

# 1 IGWN Bylaws - DRAFT - Version 1

2 Date: 24 September 2024

## 3 Preamble

4 This document defines the International Gravitational Wave Network (“IGWN”) and establishes  
5 its structure, governance and membership.

## 6 Scope of IGWN

7 IGWN is an organization anchored by the current network of the LIGO, Virgo and KAGRA  
8 detectors. As next generation detectors are built, commissioned and come on line, it is the  
9 expectation that these new facilities will become members of the IGWN infrastructure.

10

11 Around this network of observational facilities is organized the IGWN Collaboration whose goal  
12 is to:

- 13 ● Provide technical and operational support to the observatories;
- 14 ● Drive the field through research on technologies relevant to the detectors to improve  
15 their performance;
- 16 ● Analyze the data generated by the observatories for astrophysical discovery and to  
17 publish these discoveries;
- 18 ● Curate and make publicly available the data after an initial proprietary period;
- 19 ● Serve as the outreach to the broader scientific community and provide for public  
20 dissemination of the science of IGWN.

## 21 The IGWN statute

22 The purpose, organization and rules of IGWN are defined in a set of documents that together  
23 constitute the statute.

24 The statute chart is maintained in a dedicated record [...], with references to all the documents  
25 that constitute the statute. All statute documents are made accessible to all  
26 IGWN members.

27 The statute is organized according to two levels.

- 28 ● **Level one:** foundational documents. These include:
  - 29 ○ The IGWN charter
  - 30 ○ The present bylaws
  - 31 ○ [Other documents?]
- 32 ● **Level two:** operational documents. These include all other documents describing the  
33 functioning of IGWN.

## 34 Procedure for modification

### 35 Level-one documents

#### 36 Bylaws

37 Modification of the bylaws may be initiated through a proposal brought forward by either of:

- 38 • The IGWN spokesperson
- 39 • A fraction of the IGWN Council representing at least 15% of all Council members with  
40 voting rights
- 41 • A fraction of Collaboration members representing at least 15% of all Collaboration  
42 members

43 The proposal is presented and discussed in a plenary meeting of the Collaboration, announced  
44 at least three weeks in advance. It may be amended by the proponents following this discussion.  
45 The final version of the proposal is discussed and voted on in a Council meeting. The decision is  
46 made via a formal secret vote requiring a quorum of at least two thirds of Council members with  
47 a voting right. The decision is approved if it receives a number of positive votes representing at  
48 least two thirds of the valid votes, excluding abstentions (*major decision*).

#### 49 Other level-one documents

50 Any other level-one document may be modified according to the provisions in the  
51 aforementioned document, and approved by the Council through a major decision.

### 52 Level-two documents

53 They may be modified through a *regular decision* of the Council, unless an exception is called  
54 for in the bylaws. The regular decision may not require a formal vote if a consensus is reached.  
55 In case a vote is needed, a secret vote is organized if proposed by the spokesperson or  
56 requested by any voter. The decision is approved if it receives a majority of positive votes,  
57 excluding abstentions. If the results are tied, the decision falls to the spokesperson.

## 58 Membership

### 59 Basic structure of IGWN membership

60 The International Gravitational Wave Network (IGWN) is composed of IGWN Groups. An IGWN  
61 Group is composed of individuals, associated with institutions, known as IGWN Members.

62

63 Each IGWN Group shall designate a Principal Investigator (IGWN-PI) for the Group. The  
64 IGWN-PI is responsible for a Group's IGWN research plan and performance. The IGWN-PI is  
65 the formal point of contact for all official IGWN business with the Group.

66

67 A Group Member is any person who will contribute to the Group's scientific commitments to  
68 IGWN, as managed by the group's IGWN-PI.

69

70 IGWN is responsible for coordinating the scientific research performed with and in support of the  
71 contributing operational detectors and for ensuring equal scientific opportunity among its  
72 member groups and individuals.

## 73 Principal Investigators

74 The admission of a new IGWN Group represents approval of its proposed contributions and  
75 Principal Investigator (IGWN-PI) by the IGWN Council.

76

77 An IGWN Group may change IGWN-PI. The incoming IGWN-PI will inform the IGWN  
78 Spokesperson in writing of the change. The IGWN Spokesperson will inform the IGWN Council.

79

80 The IGWN-PI is responsible for ensuring that all individuals in their Group understand and  
81 comply with the policies of IGWN, including those in the IGWN Code of Conduct.

82

83 The IGWN-PI takes ultimate responsibility for the Group's performance against the  
84 commitments delineated in the Group's MoU.

85

86 IGWN-PIs must have a long-term position, including staff, long-term fellows or  
87 tenure-track/tenured faculty. Short-term appointments, such as postdoctoral positions are not  
88 eligible to be an IGWN-PI.

