



Constitution of the SHiP Collaboration

13 January 2025

I - Preamble

- * The aim of the SHiP Collaboration is to perform the experiment described in CERN-SPSC-2023-033 ; SPSC-P-369-2023.
- * The Constitution of the SHiP Collaboration describes the management of the Collaboration.

II - Decision Procedures

- * All decisions taken by the Collaboration's Boards and Working Groups are by consensus whenever possible or otherwise by vote.
- * In case of remote participation, voting may take place by using the "Raise Hand" feature of Zoom (or equivalent), or by email (if confidentiality is desired).
- * Each member represented in the Board or Group has one vote, except for the ex-officio (non-voting) members. All votes are open except for elections and re-elections.
- * Decisions require a majority of $> 50\%$ of the valid votes. For decisions, the quorum consists of all members that are present at the meeting (in person or remote). For elections, the quorum consists of the entire Collaboration Board.
- * A change of the Constitution needs a majority of $> 2/3$ of all members of the Collaboration Board (CB).
- * Except for changes to the Constitution, abstentions, invalid and null votes are not taken into account for the definition of a majority. Thus in case of a yes/no vote only the sum of the positive and negative votes will be the 100% value. In case of an election the sum of valid votes for all of the candidates will be the 100% value.
- * Elections are performed by a succession of voting rounds whereby the candidate who has received more than 50% of the valid votes is elected. If no candidate receives this majority, the candidate(s) with the smallest number of votes is (are) removed in a next election round. The process is repeated until a majority is reached. In case no majority is reached, or when all candidates would be removed from the next election round by the rule of least votes, the Chairperson of the CB decides which candidate is removed from the next iteration. In the final round, the candidate with the highest number of votes wins, even if this is not a majority. In the case of a tie, the Chairperson of the CB decides who is the winner.

- * For the election of the members of the Editorial Board, a vote is held selecting three candidates. The three candidates with the highest number of majority votes are elected. If there are less than 3 candidates with a majority vote, a new voting round is held among the candidates who were not elected. If no candidate obtains a majority, the CB will select preferably by consensus. In case there is no agreement, the Chairperson of the CB will decide.
- * All persons fulfilling managerial positions may resign at any moment.

III - Collaboration Board (CB)

The Collaboration Board has the ultimate authority in the SHiP organisation. It is the body through which all major decisions of the SHiP Collaboration shall be approved. In the CB, the interests of all collaborating Institutes are represented. The CB considers and prepares the adoption of new members of the Collaboration following the rules defined in this document. In addition, the CB ratifies managerial appointments.

CB membership

- * Each Institute has one representative.
- * The CB Chairperson, elected by the CB for a (renewable) 3 year period.
- * Ex-officio (non-voting) members: the Spokesperson, the Technical, Physics and Resources Coordinators.

Agenda and Minutes

- * The agenda for the CB meetings are prepared by its Chairperson, and is circulated 14 days in advance. Any member of the CB may ask for additional topics to be included.
- * The proceedings of the CB are recorded in minutes. Draft minutes are circulated to members of the CB for approval at the next meeting. Approved minutes are made available to all members of the Collaboration.
- * All CB members will be informed at least one week in advance about all subjects on which a decision must be taken.

Membership and Associated Members of the Collaboration

- * Membership rules
Membership rules distinguish between personal members (“Individual Members”) and Institute Members.
- * Membership of the Collaboration
Members of the Collaboration are those who have signed the SPSC Proposal (CERN-SPSC-2023-033; SPSC-P-369-2023)¹. Additional members are accepted according to the rules laid out for “New Members”.

¹Georgia Technical University (Tbilisi) was admitted to the Collaboration after the submission of the SPSC Proposal.

67 * Institute Membership of the Collaboration

68 Member Institutes of the Collaboration are all those institutes to which the original
69 members are affiliated. New institutes can be accepted as Member Institutes follow-
70 ing the rules laid down in this document. Member Institutes appoint a person who
71 acts as the contact with the CB and the Spokesperson.

72
73 * New Members and new Member Institutes of the Collaboration

74 The candidature of new Member Institutes and new Members is first considered by
75 the Chairman of the CB and the Spokesperson. Once they decide that sufficient
76 information is available on the intended participation, the candidature is presented
77 to the CB followed by a vote.

78
79 * Rules for New Institute Members

80 All Institutes are expected to contribute a fair share to the detector construction
81 and the common fund for construction. After admission, the Institute becomes a
82 full member of SHiP and has the right of vote in the CB. Institutes also have the
83 obligation to participate in general service tasks.

84 * Associated Members of the Collaboration

85 An Institute can be given the status of Associated Member if it wishes to bring in
86 limited technical, financial or human resources to a particular project or working
87 group.

88 An Associated Member must be "attached" to an Institute of the SHiP Collaboration,
89 called the "Host Institute". The Host Institute will propose the Associated Member
90 candidature to the CB. Individual members of the Associate Member have the same
91 rights and obligations as full members.

