

Statutes of the European Physical Society Accelerator Group (EPS-AG)

Approved by the General Assembly, Lucerne, July 2004

Article 1: Scope

The Accelerator Group (hereafter called 'the Group') of the European Physical Society unites individuals and Public Institutions (laboratories etc.) interested in particle accelerators, storage rings and similar devices as used in scientific research and practical applications.

Article 2: Goals

The goal of the Group is to promote research and development of accelerators, storage rings and similar devices as well as their applications. It encourages contacts between specialists in the field in European and non-European institutions. It stimulates international co-operation and exchange of information; it promotes efficient use of resources and fosters high standards.

Article 3: Activities

To reach the goals specified in Article 2, the Group, through its Board, promotes the European Particle Accelerator Conference (EPAC). The Board selects the venue, arranges sponsorship and sets up the Organizing Committee, according to Rules approved by the Board. In addition, the Group may organize workshops, and other activities. It establishes links for exchange of information between institutes, between societies specialised in the accelerator field, and with industry, it collaborates and fosters communication with groups with similar interests throughout Europe and internationally. The Group sponsors the attribution of Prizes according to Rules approved by the Board. The Board specifies the type and number of prizes for each conference.

The activities of the Group are open to non-members who may receive information upon request.

Article 4: Membership

Membership of the Group is open to individuals or Public Institutions (laboratories etc.,) interested in the topics specified in

Article 1 of these Statutes, and who are members of the European Physical Society under Articles 4a, 4c or 4d of the European Physical Society Constitution and By-Laws (revised April 1994). Members are admitted upon written application.

Article 5: Organization

The business of the Group is carried out by a Board in accordance with the Constitution and By-Laws of the European Physical Society. The Board may nominate an EPS-AG and EPAC Conference Coordinator who assists the Chairman in the co-ordination of the activities and also performs the duties of Treasurer.

Article 6: The Board

The Board of the Group is composed of 18 Ordinary Members forming the Elected Board and up to 5 Members co-opted by the Board. Only Ordinary Members have the right to vote. In the event of an equal number of votes, the Chairman carries the deciding vote. The Board elects the Chairman, the Vice-Chairman and the representatives of the Group in the Advisory Committees of the European Physical Society, according to the Rule approved by the Board.

Members of the Board must be members of the Group. The composition of the Board should preferably be balanced geographically and reflect the volume of accelerator activities in the respective countries.

Article 7: Election and Co-optation to the Board

Elections to the Board are organized according to Rules decided by the Board. The Ordinary Members of the Board are elected by the members of the Group, by mail vote. Candidates to the Board must be supported by 3 members of the Group. All elections shall be for a period of 6 years. Outgoing members cannot be re-elected for a consecutive period. For continuity, one third of the Board has to be renewed every 2 years.

Co-optation of a Board Member is decided upon by simple majority of the Ordinary Members of the Board. Co-opted Members shall be selected for a period of 2 years and may not serve for more than 4 years consecutively.

Vacancies, which arise through the resignation of Board Members prior to the end of a term of office, shall be advertised at the end of the mandate. The number of co-opted Board Members may be increased proportionally to take resignations into account.

Article 8: General Assembly

A General Assembly of the members of the Group shall be held, as a rule, every 2 years. Notice of the General Assembly, together with the agenda, as proposed by the Board, will be sent to all members 3 months in advance. Any modification to the agenda, supported by at least 3 members, should be sent to the Coordinator 1 month before the General Assembly.

Article 9: Finance

The funds of the Group are deposited with the EPS. The Board nominates two internal auditors as soon as possible following a General Assembly. The statement of accounts of the Group is prepared by the Treasurer in collaboration with EPS Headquarters. The auditors report to the subsequent General Assembly on the financial situation of the Group for the period between two General Assemblies. All financial transactions authorized by the Board require the joint signatures of the Chairman and the Treasurer, or Board members designated by them.

The internal auditors are also required to audit the accounts of EPAC conferences.

As a contribution to the expenses of the Group, a membership fee may be introduced by the Board subject to approval by the General Assembly. The Board may also raise funds from industry or Public Institutions so as to promote its activities.