89

## 90 Responsibilities of groups

91 Each IGWN Group makes an on-going commitment to the IGWN Program. The Consortium  
92 contributions are overseen by the Working Groups and Committees defined in Section XY.... .

93

94 Each IGWN Group pays membership fees as assessed by the Finance Committee and  
95 approved by the IGWN Council

96

97 Each IGWN Group has the responsibility and obligation to share openly and regularly with the  
98 Consortium their research efforts related to the IGWN Program, which includes data, software,  
99 analysis results, hardware designs, and any other results or products within the IGWN scope of  
100 research as defined within the IGWN Program. All Members of IGWN Groups share these  
101 responsibilities and obligations.

102

103 Intellectual property agreements will be defined in the Memorandum of Understanding between  
104 each IGWN group and the IGWN organization.

105

## 106 Member groups

107 Member groups are represented in the Consortium Council structure.

108

109 Members of groups will have the option to earn rights to be on the author list of IGWN

110 Consortium papers, following authorship eligibility rules.

111

112 Members of groups will have full access to data of all operating detectors participating in IGWN.

113

114 Member groups must meet a minimum threshold of contributions to the IGWN **Key Program**

115 **Needs (KPNs)** as defined in the IGWN program, and a minimum threshold of member time

116 spent on IGWN program activities, as defined in the IGWN program, in order to remain in good

117 standing.

118

119 Consortiums of institutions are permitted to become a group.

## 120 Affiliate Groups

121 [The IGWN Design Committee has considered the possibility of groups that are not full members

122 of the consortium. IGWN Affiliate Groups might have reduced rights and responsibilities relative

123 to IGWN Member Groups. Affiliate Groups are not necessary for the inauguration of IGWN. We

124 are keeping this open as a possibility to develop after the initiation of IGWN.]

## 125 Memorandum of Agreement

126 Each IGWN Group in good standing will have a Memorandum of Agreement (MoA) signed by

127 the IGWN Directorate, the IGWN-PI, and an authority for the IGWN group's institution, e.g. the

128 lab director, the vice provost for research, and/or the department chair/head.

129

130 For IGWN groups with more than one contributing institution, a separate signature is required

131 from an authority for each institution.

132

133 The MoA will define the Group's institutional structure and conditions required for the Group to

134 be part of IGWN, referring to the group's work plan which details pledged contributions to the

135 IGWN program.

136

137 The Group's IGWN roster lists all Group Members, their position, their planned level of effort,

138 and their institutional affiliation.

## 139 Work plan review

140 The Group's pledged effort will be noted in a work plan, updated regularly. IGWN Groups will

141 report the progress made against their pledges.

142

143 Proposed work plans and reported progress will be reviewed as described in [Section X].

144 The outcome of the review process is that the Group's work plan and reported contributions are  
145 either satisfactory or not satisfactory.

146

147 If the outcome of the review is satisfactory, the work plan and report will be signed by the IGWN  
148 Board and the IGWN-PI.

149

150 If the outcome of the review is not satisfactory, the work plan and report will not be signed,  
151 feedback will be provided to the Group through the IGWN-PI, and the institutional authority will  
152 be informed of the outcome.

153

154 A Group whose work plans remain unsigned for two consecutive work plan reviews will have  
155 their membership expire and members of the Group will immediately lose their authorship rights.

156 The Spokesperson will notify the Council regarding all Groups whose membership has expired.

157

158 Groups whose membership has expired are eligible to reapply to join IGWN using the standard  
159 application process.

## 160 Group Admission

161 Groups are admitted to IGWN through a vote of the IGWN Council.

162

163 An IGWN Group remains a member of IGWN until they withdraw, have their membership expire,  
164 or are expelled.

165

166 Groups interested in joining IGWN will develop a plan together with the Spokesperson for how  
167 the new Group will contribute to IGWN.

168

169 When the candidate Group's plan is complete, the candidate Group will present its proposed  
170 collaborative program to the IGWN Council at a regularly scheduled meeting. A vote by Council  
171 on the Group's application will be held following the presentation. Approval requires a 2/3  
172 majority of those voting, excluding abstentions.

## 173 Composition of Groups

174 Any Group Member listed in a Group's IGWN roster must be enrolled in or have a professional  
175 association with (one of) the Institution(s) covered by the MoA unless explicitly authorized by the  
176 Spokesperson.

## 177 Senior members

178 A Senior Member is any Group Member who independently manages their own research line  
179 (e.g. faculty, staff scientist). The IGWN-PI will designate all Senior Members in their Group.

180

181 To add a new Senior Member to an existing IGWN Group, the IGWN-PI shall contact the IGWN  
182 Spokesperson, who may review the situation with the IGWN Executive Committee. The  
183 proposed new Senior Member will make a presentation to the IGWN Council within two months.

