

Charter for the International Society of Neutron Instrument Engineers

Preamble

The International Society of Neutron Instrument Engineers (ISNIE), also referred to in the context of this document as “the Society,” is an international platform for neutron instrument engineers to share relevant information in relation to this field worldwide.

Purpose:

General advancement of neutron instrument engineering and its applications in order to foster innovation, excellence and best practices within worldwide neutron scattering facilities.

Mission:

1. To provide the neutron scattering instrument engineering community a means to exchange ideas, share knowledge and lessons learned in order to better support neutron scattering science.
2. To promote the status and standing of members of the community through the recognition of the community itself and its individual members.
3. To promote the values of openness, social responsibility and environmental responsibility to the benefit of the community and the general public.

Note:

With the creation of ISNIE, the International DENIM Committee (IDC) was irrelevant and has been dissolved.

The existing IDC members became the initial ISNIE Board Members.

Society Specifics

Member:

Membership to the society is available to any individual interested in the free and open discussion of neutron instrument engineering. To that regard, employees and owners of for-profit organizations are only eligible for Corporate Membership. Corporate Members are ineligible to be members of the Board of Directors and are restricted from some society resources.

Society Membership requires a pledge to accept the values of the society.

Board of Directors:

The Board of Directors, also referred to as “the Board”, is responsible for the direction of the Society, and has the sole authority for making decisions on the behalf of the Society, for conducting the affairs of the Society or any activity in the name of the Society, and for awarding the host institution for DENIM.

Any member of the Society, except for the aforementioned Corporate Member, is eligible to be a member of the Board. Prospective Board Members may be nominated either by the Member’s home facility, or by a Board Member, but the authority to accept a new Board Member exists only by the Board, and is made by a popular vote within the Board. A quorum of at least 1/2 of total Board participation in the vote is required for the vote to be valid.

Any	Neutron Scattering
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Facility with at least one Society Member is eligible to be represented by up to one Board Member. A Neutron Scattering Facility with at least five Society Members is eligible to be represented by up to two Board Members, and any Neutron Scattering Facility with 15 or more Society Members may have a maximum of three Board Members.

Each facility participating on the board has one vote, regardless of its number of representatives on the Board. If there are multiple Board members from one facility, they determine between them who the voting member is. If they are undecided on the representative voter, then their facility picks the representative voter. If a voting Board Member is unable to participate in a vote, the representative voter may delegate his or her vote to any other Society Member. Alternatively, in the case of a vote known in advance, a voting member may indicate his or her vote prior to the scheduled vote by e-mail. In the case of unscheduled votes that may arise during a Board meeting, non-present members may not participate in the vote. Votes require a quorum of at least ½ of all Board Member participation to be valid.

Any Board Member who is not present for a Board Meeting over the course a running year will be removed from the Board.

Officers:

Society Officers are responsible for leading the Board, for conducting Board Meetings and for calling votes within the Board.

All Board Members, and only Board Members, are eligible to be Officers. A Board Member may indicate his or her interest in becoming an Officer by self-nomination. A Board Member may self-nominate for more than one Officer position but may only hold a single Officer position. Election of new Officers shall occur once every two years, during DENIM, except for the initial election of officers, which occurred by videoconference on 20 September 2017. The initial set of Officers was only valid until the next DENIM occurring in an even numbered year (2018). All successive Officer terms shall be for two years, with all elections occurring in even numbered years. A quorum of at least 1/2 participation of all Board Members is required for the vote to be valid. If a quorum is not achieved during DENIM, it shall be the responsibility

of the President to conduct another vote at the earliest opportunity, until quorum is achieved. In these cases, the previous Officers shall remain in place until quorum is achieved.

ISNIE Officers are limited to two consecutive two-year terms. Officers elected in special elections for terms of less than two years remain eligible for an additional two regular consecutive two-year term elections. A term limited officer regains eligibility for an office after two years of not serving in that position, or by holding a different Officer position for at least one full regular two-year term.

There shall be 5 Officers with the following responsibilities:

- The *President* ensures the good functioning of the Society, calls meetings, prepares agendas, leads Board discussion and initiates voting. As do all of the Officers, the President promotes the Society.
- The *Secretary* seconds and replaces the President when needed, organizes the meetings (face to face, by video- or teleconference, or by any other means the Secretary deems appropriate), takes minutes of the meetings, checks for quorum before votes and records the results.
- The *Webmaster* is responsible for running the internet site of the Society.
- The *Communication Officer* (CO) prospects new members and answers member questions and issues. *The CO publishes a newsletter after each ISNIE Board Meeting (or series of Board meetings like the ones held daily at DENIM conferences) usually quarterly. The CO also monitors membership applications and updates the membership roster with additions (or deletions).*
- The *Outreach Officer* provides support for hosting DENIM and engineering schools.

There may not be more than two Officers from the same Institute. The President and Secretary may not be from the same Facility.

Because a Board Member may self-nominate for more than one Officer position, voting selection must occur in a sequential fashion. The conductor of the vote shall be a member of the Board, selected by the President, who has not self-nominated. The anonymous vote (except for the vote conductor, in case the vote must be conducted by e-mail) will be held in the following order: President; Secretary; Webmaster; Communication, Outreach. Once a Board Member is elected for a position, he or she is no longer eligible for successive positions.

Further direction regarding the Society:

The ISNIE is not a legal entity. This charter is not a legally binding document. This charter may be amended by popular vote by the Board of Directors, conducted by the President, provided a 1/2 quorum is achieved.

The Society shall not require a membership fee.

Frequency of meetings

There shall be a minimum of 4 meetings per year for Officers, 2 meetings per year for Board members and 1 Annual General Meeting (AGM) for members.

The Annual General Meeting shall be held once a year at DENIM and is open to all members. The aim of the AGM is to inform the Members about the Society, present the next host for DENIM, and present news regarding the Society's business (the website, changes to the charter, presentation of new Officers,

present and discuss the engineering schools, etc.). It also provides an opportunity for Members to provide feedback to the Board, and to discuss possible changes and/or action to the Society.

Website:

Part of the Society mission can be accomplished via a website which will need to be set up and maintained by an officer and moderators. Such a website would typically provide information on:

- the Society itself: purpose, charter, etc.
- how to become a Member of the Society and a way to apply for Membership
- news related to neutron instrument engineering about worldwide neutron sources
- list of upcoming workshops and congresses relevant to neutron instrument engineers
- jobs and opportunities for neutron instrument engineers
- list of neutron instruments available with fast access to neutron instrument engineers
- forum with dedicated topics such as neutron optics, specific materials, vacuum, shielding, etc.
- useful website tips and other information for new people to this role
- host history and key presentations from earlier DENIM events

Dissolution of the Society

The Society shall be dissolved if 2/3 of the Board Members vote for dissolution.

Revision Record

R01 corrected minor typographic errors, changed the quorum requirement from 1/3 to 1/2, added language allowing Honorary Board Members. Changed tense from future to past in the *Mission Note* section, and in the selection of Officers section. Added additional description to the Officer's responsibilities section. Changed "**Any Neutron Scattering Facility** with at least one Society Member is eligible to be represented by up to one Board Member" to "**Any noncommercial entity involved in the operation, design and support of a Neutron Scattering Facility** with at least one Society Member is eligible to be represented by up to one Board Member."