92 The Host Institute must take the long-term responsibility for the operation and main-
93 tenance of any hardware, or software, which the Associated Member would produce
94 and which would become part of the experiment.

95
96 * Individual Membership

97 The admission of an Individual as a new member of the collaboration (from an existing
98 SHiP Institute) is under the responsibility of the Institute leader who should inform
99 the SHiP secretariat. Likewise, it is the responsibility of the Institute leader to notify
100 the SHiP secretariat when members leave their group.

101 Individual membership is described by a person's status (e.g. Academic, PostDoc,
102 PhD student, Engineer, Emeritus) and by their individual access rights (Full member,
103 Affiliate or Other). Access rights, in normal circumstances, are:

- 104 • Full member: Full Access. Primary or Secondary experiment affiliation.² Au-
105 thorship.
- 106 • Affiliate (e.g. theory): Full Access, fixed-term (3 years, renewable, approved by
107 the CB on the advice of the the Spokesperson). Authorship can be requested for
108 individual papers.

²There is no restriction on simultaneous membership of other experiments.

- Other: Full Access. Intended for engineers, technicians and others. Authorship can be requested for technical (non-physics) publications.

Individuals may become a member of the Collaboration even if their Institute is not. In this case the individual should contact the Spokesperson or the Chairperson of the CB. After a short presentation in the CB, the CB will vote whether the individual may be admitted to the Collaboration.

Managerial appointments

The CB shall elect the following managerial positions:

- * The Spokesperson (SP) shall be elected for a (renewable) 3 year period.
- * The Physics Coordinator (PC) shall be elected for a (renewable) 3 year period.
- * The three members of the Editorial Board shall be elected for a (renewable) 3 year period. The election will be held during the summer of the last year of this period. The mandate starts on January 1st following the election, but to ensure continuity, newly elected members will be asked to participate in the activities of the Board upon their election.

IV - The SHiP Management

Executive body

The SHiP Management is the executive body of the Collaboration. It has overall responsibility for managing the detector operation and upgrades as well as the physics analysis. The SHiP Management represents the Collaboration towards outside bodies. It is composed of:

- * The Spokesperson and, if appropriate, the Deputy Spokesperson
- * The Technical Coordinator
- * The Physics Coordinator
- * The Resources Coordinator
- * Upon invitation, other members of the Collaboration as required

The SHiP Management shall organise the resources (financial and personnel), prepare the SHiP budget, present it to the CB and to the appropriate Review Boards.

V - Mandates of managerial positions

- * *Spokesperson (SP)* The SP represents the Collaboration to the SPSC, the CERN Management, and the outside world. The SP is responsible to the CB for the execution of the project. The election of the SP is organised by a small group of persons appointed by the CB. Candidates should be presented by at least one Member of the CB and their names should be announced at least two days before the election.

The CB may decide at any time with a 50% majority to start a new election procedure of the Spokesperson.

* *Deputy Spokesperson (DS)*

The Spokesperson may nominate a Deputy Spokesperson for ratification by the CB. The DS represents the Spokesperson in his/her absence. The DS can take over well-defined responsibilities from the Spokesperson by mutual agreement; however, the CB shall be informed in the case of delegation of important responsibilities. The Deputy Spokesperson is an ex-officio (non-voting) member of the CB and the Technical Board. The appointment of the Deputy Spokespersons comes to an end when the term of office of the Spokesperson comes to an end.

* *Technical Coordinator (TC)*

The Technical Coordinator is responsible for coordinating all technical activities including development, construction, installation, financial and schedule planning. The TC reports to the Spokesperson and the CB. The TC chairs the Technical Board and is an ex-officio (non-voting) member of the CB. The TC is nominated by the Spokesperson, in agreement with the CERN Management. His/her nomination is ratified by the CB. The Technical Coordinator shall be a member of the CERN staff for the duration of their term of office.

* *Resources Coordinator (RC)*

The TC nominates, in agreement with the Spokesperson, a Resources Coordinator; their nomination will be ratified by the CB. The RC is responsible for coordinating the financial planning of the collaboration. The RC is in charge of establishing the annual budget and expenditure reports, which are presented to the CB for approval and to the experiments' Financial Review Committee. The RC monitors the payment by the Institutes of the M&O share. The RC reports to the Technical Coordinator and the CB. The RC is an ex officio (non-voting) member of the TB and the CB.

* *Physics Coordinator (PC)*

The Physics Coordinator coordinates the analysis efforts in order to ensure the best possible physics data quality and physics output. The PC reports to the Spokesperson and the CB. The PC is an ex officio (non-voting) member of the TB and the CB. They coordinate the physics analysis groups and propose to the Spokesperson the Conveners of these groups. The PC shall facilitate information exchange and ensure that all SHiP members can access the data and work on any physics analysis. The PC ensures the scrutinizing of the physics results and their collaboration-wide discussion. The PC oversees the review and approval procedure necessary for any physics analysis result to proceed toward publication. The PC shall be elected by the CB, following the Collaboration's procedure for elections. The appointment of Physics Coordinator is for a (renewable) 3 year period.