184

185 Adding a new Senior Member who is not a current IGWN Member requires approval by a 2/3  
186 vote of the ballots cast by the IGWN Council.

## 187 Emeritus members

188 Any IGWN Member who has been an author-eligible Member of the IGWN (and/or LIGO  
189 Scientific Collaboration, Virgo Collaboration, or KAGRA Collaboration) for more than 10 years,  
190 who retires, and who no longer contributes to the IGWN Program, may within one year apply to  
191 receive emeritus IGWN Member status. The request will be presented as a motion by an IGWN  
192 PI and will be voted on by the IGWN Council.

- 193 • Emeritus Members remain in an IGWN Group, but do not add to that Group's required  
194 contributions to IGWN operations or fees.
- 195 • Emeritus Members maintain access to documentation and to other IGWN resources  
196 such as their email account.
- 197 • Emeritus Members are not automatically IGWN authors, but their names may be added  
198 by petition to papers to which they have contributed.

## 199 Observatory Groups

200 IGWN constitutes a network of detector nodes that are operated by Observatory Groups.

201

202 Observatory Groups are the groups within IGWN that have fiduciary responsibility for design,  
203 construction, commissioning, operations, maintenance and executing upgrades of IGWN  
204 detectors and facilities. Observatory Groups are accountable to the governmental agency or  
205 agencies who provide funding to operate their detectors.

206

207 Each Observatory Group will be led by a Director, or equivalent, who also acts as the IGWN-PI.

## 208 Rights of Members

### 209 Authorship

210

211 IGWN members may earn the right to automatic authorship on all IGWN-wide publications  
212 through substantial contributions to enabling the IGWN program.

213

214 The IGWN author list is revised [INSERT IGWN AUTHORLIST UPDATE SCHEDULE/PLAN  
215 HERE] according to the following rules:

216

217 Other IGWN Members may petition for authorship on a specific paper; petitions must be  
218 approved by the IGWN Management Team.

219

220 An author who leaves the Collaboration in good standing will retain automatic authorship rights  
221 on Collaboration publications for [TIME PERIOD] after leaving. However, this right will not give  
222 them access to confidential internal information prior to publication.

223

224 An author who leaves the Collaboration in good standing and then rejoins with an effort level  
225 that meets these requirements will be added back to the IGWN author list without the waiting  
226 period.

227

228 A member granted automatic authorship may opt out of the author list for a specific paper, by  
229 notifying in due time the chair of the editorial committee and the author list curator.

230

231 Undergraduate students represent a special case, because they frequently have a shorter time  
232 horizon for IGWN membership and benefit more from near-term rewards than longer term ones.

233 • Undergraduates who perform at the level of a typical graduate student and have a longer  
234 anticipated association with IGWN may be included as Long-Term Undergraduate  
235 Student in the Group's IGWN roster and the Group will accrue all the normal rights and  
236 responsibilities of their full LSC membership. This decision is the responsibility of the  
237 IGWN-PI and is verified regularly by the IGWN work plan review.

238 • Undergraduates with a shorter anticipated association with the IGWN may be listed in a  
239 separate category (Short-Term Undergraduate Student) in the Group's IGWN roster.  
240 Such students do not increase a Group's IGWN Council representation or other Group  
241 Responsibilities to the Collaboration. They may be included as co-authors on IGWN  
242 papers by special petition, and IGWN-PI's are encouraged to propose undergraduate  
243 authors through this mechanism to reward their contributions in a timely way

## 244 Access to data

245 All Members of the Collaboration will have free and equal access to any IGWN detector data  
246 taken by the Collaboration, provided that they abide by Collaboration rules for the use,  
247 distribution, and publication of results from the detector data. Members who intend to analyze  
248 data to extract observational results or study the detectors will do so by joining, participating in,  
249 and coordinating with the appropriate Working Group.

250 • [Need statement on being a member of multiple collaborations (e.g. LSC Bylaw 1.7.7)]

## 251 Termination of Membership

252 The IGWN-PI shall remove the name of any individual from the Group's IGWN roster, when that  
253 individual ceases to be a Member of IGWN from that Group for any reason. The individual will  
254 normally retain all rights as a former Collaboration Member.

255

256 A Group may end their membership in the Collaboration by notifying the Spokesperson in writing  
257 of their intent to withdraw. The Spokesperson shall record the change in the Collaboration  
258 membership.

259

260 An individual or Group may be expelled from the Collaboration for willful and/or egregious  
261 violations of Collaboration rules, including the Code of Conduct. **[See below for consequences**  
262 **to violating the Code of Conduct.]** The Standards and Conduct Committee sets procedures  
263 for this process. If the recommendation is approved by a 2/3 majority vote, excluding  
264 abstentions, of the ballots cast by the Council, the Group or individual is expelled from the  
265 Collaboration, and they will not retain any further authorship rights.

