

ByLaws of the Omega Laser User Group

Purpose: The Omega Laser User Group (OLUG) exists to promote the interests of the scientific users of the Omega Laser Facility at the Laboratory for Laser Energetics (LLE) of the University of Rochester, and to facilitate the integration of junior researchers (students, post-doctoral fellows, and recent Ph.D.'s) into the OLUG community. Among the interests of the users are advocacy for improvements to:

- The capabilities and operation of the facility that would advance research opportunities for a broad cross-section of the users
- The operation of the facility to serve the needs of the users
- The use of the facility in training students
- The administrative and regulatory context within which the facility is used.

To fulfill this purpose OLUG will conduct an annual workshop, and also will hold a meeting, at an appropriate scientific conference, to update the users on OLUG issues. To facilitate the integration of junior researchers, OLUG will seek funds to support their travel to the workshop.

Membership: Membership in OLUG is open to any scientist or student in the sciences who has an interest in collaborating on experiments at Omega and some potential of doing so. Typical members are students, professors, and scientists in the physical sciences at universities and research scientists from large laboratories. Those interested in membership must contact (typically by email) the current Chair of OLUG. The Chair has the discretion to seek further information regarding whether an applicant is qualified for membership.

Activities: The principal activities of OLUG are to hold an annual OLUG meeting at which the interests and needs of the users can be identified, and to advocate for these needs with facility management and elsewhere if this is indicated. The Chair is in charge of this meeting, which is to occur in April or May each year. OLUG may also undertake any other activities that support its purpose, in the judgment of the Executive Committee.

OLUG at times will serve as a source of information or advocacy to the OLUG membership. The OLUG coordinator will send such messages by email to the list of members. If the coordinator has any concerns regarding whether to forward a specific message to the membership, the Vice Chair is to be consulted.

Executive Committee: The Executive Committee is to be composed of 10 members of the following types:

- A Vice-Chair and a Chair, both from US universities (two years in each role)
- Two representatives, each from either a US university or a small business (three year term each, having staggered end dates).
- Three representatives, each from either a US national laboratory or major industrial laboratory (three year term each, having staggered end dates)
- One junior researcher (three year term)
- One non-US researcher (three year term)

- An (ex officio) representative appointed by LLE

Thus, in each year two or three members will rotate off the executive committee. In the event that a Chair or Vice Chair is unable to complete the term of office, the remaining officer will serve as Chair and Vice Chair, and a new Vice Chair will be elected in the next cycle. In the event that a need arises to replace more than one other member of the Executive Committee, the remainder of the Executive Committee is empowered to appoint such members to terms it judges to be reasonable. During the initiation of this process the Executive Committee is empowered to use its best judgment in establishing the initial rotation of members.

Nominating Committee: The Vice Chair will be chair of the Nominating Committee, and will recruit two other members who are not members of the Executive Committee. Each year the Nominating Committee will identify two willing candidates for each open position on the committee. When necessary, the Nominating Committee will also identify two willing candidates for Vice Chair.

As part of the nominations process, the chair of the Nominating Committee will solicit nominations from the general membership, allowing a minimum of two weeks for responses. The Nominating Committee must consider but is not required to select those nominated from the membership as candidates for election.

The candidate for Vice Chair may be a member of the Executive Committee excluding the Chair. If an Executive Committee member is elected Vice Chair, then in the following election cycle the Nominating Committee will find additional candidates as needed to bring the Executive Committee up to full strength.

Elections: LLE will designate an employee to administer each annual election. The voting will be conducted electronically, with all members eligible to vote. Reasonable adjustments to the voting procedure for some individuals in special circumstances may be authorized by the Chair. The voting is to occur throughout the month of February, with results announced in early March.

New Executive Committee members and officers will assume their duties effective at the end of the Annual meeting following their election.

Amendments: The Executive Committee may propose amendments to these ByLaws. Such amendments will be subject to approval in an election to be conducted in a manner similar to that of the annual election. Approval by a majority of those who vote is sufficient to approve any amendment.