Article 10: Revision of the Statutes and Rules

These Statutes can be changed by a 2/3 majority of the total of the votes of the Members of the Group participating at the General Assembly, and the votes received by mail. The Rules can be changed by a simple majority vote of the Board.

RULES (1)

The European Particle Accelerator Conference (EPAC)

Article 1: Scope

The European Particle Accelerator Conference (EPAC) takes place every two years (even years), usually in May or June. It aims to provide a comprehensive world-wide overview of the field of particle accelerators, as well as presentations of technical progress in all technologies involved.

The Elected Board of the European Physical Society Interdivisional Group on Accelerators (EPS-IGA) chooses the venue of the Conference after a call for proposals, sets up the Organizing Committee (OC) and nominates a Chairman.

Article 2: Organizing Committee (OC)

The OC has the mandate to set up the Scientific Programme Committee (SPC), the Local Organizing Committee (LOC) and the Editorial Board. It nominates the Chairmen, and approves the membership, based on their proposals. Members of the OC need not be members of the Board. The Chairmen of the subsequent PAC and APAC OCs are usually members (see under 2.5). The OC may authorize satellite meetings during the conference.

2.1: Scientific Programme Committee (SPC)

The SPC is composed of a Chairman, 7 Ordinary Members proposed by him, the Chairmen of the OC, the LOC and one further LOC member, the Chairmen of the subsequent PAC and APAC Program Committees, the EPAC Conference Coordinator who is Head of the Scientific Secretariat, and as many co-opted members as necessary.

The SPC has the mandate:

- to select and propose to the OC the members of the Scientific Advisory Board (SAB),
- to propose to the OC the topics and speakers for invited talks,
- to review the contributed papers and their classification, and, normally with the assistance of the OC, propose to the OC the papers for oral presentation,

- to provide assistance, as necessary, to the LOC concerning the overall organization of the scientific programme.

2.2: Scientific Advisory Board (SAB)

The SAB is nominated upon proposals from the SPC. Its composition should guarantee the widest possible input for the programme of the Conference as well as comments about various aspects of conference organisation.

2.3: The Local Organizing Committee (LOC)

The LOC is mandated with all aspects of the material preparation and running of the Conference. In particular, it assumes legal responsibility for the financial transactions in the context of the Conference and seeks local (national) sponsorship. The conference budget presented by the LOC must be approved by the OC. The LOC must provide the conference accounts following the conference for the approval of the internal auditors. The Board may, within the limits of the means at its disposal, provide financial backing for the LOC should this become necessary.

The LOC is composed of at least 2 members of the OC who should also be members of the SPC, the EPAC Conference Coordinator, the Chairman of the Editorial Board, and as many other persons as required for the execution of its business. Members of the LOC need not be members of the Board.

2.4: Editorial Board

The specifications for both the conference proceedings and the infrastructure for their production are the responsibility of the Editorial Board. The LOC provides the resources required locally for the preparation of the proceedings. The Editorial Board is composed of a Chairman, nominated by the OC, the Chairmen of the LOC and SPC, the EPAC Conference Coordinator, and as many LOC members as necessary.

2.5: PAC-EPAC Reciprocity

The OC and SPC will normally include the Chairmen of the subsequent PAC and APAC OC's and SPC's respectively.

3: Sponsorship

The Chairman of the Board of the IGA contacts major laboratories to obtain sponsorship to facilitate the attendance of students.

4. Revision of the Rule

This Rule can be changed by a simple majority vote of the Board.

RULES (2)

Attribution of Accelerator Awards of the European Physical Society Interdivisional Group on Accelerators (EPS-AG)

Article 1: Introduction

The European Physical Society Interdivisional Group on Accelerators (EPS IGA) offers two awards during the European Particle Accelerator Conference.

The awards are for individuals:

- in the early part of his or her career, having made a recent significant, original contribution to the field,
- for outstanding work in the accelerator field with no age limit.