266

267 After leaving the Collaboration, former Members may not use any IGWN proprietary knowledge,  
268 information, data, or research products that are not publicly available and to which they gained  
269 access through their Collaboration membership.

270

271 Groups leaving the Collaboration have the obligation to leave all products (code, analysis  
272 intermediate or final results, documents) developed or in development for IGWN-scope research  
273 available to the Collaboration.

## 274 Code of Conduct

275 IGWN strives for inclusive workplaces free from discrimination and harassment. It is the policy of  
276 the Consortium that all Members will conduct themselves in a professional manner that is  
277 welcoming to all participants and free from any form of discrimination, harassment, or retaliation.

278

279 Members will treat each other with respect and consideration to create a collegial, inclusive, and  
280 professional environment. Creating a supportive environment to enable scientific discourse is  
281 the responsibility of all Members.

282

283 IGWN makes every effort to maintain the highest ethical standards. Fabrication, falsification, or  
284 plagiarism in proposing or performing research shall not be tolerated. All who made substantial  
285 contributions to a work are included as authors. IGWN gives credit to those who originated ideas  
286 used in its research. Scientific work is reviewed fairly and objectively, maintaining the  
287 confidentiality of the work reviewed.

288

289 IGWN Members shall maintain confidentiality of results, plans, and designs not publicly available  
290 within the Consortium.

291

292 Document [REFERENCE] defines the Code of Conduct for IGWN.

## 293 Consequences to violating collaboration rules

294 Depending on the breach severity or repetition, as evaluated by the IGWN Council, the Council  
295 may impose sanctions on individuals ranging from a formal warning, a temporary ban from  
296 giving public presentations on behalf of the Collaboration, a temporary loss of automatic  
297 authorship rights, to exclusion from the Consortium **[see above for termination of**  
298 **membership]**.



299

300 Sanctions imposed on a group may include, in addition to the above, a temporary loss of IGWN  
301 leadership roles and/or representation rights at the IGWN Council.

## 302 Ombudspersons

303 The IGWN Ombuds Office provides confidential, informal, independent, and neutral dispute  
304 resolution advisory services for all members of IGWN. The role of the Ombuds Office is  
305 described in [REF]. The policy of the IGWN for formally addressing interpersonal concerns or  
306 problems is described in [REF].

307

308 The IGWN Council appoints two [or three?] Ombudspersons.

## 309 Governance

### 310 Board

- 311 a. The IGWN Board consists of the Observatory Group leaders, the IGWN Spokesperson,  
312 and the IGWN Deputy Spokespersons.
- 313 b. The IGWN Board provides strategic leadership in developing and implementing IGWN's  
314 program of activities to achieve its goals and future plans.
- 315 c. The IGWN Board oversees the operations of IGWN.
- 316 d. The IGWN Board is authorized to make decisions related to IGWN's operations unless  
317 otherwise excluded by these Bylaws. The IGWN Board will act and take decisions in an  
318 open and transparent manner.
- 319 e. The Board brings the following items to the IGWN Council
  - 320 i. The IGWN Program as determined by the Program Committee and reviewed by  
321 the Finance and Resource Allocation Committee.
  - 322 ii. TBD.
- 323 f. All key technical decisions related to the detectors are taken by the IGWN board without  
324 the need of further ratification from the Council
- 325 g. The IGWN Board represents IGWN to the Agency Oversight Committee.
- 326 h. The IGWN Board elects a Chair annually.
- 327 i. The IGWN Board Chair has the following responsibilities:
  - 328 i. Schedule weekly meetings of the IGWN Board and develop the agenda in  
329 consultation with the other Board members.
  - 330 ii. Document any decisions taken by the IGWN Board and communicate them as  
331 appropriate to the Consortium.

### 332 Council

333 The Consortium is governed by the IGWN Council. The Council has the responsibility to discuss  
334 scientific and procedural matters arising in the Consortium, is informed of all significant activities

335 of committees and working groups of IGWN, and votes on Consortium policies and directions as  
336 follows:

