

# DOE/BES Center for Integrated Nanotechnologies Users Association

## Charter

The DOE/BES Center for Integrated Nanotechnologies (CINT) is a U. S. Department of Energy, Office of Basic Energy Sciences (BES), Nanoscale Science Research Center jointly operated as a national user facility by Los Alamos and Sandia National Laboratories. The Center for Integrated Nanotechnologies Users' Association (CINT-UA) will provide an organized framework for communication between those who use the CINT facilities and the CINT management, other Nanoscale Science Research Centers, the U. S. Department of Energy Office of Basic Energy Sciences, and other organizations.

## By-Laws

### 1.0 Name

This organization will be called the Center for Integrated Nanotechnologies Users Association and is abbreviated as "CINT-UA."

### 2.0 Purpose

The purpose of this Association is to provide CINT users with representation in the operation of CINT and an organized channel for communication with CINT management, other Nanoscale Science Research Centers, the U. S. Department of Energy Office of Basic Energy Sciences, and other organizations.

### 3.0 Organization

#### 3.1 Association Membership

Membership in the CINT-UA shall be open to all those who are named as an investigator or collaborator on an approved CINT User Proposal in the current calendar year or in either of the two preceding calendar years.

Membership status will be updated at the beginning of each calendar year and again as CINT User Proposals are approved throughout the year.

#### 3.2 Meetings

The Association will hold an annual meeting open to the Association members. The business of the Association may also be conducted by other means throughout the year.

The date, time and location of the annual meeting shall be announced to Association members at least one month in advance.

Minutes of all CINT User Association meetings shall be recorded and made available to all Association members.

Administrative support for the conduct of Association business shall be provided by CINT. CINT-UA meetings shall abide by parliamentary rules as stated in Robert's Rules of Order.

## **4.0 User Executive Committee**

### 4.1 User Executive Committee Membership

The CINT-UA shall have a Users Executive Committee (UEC) to conduct Association business.

Two members of the Association shall be elected to the UEC each year for a term of office of three years.

Newly elected UEC members shall take office on the first of January of the year following their election.

In the event that a UEC position is vacated before expiration of its term, the UEC Chair shall appoint a member of the CINT-UA to fill the position for the duration of the unexpired term.

### 4.2 UEC Officers

The officers of the UEC shall consist of the Chair and the Vice-Chair, each serving a term of one year. Their membership on the UEC shall be extended as needed to complete their terms of office.

At the beginning of each calendar year, the members of the UEC shall elect from among its members a Vice-Chair. The Vice-Chair will become the Chair in the following year.

The Vice-Chair shall stand in for the Chair if he or she is unavailable and shall assist the Chair in the discharge of his or her duties.

In the event that the Vice-Chair position is vacated before the completion of the one-year term, the members of the UEC shall elect from among its members a replacement Vice-Chair to serve for the duration of that calendar year.

The UEC Chair shall also serve as Chair of the CINT Users Association.

The UEC Chair shall be an ex-officio member of the CINT Scientific Advisory Committee.

In the event that the Chair position is vacated before the completion of the one-year term, the Vice-Chair shall assume the additional responsibilities of the Chair for the duration of that calendar year and subsequently continue as Chair in the next calendar year.

The former Chair may remain as a non-voting ex-officio member of the Executive Committee for one year.

### 4.3 UEC Member Elections

Election of new UEC members shall be held at least six weeks before the end of each calendar year.

The UEC Chair is responsible for preparing a slate of qualified candidates and providing advance notice of the election to the Association membership.

The slate shall, as nearly as possible, reflect a balance of interests among active research fields pursued at the CINT and among institutional affiliations of the users and shall exceed the number of positions to be filled on the UEC.

Additional nominations shall be accepted by petition of 1% or more of the Association members in support of a candidate.

#### 4.4 UEC Functions

The UEC will serve as an advocacy group for the Facility and its user community.

The UEC will provide advice to the CINT management on matters affecting the user community.

The UEC will assure good communication between the CINT user community and the CINT management.

The UEC shall assist in the organization of the annual CINT user meeting.

The UEC Chair can appoint an Association member to represent the CINT-UA in other organizations. Such representatives shall be appointed annually and may be re-appointed for multiple terms.

#### 4.5 UEC Meetings

The UEC shall meet at the time of the annual User Meeting and at such other times as called for by the Chair or by a majority of the UEC members. A Quorum consists of a majority of the UEC membership.

Minutes of all UEC meetings shall be recorded and made available to all Association members.

Administrative support for the conduct of UEC business shall be provided by CINT.

UEC meetings shall abide by parliamentary rules as stated in Robert's Rules of Order.

#### **5.0 Amendments**

Proposed changes to these bylaws shall be presented by the UEC to the Association membership for a vote. An open voting period of no less than two weeks is required. These bylaws shall be amended by a favorable vote of two-thirds of ballots cast.