

STATUTES OF THE EUROPEAN PHYSICAL SOCIETY ACCELERATOR GROUP (EPS-AG)

Revised Statutes approved at the General Assembly in Genoa, Italy, June 2008

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 International Particle Accelerator Conference (IPAC). When the conference takes place in Europe, the Board 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 specialized 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 3a) to e) of the European Physical Society Constitution and By-Laws (revised March 2004). 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 nominates a Treasurer, two Internal Auditors, and may nominate an Executive Secretary who assists the Chair in the coordination of the activities.

ARTICLE 6: THE BOARD

The Board of the Group is composed of 16 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 Chair carries the deciding vote. The Board elects the Chair, the Vice-Chair 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, half of the Board has to be renewed every 3 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 3 years and may not serve for more than 6 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 3 years. Notice of the General Assembly, together with the agenda, as proposed by the Board, will be sent to all members in advance.

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 Chair and the Treasurer, or Board members designated by them. The audit of each conference is reported to the Board.

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 ORGANIZATION OF THE INTERNATIONAL PARTICLE ACCELERATOR CONFERENCE (IPAC) WHEN ORGANIZED IN EUROPE

ARTICLE 1: SCOPE

Particle Accelerator Conferences take place every year, rotating among three regions. The aim is to provide a comprehensive worldwide 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 Accelerator Group (EPS-AG) forms the European part of the Organizing Committee (OC) and nominates its Chair.

ARTICLE 2: GOAL

The goal is to promote research and development of the science and technologies of accelerators and beams, as well as their applications. It encourages contacts among members of the accelerator community worldwide. It stimulates international cooperation, information exchange, and education in the accelerator field.

ARTICLE 3: ORGANIZATION

3.1: Organizing Committee (OC)

The OC is composed of the Elected Board members, and an equivalent number of members from the rest of the world, decided in consultation between the OC Chair and the Chairs of the previous and following IPACs. The OC has the mandate to set up the Scientific Programme Committee (SPC), the Local Organizing Committee (LOC) and the Editorial Board (EB). It nominates the Chairs, a Conference Coordinator, and approves the membership, based on their proposals.

The IPAC OC chooses the venue of the Conferences held in Europe after a call for proposals.

3.2: Scientific Programme Committee (SPC)

The SPC is composed of a Chair, 8 Ordinary Members proposed by the Chair from the Elected Board, and 8 further members from the rest of the world, chosen among the non-EPS-AG members of the OC, equally divided. The SPC Chairs of the preceding and next international conference will also be members of the SPC. The SPC Chair invites the non-EPS-AG members following consultation with the preceding and next IPAC SPC Chairs. Each session will be coordinated by 2 members of the SPC, one from Europe and the other from the rest of the world. The Chairs of the OC, the LOC and the person responsible for the Scientific Secretariat, are also invited to attend SPC meetings. 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.
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3.3: 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.

3.4: 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. 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 Conference Coordinator, the person responsible for the scientific secretariat, and as many other persons as required for the execution of its business. Members of the LOC need not be members of the Board.

3.5: 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 Chair, nominated by the OC, the Chairs of the LOC and SPC, the person responsible for the scientific secretariat, and as many LOC members as necessary.

ARTICLE 4: SPONSORSHIP

The Chair of the Board of the AG contacts major laboratories to obtain sponsorship to facilitate the attendance of students.

ARTICLE 5: 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 ACCELERATOR GROUP (EPS-AG)

ARTICLE 1: INTRODUCTION

The European Physical Society Accelerator Group (EPS AG) offers four awards during the International Particle Accelerator Conference (IPAC) taking place in Europe.

The awards are for individuals:

- The Rolf Wideröe Prize for outstanding work in the accelerator field, with no age limit,
- The Gersh Budker Prize for a recent, significant contribution to the accelerator field, with no age limit,
- The Frank Sacherer Prize for an individual in the early part of his or her career, having made a recent significant, original contribution to the accelerator field,
- A prize for a student registered for a PhD or diploma in accelerator physics or engineering, or to a trainee accelerator physicist or engineer in the educational phase of their professional career, for the quality of work and promise for the future.

ARTICLE 2: NATURE OF THE AWARDS

The recipients of the Wideröe and Budker Prizes receive a medal. The recipient of the Sacherer Prize receives a cash prize and a certificate. The recipient of the prize rewarding quality of work and promise for the future receives a cash prize and a certificate. The amounts of the cash prizes are determined by the Board of the EPS AG.

The award winners receive the prizes during a short public ceremony at each IPAC taking place in Europe. They make a short oral presentation on the work that earned them the prize.

The possibility to award prizes for the best work presented by a student in a poster session is decided by each OC of an IPAC taking place in Europe.

ARTICLE 3: PROCEDURE

A call for preliminary nominations for the Wideröe, Budker and Sacherer prizes with a deadline for proposal of candidates is mailed to a number of prominent accelerator scientists. Best candidates are short listed, and formal proposals are then elicited (the deadline for receipt of complete nominations is around the time of submission of contributions to the conference programme), indicating the motivation for the award, a brief curriculum vitae and a short list of major publications. Letters of support from authorities in the field outlining the importance of the work are also required. There is no restriction as to nationality.

Candidates for the prize for a student registered for a PhD or diploma in accelerator physics or engineering, or to a trainee accelerator physicist or engineer in the educational phase of their professional career, apply to be considered, providing a reference and indicating the work for which they wish to be considered for the prize. The deadline to apply is usually on the deadline for the submission of contributions to the proceedings. The Selection Committee (SC) Chair accepts or rejects the applications.

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

Neither the Chair nor the members of the SC may be nominees for the award. The same applies to the Chair and members of the Board of the EPS-AG.

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 Chair. The mandate of the committee is for one conference. The Chair is nominated by the Board of the EPS-AG, in particular with a view to ensuring continuity from one SC to the next

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

Neither the Chair 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 Chair.

The Chair of the SC communicates the names of recipients of the awards to the Chair of the Board, allowing sufficient time to enable the Chair of the OC to invite the recipients to make an invited presentation during the IPAC taking place in Europe.

ARTICLE 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 16 elected Ordinary Members and up to 5 co-opted members.

ARTICLE 2: ELECTION PROCEDURE

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

A call for candidates is mailed to all members of the EPS-AG 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-AG, 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 Chair and a Vice-Chair are elected by the Board for three years, non-renewable. The Vice-Chair is the Chair-Elect. To ensure continuity, the Chair remains on the Board for three years after the term of office as Chair; if the term of office as member of the Board is finished, the Chair will become an ex-officio member. Two Internal Auditors, a Treasurer and an Executive Secretary are nominated 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 three-year period between IPACs held in Europe. 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 two 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 Chair 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.