337

- 338 1. Approves and revises the IGWN Charter and Bylaws;
- 339 2. Approves the admission of a new Group;
- 340 3. Approves the MoA between each IGWN group and the Consortium, upon a  
341 recommendation from the MoA review committee;
- 342 4. Elects the Spokesperson, AND MORE;
- 343 5. Ratifies appointments made by the Spokesperson for a Deputy Spokesperson (§2.2.7),  
344 for Division Chairs (§2.8), AND MORE;
- 345 6. Defines and revises the charge assigned to standing committees and working groups;
- 346 7. Approves MOUs with other collaborations and scientists;
- 347 8. Discusses and updates the program of Consortium activities;
- 348 9. Ratifies the observations plans and schedule upon proposal of the Board;
- 349 10. Approves the consortium publication plan;
- 350 11. Votes on excluding a group from the Consortium up the recommendation of ...
- 351 12. Votes on excluding an individual from the Consortium on the recommendation of the  
352 Spokesperson
- 353 13. Votes on proposals related to the data proprietary periods;
- 354 14. Carries out other responsibilities as indicated in the IGWN Charter and Bylaws;

355

356 Any decisions dependent on availability of financial, personnel, or other resources must be  
357 vetted and approved by the IGWN Finance Committee, and by the IGWN Board before being  
358 voted on.

359

360 The composition of the IGWN Council is:

- 361 1. One representative per IGWN Group with key contributions above N FTEs plus TBD.
- 362 2. P elected early career researchers
- 363 3. Members of the IGWN Board
- 364 4. Division, Committee and Working Group Chairs

365

366 The IGWN Council members have the responsibility to discuss Council issues with those they  
367 represent. Each Council member is expected to actively participate in the governance process  
368 of the Council.

369

370 The IGWN Council will elect a Council Secretary who will run the meetings, be responsible for  
371 generating and circulating meeting summaries and outcomes, and run council votes. The term if  
372 2 years.

373

374 The IGWN Spokesperson will have responsibility to set council meeting agendas.

375

376 The IGWN Council Secretary will not themselves cast a vote.

## 377 Decision making

378 Council decisions belong to several categories, described below.

### 379 Regular decision

380 The point to be decided upon must appear in the council meeting agenda and be discussed  
381 during a meeting. The decision may not require a formal vote if a consensus is reached. In case  
382 a vote is needed, a secret vote is organized if proposed by the spokesperson or requested by  
383 any voter. The decision is approved if it receives a majority of positive votes, excluding  
384 abstentions. If the results are tied, the decision falls to the spokesperson.

### 385 Major decision

386 The point to be decided upon must be announced at least X weeks in advance, appear in the  
387 council meeting agenda and be discussed during a meeting. The decision is made via a formal  
388 secret vote requiring a quorum of at least two thirds of VSC members with a voting right. The  
389 decision is approved if it receives a number of positive votes representing at least two thirds of  
390 the valid votes, excluding abstentions.

391

### 392 Voting procedures

393 The voting procedure is open at the end of the council meeting when the issue to be voted upon  
394 is discussed and for a duration of 2 working days.

## 395 Spokesperson and Deputy Spokespersons

396 The spokesperson leads IGWN, and is empowered to represent the consortium to the public  
397 and to the broader scientific community.

398

399 The spokesperson is responsible for the proper functioning of IGWN, and is responsible and  
400 empowered to ensure that the Consortium fulfills its missions, resolving any issues.

401

402 The spokesperson leads the process to fill the organizational structure of the Consortium,  
403 installing leadership and membership for working groups and committees. For appointed  
404 positions, the spokesperson brings forward a proposal to the IGWN Council. For elected  
405 positions, the election and membership committee organizes the nomination and election  
406 process.

407

408 The spokesperson may propose to create (or bring to a close) an ad-hoc committee, with a  
409 well-defined charge to tackle a specific task and with proposed leadership and membership, to  
410 be confirmed by a regular decision of the IGWN Council.

411

412 In the event that any elected or appointed position is vacated temporarily or indefinitely, the  
413 spokesperson is empowered to appoint an interim replacement until the leave ends or the  
414 position can be filled through normal procedures.

415

416 In exceptional cases, the spokesperson may propose to the IGWN Council to remove a leader  
417 of a working group or committee; this represents a major decision. In urgent cases, the  
418 spokesperson may decide on a suspension and then bring the case to the IGWN Council.

419

420 The spokesperson is responsible for ensuring that the IGWN Charter and Bylaws, which should  
421 include references to the documents controlling the functioning of the Consortium, are  
422 accessible to Consortium members.

423

424 In addition, the spokesperson:

425 1. Chairs the IGWN executive committee.

426 2. Chairs the IGWN MoA review committee.

427 3. Ensures that a minimum of two full meetings of the Consortium are organized each year.

428 4. Identifies key issues and opportunities and brings them to the attention of the  
429 Consortium.

430 5. Is attentive to issues arising in the Consortium and responds to them.

431

432 The spokesperson is elected by the IGWN Council to serve a X year term, renewable for one  
433 subsequent term. The spokesperson nomination process is open to all Consortium members  
434 and election procedure defined in Section XY.

