carry out those which the committee cannot carry out. In particular, the committee will organize collaboration telephone meetings as well as meetings of the full collaboration at least twice a year to monitor progress and to help ensure adequate communication between people working on different aspects of the project. The committee will also distribute opportunities for invited talks representing the SBS collaboration with a goal of distributing them fairly.

Modification of the charter

Suggested changes in the collaboration's charter will be circulated to the entire SBS collaboration membership for review and comment. At least three weeks will be allowed for collaboration members to express their opinions to their representatives. Final approval of the change then requires a vote of the Coordinating Committee with at

least one more than a simple majority voting to accept the change.