Article 2: Nature of the Awards

The recipients of the European Accelerator Awards are presented with a certificate and a cash prize. The amount is determined by the Board of the EPS IGA. The Prizes may be divided between several candidates.

The award winners receive the prizes during a short public ceremony at each European Particle Accelerator Conference (EPAC).

Article 3: Procedure

A call for nominations with a deadline for submission of candidates appears in the first conference announcement. Proposals are required to indicate the motivation for the award, a brief curriculum vitae and a short list of major publications. Letters of support from authorities in the field which outline the importance of the work are also very helpful. There is no restriction as to nationality.

All information is treated as strictly confidential by the Selection Committee (SC) and, although proposals are acknowledged, there is no further correspondence.

Neither the Chairman nor the members of the SC may be nominees for the award. The same applies to the Chairman and members of the Board of the EPS IGA.

In the absence of truly outstanding candidates and in order to maintain a high standard, the SC has the right not to propose the award.

Article 4: The Selection Committee (SC)

The SC is composed of 4 members and a Chairman. The mandate of the committee is for one conference. The Chairman is nominated by the Board of the EPS IGA, in particular with a view to ensuring continuity from one SC to the next

The Chairman of the SC is free to invite two members of his own choice. The Chairman of the Board of the EPS IGA, after consultation of the Board, proposes two further members, selected from among the members of the Board.

Neither the Chairman nor the members can serve for more than two conferences.

The SC agrees on its mode of proceeding on the basis of a proposal by the Chairman.

The Chairman of the SC communicates the names of recipients of the awards to the Chairman of the Board, allowing sufficient time to enable the Chairman of the Board to invite the recipients to make an invited presentation during EPAC.

5. Revision of the Rule

This Rule can be changed by a simple majority vote of the Board.

RULES (3)
Elections to the Board of the
European Physical Society Accelerator Group
(EPS-AG)
Terms of Office of Members of the Board
Financial Transactions initiated by the Board

Article 1: Composition

The Elected Board is composed of 18 elected Ordinary Members and up to 5 co-opted members. The Board elects the Chairman, Vice Chairman and nominates the EPAC Conference Coordinator.

Article 2: Election Procedure

The results of the elections are normally announced during the General Assemblies, held usually during the European Particle Accelerator Conferences (EPAC), and the elections are therefore arranged to tie into this schedule. The newly elected Board members are invited to the AG/EPAC OC meeting scheduled during EPAC conferences.

A call for candidates is mailed to all members of the EPS-IGA 6 months prior to a General Assembly. The list of members is provided by the Secretariat of the EPS. Proposals, supported by 3 members of the EPS-IGA, together with c.v., and a short description of activities, must be received 3 months prior to the General Assembly. Based on the proposals, ballot papers are mailed to members 2 months in advance of the General Assembly with a deadline for response of 1 month. The ballot papers are opened one month in advance of the General Assembly, and elected members are informed of the results immediately.

Article 2: Terms of Office and Mandates

Terms of office of members of the Elected Board are for 6 years, non-renewable consecutively. A Chairman and a Vice-Chairman are elected by the Board for two

years, non-renewable. The Vice-Chairman is the Chairman Elect. To ensure continuity, the Chairman remains on the Board for two years after his term of office as Chairman; if his term of office as member of the Board is finished, he will become an ex-officio member. Two Internal Auditors are nominated each time a new Board is convened. The Treasurer is designated each time a new Board is convened.

Article 3: Auditing of Board Funds

The auditing period is from one General Assembly to the next, normally corresponding to the two-year period between EPACs. The Treasurer keeps track of all financial transactions either with the EPS, the Group's banker, or with the Union de Banque Suisse (UBS), where a modest sum is banked for sundry expenses. The Treasurer periodically informs the Board of all movements of funds. The Treasurer prepares all documents relating to financial transactions and transmits them to the Auditors 2 months prior to a General Assembly. The Auditors report on the exercise at the General Assembly.

Article 4: Signature Rights

All financial transactions authorized by the Board require the joint signature of the Chairman and the Treasurer, or members of the Board designated by them.

5. Revision of the Rule

This Rule can be changed by a simple majority vote of the Board.