435

436 The spokesperson may be removed by the IGWN Council following the procedure described in  
437 Section XY.

438

439 The spokesperson appoints two deputy spokespersons. The term of the deputy spokespersons  
440 ends at the conclusion of the term of the spokesperson. The appointments are ratified by the  
441 IGWN Council. The deputy spokespersons may be removed at the discretion of the  
442 spokesperson, who will inform the IGWN Council of the decision and propose a replacement as  
443 soon as possible.

444

445 The spokesperson may delegate some responsibilities to the deputy spokespersons, but  
446 ultimate authority and responsibility always remain with the spokesperson.

## 447 Executive Committee or Management Team

448 The IGWN executive committee is in charge of coordinating the day-to-day activities of IGWN,  
449 implementing the policies defined by the IGWN Collaboration Board.

450 The executive committee is a framework to disseminate information, identify issues and action  
451 items, and where necessary make ordinary decisions that do not require the IGWN  
452 Collaboration Board to weigh in.

453

454 The EC is composed of ex-officio members [WORK IN PROGRESS]:

455 1. Spokesperson (chair)

456 2. Deputy Spokespersons

- 457 3. Instrument science Division Chair
- 458 4. Commissioning coordinators
- 459 5. Operations Division Chair
- 460 6. Editorial committee chair
- 461 7. Speakers and award committee chairs
- 462 8. Outreach coordinator
- 463 9. Observational Science Division Chair
- 464 10. Detector characterization coordinator
- 465 11. Observational Science Working Group Chairs
- 466 12. Computing coordinator
- 467 13. Internal resource chair
- 468 14. A representative of each Observatory
- 469 15. Laboratory Directors
- 470 16. Two members, elected by and from the Collaboration Council, holding staggered
- 471 two-year terms
- 472 17. The Collaboration Council Secretary as a non-voting member.

473  
474 The EC will meet nominally weekly, and the notes from the meeting will be made available to  
475 IGWN.

476  
477 The EC will attempt to make decisions by consensus; when consensus is not reached, the EC  
478 will vote; all votes are by open ballot. The spokesperson has the final say.

479  
480 All EC decisions will be recorded in meeting minutes.

481  
482 The Spokesperson may invite other (non-voting) members from the Collaboration to specific  
483 meetings.

## 484 Program Committee

485 The Program Committee is charged with formulating the Science Program of IGWN. The IGWN  
486 white papers and Publication Plan will be consistent with the scientific program. The Program  
487 Committee establishes the **Key Program Needs (KPNs)** which must be consistent with the  
488 available resources as determined by the Finance Committee.

489  
490 The Program will be updated annually and approved by the IGWN Council with a regular  
491 decision, and made available as a public document. The Program will be used to set activities  
492 and priorities in the following MoU cycle.

493  
494 The Program Committee reports to the IGWN Board on a quarterly basis.

495  
496 The Program Committee will provide the Board with an annual assessment and critical feedback  
497 of the IGWN Program, after the annual MoU review process is concluded.

498

499 The Program Committee will provide the Board with an assessment of the Collaboration  
500 publication plan.

501

502 The Program Committee will provide the Board an assessment on proposed collaboration  
503 agreements with partners external to the Collaboration.

504

505 The Spokesperson can assign other responsibilities to the Program Committee as deemed  
506 necessary.

507

508 The members of the Program Committee are:

- 509 ● A Chair, appointed for two years.
- 510 ● A Deputy Chair, appointed for two years, who will become Chair at the end of their term.  
511 The Chair of the Finance Committee as an ex officio member.
- 512 ● Ten additional members drawn from IGWN, consisting of members with high scientific  
513 expertise and experience, such as those who have held leadership roles in the  
514 collaboration. The members should be broadly distributed across IGWN research  
515 expertise and demographics. Each member will be appointed for three years, with  
516 staggered terms.

517 Members of the Program Committee are proposed by the IGWN Spokesperson and ratified by  
518 the Council.

519 [WIP: Should we add responding to Roadmapping exercises to the Program Committee duties?]

## 520 Finance Committee

521 The IGWN Finance Committee reports to the IGWN Board. The responsibilities of the IGWN  
522 Finance Committee are

- 523 ● **Budgeting and Financial Planning:** Develop and manage a rolling 5-year budget and  
524 financial plan which will be approved by the IGWN Council on an annual basis.
- 525 ● **Managing Financial Contributions and Payments:** Develop the mechanisms to assess  
526 and collect contributions to IGWN operations. Contributions may be monetary or in-kind.
- 527 ● **Financial Reporting:** Review financial statements, ensure their accuracy, and present  
528 them to the IGWN Board in a clear and understandable way.
- 529 ● **Oversight and Risk Management:** Provide oversight of IGWN's financial activities,  
530 identify and mitigate financial risks, and ensure compliance with relevant regulations.
- 531 ● **Resource Allocation:** Reviewing the scale, allocation and use of the following resources  
532 required to deliver the Key Program Needs:
  - 533 ■ Person power
  - 534 ■ Computing infrastructure
  - 535 ■ Common funds (actual capital) and in kind commitments.