* *Commissioning and Run Coordinator (CRC)*

The Commissioning and Run Coordinator’s task is to gain experience in detector operation and control, to verify the hardware stability, to obtain initial alignment and calibration constants, to develop monitoring tools and to understand the detector performance. During data taking, the CRC is in charge of the overall SHiP detector operation. The CRC is nominated by the Management and ratified by a simple majority vote by the CB. The CRC reports to the TB and the Physics Coordinator. The CRC is an ex officio (non-voting) member of the TB. The appointment of CRC is for a (renewable) 3 year period.

VI - Editorial Board

The Editorial Board ensures that the basic publication principles of the collaboration are followed. It is composed of three members who are elected by the CB. The three members will elect the Chairperson of the Editorial Board, who will represent the Board to the SHiP management. The election of the Chairperson will be ratified by the CB.

The Editorial Board will organise the decision on the target journal of a publication and the collaboration-wide review process of an SHiP publication or conference presentation. The Editorial Board organises the distribution of the draft to the collaboration and ensures that all comments from the collaboration have been appropriately addressed before final approval of the publication. The Editorial Board will ensure that the proper Author List is used. In case of a disagreement between authors and the internal referees or other members of the collaboration, the Chairperson of the Editorial Board, together with the Physics Coordinator and the Spokesperson, will make the final decision. The Editorial Board assists the Management in seeking optimal exposure of SHiP through a prominent presence in the programs of relevant conferences, workshops, and schools. The Editorial Board shall ensure that presentations are shared in a fair way among the SHiP collaborators and organises rehearsal talks to maintain a high level of quality.

The tasks of a Speakers Bureau (selecting suitable conferences and speakers, submitting abstracts and organisation of rehearsal talks) are carried out by the Editorial Board. When the load becomes important, a separate Speakers Bureau may be required.

Following an innovative publication strategy, the SHiP data will be made publicly available, using the CERN Analysis Preservation system.

VII - Technical Board (TB)

The Technical Board (TB) assists the Technical Coordinator with all technical activities of the experiment.

The TB sets up Working Groups lead by Conveners to facilitate the progress of the experiment. The Conveners report to the TB and are responsible for the operation of their Working Group. The TB may decide at any time to replace a Convener, or set up a new Working Group. The TB is composed of:

- * The TB is chaired by the TC. The Technical Coordinator is appointed by CERN.
- * The SP
- * The PC

- * The RC
- * The CRC
- * The Working Group Conveners
- * Any member the Technical Coordinator deems necessary to perform the TB's tasks

The TB has frequent meetings, typically once per 14 days, to ensure the progress of the work. The TC shall keep the Collaboration and CB informed of the decisions and activities of the TB.

VIII - Physics Analysis and Publication policy

* *General Principles*

All physics results from SHiP are the property of the entire collaboration. The complete and detailed information about any analysis should be made available to the collaboration. Any analysis or results using data from the SHiP experiment must be reviewed, understood and approved by the collaboration before being disclosed outside the collaboration. All physics results presented at conferences and to be prepared for publication, which involve use of SHiP raw data or SHiP software, must be submitted to a review process under the responsibility of the PC.

* *SHiP Authorship*

Every full member of the collaboration who has contributed to the experiment has the right to sign SHiP physics papers, subject to the following conditions.

- SHiP collaborators are expected to have participated in the detector construction, the online or computing activities, or to contribute to data taking, calibration or data processing.
- Inclusion on the author list will normally begin 6 months after membership starts. This rule will be applied on the date when an analysis is approved to go to paper. The presence on the author list will normally last, after membership terminates, for a period of 12 months.
- For technical, non-physics publications, technicians and engineers may appear on the author list.
- Individual authors may choose not to sign any particular paper by informing the Editorial Board before the author list is finalised.
- The author list may include collaborators who left but have contributed significantly to the experiment, as well as others for a paper to which they have made a significant contribution.

Exceptions to the guidelines will be decided by the Editorial Board, in consultation with the CB Chairperson and the concerned Institute leader. Appeals may be addressed to the Spokesperson who, in consultation with the Chairperson of the Editorial Board and the CB Chairperson, should reach an agreement, to be ratified by the CB.

IX - Code of Conduct

Members of the SHiP Collaboration are expected to act in an ethical and collaborative manner at all times, and abide by the CERN Code of Conduct. SHiP members shall not engage in harassment or bullying, or discriminate against each other in particular on the basis of sex, age, religion, beliefs, nationality, culture, ethnicity, sexual orientation, gender identity, career status, disability, or family situation. SHiP members are expected to work with the utmost scientific integrity, and respect the confidentiality of internal information.