536

537 The members of the IGWN Finance Committee are:

- 538 ● **Chair**, appointed for two years. This should be filled by someone with financial and  
539 program management experience and a broad knowledge of the consortium. They will  
540 lead discussions, ensure adherence to best practices, and represent the committee to  
541 the IGWN Executive Committee.

- 542 ● **Deputy Chair**, appointed for two years, who will become Chair at the end of their term.
- 543 ● **Four members** drawn from the consortium with high scientific expertise, broad
- 544 knowledge of the consortium, and substantial leadership experience. Each member will
- 545 be appointed for two years with staggered terms.
- 546 ● **IGWN Treasurer**. (See section ...)
- 547 ● The Finance Committee will be supported by **Program Managers**:
- 548 ● Program managers will gather and provide information to the Finance committee
- 549 and the management team
- 550 ● Program managers will be assigned to Divisions and Working Group(s) and will
- 551 work in coordination with WG chairs.

552

553 The Finance Committee and the dedicated PMs constitute the IGWN “resources management  
554 group” (RMG).

555

556 The RMG will:

- 557 ● Work with closed feedback loops - RMG is checking how resources are being
- 558 used; whether resource use is aligned with the WBS/program; corrective actions
- 559 will be taken when needed
- 560 ● Allocate resources for shared projects (IGWN site fellows, IGWN
- 561 papers/analyses, etc.)
- 562 ● PMs will report weekly to the Finance Committee with an analysis of resource
- 563 use - are things on track?
- 564 ● Finance committee will issues
  - 565 ○ quarterly or monthly reports - from there course correction for major
  - 566 changes will be derived;
  - 567 ○ annual report - for setting long term strategy.

568

569 Administrative staff with budgeting and Finance experience will be provided to support the  
570 IGWN Finance Committee.

## 571 Procedure for elected positions

572 Leadership positions elected by the IGWN Council are assigned following a procedure that  
573 involves a step where nominations of possible candidates are collected from the Collaboration,  
574 before the decision is put to the vote of the IGWN Council.

575

576 The process starts at least six weeks before the election, which happens at least three weeks  
577 before the term starting date.

578

579 [*Process starts* → 3 weeks → *nominations/candidates* → 3 weeks → *vote* → 3 weeks → *term*  
580 *starts*]

581

582 For each election separately, an ad-hoc election committee is appointed by the IGWN Council,  
583 upon a proposal from the spokesperson. The election committee is charged to call for, stimulate,

584 and collect nominations from the Collaboration. The election committee discussions and its  
585 interactions with potential candidates are strictly confidential.

586

587 All Collaboration members are entitled to submit nominations for any election. The call for  
588 nominations is announced on the IGWN general mailing list, with the position to be filled, the  
589 composition of the election committee and the procedure to be followed.

590

591 Nominations are not made anonymously, but are treated confidentially by the election  
592 committee. Nominations are not limited in number; a Collaboration member may suggest  
593 several names. Self-nominations are allowed and encouraged. Diversity and gender-balance  
594 are important considerations in the nomination process.

595

596 The election committee establishes the list of candidates, consisting of nominees who have  
597 expressed their willingness to stand for the election.

598

599 The election committee shares the list of candidates with the IGWN Council, together with the  
600 number of nominations received and the number of nominees. The election committee shares  
601 the list of candidates with the Collaboration at least three weeks before the election.

602

603 Candidates are asked to provide a brief statement which should include a curriculum vitae, an  
604 account of relevant experience, and their views on matters relevant to the position. This material  
605 is distributed to IGWN Council members.

606

607 The decision is made through a formal secret vote of the IGWN Council.

608

- 609 ● **If there is a single candidate**, a yes/no secret vote takes place. The candidate is  
610 elected upon receiving a majority of positive votes, excluding abstentions.
- 611 ● **If there are two candidates**, the candidate who receives the highest number of votes in  
612 the single voting round is elected, unless abstentions represent more than one half of the  
613 valid votes, in which case the election is considered inconclusive, restarting the whole  
614 process.
- 615 ● **If there are more than two candidates**, multiple rounds of voting take place, excluding  
616 each time the candidate with the lowest number of votes until a candidate receives more  
617 than 50% of the votes, excluding abstentions. If more than one candidate receives the  
618 same lowest number of votes, another voting round takes place. If the situation persists,  
619 the spokesperson may pause the voting process.

620

621 The spokesperson manages the election process and communicates the name of the elected  
622 person to the Collaboration.

623 Specific case of the spokesperson election.

624 The election of the spokesperson follows the standard procedure, with the following exceptions:



- 625 • The process starts at least three months before the election, which happens at least two  
626 months before the term starting date. The list of candidates is announced at least one  
627 month before the election.
- 628 • A discussion between the candidates and Collaboration members is organized in a  
629 plenary Collaboration meeting chaired by the spokesperson.  
630 [*Process starts → 2 months → nomination/candidates → 1 month [discussion] → vote → 2*  
631 *months → term starts*]

632 Specific case of the election of the representatives for Collaboration members on  
633 non-permanent positions in the IGWN Council.

634 The election of the representatives for Collaboration members on non-permanent positions in  
635 the IGWN Council follows a similar procedure, except the ballot is held among Collaboration  
636 members who are holding non-permanent, non-tenured positions, who have been Collaboration  
637 members for at least a year at the date the term is due to start, and who have default authorship  
638 rights.

639

640 An election is organized in the final quarter of a year to fill the seats with a term starting on  
641 January 1st of the following year, following the usual procedure.

642

643 The representatives are elected for a one-year term, which can be extended to a second year if  
644 they are willing to continue serving and if there is no known plan for them to leave the  
645 Collaboration before September 30th of the second year.

646

647 If a representative steps down before the end of their term, for instance upon leaving the  
648 Collaboration, no by-election is organized. The seat is offered to the candidate with the next  
649 most number of votes in the latest election. If the candidate declines, the seat remains vacant  
650 until the next election cycle at the end of the year.

651

---

## 652 Working groups, committees, divisions

### 653 Working Groups

654 IGWN research is carried out by Working Groups. Each Working Group is a member of a  
655 Division (*Section XY*).

656

657 Working Groups are open to the whole Collaboration.

658

659 Working Groups are created as needed to allow Collaboration members to address specific  
660 needs and interests of the Collaboration. New working groups are proposed to, and voted on by,  
661 the IGWN Council. Once approved, the chair or chairs are either elected or appointed by the  
662 Spokesperson, following the practices of the relevant Division (*Section XY*).

663

664 Each Working Group will prepare and maintain a section in the IGWN Policies and Procedures  
665 document describing how the Working Group operates. The chair of the Division will review the  
666 document and approve changes. Substantial changes (as identified by the Division chair) will be  
667 voted on by the Council.

668

669 The procedure for choosing elected Working Group Chairs is described in *Section XY*.

670 Each Working Group will maintain and regularly update a working mailing list of members.

671

672 Chairs of the Working Groups are members of the appropriate Divisions, as defined in *Section*  
673 *XY*.

674

675 Each Working Group will prepare regular reports of progress and plans, which in general will be  
676 made up of contributions to the relevant White Paper and contributions to IGWN status reports  
677 prepared by the Spokesperson.

678

679 Apart from election of their Chair, Working Groups may determine their internal decision-making  
680 processes (elections, consensus, etc.) Working Groups may establish subgroups in consultation  
681 with their Division Chair.

## 682 Committees

683 A Committee has defined membership with at least one Chair.

684

685 Standing Committees are defined in these Bylaws. Each Standing Committee is a member of a  
686 Division *Section XY*.

687

688 The Spokesperson may appoint additional, Ad Hoc Committees for specific tasks or objectives.

689

690 Each Standing Committee will prepare and maintain a section in the IGWN Policies and  
691 Procedures document describing how the Committee operates. The chair of the division will  
692 review the document and approve changes. Substantial changes (as identified by the division  
693 chair) will be voted on by the Council.

## 694 Divisions

695 Committees and Working Groups respond to one of five Divisions, which are described in the  
696 next sections of this document. The Divisions are:

- 697 • Observational Science Division (*Section XY*);
- 698 • Instrument Science Division (*Section XY*);
- 699 • Operations Division (*Section XY*);
- 700 • Communication Division (*Section XY*);
- 701 • Collaboration Standards and Services Division (*Section XY*).

702

703 The Spokesperson appoints a Chair for each Division; these appointments are ratified by the  
704 Council.

705 Each Division will prepare and maintain a section in the IGWN Policies and Procedures  
706 document describing how the Division operates. The Spokesperson will review the document  
707 and approve changes. Substantial changes (as identified by the Spokesperson) will be voted  
708 on by the Council.

## 709 Joint Oversight Group

710 The details of this committee will be decided primarily by the funding agencies. We think there  
711 should be an annual review of the IGWN Program with an emphasis on resource requirements  
712 and availability. We should list what we want from the oversight committee and the reviews.

713 \_\_\_\_\_

## 714 Division, Working Group, Committee Structure

715 This section is being worked on and will be circulated later.